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**Milford High  
School**  
One Eagles Way  
Milford, Ohio  
45150  
831-2990



## STUDENT HANDBOOK

*The mission of Milford High School is to create a community of empowered learners by offering wide-ranging academic and bonding opportunities which inspire a culture of mutual respect and excellence.*

### ADMINISTRATIVE TEAM

MR. MARK D. LUTZ, PRINCIPAL

MR. E. R. HOUSE, ASSOCIATE PRINCIPAL, 9<sup>th</sup> GRADE  
COMMUNITY

MR. DENNIS KLASMEIER, ASSISTANT PRINCIPAL, (A-J)

MR. THOMAS R. WILLSON, ASSISTANT PRINCIPAL, (K-Z)

MR. MARK TROUT, DIRECTOR OF ATHLETICS & FACILITIES

### *This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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**Guidance Counselors**

Mrs. Mary Beth Corbin, 9<sup>th</sup> Grade  
Mrs. Michelle Dolezal, A-Ha (10-12)  
Mr. Larry Holstein, He – R (10-12)  
Ms. Molly Wakeham, S-Z, Vocational students (10-12)

**Support Staff**

Mrs. Barbara Alderman, Treasurer  
Mrs. Pat Burke, 9<sup>th</sup> Grade Secretary  
Mrs. Chris Duffy, Guidance Secretary  
Mrs. Susan Duffy, Registrar  
Mrs. Donna Huxell, Secretary  
Mrs. Linda Gaible, Athletic Secretary  
Mrs. Kelley McAfee, Attendance Secretary  
Mrs. Vickie Parker, Principal's Secretary  
Mrs. Joyce Collins, RN, MSN  
Mrs. Patty Price, RN, BSN

**Milford High School Telephone Numbers**

Attendance Office 684-8537  
Main Office 831-2990  
Guidance Office 576-2203  
Athletic Office 576-2208  
School Nurse 576-2214  
School Resource Officer 576-2219

**Board of Education**

Board of Education 831-1314  
[www.milfordschools.org](http://www.milfordschools.org)

## Grade Scale

**A = 90 – 100**

**B = 80 – 89**

**C = 70 – 79**

**D = 60 – 69**

**F = 0 – 59**

- Courses are calculated on a 4.0 scale

<b>Student Records</b>
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### Directory Information

The Milford Board of Education has a policy pertaining to student records and the handling of *THEM*. *FIRST OF ALL, THE DISTRICT HAS NOT NOR WILL IT EVER SELL, SHARE OR PROVIDE PERSONAL INFORMATION* to profit-making companies or organizations without your written consent. Federal law, the *Family Educational Rights and Privacy Act* (FERPA), affords parents certain rights with respect to the student's education records. The law also provides school districts with the right and requirement to disclose directory information to outside organizations including military recruiters without a parent's prior written consent. The district designates the following information as "directory information".

1. Student's name
2. Student's address
3. Student's date of birth
4. Student's phone number
5. Student's place of birth
6. Student's major field of study
7. Student's dates of attendance
8. Student's date of graduation
9. Student's sports and activities
10. Student's weight and height if a member of an athletic team

The information above details the specifics of the FERPA law. If you do not want Milford Schools to disclose directory information from your child's education records, you must notify the district in writing as to which items of the directory information you want kept private. The notification is due by **September 10, 2011**. Parent support groups in our district create student directory booklets for building use. Those directories are not restricted by this law since they are produced by school organizations and maintained for school related use only. The district is abiding by Federal law in providing this information to you. Thank you for your attention to this matter and best wishes for a very fulfilling school year.

<b>ATTENDANCE INFORMATION</b>
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It is important that students attend school each day they are not ill. The Compulsory Attendance Law (O.R.C. 3321) requires that all students be in attendance, and in all classes assigned to them. Attendance is the responsibility of the student and the parent.

Reasons for which absences may be excused include, but are not limited, to:

- a. **Personal illness.**  
The approving authority may require the certificate of a physician if he/she deems it advisable.
- b. **Illness in the family.**  
The approving authority may require a written statement from a physician and an explanation as to why the child's absence was necessary.
- c. **Quarantine of the home.**  
The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
- d. **Death of a relative.**  
The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
- e. **Medical or dental appointment.**  
The approving authority may require a written statement from a physician or dentist and an explanation as to why the child's absence was necessary.
- f. **Observance of religious holidays.**  
Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his truly held religious beliefs.
- g. **Emergency or other set of circumstances.**  
Circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.
- h. **College visitation.**  
The approving authority may require verification of the date and time of the visit by the college, university, or technical college.

**The administration reserves the right to ask for a doctor's written excuse for any absence due to personal illness. Students with chronic illness or problems must have a doctor's note on file each year.**

The following daily attendance procedures will be in effect for the 2011-2012 school year:

1. All absences from the high school, without prior approval, will be considered unexcused unless the parent or guardian notifies the school before 10:00 AM of the first day and each subsequent day of absence at 684-8537. This is a voice mail system and is operational 24 hours per day.
2. If no phone contact has been made, the student should bring a signed note from the parent to the attendance office upon returning to school.
3. Requests for early dismissals are to be in writing from the parent and brought to the attendance office prior to first period on the day needed. This note should include the reason for the early dismissal, who will be picking the student up, and a phone number of who can be contacted to verify the note if needed.

### **Truancy and Absence Policy**

(5) Unexcused Absences for the year	=	Friendly Letter home with explanation of ORC. Copy sent to Juvenile Court
(7) Unexcused Absences (year)	=	Phone call and follow up letter stating when charges are filed by Student Services Coordinator
(12) Unexcused Absences (year)	=	Charges filed in Juvenile Court Mediation process begins before court appearance. Mediations are every other week.

### **Excused Absences**

- Parents will be allowed to call in absences (5) five times a year without providing a doctor's note
- All absences after the fifth absence will require a doctor's note to be counted as excused
- Prolonged absences in a row for one illness may count as (1) absence towards the (5) times parents can call school to report an absence

### **Mediation**

- Mediation will be conducted every other week
- Principals are encouraged to attend mediation hearings
- Student Services Coordinator will schedule and communicate mediation hearing schedules to parents and administrators
- Forms/Information to be brought or organized for mediation hearings: attendance, grades, behavior, assessment data (short cycle and progress monitoring data), contact parents have had with school

- Student Services Coordinator will follow up with outcome of Mediation if a school representative does not attend
- Staff may contact Juvenile Court regarding the student in question after mediation
- Student Services Coordinator will monitor attendance every week of students in mediation

### **Make-up Work**

When an absence is excused by parent call or doctor's note, assignments may be made up by the student. **It is the responsibility of the student to contact the teacher, obtain the assignment and reschedule quizzes and tests.** Make-up work must be completed in a time frame equal to the amount of absences. This make-up time is not to exceed 5 days unless otherwise approved by the teacher.

A student whose absence from school is unexcused shall be permitted to make up work, except for the student who voluntarily does not report for school or individual class as assigned or leaves school property without authorization by school officials. It is the student's responsibility to secure the work. The work when satisfactorily completed and submitted in a timely manner according to established procedures, will be accepted for credit.

### **Family Vacations**

We feel very strongly that family vacations should be arranged around the school calendar. If you find it absolutely necessary to take your vacation during the school year, please notify the school office and the classroom teachers as soon as possible to make arrangements for assignments.

***Procedure for requesting an absence for a family vacation:*** (Please note that only family vacations will be considered for approval. **A family vacation is defined as one in which the parent(s) or guardian(s) and the child will participate.**)

1. The parent should explain in writing the circumstances necessitating the request for permission to miss school and attach a vacation form (located in attendance office). The student is responsible for obtaining an initial request form from the attendance office. Each teacher will indicate on the request form whether the vacation is academically advisable or inadvisable.
2. The completed form is returned to the appropriate assistant principal at least **one week** prior to the expected vacation. The final decision will be based upon the information received.
3. If the approval is given, the student is responsible for contacting teachers at least **one week** before the vacation will begin in order to obtain assignments which will be completed before vacation. Students and parents must recognize that certain labs, films, demonstrations, and discussions cannot be made up.
4. If approval is not granted, and the vacation is taken, the absence will be unexcused.

### **Tardiness to School**

Any student arriving after 7:20 must report to the attendance window to receive a tardy pass

necessary for admittance to class. **Students arriving to school after 10:25 AM will be considered absent for a 1/2 day. TARDINESS AS A JUNIOR IS A FACTOR IN DETERMINING EARLY DISMISSAL FOR THE SENIOR YEAR.**

- **The administration reserves the right to ask for written verification for any tardiness due to personal illness, court appearance, etc.**
- Students are allowed four unexcused tardies to school per semester without disciplinary action. Students may suffer academic consequences for any unexcused tardy.
- On the fifth unexcused tardy of a semester, a student will receive a 30 minute lunch detention.
- **NOTE: Lunch DT must be served on the day of the tardy. Failure to serve will result in a Wednesday School on the next available date.**
- On the seventh unexcused tardy of a semester, a student will receive a 30 minute lunch detention.
- On the ninth unexcused tardy of a semester, a student will be assigned a Wednesday School to be served immediately following the occurrence.
  - On the ninth unexcused tardy in a semester, a student may have privileges revoked such as but not limited to: parking pass, participation in extra-curricular activities, attendance at school functions, etc.
- On the eleventh unexcused tardy of a semester, a student will be assigned a Saturday School to be served immediately following the occurrence.
- On the thirteenth unexcused tardy of a semester, a student will be assigned to In-School-Suspension.
- On the fifteenth unexcused tardy of a semester, a student will be assigned to In-School-Suspension.
- On the seventeenth unexcused tardy of a semester, a student will be assigned two days in the Alternate School.
- On the nineteenth unexcused tardy of a semester, a student will be assigned four days in the Alternate School.
- Discipline for twenty or more unexcused tardies will be at the discretion of the administration, including the possibility of out of school suspension.
- **NOTE: THREE TARDIES = ONE UNEXCUSED ABSENCE FOR TRUANCY PURPOSES**
- **Students participating in athletics or extra curricular activities are required to be present in school by 10:25 AM to be eligible for any contest or activity that day.**

### College Days

All **Seniors** are entitled to a maximum of three college days. All **Juniors** are entitled to two college days during their junior year. It is preferred that all college days occur prior to the month of May. The purpose of these days is for the student to examine prospective colleges and universities. The days will not take away from a student's perfect attendance and will allow for make-up privileges as long as the appropriate form is completed **one week** in advance. College day forms are available from the attendance office. **A dated and signed letter on office stationery from the college admissions office is required to qualify for an excused absence.** Failure to provide documentation from a college or university will cause the absence to remain unexcused.

### Perfect Attendance

Students who have **no** full or ½ day absences and fewer than 3 tardies during the year will be considered as having perfect attendance for the year.

**School Age Visitors**

No visitor will be permitted without advance approval of the administrative team. Classroom visitation will only be allowed after teachers have been notified and administrator approval has been given. **No full day visitations will occur.** If advance approval has not been obtained, visitors will be directed to the Main Office and sent home.

**Cancellation of School**

In the event of severe weather conditions, the operations manager may decide to cancel or delay school. Students and parents are asked to listen to their radio or television on severe weather days. Cancellations are also posted on the district website at [www.milfordschools.org](http://www.milfordschools.org). Please **DO NOT** call the school or other district offices unnecessarily.

<b>MEDICATION AND DRUG POLICY</b>
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The Ohio legislature enacted a law concerning the administration of medicine to students by school personnel. The Law, Ohio Revised Code 33.13.713, has established specific steps which must be taken prior to any school employee administering medicine to a student.

A copy of the Milford Exempted Village School District policy, which is in compliance with the law, and the forms to be used with the policy are attached for your review and use. Please take these items with you when your child has a doctor’s appointment which may lead to prescribed medicine being taken at school. Additional forms may be picked up at any school office or our web site [www.milfordschools.org](http://www.milfordschools.org) by clicking on the upper right hand corner download links and scroll down to where you see Medical. You will be able to access the medical forms necessary for your child/children.

We will appreciate your cooperation in complying with this law and our policy, as the purpose of the law is to ensure your child’s health and safety.

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Many students are able to attend school regularly only through the effective use of medication in the treatment of chronic disabilities or illnesses that will not hinder the health and welfare of others. The Milford Board of Education strongly recommends that required medications be administered at home. Parents should ask their doctor to arrange the time medication is to be given to avoid school hours if possible. If this is not possible, parents may come to school to administer medication to their children. If this cannot be done, any pupil who is required by a physician’s order to take medication during regular school hours must comply with the following policy:

1. Prescription drugs to be taken at school must be accompanied by a doctor’s order, labeled with all necessary information including the student’s name, the date, the name of the drug, and the time intervals to be taken.

2. Medication must be brought to the school clinic by the parent in a container appropriately labeled by the pharmacy or physician.
3. A release form and written permission from the parent/guardian of the student requesting that medication be given or taken during school hours must be presented. (Obtain the forms from the school office).
4. New request forms must be submitted each year and as necessary for changes in medication orders.
5. Prescription medication to be taken at school will be stored, out of view, in the clinic. (Refrigeration will be provided when necessary).
6. At no time may a student bring medication, prescribed or over-the-counter, to school. (Inhalers may be accepted). All medication must be brought directly to the school nurse by a parent or guardian.

The school's role in the administration of this policy is one of cooperation with the parent and student, and we will take responsibility for the administration of medication only after the above guidelines have been followed.

#### **Administering Non-Prescription Drugs to Students**

If possible, all medication should be given by the parent at home. If this is not possible, over-the-counter, non-prescription drugs may be administered with parental completion of the non-prescription drug form [JHCDA-E]. This form allows over-the-counter medications to be given **for no more than seven days without a physician's statement.**

<b>HEAD LICE POLICY</b>
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#### **Control of Head Lice**

Students found to have live head lice during school hours shall be excluded from school and may not return until one of the following occurs:

- A. The child is totally free of all live lice and parents sign a compliance/release form stating that the child has been treated with a head louse treatment and have begun removal of all nits. Nits that remain must be removed by 10 days after return.
- B. After 10 days if any further nits remain a second treatment is recommended.
- C. If, after 2 treatments with over the counter products fail to remove all active head lice and nits, Milford Schools will recommend the parent seek advice from their Health Care Provider.
- D. Chronic Infestation is defined as a child found infested more than 3 instances in a 10 week period. This may require a Health Care Provider's statement to be readmitted to school.
- E. Each child who has been treated for head lice **MUST** be checked by the Nurse at the school **BEFORE** being readmitted to class.
- F. The child will have 1 excused day to provide treatment. If additional days are needed to provide the above treatments, each day will be an unexcused

absence. After 5 days of unexcused absences, the student's attendance will be turned over to our School Truant Officer. (See policy on attendance)

*From the MEVSD "Head Lice Policy"*

## FOOD ALLERGY GUIDELINES

Information concerning the district's food allergy guidelines is available on the district website.

If at any time, you have a question or concern, please contact the district nurse at 513-576-2214 or email [price\\_p@milfordschools.org](mailto:price_p@milfordschools.org)

*From the MEVSD "Food Allergy Guidelines"*

## STUDENT CODE OF CONDUCT

This Code of Regulations is adopted by the Board of Education of the Milford Exempted Village School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code.

Any student engaging in the following types of conduct whether specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to THE OHIO REVISED CODE. Students are also subject to any additional penalties outlined within these regulations. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health, safety and welfare of students or such conduct would unreasonably interrupt the education processes of the Milford Exempted Village School District.

The types of conduct prohibited by this Code or Regulations are as follows:

1. Damage or destruction of school property on or off of school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.

3. Damage or destruction of property belonging to a school employer or anyone connected with the school district, whether on or off school premises.
4. Assault on a school employee, student or other person.
5. Harassment of school personnel during school and/or non-school hours.
6. Fighting.
7. Hazing (to persecute or harass or humiliate another student and/or employee).
8. Chronic misbehavior which disrupts or interferes with any school activity.
9. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
10. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited. Bullying will not be tolerated. Bullying is defined as repeated behavior with intent to injure, intimidate, alienate, or threaten another student that results in physical harm, damage to or theft of property, substantial disruption of the orderly operation of a school or a hostile environment that substantially interferes with a student's educational benefits, opportunities, or performance.
11. Disrespect to a teacher or other school authority.
12. Refusing to take detention or other properly administered discipline.
13. Skipping detention.
14. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
15. Forgery of school or school-related documents.
16. Cheating or plagiarizing.
17. Gambling.
18. Extortion of a student or school personnel.
19. Theft or possession of stolen goods.
20. Arson or other improper use of fire.
21. Possession of matches or lighters or other similar devices.
22. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
23. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.

Students violating section 23 will also be disciplined as follows:

- For every offense during one (1) school year: attendance in a drug awareness program

- For the first offense an ISA of three (3) days
  - For the second offense of the same school year: an out-of-school suspension of three (3) days
  - For the third and every subsequent offense of one school year: an expulsion hearing shall be arranged.
24. Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) OR INHALANTS, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance. (Any substance that is made to look like a controlled substance, or is represented to be a controlled sub-stance, or that is believed to be a controlled substance).
  25. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substance.
  26. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers etc.
  27. Improper use of electronic devices according to Milford's Use of Electronic Devices Policy (if accept it). Otherwise, keeping it the same is fine.
  28. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
  29. Cursing.
  30. Use of indecent or obscene language in oral or written form.
  31. Publication of obscene, pornographic or libelous material.
  32. Placing of signs and slogans on school property without the permission of the proper school authority.
  33. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
  34. Demonstrations by individuals or groups causing disruption to the school program.
  35. Truancy.
  36. Tardiness.
  37. Leaving school during school hours without permission of the proper school authority.
  38. Upon initial arrival, leaving school property without permission.
  39. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
  40. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonable related to or represents gang or gang like activity.
  41. Improper or suggestive dress.
  42. Indecent exposure.

43. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
44. Taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by cell phones, smartphones, cameras, email, electronic data transfer or otherwise (commonly called texting, emailing or sexting).
  - Any person that is found to be partaking in these acts will be reported to local law enforcement and/or other appropriate state or federal agencies which may result in arrest and criminal prosecution.
45. Turning in false fire, tornado, bomb, disaster or other alarms.
46. Presence on school property with a communicable disease.
47. Failure to abide by rules and regulations set forth by administration for student parking.
48. Disobedience of driving regulations while on school premises.
49. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
50. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
51. Carrying concealed weapons.
52. Aggravated murder.
53. Murder.
54. Voluntary manslaughter.
55. Involuntary manslaughter.
56. Felonious assault.
57. Aggravated assault.
58. Rape.
59. Gross sexual imposition.
60. Felonious sexual penetration.
61. Any disruption or interference with school activities.
62. Willfully aiding another person to violate school regulations.
63. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
64. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
65. Any type of prohibited activity listed herein engaged in by a student shall be reason for expulsion, suspension, removal or permanent exclusion from school
66. Graffiti of any type, be it on furniture, walls, books, tables, or any other item(s) belonging to the school district the additional penalties shall apply:
  - A. For every offense the adult whose care the student is under will have to pay for all and every cost associated with the offense, including, but not limited to, labor, replacement of item (if needed), etc.

- B. If applicable, the student will also have to paint the area(s) where he/she has placed the graffiti.
- C. In addition to A. and B. the student will upon first offense be required to serve one after school detention.
- D. In addition to A. and B. the student will upon second offense be required to serve one day of I.S.A.
- E. In addition to A. and B. the student will upon third offense be required to serve a Saturday School.
- F. In addition to A. and B. the student will upon fourth to ninth offenses be required to serve an out of school suspension.
- G. In addition to A. and B. the student will upon tenth offense be required to attend an expulsion hearing.
- H. All offenses are per school year.

### **Improper Use of Electronic Devices**

Students may possess electronic devices, including but not limited to, cellular phones, mp3 players, CD and/or cassette players, cameras, etc. Students may use electronic devices before school, during lunch, and after school. In the classroom, students may use cell phones or other electronic devices at the teacher's discretion. Students who use an electronic device without permission will have their device confiscated for the remainder of the school day. Students may pick up their electronic device at the end of the day from the front office. Repeated offenses may result in confiscation of the electronic device and include further actions such as parent pick up, Wednesday School, Saturday School, In-School-Assignment, or Alternate School. Students who refuse to turn their electronic device over to a teacher or adult will have further consequences for insubordination.

**THE MILFORD BOARD OF EDUCATION ASSUMES NO LIABILITY FOR ANY ELECTRONIC DEVICE LOST, STOLEN, OR DAMAGED AT SCHOOL OR ON SCHOOL GROUNDS.**

### **Drug and Alcohol Abuse**

1. *Drugs of Abuse:* Any student, who is involved in the sale, transfer, distribution, or possession of drugs, including counterfeit controlled substances, or use of drugs, will be suspended immediately, and a recommendation for expulsion will be made to the Superintendent. Both the police and parent will be notified immediately.
2. *Alcoholic Beverages:* Any student involved in the sale, transfer, distribution, possession of alcohol, or use of alcohol will be suspended immediately, and a recommendation for expulsion will be made to the Superintendent. Parents will be notified immediately, and if an alcohol permit violation is suspected, the police will be notified.
3. *Anabolic Steroids:* Students and parent/guardian(s) are advised that anabolic steroids have been classified as a controlled substance. It is illegal to knowingly obtain, possess or use such substances. Illegal possession, use or acquisition of steroids (including any "counterfeit") is a **criminal offense** identical in theory to the illegal acquisition, use or possession of any other controlled substance and should be dealt

with accordingly. Section 3313.752, 3345.41, 3707.50 of the Ohio Revised Code.

**Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by imprisonment.**

#### **Possession and/or Use of Tobacco by Students**

1. Section 3313.751 of the Ohio Revised Code prohibits all students, regardless of age, from smoking, using and/or possessing tobacco in any area under the control of a school or at any school sponsored activity. What this means is that any student caught using or possessing any form of tobacco is subject to administrative action, confiscation of the tobacco product, and subject to a \$100.00 fine according to S.B. 218.
2. Students are advised that leaving campus to smoke during the school day and then returning to campus is a direct violation of the school tobacco policy.

#### **Interrogations and Searches**

The Board has responsibility for the control and management of the students during the school day and hours of approved extracurricular activities. While discharging its responsibility the school administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed

- The right of inspection of students' school lockers or articles carried upon their persons and the interrogation of an individual student is inherent in the authority granted to School Boards. Administrators will employ procedural safeguards to protect the well-being of those children. All other searches will be conducted sparingly and only when such search is reasonably likely to produce anticipated tangible results to aid in maintaining the educational process, and preserving discipline and good order as well as to promote the safety and security of persons and their property within the area of the school's responsibility.
- Student lockers are the property of the district, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrators to search any locker and its contents as the administrators believe necessary. This policy will be posted in every building.
- Student owned or operated automobiles parked on or in proximity to school property and/or parked at, or used during school activities held off school grounds, may be searched by school personnel when such personnel have reasonable cause to believe

that an automobile contains illegal or unauthorized contraband, or is involved or associated with illegal or unauthorized behavior. Student vehicles parked on or in close proximity to school property are subject to routine patrol and school officials may look through vehicle windows for any contraband lying in plain view.

- Interrogations of students by law enforcement agencies and other authorities outside the District are extremely disruptive to a student's educational process. Additionally, such interrogations may impact student and/or parental rights. Therefore, a determination whether to allow such interrogation will be made by school administrators on a case-by-case basis. In the event it is determined to allow such interrogation by law enforcement agencies, a school administrator shall be present at all times.
- The Board authorizes use of canines trained in detecting the presence of drugs. The Superintendent may employ such trained canines when he/she has reasonable suspicion or cause to believe that illegal drugs may be present in school, on school grounds, or at a school sponsored activity. Canine detection shall be used to determine the presence of drugs in locker areas, automobiles, and other places on school property where such substances could be concealed. Canine detection will be conducted in collaboration with law enforcement authorities and will not be used to search individual students unless search warrants or probable cause have been obtained or established prior to search.

#### **Student Behavior in Non-Instructional Areas**

Students' conduct in restrooms, corridors, cafeteria, auditorium, gymnasiums, and on school grounds is expected to reflect the rules of respect, health, welfare, rights and safety of others. Some kinds of behavior are out of order. Running, boisterousness, horseplay, and extreme loudness are not acceptable; nor is the school setting the place for "petting", "embracing" or other signs of affection beyond hand holding. Loitering in restrooms is prohibited. Students are expected to comply with reasonable requests made by staff in all non-instructional areas. Students should understand that the authority of the teacher does not end at the classroom door. Students are also expected to cooperate with hall monitors, cafeteria workers, aides, secretaries, and custodians since these people have the necessary authority to fulfill their assigned responsibilities.

#### **Hazing and Bullying**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it

creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's web site.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

*Excerpt from Board Policy (JFCF-R) on Hazing and Bullying: (Harassment, Intimidation and Dating Violence)*

### **Hazing and Bullying II**

The Prohibition against hazing, harassment, intimidation or bullying is publicized in student handbooks and the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

### **School Personnel Responsibilities and Intervention Strategies**

Harassing, hazing, intimidating and/or bullying behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation and/or bullying means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools. Including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, harassment, intimidation or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/outline sites (also known as “cyber bullying”), such as the following:
  - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening e-mails, web site postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was

communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

### **Safe Schools Hotline**

In an effort to provide a safe environment for our students and staff, the Milford School District has its own safe schools hotline. We know how important it is to provide a way for students, parents and staff members to report such problems as bullying, harassment, drug and alcohol use, intimidation or any other incident that puts a student at risk or affects their safety. The system is currently in operation and will be monitored Monday through Friday by assigned district personnel. Callers can remain anonymous through this system. Each report of a problem will receive appropriate response and a thorough investigation.

The number to call is **576-2388**. Callers will have the option to press “1” for incidents in grades K-6 or press “2” for incidents in grades 7-12.

### **CONSEQUENCES FOR VIOLATING THE CODE OF CONDUCT**

#### **Detention**

***Teacher Detention:*** Teacher-assigned detentions are to be served in an area designated and supervised by the assigning teacher. Students receiving detention will be given 24 hours notice prior to the assignment. This notification allows students to inform parents so necessary arrangements for transportation can be made. **Students who violate the rules of detention will be reported to the appropriate administrator. Violations of the detention rules will cause the offending student to lose credit for attendance at detention.**

***Administrator Detention:*** These are assigned at the discretion of individual administrators and can be assigned before, during or after school. Detentions may include a work-related component.

***Lunch Detention:*** Students will eat their lunch in a designated area under the supervision of a school official. Students may not talk and must report to the room within 5 minutes of their lunch bell.

#### **Wednesday School**

Wednesday School is a disciplinary assignment occurring after school. Students are expected to bring academic work to complete. Administrators, faculty, and staff may assign students to Wednesday School at their discretion. Wednesday School will run from 2:15 to 3:30. Students who are not prepared for Wednesday School will not be admitted. These students will be referred for administrative action. The rules in the Student Conduct Code will be followed. Failure to serve Wednesday School can result in further

consequences.

### **Saturday School**

Saturday School is a disciplinary assignment occurring on the weekend. Assignment to Saturday School is at the discretion of the principal or his designee for violations to a Board of Education policy. Saturday School will run approximately one to two Saturdays per month. Saturday School will run from 8:30 AM - 11:30 AM. Students should come prepared to complete academic work. Students who are not prepared for Saturday School will not be admitted. These students will be referred for administrative action. The rules in the Student Conduct Code will be followed.

### **In School Assignment**

In School Assignment is a supervised study hall during the school day. In School Assignment will be utilized for students that fail to follow procedures and policies adopted by the Milford Board of Education and need to be removed from the typical school setting for a given day. Students are expected to do academic work. Students who fail to bring academic materials will work on other school related materials such as Ohio Graduation (OGT) or SAT/ACT prep. Students are expected to follow all rules of student conduct.

### **Alternate School**

Students are placed in Alternate school in-lieu of suspension. Students will complete school work missed during the school day(s). Teachers will submit work to the appropriate administrator. Students are supervised and provided work from the Alternate School monitor. Students are not counted as absent from school. The Alternate School is located in the modular behind the Junior High.

### **Suspension/Expulsion**

Ohio Revised Code §3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his/her parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

**A student who is out of school due to suspension shall be permitted to make up work. This work, when submitted in a timely manner according to established procedures, will be accepted for credit. The absence for out of school suspension will be an excused absence.**

A student or his/her parents may appeal any decision of the Milford Exempted Village

School District administration to suspend a student from school to the Superintendent/designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his/her parent may be represented in all appeal hearings.

It is the policy of the Milford Exempted Village School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the Court. The school district will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.

## DRESS AND GROOMING STANDARDS

The goal of this dress code is to set clear standards of dress and grooming which promote respect for self, other students, the school and the community. In accord with the primary mission of Milford High School which is to educate, the standards listed below will provide increased opportunities for students to pursue an education in a safe, professional learning environment that is free of unnecessary distractions.

Clothing worn by students is expected to be clean, neat and appropriate for school. Dress and grooming are expected to be free of distractions to the educational climate and must not endanger the health or safety of students or staff.

1. Upper garments, clothing, jewelry, book bags or other personal articles which contain, promote, glorify or refer to:  
**Alcohol, drugs, tobacco, sexually suggestive contents, profane or lewd symbols or slogans, gangs\* and/or groups anti-social\*\* or harassing, violence, death, suicide, gore and/or blood shall not be worn or displayed.** This also applies to words or symbols written on skin, book or book covers, etc.
2. Students are to wear clothes that fit. Clothing should be free of rips, tears, or holes.
3. "Dog collars", leashes, spiked bracelets and waist chains are not to be worn or carried. Body piercing adornments are not to be extreme \*\*\*\*, distracting\*\*\* or interconnected.
4. Extreme \*\*\*\* or distracting \*\*\* makeup is not permitted. This includes face painting.
5. No heavy outdoor type coats, trench coats, parkas or similar outerwear is to be worn or carried during the school day. This outerwear must be stored in assigned lockers.
6. No hats, sunglasses, caps or other types of head coverings may be worn inside the building or carried during the school day. All such items must be stored in the assigned locker.
7. Appropriate footwear must be worn at all times. Safety is the primary consideration.

### Upper Garments

1. Clothing of see-through material/clothing in which undergarments are visible is not allowed.
2. These garments must have sleeves. Necklines should prevent exposure of the chest or any undergarments.
3. The length of the garment should be such that when arms are fully raised, no skin and/or lower undergarments are exposed between the upper and lower garments.

### **Lower Garments**

1. All shorts, skirts (including slits), culottes and skorts must reach mid-thigh.
2. No leggings/tights may be worn unless covered with a top reaching at least mid-thigh.
3. No biker pants, Lycra, or skin tight shorts may be worn.
4. Lower garments are to be worn at waist level. Waist bands may not be turned under.

### **Undergarments are not to be exposed at any time.**

#### **Definitions**

- \* Gangs are defined as a group of people who have common goals, philosophies, dress and action, whose strength is found in intimidation, numbers involved and anti-social/unlawful activities.
- \*\* Anti-social behavior is defined as any act(s) by an individual or group that could be interpreted as insulting, demeaning, degrading or personally defamatory. Any or all of these behaviors negatively impact school climate and stifles our mission.
- \*\*\* Distracting is defined as to draw away the mind, attention, etc. and to confuse, disturb and/or bewilder.
- \*\*\*\* Extreme is a matter of degree, depicting much more than usual and approaching an immoderate, excessive, radical or fanatical appearance.

### **Exceptions**

Exceptions to the above dress code will be considered to provide for special events and to promote school spirit during these approved times. Students and/or sponsors must apply in writing and obtain signed permission from the Principal at least forty-eight hours prior to the activity.

### **Consequences**

Failure to comply with the dress code will result in the following action:

1. Students violating the dress code will need someone to bring a change of clothes, seek permission from a parent/guardian change to leave school and change clothes and count the missed time and “unexcused”, or spend the day in the In School Suspension room.
2. Further violations beyond the first offense by the same student will be considered insubordination and will result in further consequences beyond those listed above.
3. Flagrant and/or repeated intentional violations of this dress code will result in immediate administrative action that may result in suspension of up to 10 days, parent conference and/or possible recommendation to the superintendent for expulsion from Milford High School.

Book bags may be brought to school but they must be placed in lockers upon immediate arrival. Book bags will remain in lockers until the dismissal at the end of the day. They are not to be in hallways or classrooms during the school day.

\*\* A book bag is defined as any bag, purse, back pack, briefcase, satchel, etc. that is big enough to hold a standard size textbook. \*\*

## STUDENT TRANSPORTATION

### **Bus Information**

The Milford Board of Education provides transportation for students in accordance with the rules and regulations of the State of Ohio. All schedules, routes, and stops are under the direction of Mrs. Karen Hall, Transportation Supervisor. Any questions about transportation of pupils to and from our schools can be answered by the Transportation Office (Phone 575-1563).

### **Student Conduct on School Buses**

Although the School District furnishes transportation in accordance with State law, it does not relieve parents or students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus, he/she becomes the responsibility of the school district. Such responsibility will end when the student is delivered to their place of safety at the bus stop. Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. Video cameras will be used on buses to monitor student behavior and may be used as evidence in student disciplinary proceedings.

The following regulations pertain to school bus conduct and are intended to ensure the safety and proper maintenance of school buses. Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in him/her forfeiting the privilege of transportation by school bus.

Students will:

1. Be careful in approaching bus stops-walk on the left toward oncoming traffic; be sure the road is clear, look both ways before crossing the highway.

2. You need to be at the bus stop in your assigned safety spot five minutes before your schedule pick up time, this is for your own safety. Never run after the bus if you are late, call transportation to contact your driver to see if it is possible to pick you up.
3. Sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
4. Reach assigned seat in the bus without disturbing other students and remain seated while the bus is moving.
5. Obey the driver promptly and respectfully, realize the driver has an important responsibility.
6. Keep the bus clean and sanitary. No eating on the bus, this includes chewing gum, candy, soft drinks or ice cream. This is a School Bus State Law.
7. Do not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
8. Keep head, arms, and hands inside the bus at all times as windows are intended for light and ventilation.
9. All students should be courteous to fellow students and to the bus driver at all times.
10. Treat bus equipment as you would treat valuable furniture in your homes: damage to seats and any other parts will be billed to the student responsible for the damage.
11. Remain seated until the bus stops to unload and wait for the signal from the bus driver and then cross the road in front of the bus.
12. Cell phones, electronic games, or music devices will not be permitted to be used on the bus or at school.

### **Student Driving**

The Milford Board of Education assumes no liability for any vehicle nor theft from and/or damage to vehicles which are parked on school property. Students should be aware that vehicles (considered storage space) parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by school policy or state law are contained therein. **Student driving to school is a privilege, not a right. This privilege may be extended to students who meet established criteria.**

Students who wish to drive and park on school premises must complete a driving/parking permit contract. Students will only be permitted to drive and park after a permit is issued. Contracts for permits will be available from parking lot coordinators and from vocational program coordinators. Priority for permits will be granted to state approved units of vocational education, school sponsored extra-curricular activities, and family needs as approved by the parking lot coordinators or the administration.

The cost of the permit will be determined by the Board of Education. Students who are issued permits are subject to all rules and regulations pertaining to the operation and parking of vehicles on school property. Students who violate rules and regulations will be

subject to having their permits revoked, forfeiture of fees, wheels immobilized, car towed, and/or may be subject to appropriate discipline.

**Student Rules and Regulations:**

1. Students must have a valid driver's license.
2. Students making application to drive must provide proof of current automobile insurance before a permit will be issued.
3. Use of a vehicle for other purposes during the day is prohibited without permission from an administrator. Students who violate this rule may lose their driving privileges for the remainder of the school year, forfeit parking fees, and may be subject to other appropriate discipline.
4. Loitering in or around the school parking lots by students or non-students is prohibited. Trespassing charges may be filed.
5. Upon arriving at school, student drivers are to lock their cars and immediately enter the building. Bring all school supplies.
6. When on school grounds, student drivers are expected to operate their vehicles in a safe and courteous manner. All student drivers and passengers are required to wear seat belts. Students will obey speed limits and stop completely at stop signs.
7. Radios and stereos should be turned down whenever on school grounds.
8. All cars should be parked by 7:05 A.M.
9. Only the permit holder may drive and use his/her assigned permit. Students cannot let other students use their permits. Violation may result in loss of the permit, forfeiture of parking fees, and other disciplinary action for the illegal driver and permit holder.
10. Non-permit holders who need to drive to school for a doctor, dental, or other appointment need to present a note to a parking lot supervisor on the morning of the appointment.
11. Students will park in assigned student areas.
12. Students excessively tardy may lose their parking privileges. No parking fees will be refunded.
13. Cost of parking permits per parking season will be approved by the Board of Education and is assessed per parking season. Students failing to pay the fee and who park on school property will have a parking fee assessed to their records.
14. Students who violate driving rules and regulations are subject to having their permits revoked, loss of parking fees, and possible school discipline.
15. Students who are caught parking without a permit face the following consequences:
  1. Student will be assigned after school detentions until the process is completed.
  2. Student will be assigned to the outside lots, regardless of their grade or activity for the remainder of the year.
16. **Students will ONLY be permitted to go to their car during the school day with administrative permission.**

\*\*Students who want to drive after permits have been sold for the season must purchase a permit at the regular price BEFORE driving to school for the first time. There will be no additional fee charged in this case.

\*\*\*Students caught parking in a lot without a valid parking pass will be assigned a pass and a \$50 charge placed on their school fees.

**THE MILFORD BOARD OF EDUCATION ASSUMES NO LIABILITY FOR ANY VEHICLE NOR THEFT FROM AND/OR DAMAGE TO VEHICLES WHICH ARE PARKED ON SCHOOL PROPERTY.**

### **PLAGIARISM**

**Plagiarism:** the act of stealing and passing off as one's own (the ideas or work of another); to commit literary theft. --Merriam-Webster's High School Dictionary

In order to preserve an ethical learning environment, students must understand the importance of completing class assignments in both an individual and original manner. Plagiarism refers to class projects, research papers, and daily homework. Students will not receive credit for homework assignments, reports, research papers, projects, etc., which are plagiarized.

### **STUDENT I.D. CARDS**

Student Photo I.D. Cards are required and necessary for admittance to many school sponsored events including dances and athletic contests. Students will also use their I.D. cards to check books and other materials from the school library. In addition, the I.D. will allow the student to pay the student admission price rather than the general admission price if tickets are bought in advance of athletic events. All students are **REQUIRED** to be photographed for ID CARD purposes as part of the school picture program. ID CARDS are free to the student, whether a package is purchased or not. **There is no charge for the I.D. card if taken on Picture Days on September 16th or October 28th.** After that time, pictures for I.D. cards will be taken in the Media Center. There will be a \$5.00 charge for replacement (lost or stolen) cards and for any student who did not have pictures taken on the scheduled picture days. Money will be paid **before** the picture is taken for the ID. New students should see Mrs. Chandler in the Media Center to receive an ID card at no cost. New ID cards will be issued each year. ID's from previous years will not be valid when the 2011-2012 ID's are issued. **Students will be required to produce the Student I.D. at any time when asked.**

### **VISITOR PASSES**

Any person who is not a Milford High School student or a member of the Milford High School staff must sign in at the administration office and secure a visitor's pass.

### **STUDENT LOCKERS**

Each student will receive a locker assignment at the beginning of the school year. Students should not give their combination to any other student. Students are allowed to use their lockers before first period, prior to lunch, and at the end of the day. At any other time, if a

student is going to their locker, they must have a hall pass from a teacher. **The lockers are the property of the school district.** Students should be aware that their assigned locker will be jointly accessible to the student and school officials and may be subject to search at the discretion of school officials.

Gym lockers and locks will be issued to all students participating in Physical Education and/or extracurricular activities. Students should use the same approach for safeguarding both gym and student lockers. Loss of this lock will result in a \$3.00 replacement fine.

**Students should secure their personal belongings at all times.** This is extremely important in gym locker areas. Use the lock provided in the locker area. Students are cautioned not to bring valuables and/or large amounts of money to school.

**The school is not responsible for lost or stolen items.**

### HALL PASSES

Each student will be issued a plan book. The student's name must be at the top of the page and it must match the name on the title page. **If a student leaves a classroom at any time during the instructional period, the student must have his/her plan book with information in "Pass log" section filled out.** The teacher has the final authority to determine when and how the hall pass will be used. Any abuse of the hall pass usage may result in the loss of this privilege. Please keep the plan book visible to avoid being questioned as you pass through the halls.

### LEAVING THE BUILDING

Students are not allowed to leave the building unless under the direct supervision of a teacher or administrator.

### FOOD GUIDELINES

#### Lunch

Each classroom will be scheduled for thirty minutes of lunch time during their lunch period. To minimize classroom interruption, student traffic will be restricted. You are asked to observe closed sections of the building. **Students are not permitted outside the building. This includes the parking lot and all exits of the building which are off limits during lunch. There will be three different lunch schedules.**

Students have the opportunity to purchase food items before school begins. The cafeteria is open at 6:45 AM. Breakfast and other food items can be purchased at this time.

#### Cafeteria Guidelines

1. Students are to remain in assigned areas during the lunch period.
2. "Ordering in" or having food brought in is not allowed at any time.

3. Eating and drinking is to be done *only* in the assigned eating areas.
4. Students should deposit their refuse from lunch in the provided trash receptacles.
5. Throwing food is prohibited.
6. Students should return trays to the various collection stations.

### **Food and Beverages in the School Building**

All food and beverages are to be consumed in the assigned eating areas. **Food or drink should not be taken by students into the classroom.**

**Any student group that is selling any food item as a fundraiser should sell them after school. They are not to be sold during class, in any classroom area, or during lunch.**

<b>ELIGIBILITY REQUIREMENTS FOR ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES</b>
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The Board of Education has established the criteria for co-curricular and extra-curricular activities consistent with its philosophy of, and goals for, education. All activity programs must meet these criteria.

### **Academic Eligibility Policy for Grades 9-12**

- a. Incoming 9<sup>th</sup> graders must receive passing grades in a minimum of 5 subjects during the 4<sup>th</sup> quarterly grading period of 8<sup>th</sup> grade to be eligible for the 1<sup>st</sup> quarterly grading period of their 9<sup>th</sup> grade year. (*OHSAA Bylaw Ref.: 4-4-4*)
- b. In order to be eligible for any quarterly grading period thereafter, a student must receive passing grades in a minimum of 5 one-credit courses or the equivalent during the previous quarterly grading period. (*OHSAA Bylaw Ref.: 4-4-1*)
- c. Students must have earned a minimum 1.500 quarterly grade point average (GPA) during the previous quarterly grading period.
- d. If an enrolled student attains the age of 19 before August 1, the student shall be ineligible to participate in high school interscholastic athletics for that school year. (*OHSAA Bylaw Ref.: 4-2-1*)
- e. After a student completes 8<sup>th</sup> grade or is otherwise eligible for high school athletics, the student shall be eligible for no more than 8 consecutive semesters, whether the student participates or not. (*OHSAA Bylaw Ref.: 4-3-3*)

**\*\*The 5 course requirement is only applied to athletics participation per OHSAA requirements.**

Milford High School has adopted the eligibility standards set forth by the Ohio High School Athletic Association. Do not change your course schedule without first consulting your counselor and athletic director to determine whether it will affect your eligibility. If you are an athlete, please make this known to your counselor when making any schedule changes.

### **Athletic Fees**

1<sup>st</sup> sport = \$175.00      2<sup>nd</sup> sport = \$85.00      3<sup>rd</sup> sport = \$0.00

Marching Band (counts as a 1<sup>st</sup> sport) = \$175.00

**There is an annual family maximum for athletic/marching band participation fees of \$500 (7-12). Each family is responsible for alerting the athletic director in writing when they reach this maximum (before the season begins).**

An athletic handbook is available to all student athletes. It reflects athletic policies, standards of conduct and training, pledges, transportation and awards information. Please visit [www.milfordathletics.org](http://www.milfordathletics.org) for further athletic information.

**ATHLETIC POLICY – SUBSTANCE ABUSE**

*Reference: MEVSD Athletic Handbook for Students and Parent*

**Athletic Standards of Conduct and Responsibilities (General Conduct)**

- B. A participant in the Milford Athletic Program is a highly regarded representative of the school. A team member's personal conduct reflects upon other Milford athletes/coaches and the district in general. Conduct by a Milford athlete which might prove embarrassing or disgraceful shall be deemed a serious breach of discipline and may be grounds for denial of participation. Expectations for participant's conduct are not limited to the time period between the first official practice/tryout date and the last team contest ("in-season"). This is a year-round good behavior commitment whether on or off school property (including cell phone usage and internet "cyber-conduct"). Any athlete whose conduct is judged as bringing dishonor to themselves, the team or the school in general will be subject to disciplinary action, up to and including permanent denial of participation from the athletic program.

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**Athletic Standards of Conduct and Responsibilities (Substance Abuse Policy)**

- C. **SUBSTANCE ABUSE POLICY: USE, SALE OR POSSESSION OF ALCOHOL, TOBACCO PRODUCTS OR ILLEGAL DRUGS IS STRICTLY PROHIBITED.** The use, sale or possession of these substances, including inhalants, paraphernalia, "look-alikes" and mishandling or abuse of an otherwise legal drug, is contrary to standards of training expected of all participants in the athletic program. At the beginning of each season, all athletes shall sign a behavior pledge acknowledging their understanding of the regulations. This pledge shall stay in effect for the remainder of their enrollment in the MEVSD. Statements of endorsement and support for this standard of training shall be solicited from parents/guardians and coaches as well. Substance abuse violations must be substantiated by a member of the MEVSD staff, a law enforcement officer, a parent/guardian or the athlete. This year-round policy shall be in effect in all places and at all times in- and out-of-season ("24/7/365"). "In-season" shall be defined as the time period between the first day of official coaching and instruction (per OHSAA guidelines dictating the first official practice date) through the final team or individual contest.
- i. **FIRST OFFENSE: USE AND/OR POSSESSION VIOLATIONS.**

- a. If the violation occurs during the season (“in-season”), the student involved shall be denied participation from the athletic program with reinstatement contingent upon the procedures listed in paragraph P. The minimum penalty upon reinstatement shall be denial of participation from all contests for the remainder of the season.
  - b. If the violation occurs at a time other than during the season (“out-of-season”), the student involved shall be denied participation from the athletic program with reinstatement contingent upon the procedures listed in paragraph P. The minimum penalty upon reinstatement shall be denial of participation in 20% of the regular season contests in the next sport they successfully participate in and complete.
- ii. **SECOND AND SUBSEQUENT OFFENSES: USE AND/OR POSSESSION VIOLATIONS.** For additional violations occurring at any time, the student involved shall be denied participation from the athletic program with reinstatement contingent upon procedures listed in paragraph P. The minimum penalty upon reinstatement shall be denial of participation from athletics for one calendar year from the date of the infraction.
  - iii. **FIRST OFFENSE: SALE VIOLATIONS.** For violations occurring at any time, the student involved shall be denied participation from the athletic program with reinstatement contingent upon procedures listed in paragraph P. The minimum penalty upon reinstatement shall be denial of participation from athletics for one calendar year from the date of the infraction.
  - iv. **SECOND OFFENSE: SALE VIOLATIONS.** For an additional violation occurring at any time, the student involved shall be denied participation from the athletic program permanently.
- D. REINSTATEMENT FOLLOWING SUBSTANCE ABUSE VIOLATIONS.** Upon denial of participation from the athletic program for violations outlined in section O, athletic activities may only be resumed according to the following guidelines/procedures...
- i. A request for reinstatement shall be made to the athletic director, in writing, from the athlete and his/her parents/guardians. It shall outline specific remedies and plans of action being taken to prevent reoccurrence of the violation(s).
  - ii. A written assessment shall be obtained by the athlete’s family from a trained certified chemical dependency counselor, or a licensed physician trained in the treatment of chemical dependency, regarding the violation(s) and indicating whether it is appropriate for the student to return to the athletic program in their professional opinion. A copy of this assessment, including any recommendations for rehabilitation and return to athletic participation, shall accompany the request for reinstatement from part i.
  - iii. A review of the incident shall occur by a reinstatement committee comprised of the head coach of the sport, the athletic director and the principal (other personnel may be included if applicable). The reinstatement committee shall consider the circumstances of the violation(s), the items submitted from parts i/ii and the overall appropriateness of the student’s return to the athletic program. The review process must include a meeting with the athlete and his/her parents/guardians. Following the review, a decision shall be made relative to the athlete’s reinstatement. Reinstatement is not automatic. The reinstatement committee shall have latitude in its decision from immediate return to continued denial of participation, with or without conditions of probationary status, and following any minimum requirements in section O. The decision of the reinstatement committee shall be final.
  - iv. This process is subject only to procedural review by the Superintendent on adherence by the reinstatement committee to the policy.
- E. SELF-REFERRAL FOR SUBSTANCE ABUSE VIOLATIONS: USE/POSSESSION ONLY.**

- i. An athlete who has committed a substance abuse violation and/or feels that he/she has a substance abuse problem may personally report this circumstance to their coach, athletic director or any other member of the school administration. A written assessment shall be obtained by the athlete's family from a trained certified chemical dependency counselor, or a licensed physician trained in the treatment of chemical dependency, regarding the violation(s) and indicating whether it is appropriate for the student to continue participating in the athletic program in their professional opinion. The athlete must then undergo at least 3 hours of additional substance abuse counseling sessions or classes but may continue to participate in the athletic program during that time if deemed appropriate. At any point if there is evidence that the athlete is not following through in a timely fashion with the counseling sessions, classes or any other type of treatment outlined and required in the initial assessment, a denial of participation is possible per section O. Parents/guardians may make referrals on their own student-athletes which will be treated as a "self-referral." All self-referral information will remain confidential.
- ii. A self-referral cannot be made in an attempt to circumvent an active substance abuse investigation.
- iii. A self-referral cannot be made when there is any evidence of police intervention surrounding a substance abuse violation.
- iv. One self-referral is permitted during a student's enrollment in the MEVSD.
- v. A self-referral counts as the first substance abuse policy violation outlined in section O, part i. Additional violations will be treated as second and subsequent offenses (see section O, part ii).

**Non-Athletic Extracurricular Policy – Substance Abuse**

*Reference Advisor's Handbook*

- A. **SUBSTANCE ABUSE POLICY: USE, SALE OR POSSESSION OF ALCOHOL, TOBACCO PRODUCTS OR ILLEGAL DRUGS IS STRICTLY PROHIBITED.** The use, sale or possession of these substances, including inhalants, "look-alikes" and mishandling or abuse of an otherwise legal drug, is contrary to standards expected of all participants in the extracurricular program. At the beginning of each activity, all participants shall sign a behavior pledge acknowledging their understanding of the regulations. This pledge shall stay in effect for the remainder of their enrollment in the MEVSD. Statements of endorsement and support for this standard shall be solicited from parents/guardians and advisors as well. Substance abuse violations must be substantiated by a member of the MEVSD staff, a law enforcement officer, a parent/guardian or the participant. This year-round policy shall be in effect in all places and at all times ("24/7/365").
- i. **FIRST OFFENSE: USE AND/OR POSSESSION VIOLATIONS.** For a first violation, the student involved shall be denied participation from the extracurricular program with reinstatement contingent upon the procedures listed in paragraph B. The minimum penalty upon reinstatement shall be denial of participation from all extracurricular activities in which the student was participating for the remainder of the defined term or membership period of each activity.
  - ii. **SECOND AND SUBSEQUENT OFFENSES: USE AND/OR POSSESSION VIOLATIONS.** For additional violations occurring at any time, the student involved shall be denied participation from the extracurricular program with reinstatement contingent upon procedures listed in paragraph B. The minimum

penalty upon reinstatement shall be denial of participation from all extracurricular activities for one calendar year from the of the infraction.

- iii. **FIRST OFFENSE: SALE VIOLATIONS.** For a first violation, the student involved shall be denied participation from the extracurricular program with reinstatement contingent upon procedures listed in paragraph B. The minimum penalty upon reinstatement shall be denial of participation from all extracurricular activities for one calendar year from the date of the infraction.
- iv. **SECOND OFFENSE: SALE VIOLATIONS.** For an additional violation occurring at any time, the student involved shall be denied participation from the extracurricular program permanently.

**B. REINSTATEMENT FOLLOWING SUBSTANCE ABUSE VIOLATIONS.** Upon denial of participation from the extracurricular program for violations outlined in section A, extracurricular activities may only be resumed according to the following guidelines/procedures...

- i. A request for reinstatement shall be made to the extracurricular advisor, in writing, from the participant and his/her parents/guardians. It shall outline specific remedies and plans of action being taken to prevent reoccurrence of the violation(s).
- ii. A written assessment shall be obtained by the participant's family from a trained certified chemical dependency counselor, or a licensed physician trained in the treatment of chemical dependency, regarding the violation(s) and indicating whether it is appropriate for the student to return to the extracurricular program in their professional opinion. A copy of this assessment, including any recommendations for rehabilitation and return to extracurricular participation, shall accompany the request for reinstatement from part i.
- iii. A review of the incident shall occur by a reinstatement committee comprised of the extracurricular advisor(s) and the principal (other personnel may be included if applicable). The reinstatement committee shall consider the circumstances of the violation(s), the items submitted from parts i/ii and the overall appropriateness of the student's return to the extracurricular program. The review process must include a meeting with the participant and his/her parents/guardians. Following the review, a decision shall be made relative to the participant's reinstatement. Reinstatement is not automatic. The reinstatement committee shall have latitude in its decision from immediate return to continued denial of participation, with or without conditions of probationary status, and following any minimum requirements in section A and any existing state/national charter guidelines. The decision of the reinstatement committee shall be final.
- iv. This process is subject only to procedural review by the Superintendent on adherence by the reinstatement committee to the policy.

**C. SELF-REFERRAL FOR SUBSTANCE ABUSE VIOLATIONS: USE/POSSESSION ONLY.**

- i. A participant who has committed a substance abuse violation and/or feels that he/she has a substance abuse problem may personally report this circumstance to their extracurricular advisor or any other member of the school administration. A written assessment shall be obtained by the participant's family from a trained certified chemical dependency counselor, or a licensed physician trained in the treatment of chemical dependency, regarding the violation(s) and indicating whether it is appropriate for the student to continue participating in the

extracurricular program in their professional opinion. The participant must then undergo at least 3 additional substance abuse counseling sessions or classes but may continue to participate in the extracurricular program during that time if deemed appropriate. At any point if there is evidence that the participant is not following through in a timely fashion with the counseling sessions, classes or any other type of treatment outlined and required in the initial assessment, a denial of participation is possible per section A. Parents/guardians may make referrals on their own students which will be treated as a “self-referral.” All self-referral information will remain confidential.

- ii. A self-referral cannot be made in an attempt to circumvent an active substance abuse investigation.
- iii. A self-referral cannot be made when there is any evidence of police intervention surrounding a substance abuse violation.
- iv. One self-referral is permitted during a student’s enrollment in the MEVSD.
- v. A self-referral counts as the first substance abuse policy violation outlined in section A, part i. Additional violations will be treated as second and subsequent offenses (see section A, part ii).

**COMPUTER, INTERNET, AND NETWORK ACCEPTABLE USE POLICY**

The Milford Exempted Village School District Board of Education recognizes that an effective educational system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Milford Exempted Village School District will use technology resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district’s goal to provide students with rich and ample opportunities to use technology for important purposes just as individuals in workplaces and other real-life settings. The district’s technology resources will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The district considers access to technology resources a privilege, not a right. Users violating the District’s Acceptable Use Policies (AUP) may be subject to revocation of these privileges and potential disciplinary action. All school community members are expected to exercise appropriate personal responsibility in their use of these resources. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. Our policies are intended to promote the most effective, safe, productive, and instructionally sound use of technology resources.

The district makes every effort to protect its students from exposure to Internet materials that are harmful to minors. The district maintains a system of hardware and software controls that meet

federal standards established in the Children's Internet Protection Act (CIPA). To the extent practical, the district's technology protection measures, including those defined by CIPA\*, limit access to materials and other forms of electronic communications deemed inappropriate. A user may, under limited circumstances, temporarily disable the technology protection measures for bona fide research or other lawful purpose.

Technology resources remain the property of the district and are governed by this policy, even when used off school grounds or outside of normal school hours. These resources include, but are not necessarily limited to:

- 1) Desktop, laptop, and other electronic devices owned, leased, or sponsored by the district;
- 2) Software and application services owned, leased, sponsored or otherwise acquired by the district;
- 3) Data, computer networking, and other communication tools (wired and wireless) provided by the district or accessible from school grounds and
- 4) Computer networks and other communication tools that enable remote user access to district resources outside of school hours or off school grounds.

The district employs a number of strategies in order to maximize learning opportunities and reduce risks associated with utilizing technology resources. It is the policy of the Milford Exempted Village School District to:

- A. Remain compliant with all applicable regional, state, and federal laws, including software licensing agreements;
- B. Permit the use of technology resources by students, teachers, staff, and community in ways that are ethical, legal, respectful, academically honest, and consistent with the district's educational objectives, mission and curriculum;
- C. Educate users on digital citizenship including rights and responsibilities, online etiquette and the importance of establishing and maintaining a positive digital footprint;
- D. Use available technology measures and procedures that are reasonable and appropriate to protect the availability, integrity, and functionality of technical resources, including (but not limited to) Internet content filters, active and passive monitoring, antivirus and other system defenses;
- E. Actively seek, embrace, and approve the use of new technologies that support the district's educational mission, goals, and curriculum;
- F. Use reasonable and available measures to ensure the prevention of unauthorized access and other unlawful activities; and
- G. Report any discovered or suspected violations of law to the appropriate authorities and cooperate fully with local, state and federal authorities in any investigation concerning or related to illegal activities and activities not in compliance with district policies.

In order to enable and ensure the appropriate use of technology re-sources, the Milford Exempted Village School District:

- A. Forbids unauthorized online disclosure, use, or dissemination of personal identification information;
- B. Forbids the use of computing resources for commercial activities, product advertisement or religious or political lobbying;
- C. Forbids the use of the school profanity, obscenity or other language which may be offensive to another user or intended to harass or bully other users or deemed harmful to minors;
- D. Forbids the use of technology resources to engage in any illegal act or violate any local, state or federal law;
- E. Prohibits unauthorized access to technology resources, or attempting to gain such unauthorized access;

- F. May hold users (or their legal guardian) personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred, and any costs incurred to return such services to their normal state;
- G. May not be held responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district equipment, or for delays or changes in or interruptions of service, miss delivered and/or undelivered information or materials, regardless of cause.
- H. Preserves ownership of technology resources, including, but not limited to, files stored on district managed networks. Files and network transmissions may be inspected at any time and are not considered private;
- I. Reserves the right to inspect files stored on any personally owned device that is permitted to directly connect to the district network. An individual designation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy; and
- J. Requires that all materials published electronically must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with district curriculum.

Annually, anyone requesting access to the district’s technology resources during the school year must read the Acceptable Use Policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the district. Additional requirements and restrictions may also apply, as specified in the code of student conduct, handbooks and courses of study. Technology privileges may be withdrawn from students who do not follow established guidelines. Furthermore, violations of this policy, depending upon the nature of the violations, could lead to consequences under the code of student conduct or employment terms and conditions. Consequences may include suspension or cancellation of access privileges; payments for damages and repairs; and/or discipline under appropriate school district policies including suspension, expulsion, exclusion or termination of employment.

**\*CIPA Definitions of Terms:**

**TECHNOLOGY PROTECTION MEASURE.** The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

- 1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
- 2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
- 3. Harmful to minors.

**HARMFUL TO MINORS.** The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and
- 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meaning given such terms in section 2246 of title 18, United States Code.

## STUDENT USE OF PERSONAL TECHNOLOGY DEVICES

Milford Exempted Village School District (MEVSD) provides students access to a wireless network and the option of utilizing a personal technology device as a means to enhance their education. The purpose of this procedure is to assure that students recognize the limitations the school imposes on their use of personal technology devices. This policy covers any portable device capable of utilizing wireless internet access, including, but not limited to a cell phone, music player, laptop, personal data assistant, or tablet style device.

In addition to this procedure, students using any school computer or personal technology device must abide by the Milford Exempted Village School District’s *Acceptable Use Policy*. Students may be limited to accessing the Internet in posted “hot spots” throughout the school. Students must be seated and working independently while on their personal technology devices.

**Note: Cell phones are still prohibited during school hours unless authorized by a teacher for use during an instructional activity in the classroom.**

### General Usage

MEVSD will allow students to bring a personal technology device to school to use as an educational tool. **The use of these personal technology devices will be at the discretion of the teacher.** The following guidelines apply:

1. Students must have a signed *Acceptable Use Policy* on file with the district for the current school year.
2. Students must obtain teacher permission before using a personal technology device during classroom instruction.
3. Student use of a personal technology device must support the instructional activities currently occurring in the instructional environment.
4. Students must turn off and put away a personal technology device when requested by a teacher.
5. Students should be aware that their use of the personal technology device could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio must be muted and/or headphones used during instructional time. Volume should be lowered appropriately to avoid permanent hearing loss.
6. Students may use their personal technology device before school, at lunch and after school. The technology device should be used for educational purposes during these times. If an adult asks a student to put his/her personal technology device away because of games or other non-instructional activities, the student must comply or appropriate consequences will be assigned.
7. Students are reminded that book bags and/or large bags are not allowed out of lockers during the school day. Computer carrying cases will be allowed **only** if they are used to carry a personal technology device. Large bags or book bags that hold a device do not constitute a computer carrying case. The judgment of any questionable carrying case will rest entirely with an administrator. Any student that disregards this provision or does not comply will lose computer privileges.

### Consequences of General Usage

If students refuse to comply with the above guidelines, the following consequences will apply. Student infractions will be documented as a referral for each offense. The consequences for these infractions are outlined below:

- 1<sup>st</sup> Offense = Personal technology device will be confiscated until the end of the school day, when the student may retrieve it.
- 2<sup>nd</sup> Offense = Personal technology device will be confiscated until the end of the day, when the student's parent must retrieve it.
- 3<sup>rd</sup> Offense = Loss of personal technology device privileges for the remainder of the year.

**\*\* Personal technology devices confiscated will be placed in the principal's office. If the principal is not available to re-issue the personal technology device to the student, the student must wait until the next day.**

### Security Risks

Personal technology devices are especially vulnerable to loss and theft. These devices may be targeted for theft in school, on school grounds and on buses.

To minimize these risks, security will be addressed in same manner as outlined under "Student Personal Property" in the Student Handbook. The following steps detailed below provide further protection in three areas:

1. Personal responsibility; be aware of potential risks
2. Physical security; consider safe storage of devices both in school, on school property and when traveling to and from school
3. Access; protect personal login information

#### **1. Personal Responsibility**

MEVSD accepts no responsibility for personal property brought to the school by students. This includes any type of personal technology device.

Students who choose to bring a personal technology device to school assume total responsibility for it. Personal technology devices that are stolen or damaged are the responsibility of the student and their parents or guardians.

Students should take all reasonable steps to protect against the theft or damage of their technology device.

#### **2. Physical Security**

Users should take the following preventative security measures:

- Personal technology devices should NEVER be left unattended for ANY period of time. This includes a locked classroom. When devices are not in use they should be locked in the owner's school locker.

- Personal technology devices must not be:
  - Left unattended at any time (**If a personal technology device is left unattended it will be picked up by staff and turned into the Office**).
  - Left in view in an unattended vehicle.

### 3. Access

- Students may only access the Internet via the designated wireless network. **Any student found connecting his/her personal technology device to the network using an Ethernet cable plugged into a wall jack will have his/her personal technology device confiscated and lose access privileges.**
- No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or district personnel.
- No student will install District-owned and licensed software on their personal technology device.

<b>ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE</b>
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The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any other mind-altering substances while on school grounds or facilities; at school-sponsored events such as dances, proms and other functions and in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers, counselors or administrators without the fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-term welfare of the student is paramount.

The Board wishes to emphasize that a student is required to obey existing laws on school grounds while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved. As a result, discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. If conditions warrant, the administration refers the student for prosecution and offer full cooperation in a criminal investigation. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program;

assessment with follow through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Board of Education authorizes the Superintendent to develop detailed procedures to establish systems of deterrent that will promote the establishment and maintenance of a drug free school system. Such deterrents may include, but are not limited to, random drug searches, voluntary random drug testing, random breathalyzer use at before and after school functions. The Superintendent must also establish procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. At the beginning of each school year, the student code of conduct is reviewed with every student as part of the orientation process. Compliance with these standards defined in Ohio Revised Code and in the accompanying regulations and the building code of conduct are mandatory and require a parent signature each year in order to ensure parental support and compliance.

*Reference from MEVSD Board Policy JFCH/JFCI*

<b>RANDOM STUDENT DRUG TESTING</b>
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***Regulations Governing Random Drug Testing for Students  
Participating in Athletics and Extra-Curricular Activities***

**STATEMENT OF NEED AND PURPOSE**

“The Milford Exempted Village Board of Education recognizes its share of responsibility for the health, welfare and safety of the students who attend the District’s schools. The Board is concerned about problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.” (MEVSD Board Policy JFCH/JFCI)

The Board authorizes the Superintendent to develop a comprehensive program that will promote the establishment and maintenance of a drug free school. At Milford High School, the comprehensive program includes the following:

- |                                                    |                                        |
|----------------------------------------------------|----------------------------------------|
| *Classroom prevention presentations                | *Student support groups led by staff   |
| *Law enforcement displays                          | *Public awareness brochures to parents |
| *Newsletter articles to parents and staff          | *Random drug searches by canine units  |
| *Random student locker searches                    | *Random breathalyzer at school events  |
| *Random student drug testing                       | *Training for staff                    |
| *Teen counseling presentations to younger students |                                        |

**RANDOM STUDENT DRUG TESTING (RSDT)**

The purpose of random student drug testing is to:

- Encourage athletes and members of clubs/organizations to make a commitment against drug use;

- Give each student an effective tool against drug use;
- Ensure the health and safety of all students; and
- Deter drug use by all students.

Students who will be subject to random drug testing fall under one of the following categories:

- Athletic groups (school sponsored, interscholastic competition, OHSAA governed, AD supervised#)
  - ❖ Academic Team, Baseball, Basketball, Bowling, Cheerleading, Chess Club, Cross Country, Dance Team, Diving, Football, Golf, Soccer, Softball, Swimming, Tennis, Track & Field, Volleyball, Water Polo, and Wrestling##
- Extracurricular activities (voluntary, no grade/credit awarded, approved by administration, privilege, competitive, local/state/national rules & regulations#)
  - ❖ Drama, Jazz Band, National Honor Society, Student Council, Winter Guard, Winter Percussion, PSI, Teen Counseling, Marching Band##
- Students who volunteer for the program

*#Activity can meet one or all of the criteria*

*##Titles may be added or deleted at any time*

**DRUGS TO SCREEN\*:**

~Amphetamines	~Alcohol	~Barbiturates
~Marijuana	~Ecstasy	~LSD
~Cocaine	~Methamphetamine	~Methadone
~Opiates	~Anabolic Steroids	~Phencyclidine
~Methaqualone	~Benzodiazepines	~Propoxyphene

*\*Note - Listed drugs that may be screened*

*- Other drugs may be added to the list*

**KINDS OF TESTS:** Urine specimen

**PROCEDURES:**

- Parents and students will sign a consent form giving permission for the student to participate in the random drug testing program.
  - Students are asked to complete a form for each sport/extra-curricular subject to testing.
- Students participating in the random drug testing program are assigned a number.
  - Students are provided only one number despite the possibility of being involved in more than one activity/group subject to random drug testing.
  - An outside agency will determine the numbers. On testing days, a nurse will match the number with a student name.
  - An average of 5 students will be tested per week.
- On a testing day, each student is summoned to the nurse's office. The nurse will complete the testing in the clinic area. Students unable to provide a sample, will be provided water and wait in a holding area for a maximum of four hours. A parent will be notified of the test via phone.
  - A student must provide a urine specimen within 4 hours of arriving at the designated testing area. Failure to comply will result in a positive test.
  - If a student refuses to provide a urine specimen, he or she is subject to the same consequences as a positive test.

4. Results will be available in one to three days. A negative result ends the process and the student will be notified in writing of the negative result. If the screen shows positive, the sample is forwarded on to a lab for further testing. At this point, the student is not subject to any consequences.
  - a. While at the lab, the medical review officer will contact the student to determine if medication caused the positive test. If the medical review officer determines the positive result was not caused by medication, the student is immediately subject to the consequences outlined below. A parent will be notified and made aware of the consequences.

**CONSEQUENCES FOR POSITIVE DRUG TEST RESULTS:** The student will follow the consequences as described in the “Athletic Standards of Conduct and Responsibilities (Substance Abuse Policy) and/or in the Non-Athletic Standards of Conduct and Responsibilities (Substance Abuse Policy) pending the students involvement in activities subject to random drug testing.

<b>School Calendar 2011-2012</b>	
August 17	MHS New Teacher Orientation
August 22	Teachers Work Day
August 23	In-service Day for Faculty and Staff
August 24	In-service Day for Faculty and Staff
August 25	Opening Day of School for Students
August 26	Junior Class Magazine Sale Kick off
September 5	No School (Labor Day)
September 16	Underclass School Pictures and I.D.'s
September 19	Senior Meeting, 9:00 AM
September 21	Interim Reports sent home with students
September 22	Parent/Teacher Conferences—3:00 – 6:30 PM**
September 22	Senior Parent Meeting – 6:00 – 7:00 PM - Cafeteria
October 5 & 7	Seniors Order Caps and Gown
October 12	PSAT test (first three periods of the day)
October 20	Junior Parent Meeting – 6:00 – 7:00 PM - Cafeteria
October 21	End of 1 <sup>st</sup> Quarter
October 22	Homecoming Dance, 8 – 11 PM - Cafeteria
October 24 – Nov. 4	Ohio Graduation Testing (all five) – Grade 11 & 12
October 28	Make-up/Re-take picture day in Cafeteria at lunch
October 28	Report Cards mailed home
November 7 -11	PLAN test (7:30 – 11:30 AM -Cafeteria)
November 8	Waiver Day – Teacher In-service
November 23	Comp Day for Conferences
November 24-25	Thanksgiving Vacation
November 28	9 <sup>th</sup> Grade Class Ring Meeting i
November 30	Interim Reports sent home with students
December 1	Parent/Teacher Conferences – 3:00 –6:30 PM**
December 1 & December 15	Parent Class Ring Information – 3:00PM – 7:30PM

December 2 & 5	Ring Orders at Lunch
December 8	Sophomore Parent Meeting – 6:00 – 7:00 PM - Cafeteria
December 21 – January 2	Holiday Vacation
January 3	Classes Resume
January 13	End of First Semester
January 14 – March 8	OTELA Testing Grades 3-12
January 16	Martin Luther King Day - schools closed
January 20	Report Cards mailed home
February 15	Interim Reports sent home with students
February 16	Parent/Teacher Conferences – 3:00 – 6:30 PM**
February 17	Waiver Day – Teacher In-service
February 20	Presidents' Day - schools closed
February 22	Parent/Teacher Conferences – 3:00 – 6:30 PM**
February 24	Graduate Service – Delivery of Ring and Announcements
February 27	Class Ring Adjustment during all lunches
March 10	Winter Homecoming Dance, 8-11:00 PM – Cafeteria
March 12-23	Ohio Graduation Tests (Grades 10, 11 & 12)
March 23	End of Third Grading Period
March 30	Report cards mailed home
April 2	No School (credit Day for conferences)
April 3-6	Spring Break
April 9	Classes Resume
May 3	Undergraduate Awards Program, 7:00 PM
May 4	Senior Interims sent home
May 9	Interim Reports sent home with students
May 10	Senior Awards Program, 7:00 PM
May 11	Academic Signing, Auditorium, 3:00 PM
May 14	Baccalaureate
May 17	Senior Class Pizza Party, 10:00 AM
May 17 & 18	Senior Semester Exams
May 19	Junior-Senior Prom, 8:00-12:00 midnight, Oasis
May 19 & 20	Milford After Prom, 1-5:30 AM, MHS
May 24	NGC Awards Program – 12:30 PM in the Big Gym
May 25	Commencement Practice, 6:45 AM, Big Gym
May 25	Commencement Ceremony, 7:30 PM @ Cintas
May 28	No School – Memorial Day
May 30	End of Second Semester
May 31	Teacher Work Day - schools closed for summer
May 31 & June 1 & 4	Calamity Make-up Days
Week of June 11	Report cards mailed home to parents

**\* School Calendar dates and times are subject to change**

**\*\*If any parents/guardians require special services in order to attend Parent-Teacher Conferences or at any other school functions, please let the school office know at least 48 hours in advance.**

