



**ELEMENTARY SCHOOL STUDENT  
HANDBOOK**

**2019-2020**

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### ***CENTRAL OFFICE ADMINISTRATION***

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School District Web Address: [www.milfordschools.org](http://www.milfordschools.org)

Contact information, policies, and forms can be found at the district website

### ***SCHOOLS AND PRINCIPALS***

**Boyd E. Smith Elementary**

Mr. Doug Savage, Principal  
Phone: 576-1643

**Pattison Elementary**

Mrs. Tiffany Selm, Principal  
Phone: 831-6570

**Meadowview Elementary**

Mrs. Kelli Ellison, Principal  
Phone: 831-9170

**Mulberry Elementary**

Ms. Sarah Greb, Principal  
Phone: 722-3588

**Charles L. Seipelt Elementary**

Ms. Melissa Lewis, Principal  
Phone: 831-9460

**McCormick Elementary**

Mr. Tom Willson, Principal  
Phone: 575-0190

**Milford Jr. High School**

Dr. Rob Dunn, Principal  
Mrs. Malinda McReynolds, Asst. Principal  
Mr. Todd Wells , Asst. Principal  
Phone: 831-1900

**Milford Preschool**

Mrs. Sarah Sloan, Director  
Phone: 728-7400

**Milford High School**

Mr. Joshua Kauffman, Principal  
Mr. Shane Ferguson, Asst. Principal  
Ms. Misty Goetz, Asst. Principal  
Ms. Becky Wolf, Asst. Principal  
Ms. Stacy Smith, 9<sup>th</sup> Grade Principal  
Mr. Aaron Zupka, Athletic Director  
Phone: 831-2990

**Ohio Department of Education- 877-644-6338**

***BOARD OF EDUCATION – 831-1314***

Mr. George Lucas, President - Mrs. Debbie Marques, Vice President  
Mrs. Andrea Brady, Member Mr. David Yockey, Member Mr. Chris Hamm, Member

***Milford Exempted Village School District***

*The Milford Exempted Village School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex, or handicap in the educational programs and activities operated by the district.*

***MEVSD’s Vision Statement***

***is to inspire and prepare our students to reach their fullest potential in a diverse and dynamic world***

**Strategic Choices**

**Professional Development –**

***We will provide increased PD, with particular attention to new teachers (0-2 yrs) and for all District initiatives.***

**Communications -**

***We will maintain and expand two-way, proactive communications with all stakeholders.***

**Staff Structure & Ratios –**

***We will maintain staffing structures and teacher/student ratios that improve the performance of all students.***

**Funding -**

***We will maintain constant financial vigilance and review benefits/costs for all significant expenditures.***

**Technology –**

***We will develop and execute plans that consistently move us toward anywhere/anytime computing for all staff and students.***

**Curriculum** –

*We will provide curricula and materials to improve elementary gifted programs, secondary honors & advanced placement courses, and K-12 math.*

**Intervention** –

*We will address needs of all students through differentiated instruction and targeted intervention*

## **CRITICAL STUDENT RECORDS INFORMATION**

### **Change of Address or Phone**

In order for school records to be kept current, and in the event it is necessary to contact parents for emergency purposes, the school office must be notified of any change in student address and phone number as soon as they occur. It is especially important that parents' work phone numbers and emergency phone numbers be kept up to date and current as well.

### **Withdrawing From School**

Parents should notify the school office as soon as possible if it becomes necessary to withdraw a student from our school. In the event a student must withdraw, library and textbooks must be returned, and fees paid.

### **Emergency Medical Authorization**

Ohio state law requires an Emergency Medical Authorization Form for each student. This enables parents to authorize emergency treatment for a student should they become ill or injured while under school authority. This is very important when parents cannot be reached. It also alerts school personnel to medical problems that may require special treatment or consideration. Students will not be permitted to participate in any extracurricular activities, field trips, and other such activities, unless this form is on file in the school office. The Emergency Medical Authorization form is available online at [www.milfordschools.org](http://www.milfordschools.org).

### **Reports to Parents**

Students will receive a report of academic achievement at the end of each quarter.

Class information will be updated weekly in Progress Book for grades K-6.

### **Confidentiality**

Student records are confidential and they are protected by the “Privacy Act”. Only authorized school personnel and the child’s natural parents or legal guardians have access to these records. Information is only given to others after permission has been granted by the student’s parents.

### **Child Custody**

Parents are to inform the school anytime the custody of a child changes (SB-140 requires this information). School officials will need to see and copy court orders pertaining to a child’s custody. Questions in regard to proper procedures will be handled through the school office. Restraining orders must be on file in our office to activate non-release of students. Should the restraining order not be in effect, it is the responsibility of the parent to contact the school.

### **Parent’s Access to Student Records (ORC 3319.321)**

Communication lines between parents and teachers must remain open in regard to the records being maintained on the progress of students. School records must contain personal information about the student (name, birth date, address, phone, etc.), test scores, yearly grade averages, health and emergency information, information about the student’s progress in the academic areas, as well as, special interests and aptitudes. Parents have the right to request access to their child’s school records and the reasonable request of school officials to explain and/or interpret those records. Parents may request copies of the records and they are afforded the opportunity for a hearing to challenge the contents of the records. A fair charge may be imposed for the cost of the copies requested.

### **Non-Custodial Parent Access to Student Records**

A divorce or change in custody does not change the right of a natural parent to have access to their child’s records. A non-custodial parent may request and receive a copy of the child’s records; however, step-parents have no rights to records, reports, or conferences unless granted by the custodial parent.

## **STUDENT ATTENDANCE**

It is important that students attend school each day they are not ill. The Compulsory Attendance Law (O.R.C. 3313:3321) 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:

1. Personal Illness
2. Illness in the family
3. Death of a relative
4. Quarantine of the home
5. Medical or dental appointment
6. Observance of religious holidays
7. Emergency or other set of circumstances

Each time a student is absent from school, or late to school, it is the parent's responsibility to call the school within 30 minutes of the school's start time to provide an excuse for the absence. If contact is not made with the parent, one of the office staff will contact the numbers on the student's emergency medical form (**including work phone numbers**).

It is still necessary to send in a note with the student upon his or her return from an absence. A note from your doctor may be required when a student has been out of school due to a contagious disease or when absences exceed three consecutive days.

You are advised that excessive absences may be reported to the Coordinator of Social Services or other authorities responsible for child welfare.

### **Excused Absences**

A parent can call in their student's absence five times. A doctor's note may be required after these five calls.

- 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

### **Unexcused Absences**

- 30 consecutive hours of Unexcused Absences = Letter home with explanation of ORC.
- 42 hours of Unexcused Absences in a month = Phone call and follow up letter
- 30 consecutive hours; 42 hours in a month; and/or 72 hours of unexcused absences in a school year = Absence intervention process begins

### **DO I KEEP MY CHILD HOME FROM SCHOOL?**

Just reminders...You should not send your child to school if these signs or symptoms have occurred in the previous 24 hours:

- Vomiting, nausea, and abdominal pain
- Elevated temperature (100° or higher) without the use of fever reducing medication
- Repeated diarrhea ( 3 or more /day)
- Acute cold with thick nasal drainage, sore throat or persistent cough
- Red or inflamed eyes, or discharge from eyes
- Unusual lethargic behavior
- Frequent asthma attacks that are not responsive to normal medication
- Head Lice

There will be times when it is difficult to tell when your child is too ill to go to school. Like adults, children have very different tolerances to discomfort or illness. Even the common cold affects everyone differently. If your child is coughing continuously, he or she will not be able to concentrate and will disrupt others in the classroom. A day of rest at home combined with lots of fluid speeds their recovery.

If you decide to send your child to school when he or she is on the “borderline” of being ill, it is a good idea to call your school nurse or health aide. *BE SURE* to let the school know where you can be contacted in case your child’s condition worsens. If your child is sent home from school with a fever above 100° or who has vomited they should stay home the following day and until they are vomit and fever-free for 24 hours.

If your child is diagnosed with:

Strep throat –must have 24 hours of antibiotics and be fever-free before returning to school.

Pink eye (bacterial conjunctivitis) – they must have 24 hours of antibiotic eye drops before returning to school.

### **CONTACT YOUR PRIMARY CARE PHYSICIAN FOR QUESTIONS**

#### **Tardiness**

Students arriving within the first 3.5 hours of school will be considered TARDY. Students arriving after the first 3.5 hours of school or leaving before attending 3.5 hours of school will be considered ONE-HALF DAY ABSENT. If a student leaves and returns and will attend for at



least 3.5 hours of school collectively, will be considered tardy. These do become part of their official attendance record. All instruction is important, and students and parents should strive to establish patterns of consistent attendance.

### **No School/No Participation**

If a student is not in school or serving a suspension on the day of an extracurricular activity, such as a school musical, skating party, dance class, etc., they are not permitted to participate in the extracurricular activity for that day (Milford Board of Education Policy IGD). However, we do recognize that in some instances there may be some extenuating circumstances that may be beyond the control of the student. In these cases the Principal will make the decision as to the student's participation, providing the issue is presented prior to the close of school on the day in question.

### **Students Leaving School**

We ask that you limit picking up students as the added traffic is a safety concern.

If it becomes necessary to pick up your child, please follow these procedures:

1. Parents will sign out their child. Do not go directly to the class.
2. Students will not be dismissed to anyone other than the custodial parent or guardian without prior permission and approval granted by the office.
3. Proper identification will be required before a student is called for dismissal. This identification must match the EMF or the written notification from the parent or guardian.
4. The responsible adult must sign out in the log book prior to leaving the building with the student.

### **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.

### **Request for Homework**

Please call for homework when a student is reported absent from school. This will allow the teachers to compile the homework during their planning period. If the request is made after the teacher's planning period, the homework may not be available until the following day.

Homework may be sent home with a brother, sister, or neighbor. However, it is best that the parent come to the school office after school to pick up the homework as classrooms will not be interrupted during school hours.

## **PBIS**

Positive Behavioral Interventions and Supports (PBIS) will be implemented at all buildings as a district wide approach to social emotional learning. PBIS is a framework for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

## **STUDENT CONDUCT**

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 parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or his 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 parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion, suspension or denial of extracurricular activities to the Clermont County Court of Common Pleas.

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.

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 substance, 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.
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. Tardiness.
36. Leaving school during school hours without permission of the proper school authority.
37. Upon initial arrival, leaving school property without permission.
38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
39. 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.
40. Improper or suggestive dress.
41. Indecent exposure.
42. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
43. Taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by cell phones, smartphones, camera, 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 state or federal agencies which may result in arrest and criminal prosecution.
44. Turning in false fire, tornado, bomb, disaster or other alarms.
45. Failure to abide by rules and regulations set forth by administration for student parking.
46. Disobedience of driving regulations while on school premises.
47. 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.
48. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
49. Carrying concealed weapons.
50. Aggravated murder.
51. Murder.
52. Voluntary manslaughter.
53. Involuntary manslaughter.
54. Felonious assault.
55. Aggravated assault.
56. Rape.
57. Gross sexual imposition.
58. Felonious sexual penetration.
59. Any disruption or interference with school activities.
60. Willfully aiding another person to violate school regulations.
62. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
63. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.

64. Any type of prohibited activity listed herein engaged in by a student shall be reason for expulsion, suspension, removal or permanent exclusion from school.
65. 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.

### **HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)**

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.

### **HAZING AND BULLYING REGULATION (Harassment, Intimidation and Dating Violence)**

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in 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 Complaint Procedures

Hazing, bullying behavior and/or dating violence 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. Hazing bullying and/or dating violence 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, bullying and/or dating violence 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/online 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.



### Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

### Complaints

#### 1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

#### 2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

#### 3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

### Intervention Strategies

#### 1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

#### 2. Administrator Responsibilities

##### A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

#### Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

#### Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

#### Student/Parent Hotline

Students who believe they have been harassed, bullied, victimized by fellow students, or have other concerns which may jeopardize the safety of students, employees or school facilities, are asked to Speak Up! and promptly report the issue using our district's new student/parent Hotline - accessible both online and by telephone.

Options to report an issue:

1. Call 1-866-listen2me (1-866-547-8362) and talk with a live attendant.
2. Call 1-866-listen2me (1-866-547-8362) and leave a voice message.
3. Go to our district website [www.milfordschools.org](http://www.milfordschools.org) and click on the "Stay Safe! Speak Up" icon located at the top of the district home page and all school home pages. Direct link: <https://www.publicschoolworks.com/SHL/studentMgr.asp?di=209>

Milford Exempted Village School District has contracted with a company called PublicSchoolWORKS to provide this service and to ensure you remain anonymous. If you use the telephone reporting system, the person you will be talking with is not affiliated with our district. The attendant will listen to your issue, complete a written report, and then, if you'd like, transfer you to a specialist or other support person. After you finish your call or make your report online, the district will receive a confidential report from PublicSchoolWORKS. Your issue will then be investigated by our district.

## STUDENT TRANSPORTATION

### Bus Information - Petermann

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 the Transportation Supervisor with Petermann. Any questions about transportation of pupils to and from our schools can be answered by the Transportation Office (Phone 575-1563).

The Milford Exempted Village Schools follows the guidelines for pupil transportation established in the Ohio Revised Code 3327.1.

The district will transport students only from home to school and back home again. The district will not provide transportation to daycare centers or in-home babysitters. In the past, parents have requested alternate transportation to drop off or pick up their student at locations other than home. This option is not available.

**Bus passes will be issued in emergency situations only.**

### 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 the regular bus stop at the close of the school day. 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. Be at the bus stop on time in order to permit the bus to follow the schedule.
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 chewing gum, candy, soft drinks or ice cream are permitted on the bus at anytime.
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. Be courteous to fellow students and to the bus driver.
10. Treat bus equipment as you would treat valuable furniture in your homes; damage to seats and other parts are unnecessary and are always costly.
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. No electronic games or music devices will be permitted on the bus or at school.

### **Safety To and From School**

The school is directly responsible for supervision of students only while they are on school property during school hours. No supervision is available for students arriving 15 minutes before the tardy bell. Once the student leaves the school or the bus they become the responsibility of the parents. We will cooperate with parents in **stressing** the rules of safety to and from school and at bus stops. We will assist with discipline problems that occur between home and school. However, misbehavior that occurs off school property is a police matter.

## STUDENT FEES

### Supply Fees

There is a charge for workbooks, art supplies, special reading materials, technology, etc. for the school year. Fees for the year are:

- \$63.00 for students in Kindergarten
- \$84.00 for students in Grade 1
- \$82.00 for students in Grade 2
- \$82.00 for students in Grade 3
- \$72.00 for students in Grade 4
- \$63.00 for students in Grade 5
- \$61.00 for students in Grade 6
- A \$35.00 charge for returned checks will be assessed to the parent should any check be returned for nonsufficient funds. **Cash or money orders only will be accepted for replacement of returned checks.**

Please pay fees before the end of the second week of school. If you are unable to pay the fees by the date suggested, please notify the school office so other arrangements for additional time or reduced payments may be made.

### EZ Pay

EZpay is a secure and convenient way for parents to pay for their children's school related expenses from your home or office with a Debit/Credit card. There is no cost to register, browse the website, or check account balances. All you need is an email address and your child's account number(s). If you do not know your children's account numbers with the school, please contact the school directly to obtain these numbers. Payments may take up to 2 school business days to post to your children's accounts.

There is a convenience fee of \$2.50 per transaction that will be charged along with your credit card payment. The convenience fee covers the cost of processing payment transactions via credit card. The total convenience fee will be displayed prior to completing any payments on our website.





## **EXTENDED DAY PROGRAM**

Milford's Extended Day Program offers before and after school childcare for parents.

**Time of Operation:** 6:30 AM to 6:30 PM

**Days of Operation:** Monday – Friday

**Office Location:** Milford Preschool/Extended Day Center  
1039 St. Rt. 28 Milford, OH 45150

**Phone:** 513-831-9690

**Website:** [www.milfordschools.org](http://www.milfordschools.org) then click “Extended Day” located on the bottom left hand side.

**Sessions:** AM and PM Sessions held at each elementary school

**Preschool and Kindergarten Age:** Sessions held at the Milford Preschool/Extended Day Center

**Grade Level:** Preschool ages – 3 & 4 years old by September 30<sup>th</sup> and toilet-trained.  
Kindergarten – 6<sup>th</sup> Grade

**Enrollment:** Parents must be residents in the Milford School District or student must be enrolled in a Milford school

**Weekly Child Care Fee:** Weekly fee includes daily childcare, AM & PM Snack. Our program must be self-supporting through the payment of the student fees. We employ our staff based upon the commitment parents have made to the program. See the Parent Handbook (located on the web or you can obtain a hard copy from the office) for Child Care fees or call the Extended Day Office at 513-831-9690.

**In-service Days:** Milford Extended Day is open for All Day Care during Winter/Spring Break and in-service days. Please see Parent Handbook “All Day Care” section for more information.

## **Student Dress**

Personal appearance shall be clean. Dress or appearance that disrupts the educational process, damages school property, or is inadequate to ensure a decent appearance shall be prohibited.

With ever changing styles, additional guidelines are established to help maintain high standards of dress. They currently include:

1. Shorts such as walking shorts, Bermuda shorts, and other shorts of similar length are acceptable and appropriate when weather permits. All shorts and skirts must reach mid-thigh. Mid-thigh is defined as the point on the thigh that the fingertips reach. Please DO NOT wear very short shorts or low rise pants.
2. Shirts and tops must be at the minimum of waist length and the midriff shall not be seen. No spaghetti strap style shirt will be permitted unless an appropriate top is either under or over.
3. Hats and sunglasses shall not be worn inside the building.
4. Apparel with slogans which promote activities prohibited by the school district code of conduct is not permitted. This includes logos that display words or pictures that are socially unacceptable.
5. Clothing normally worn when participating in a school sponsored extracurricular or community sports activity may be worn to school on occasion. Examples include: cheerleading outfits, baseball, football, and soccer team shirts.

Our students have always maintained an excellent reputation regarding their personal appearance and the image they project. This image reflects the keen responsibility that the parents have consistently met and we are sure you will continue to do so. We reserve the right to call parents so they can make adjustments to student dress in a manner that will meet the standards and expectations of our school.

## **Medication Policy- Prescription Medications**

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 health aide 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 Medication 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 10 days without a physician's statement.**

## **Administration of medicine to students by school personnel**

Dear Parent/Guardian:

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.

### **Immunization Law (O.R.C. 3313.67-3313.6711)**

Students who do not have evidence of proper immunizations or an exemption on file **may be excluded** from school following the 14<sup>th</sup> day after the first day of school.

## **STUDENT WELLNESS PROGRAM**

(Regulations for food provided in school district facilities)

Snacks in Schools - Classrooms that may need snack time due to timing of lunch will need principal approval.

Snacks for those classrooms that have late lunch in the elementary classroom must be off the District's approved snack list. This list is a peanut/tree nut free list only. These approved snacks may be in a zip lock baggie, but it is preferred that all snacks for the individual student be in the original package. The approved snack list may be further restricted for particular classrooms or grade levels depending on whether other students in the class have food allergies or other chronic conditions that require no exposure to certain types of food.

Snacks in the 7-12 classrooms may only be consumed in areas designated for food consumption.

Snacks will be permitted for individual students to be consumed in the nurse's office because of IEP or health needs.

### Food for Instructional Purposes

Classroom teachers are permitted to use food for instructional purposes. This food must come from the approved list.

Classroom teachers are not allowed to use candy and other food items as a reward for student achievement. Other reinforcers such as encouragement, stickers, certificates and other creative strategies should be used by teachers and staff.

Teachers may eat at their desks in their classrooms but need to take proper precautions to clean areas where food has been consumed. This allows for students to still come to teacher's classrooms during lunch time for extra help or attention, and allows staff to eat "on the run" if they are trying to do work in their classroom during the lunch period.

### Food for Celebrations

Birthdays and other celebrations for individual students - Parents can bring special food for their own child's birthday to be served only at lunch time in the cafeteria, but may not bring in a treat for other students. Party favors or non-food items, however, may be distributed.

Parties in the elementary schools can take place twice a year in the classrooms for the winter holiday and for Valentine's Day. There will not be any food served at these parties.

The District discourages the consumption of food at parties and instead encourages students to participate in crafts and other activities to celebrate. Physically active ways to celebrate include taking the children on a nature walk, going on a scavenger hunt, or participating in indoor or outdoor games that require students to be physically active.

For other celebrations for customs, holidays or for rewards in the elementary schools, we are encouraging food that meets the USDA nutritional guidelines to be served in the cafeteria. Approval for permission for these parties will be submitted to the principal two weeks in advance. A detailed menu must be provided to the teacher and/or nurse for approval with one week notice. Tables must be cleaned and sanitized by the teacher or custodian after the event.

For grades 7-12, any classroom celebrations/rewards must take place in designated areas, i.e., cafeteria, home economic rooms, other rooms that have been designated for food consumption. The purpose of limiting food to designated areas is because food in classrooms that have not been cleaned and sanitized after food consumption could cause issues for students who have allergies who use the same rooms later in the school day. Approval for permission for these

celebrations should be submitted to the principal two weeks in advance of the event. A detailed menu must be provided to the teacher and nurse with one-week notice.

### After School

These food regulations do not impact activities that take place after school hours including team or club meals, open houses, or vending machines and extracurricular concessions. School activities and food offered after the school day, however, should encourage and support lifelong wellness practices. Activities in classrooms after school in which food is consumed should be carefully scheduled to ensure that rooms are cleaned and sanitized before classroom instruction the next day.

### Before School

Students participating in the school breakfast programs at each of our schools will be required to eat in the school cafeterias. The principal in consultation with the school nurse may allow certain grade levels or classrooms to bring food from the school breakfast program back to their classroom if there are safety procedures in place to assure that students with allergies are not exposed to foods that are dangerous to them.

Revised: January 28, 2015

Milford Exempted Village School District

**File: EFG-R**

## **PEANUT/TREE-NUT FREE FOOD for FOOD ALLERGIES**

### **Approved List for Milford Schools                      2019-2020**

All Fresh Fruit and Vegetables  
Sunmaid or Dole Brand Raisins  
Kraft Marshmallows  
Betty Crocker or Nabisco Brand Fruit Snacks  
Honey Maid Brand Grahams  
Teddy Grahams  
Marzetti Carmel Apple Dip (with apples)  
String Cheese  
Sargento-Mootown Crackers & Cheese Dip  
Popsecret or Orville Redenbacher popcorn, butter flavor OK  
Kelloggs-Original Rice Krispies Treats (pre-packaged only)  
Cheezits- brand cheese crackers  
Pepperidge Farms- Original goldfish or Chocolate graham goldfish  
Pudding cups or Gelatin cups all flavors-all brands  
Applesauce- individual snack cups any brand  
Vanilla wafer cookies Nabisco  
GoGurt- any flavors any brand  
Cheerios-plain  
Dorito's  
Lays brand plain chips  
Sun Chips  
Pringles  
Rold Gold pretzels  
Fla-vor-ice popsicles

**Drinks:** Water, Sports Drinks, or Juice (Capri-sun, Kool-aid, Juicy Juice, Welch's, Minute-Maid)  
No carbonated soft drinks or energy drinks will be permitted

### **ALL FOOD SHOULD HAVE A LABEL AND PREFER TO BE IN AN ORIGINAL UN-OPENED PACKAGE**

**All snacks must be double checked by the teacher before snack time as companies change ingredients without warning.**

**Snacks may be used for instructional purpose only if used off this approved list. The students may then consume their snack if there is no allergy to the ingredients. Candy may be permitted for instructional use if there is no allergy to the ingredients. Peanut/tree nut free candy examples: skittles, sweethearts, lifesavers, gummies. The nurse at the building will make the determination if the snack is safe.**

No empty egg/milk/nut containers to be used for crafts/experiments at anytime.

## **Head Lice Guidelines**

Information concerning the district's head lice 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 "Head Lice Guidelines"

## **Personal Electronic Devices**

Students are provided district-owned Chromebooks- connected to district networks to be used for instructional purposes. Students are permitted to possess personal electronic devices, including cellular phones, smart-watches, tablets, or other personal electronic devices. Students bringing electronic devices assume risk of damage, theft or other loss of items. During school hours, devices are to remain in the student's book bag and/or locker, and powered off. Use of such devices is prohibited during school hours except under the request and supervision of instructional staff. Devices may not be accessed during lunch & recess periods. Use of devices is prohibited on the school bus. Devices must be powered off and remain in the student's book bag while on the bus.

## **COMPUTER/ONLINE SERVICES (Student Acceptable Use and Internet Safety)**

### **Statement of Purpose**

Please read this document carefully. This is part of the student code of conduct. Therefore, this is a legally binding agreement indicating that by using any district technology resource, students have read the terms and conditions carefully and understand their significance. The details of this agreement reflect Board policy EDE.

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 authorizes the use of digital resources approved by the department of curriculum and instruction. Privacy policies for digital resources are available on the district website.

### Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.

Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited, whether made with a district or personal technological device. This includes, but is not limited to, use of proxies, https, special ports, third party applications, portable hotspots, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.

The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers.

Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district.

Staff makes reasonable efforts to become familiar with the Internet and to monitor, instruct and assist effectively.

Students are obligated to immediately report inappropriate or questionable content inadvertently viewed or accessed. Students shall report content to staff, and staff shall report the content through the designated support helpdesk.

## Personal Responsibility

By using the network resources of the district, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to a teacher or building principal. Misuse means any violation of this policy, Board policy, or any other use that is not included in the policy, but has the effect of harming another person or his or her property.

## Acceptable Use

Any student enrolled in the district will have computer network and Internet access during the course of the school year only, except for district-sponsored summer programs.

By using any district technology resources, students, staff and guests acknowledge and understand the following regarding the use of the computer/network:

1. Computer use is not private. System managers have access to all messages relating to or in support of illegal activities, activities not in the best interest of the district, and such activities may be reported to the authorities.
2. All electronic data that passes through a district-owned computer or over the district's network is subject to monitoring and seizure and may be handed over to law enforcement officers. The district 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 district policy.
3. All electronic data created for administrative or instructional purposes under the Board-approved curriculum for a course or program is the property of the district.
4. The rules and regulations of online etiquette are subject to change by the administration. The student code of conduct rules are applicable in the online environment as well.
5. The user in whose name a computer account is issued is responsible for its proper use at all times. Users must log off the computer to conclude a session or lock the computer if stepping away. Users retain responsibility for the activity of anyone accessing the computer and/or network under their account. Users shall keep personal account information, home addresses and telephone numbers private. They shall use this system only under the login and password information issued to them by the district. Users shall not grant others access to a computer and/or the network under their login and password. If you believe your computer account has been compromised, contact the building principal immediately.
6. Computer systems and the district network shall be used only for purposes related to education.

7. Violation of this policy and agreement may result in the cancellation of user privileges and possible discipline under the student code of conduct.
8. Use of personal technology devices on school grounds, inside district vehicles, or remotely connecting to district resources via the Internet is also governed by this policy.

The Milford Exempted Village School District is providing access to its computer network and the Internet for educational purposes only. If you have doubt about whether a contemplated activity is educational, you should ask your teacher or building principal if a specific use is appropriate.

### Guidelines and Procedures

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the district's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (email) is not guaranteed to be private. Superintendent/Designee has access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the district.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the district.

9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

### Unacceptable Use

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. violating or encouraging others to violate the law or Board policy;
2. revealing private information about yourself or others. Private information includes, but is not limited to, a person's password, Social Security number, credit card number or other confidential information that has the potential to harm you or others or to violate the law if shared with other persons;
3. uses that cause harm to others, that cause damage to their property, or malicious actions to damage the reputation of another;

4. uses that constitute defamation (i.e., harming another's reputation by lies), or that harass, threaten or bully others;
5. using profanity, obscenity or other language that may be offensive to other users;
6. uses that are for commercial transactions (i.e., buying or selling or making arrangements to buy or sell over the Internet);
7. use that causes disruption to the use of the computer and/or network by others or that disrupts the educational process of the district;
8. using the system to encourage the use of drugs, alcohol or tobacco;
9. viewing, downloading or transmitting material that is threatening, pornographic, obscene, disruptive, or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, gender, sexual orientation, age, disability, religion or political beliefs;
10. copying or placing copyrighted material or software on the system without the author's permission and/or in violation of law;
11. reading, deleting, copying or modifying other users' email or files without their permission or attempting to interfere with another user's ability to use technology resources;
12. using another person's password or some other identifier that misleads recipients into believing someone other than you is communicating or accessing the network or Internet;
13. "hacking," gaining, or attempting to gain unauthorized access to computers, servers, computer systems, internal networks, or external networks;
14. possession of "hacking" tools or other malware;
15. downloading and/or installing freeware or shareware programs without the approval of the Technology Department. This includes use of peer-to-peer file sharing programs;
16. possession of or uploading a worm, virus or other harmful form of programming onto the network or Internet;
17. plagiarizing copyrighted or non-copyrighted materials for personal gain, recognition, or as graded work;
18. using social network sites such as Facebook, Twitter, and others and/or forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful

information, whether true or untrue, about the character and/or actions of the district's students or staff on district or personal technology equipment and

19. using instant messaging, text messaging, video messaging and Internet telephone services without the consent of your teacher, supervisor, or director.

### Privacy

Network and Internet access is provided as a tool for your education. The district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the district and no user shall have any expectation of privacy regarding such materials, regardless of storage location.

### Electronic Vandalism / Cheating

Electronic vandalism will result in disciplinary action ranging from cancellation of privileges, suspension/expulsion and prosecution. Electronic vandalism is defined as any malicious attempt to harm or destroy data of another user or equipment or any network connected to any of the Internet backbones.

Electronic cheating is defined as any attempt to access the data of another student for the benefit of academic gain. This includes, but is not limited to, the uploading or creation of computer viruses or spyware, erasing, deleting, or otherwise making the school's programs or networks unusable and includes theft or the damaging or defacing of equipment. The district 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.

### Warranties/Indemnification

The Milford Exempted Village School District makes no warranties of any kind, either express or implied, in the connection with its provision of access to and use of its computer networks and the Internet provided under this policy and agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy and agreement. The user takes full responsibility of his/her usage and agrees to indemnify and hold harmless the Milford Exempted Village School District and its Board members, administrators, teachers and staff from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services

by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agrees to cooperate with the Milford Exempted Village School District in the event of the initiation of an investigation into a user's use or his or her access to its computer network and Internet, whether that use is on a district computer or on another's outside the Milford Exempted Village School district's Network.

As this policy is part of the student code of conduct, students agree to follow the Milford Exempted Village School District Acceptable Use Policy. Should a student commit any violation or in any way misuse access to the Milford Exempted Village School District's computers, computer network, and/or Internet, access privileges may be revoked and disciplinary action may be taken against him/her as outlined in the applicable handbook or code of student conduct.

Revised: January 28, 2015  
Revised: April 19, 2018

## **BRING YOUR OWN TECHNOLOGY (BYOT) PROGRAM**

The use of an approved personal electronic device is a privilege, and students may be denied access at any time. Students wishing to participate in the Bring your Own Technology program must comply with the following guidelines and procedures. Students:

1. must abide by the District Acceptable Use Policy and Regulations, and are subject to all student code of conduct restrictions and disciplinary consequences relating to use or misuse of technology.
2. are responsible for ensuring the safety of their own personal devices. The district is not responsible for the loss or theft of a device, nor are they responsible for any damage done to the device while at school.
3. will use approved devices only for an educational purpose, and only when directed by a classroom teacher or administrator.
4. must keep devices turned off when not directed to use them.
5. may not use the camera feature to capture, record, or transmit audio, video or still photos of other students, faculty, or staff without explicit permission given by the subject of the photo or video.
6. are not to use the device in a manner that is disruptive to the educational environment.
7. exhibiting harassing, intimidating behavior or found bullying through the use of a personal electronic device are subject to discipline under the District Hazing and Bullying policy and procedures.
8. are responsible for servicing their personal electronic devices. The district will not service, repair or maintain any non-district-owned technology brought to, and used at school by students.

[Adoption Date:  
[Re-adoption Date:

August 21, 2014]  
April 19, 2018]



