



# **The Milford Academy**

## **2022-2023**

### **Student Handbook**

1039 St. Rt. 28  
Milford, Ohio 45150  
(513) 576-8943

The MEVSD's Vision Statement is to inspire and prepare our students to reach their fullest potential in a diverse and dynamic world.

#### **The MILFORD ACADEMY MISSION**

*To re-engage students in a blended-learning environment with academic and social-emotional supports, preparing them for post-secondary success and meaningful participation in their community.*

#### **The MILFORD ACADEMY VISION**

*To maintain a graduation rate for off-track upperclassmen attending the Milford Academy consistent with or better than the graduation rate of Milford High School under the new Ohio Graduation Requirements who are prepared for post-secondary success.*

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## **ACADEMY STAFF**

Mr. Robert Hatfield - Principal  
Mr. Mike Barbieri - Math Teacher  
Mrs. Crystal Bartlett - English Teacher  
Mrs. Ruth Bryant - Virtual Learning Center  
Mr. Eric Chapman - Science Teacher  
Mr. Jim Grippa - Social Studies Teacher  
Mr. Pat Murphy - Intervention Specialist  
Mrs. Helen Thatch - Administrative Assistant  
Mrs. Anita Wells - LPN, Building Health Aide

## **GUIDANCE COUNSELORS (MHS)**

Mrs. Michelle Dolezal  
Mrs. Elizabeth Hartley  
Mrs. Shelly Lyden

## **IMPORTANT TELEPHONE NUMBERS**

Milford Academy Attendance & Main (513) 576-8943  
Milford High School Main Office (513) 831-2990  
Milford High School Guidance Office (513) 576-2203  
Patty Price, RN, BSN - District Nurse (513) 576-2214  
School Resource Officer (513) 576-2219

### **BOARD OF EDUCATION**

Board of Education (513) 831-1314  
[www.milfordschools.org](http://www.milfordschools.org)

### **OHIO DEPARTMENT OF EDUCATION**

Ohio Department of Education 1-887-644-6338

# **DIRECTORY INFORMATION**

The Milford Board of Education has a policy pertaining to student records and the handling of these records. The district has not nor will it ever sell, share or provide personal information to profit-making companies or organizations without your written consent. The federal law known as FERPA (Family Educational Rights and Privacy Act) affords parents certain rights with respect to the student's educational 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 name
2. Student address
3. Student date of birth
4. Student phone number
5. Student place of birth
6. Student major field of study
7. Student dates of attendance
8. Student date of graduation
9. Student sports and activities
10. Student 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 educational 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 1, 2022. 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.

# **GRADING/SCHOOL POLICY INFORMATION**

## **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*

# **AP MEMORANDUM**

For the 2022-23 school year, there will be no AP course offerings in the Milford Academy. Should that change, the following information will be applicable.

1. A student enrolled in an AP course will be required to remain in the class for three (3) weeks. Three (3) weeks allows the student to adjust to the workload and for the teacher to gather information (participation, assessments, etc) to determine if the course is appropriate for the student. If a student

wishes to drop the course after three weeks due to academic struggles, a meeting/conversation must occur. The meeting should include a parent/guardian, student, and teacher. If necessary, a counselor or administrator may be involved. At the meeting, if it is decided that the student should be allowed to drop the AP course, the student will be placed in a different level course if there is a corresponding class (i.e. AP Government -> CP Government). If there is not a corresponding course, the student could potentially be placed in an elective (pending availability) or study hall for the remainder of the semester.

2. Any junior / rising senior taking 3 or more AP courses will be required to meet with a counselor to review the required workload for each course prior to summer. Any rising sophomore taking 2 or more AP courses will be required to meet with a counselor to review the required workload for each course prior to summer.
3. Most AP courses involve a summer assignment. The student should create a summer schedule to complete the given summer assignment prior to the start of the school year.
4. During the school year in which a student takes an AP course, the student is required to take the AP exam and complete any related projects or presentations that contribute to the final AP score from CollegeBoard. The weighted GPA add-on of 0.030 for the second semester will only be applied to the cumulative GPA if the AP exam for the course is taken in May of the year the course is taken. For AP courses that require the submission of projects, presentations or portfolios that contribute to the final AP score from CollegeBoard, the 0.030 add-on for the second semester will only be applied after on-time submission of those artifacts and assessments.
5. There is no connection between the class grade and the AP exam grade.
6. Most courses require extra reading materials that are not part of the course fee. These must be purchased by the student.
7. There is no guarantee that every student will score high enough on the exam to earn college credit.
8. Inappropriate student behavior which interferes with the teacher's ability to teach or deprives other students from the advanced learning opportunities will result in removal from class.

## **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.

## **ATTENDANCE INFORMATION**

It is important that students attend school each day, excluding days of illness. 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:

- **Personal illness**
  - The approving authority may require the certificate of a physician if he/she deems it advisable.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **College visitation**
  - The approving authority may require verification of the date and time of the visit by the college, university or technical college.
- **Traveling out of state**
  - Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours).

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 2021-2022 school year:

1. All absences from the Milford Academy, without prior approval, will be considered unexcused unless the parent or guardian notifies the school before 9:00 AM of the first day and each subsequent day of absence at 513-576-8943. A notification may be sent by email to: [thatch\\_h@milfordschools.org](mailto:thatch_h@milfordschools.org) and absences may also be reported online at <https://milfordschools.org/contact-us/absence/>.
2. If no phone call was made or no email sent, the student should bring a signed note from the parent to the office upon returning to school. If no phone call or email is received, the parent or guardian will get an automated phone call to inform them of the absence.
3. Requests for early dismissals are to be in writing from the parent and brought to the 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**

- A student will be considered to have **excessive absences** if they accumulate:
  - **38** or more **hours** in one month with or without a legitimate excuse.
  - **65** or more **hours** in one school year with or without a legitimate excuse.
- If a student has **excessive absences** the following will occur:
  - The district will notify the student's parents in writing within 7 days of the triggering absence.
  - The student will follow the district's plan for absence intervention.
  - The student and family may be referred to community resources.
- A student will be considered **habitually truant** if they accumulate:
  - **30** or more consecutive hours without a legitimate excuse.
  - **42** or more hours in one school month without a legitimate excuse.
  - **72** or more hours in one school year without a legitimate excuse.
- If a student is **habitually truant**, the following will occur:



- The district will select members of an absence intervention team and make three meaningful attempts to secure the participation of the student's parent / guardian on the absence intervention team.
- The district (within 10 days of the triggering absence) will assign the student to the selected absence intervention team.
- The district (within 14 days after assigning the absence intervention team) will develop the student's absence intervention plan.
- If a student does not make progress on the plan within 61 days (after the start of the plan) or continues to be habitually truant, the district will file a complaint in the juvenile court.

### **MAKE-UP WORK**

- Students who are absent from school for an excused absence are permitted to make up all schoolwork. Students will have an equal number of days in attendance to days absent for completion of homework, in-class assignments, tests, etc. Exceptions include field trips, school related activities and family vacations as outlined below.
- Students who are absent for any other reason, who are considered unexcused (other than suspension) up to 5 days per semester are permitted to make up all schoolwork missed. If a student is marked unexcused past the 5 days per semester, work may not be made up for credit.
- If a student is going to be absent for an extended period, homework assignments and in-class assignments may be sent home at the request of the parent / guardian.
- Upon returning to school from any type of absence, the student must take the initiative to complete the missing work. Arrangements must be made between the student and the teacher on the first school day following the absence. Students will have an equal number of days in attendance to days absent for completion of homework, in-class assignments, tests, etc. **EVERY EFFORT MUST BE MADE TO ENSURE THAT ALL MISSED WORK MUST BE COMPLETED BY THE END OF EACH GRADING PERIOD.** Incompletes will be assigned on a case by case basis. Incompletes can have a negative impact on eligibility. (Also see make-up work for family vacations.)
- Students who are absent from class for field trips or other school related activities during the school day (college visitations, job shadowing, athletic tournaments in which the student is a participant, etc.) are required to make up work for classes that are missed. This work is to be turned in the next school day. It is the student's responsibility to see his / her teacher(s) in advance of the absence to obtain class assignments. Completed assignments are submitted the next school day in order to count for credit.
- Long Term Assignments: To receive full credit, long-term assignments must be submitted no later than the end of the student's class period on the due date, even if the student is absent. EXAMPLE: If a term paper is due by 3rd period on Tuesday in a student's English class, the paper must be delivered to the teacher by 3rd period on Tuesday, even if the student is officially absent from school.

### **FAMILY VACATIONS**

The MEVSD believes 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.

The procedure for requesting an absence for a family vacation is as follows. *(Please note that only family vacations will be considered for approval. A family vacation is defined as one in which the parent / guardian 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 the office). The student is responsible for obtaining an initial request form from the 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 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 the beginning of school (tardy bell) must report to the office to receive a tardy pass necessary for admittance to class. Discipline for excessive tardiness will be determined by the administrative team. Students must be present for over half of the school day to be eligible for any extracurricular or athletic contest or activity that day.

- The administration reserves the right to ask for written verification for any tardiness due to personal illness, court appearance, etc.
- Students are allowed six unexcused tardies to school per semester without disciplinary action.
- Students may suffer academic consequences for any unexcused tardy.

### **COLLEGE VISITS**

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 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.

### **SCHOOL AGE VISITORS**

No visitor will be permitted without advance approval of the principal. Classroom visitation will only be allowed after teachers have been notified and principal approval has been given. If advance approval has not been obtained, visitors will be directed to the office and sent home.

Prospective new students to the Milford Academy will be allowed a trial day for the purpose of shadowing a same-grade peer for the day. This will be arranged in accordance with the referral process established between the Milford Academy and Milford High School.

### **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.

# **MEDICATION POLICY**

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 may be picked up at any school office or our website: [www.milfordschools.org](http://www.milfordschools.org).

Please take these items with you when your child has a doctor's appointment which may lead to prescribed medicine being taken at school. We 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. 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 that 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 board policy: ([JHCD-E-1](#)).

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 / 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 10 days without a physician's statement. Additional information concerning the district's policy on prescription and nonprescription medication can be found on the district website.

## **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 of concern, please contact the district nurse at 513-576-2214 or email [price\\_p@milfordschools.org](mailto:price_p@milfordschools.org). (For more information, please see the [Milford Schools-Health Services-Forms and Resources](#) page.)

## **FOOD ALLERGY GUIDELINES**

Information concerning the district's food allergy guidelines is available on the district website (EFG-R). 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). (For more information, please see the [Milford Schools-Health Services-Forms and Resources](#) page.)

### **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 14th day after the first day of school.

## **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.
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. 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 reasonably 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).
  - a. Any person who 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.** listed above, for any repeat offenses the student will face progressive disciplinary action up to expulsion recommendation.
  - d. All offenses are per school year.

## **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
3. 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.
4. **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.

## **TOBACCO AND NICOTINE USE BY STUDENTS**

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco and nicotine products, both to users and nonusers, and that most tobacco and nicotine use begins by the age of 18. Therefore, the Board adopts this 100% tobacco and nicotine free District policy to endorse a healthy lifestyle and prevent tobacco use.

For the purpose of this policy, "tobacco and nicotine" is defined to include any lighted or unlighted cigarette, e-cigarette, vapor pen, cigar, pipe, bidi, clove cigarette and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

### **Tobacco Use Prohibited**

No student is permitted to smoke, inhale, dip or chew tobacco and nicotine at any time, including non-school hours:

- in any building, facility or vehicle owned, leased, rented or chartered by the District or
- on school grounds, athletic facilities or parking lots.

No student is permitted to smoke, inhale, dip or chew tobacco and nicotine at any time, including nonschool



hours, at any school-sponsored event off campus.

Additionally, no student is permitted to possess cigarettes, other tobacco products, any lighted or unlighted cigarette, e-cigarette, vapor pen, cigar, pipe, bidi, clove cigarette and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form, papers used to roll cigarettes, lighters or other paraphernalia at any time.

### **Providing Notice**

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. Students are provided notice of this policy through student handbooks. District vehicles will display the international “No Smoking” insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco and nicotine use on District property policy.

Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory.

### **ENFORCEMENT**

Disciplinary measures taken against students for violations of this policy comply with the requirements of Federal and State law and related District policies and regulations. Specific measures are outlined in the Student Code of Conduct.

- Note: Disciplinary measures listed are to serve as a model. They may need to be adjusted in order to comply with current school policies and employment contracts; however, it is imperative that a 100% tobacco and nicotine free District policy is enforced through disciplinary measures. Alternative measures to consider include detentions, Tuesday/Thursday school, community service projects and tobacco cessation programs.

### **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 regulations to be followed in the case of searches and interrogations. (See MEVSD Board Policy [JFG](#) and [JFG-R](#).)

- The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted to school boards. All searches will be conducted sparingly and only when such search is reasonably likely to produce anticipated tangible results to preserve discipline and good order and the safety and security of persons and their property. The Board permits administrators/designees to search any unattended bag for safety and identification purposes.
- 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/designees to search any locker and its contents as the administrator/designee believes 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.



- 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.
- Interrogations of students by law enforcement agencies: The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.
  - The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
  - Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact is made out of the sight of others as much as possible.
  - The school principal must be notified before a student may be questioned in school or taken from a classroom.
  - The administration shall attempt to notify the parent(s) and/or guardian and/or guardian of the student to be interviewed by the law enforcement officials before questioning begins, unless extenuating circumstances dictate that this not be done.
  - To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
  - When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s) and/or guardian.
  - Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters that are properly in the realm of a law enforcement agency.
- Searches of student property by law enforcement officials: A law enforcement agency must have probable cause or is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the law enforcement officials have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

### **BOOKBAGS**

Book bags may be brought to school but they must be placed in lockers upon immediate arrival, dependent upon students being assigned a locker. If so, 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. Students may carry a modest satchel for small personal items or personal technology devices.

## COATS/JACKETS

Heavy outdoor type coats or trench coats are to be stored in assigned lockers during the school day and should remain in lockers until dismissal at the end of the day, dependent upon students being assigned a locker.

## 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 ([JECE](#)) 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 email 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 emails, 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;
  - 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.

## **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.

**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.

**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.

### **TUESDAY/THURSDAY SCHOOL**

Tuesday/Thursday 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 Tuesday/Thursday School at their discretion. Tuesday will run from 2:15 to 3:30. Thursday School will run from 2:15 to 4:15. The rules in the Student Conduct Code will be followed. Failure to serve Tuesday/Thursday School can result in further consequences.

### **IN SCHOOL ASSIGNMENT**

In School Assignment is a supervised study hall during the school day. In School Assignment will be utilized for students who 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 Requirements 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.

## **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. 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.

## **STAY SAFE SPEAK UP**

In an effort to provide a safe environment for our students and staff, the Milford School District has partnered with PublicSchool Works to provide a hotline to report anything that is suspicious or endangering to students, their friends or the school. A person with a concern can call or text information to **1-866-listen2me (1-866-547-8362)**. There is also a link on the district website.

## **DRESS AND GROOMING STANDARDS**

### **DRESS CODE**

The goal and purpose of this dress code is to set standards and expectations of dress which serve to support a learning environment that is safe and focused upon learning. A primary focus of the Milford Academy is to appropriately prepare students for life beyond the school environment and the standards listed below will prepare students to engage, adapt and demonstrate responsibility safely both in the school environment as well as in life beyond the classroom walls.

- Student dress shall not compromise the safety of students or staff.
- Any garment or attire containing, referencing, promoting or glorifying alcohol, tobacco, drugs, gangs, violence, death, suicide, gore and/or blood are strictly prohibited.

- Garments and attire shall not be harassing in nature nor discriminate against any ethnicity, culture, gender, sexuality or religion.
- Student faces shall be fully and clearly visible at all times while on school property.
- Appropriate footwear shall be worn at all times while on school property.
- Outer layer of clothing should appropriately and reasonably cover the torso of the body.

### EXCEPTIONS

Exceptions to the above dress code will be considered to provide for special events and to promote school spirit during these approved times. These exceptions require the prior approval of the building principal.

### CONSEQUENCES

Students not in compliance with the dress code will meet with a school administrator to discuss their attire. The purpose of the discussion is to foster a learning opportunity for the student and return them appropriately to the learning environment. If necessary, disciplinary consequences may be issued by the administration. School administration will make the final determination on the appropriateness of student dress.

## **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 Mr. Jud Phillips, Transportation Supervisor. Any questions about transportation of pupils to and from our schools can be answered by the Transportation Office.

### 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 and look both ways before crossing the highway.
2. Be at the bus stop in your assigned safety spot five minutes before your scheduled pickup time. This is for your own safety. Never run after the bus if you are late, but instead call transportation to contact your driver to see if it is possible to return 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. Go to your assigned seat in the bus without disturbing other students and remain seated while the bus is moving.
5. Obey the driver promptly and respectfully, realizing 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 all body parts 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, 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..

### **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 extracurricular 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.

Students may be denied application of parking permits due to outstanding obligations to the school.

#### Student Rules and Regulations:

1. Students must have a valid driver's license.
2. Students applying 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 is prohibited. Trespassing charges may be filed for anyone who is not a current student.
5. Upon arriving at school, student drivers are to lock their cars and immediately enter the building, bringing all school supplies with them.
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. 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.

9. 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.
10. Students will park in assigned student areas only.
11. Students who are excessively tardy may lose their parking privileges. No parking fees will be refunded.
12. Cost of parking permits will be approved annually by the Board of Education. For the 2022 - 2023 school year, students will be charged a \$90 fee to obtain a year-long parking pass or a \$45 fee for a second-semester pass (January - May). Any student found without a pass after the first two weeks of the school year will be charged \$95. Any student found without a pass after the first two weeks of the second semester will be charged \$50. Students failing to pay the fee and who park on school property will have a parking fee assessed to their records. A lost pass fee will be up to \$70 at the administrator's discretion.
13. Students who violate driving rules and regulations are subject to having their permits revoked, loss of parking fees and possible school discipline.
14. Students who are caught parking without a permit face the following consequences:
  - a. Student will be subject to disciplinary consequences at the discretion of their administrator.
  - b. Student will be assigned to the outside lots (i.e., soccer lot), regardless of their grade or activity for the remainder of the year.
15. Students will ONLY be permitted to go to their car during the school day with administration permission.

**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.**

## **STUDENT ID CARDS**

Student Photo ID Cards are required and necessary for admittance to many school sponsored events including dances and athletic contests. Students will also use their ID cards to check books and other materials from the school library. In addition, the ID 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 ID card if taken on Picture Days TBD. After that time, pictures for ID 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 2022-2023 ID's are issued. Students will be required to produce the Student ID at any time when asked.

## **VISITOR PASSES**

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

## **STUDENT LOCKERS**

Currently, students are not assigned a locker while at the Milford Academy. Should that change, the following will apply.

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 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**

Students may be excused from the classrooms during class with a hall pass approved by their teacher. The teacher has the final authority to determine when and how the pass shall be used. Any abuse of the hall pass usage may result in the loss of this privilege.

- The Milford Academy uses an electronic hall pass. Students will be given instructions on how to use it within the first days of school.

## **LEAVING THE BUILDING**

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

## **FOOD GUIDELINES**

### **LUNCH**

Students will be scheduled for thirty minutes of lunch time. 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 without permission and staff supervision. This includes the parking lot and all exits of the building which are off limits during lunch.

Students have the opportunity to purchase food items before school begins. Breakfast and other food items can be purchased at this time.

### **CAFETERIA GUIDELINES**

- Students are to remain in assigned areas during the lunch period.
- “Ordering in” or having food brought in is not allowed at any time.
- Eating and drinking is to be done only in the assigned eating areas.
- Students should throw away their garbage from lunch in the provided trash receptacles.
- Throwing food is prohibited.
- 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.

## **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.

### 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 any staff requests or directs a student to put his/her personal technology device away, 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 may apply. Student infractions will be documented as a referral for each offense. The consequences for these infractions are outlined below:

- **1st Offense** = Personal technology device will be confiscated until the end of the school day, when the student may retrieve it.
- **2nd Offense** = Personal technology device will be confiscated until the end of the day, when the student's parent must retrieve it.
- **3rd 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 reissue 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, please review the following steps detailed below to provide protection:

1. Students are required to place an identifying name tag on the device. Please place a label on the top of the device as well as the power source.
2. **Personal responsibility** - be aware of potential risks.
  - a. 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.
3. **Physical security** - consider safe storage of devices both in school, on school property and when traveling to and from school.
  - a. Users should take the following preventative security measures:
    - i. 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.
    - ii. Personal technology devices must not be:
      1. 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).
      2. Left in view in an unattended vehicle.
4. **Access** - protect personal login information
  - a. 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.
  - b. 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.
  - c. No student will install District-owned and licensed software on their personal technology device.

# **ELIGIBILITY REQUIREMENTS FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

The Board of Education has established the criteria for extracurricular activities consistent with its philosophy of, and goals for, education. All activity programs must meet these criteria.

## **ACADEMIC ELIGIBILITY POLICY FOR GRADES 9-12**

- Incoming 9th graders must receive passing grades in a minimum of 5 subjects during the 4th quarterly grading period of 8th grade to be eligible for the 1st quarterly grading period of their 9th grade year. (OHSAA Bylaw Ref.: 4-4-4)
  - The 5 course requirement is only applied to athletics participation per OHSAA requirements.
- 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)
  - The 5 course requirement is only applied to athletics participation per OHSAA requirements.
- Students must have earned a minimum 1.500 quarterly grade point average (GPA) during the previous quarterly grading period.
- Once a student attains the age of 20, the student shall be ineligible to participate in high school interscholastic athletics. (OHSAA Bylaw Ref.: 4-2-1)
- After a student completes 8th 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 Milford Academy, in conjunction with 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.

# **EXTRACURRICULAR CONDUCT POLICY**

## **PARTICIPANTS STANDARDS OF CONDUCT AND RESPONSIBILITIES GENERAL CONDUCT**

A participant in the Milford Athletics and Extracurricular Activities Program is a highly regarded representative of the school. A member's personal conduct reflects upon other Milford activities, coaches, directors, advisors and the district in general. Conduct by a Milford participant 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 participant whose conduct is judged as bringing dishonor to themselves, the team/band/group or the school in general will be subject to disciplinary action, up to and including permanent denial of participation from the extracurricular program.

Reference: [MEVSD Athletic and Extracurricular Handbook for Students and Parents](#)

## **SUBSTANCE ABUSE**

**SUBSTANCE ABUSE POLICY: USE, SALE OR POSSESSION OF ALCOHOL, TOBACCO / NICOTINE PRODUCTS OR ILLEGAL DRUGS IS STRICTLY PROHIBITED.**

The use, sale or possession of these substances, including inhalants, paraphernalia, “look-alikes,” hookahs, e-cigarettes, vapor pens and mishandling or abuse of an otherwise legal drug, is contrary to standards of training expected of all participants in the extracurricular program. At the beginning of each season/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 coaches/directors/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 in-season and out-of-season (“24/7/365”). For athletics, “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.

### **FIRST OFFENSE: USE AND/OR POSSESSION VIOLATIONS**

- If the violation occurs during the season (“in-season”) or activity membership period, the student involved shall be denied participation from the extracurricular program with reinstatement contingent upon the procedures listed in paragraph P. The minimum penalty upon reinstatement shall be denial of participation from all contests/performances for the remainder of the season and membership in the activity(s) for the remainder of the yearly defined participation term/period. Administration, in conjunction with the reinstatement committee, may consider amending this minimum penalty using the procedures outlined in paragraph Q.
- If the violation occurs at a time other than during the season (“out-of-season”) or activity membership period, the student involved shall be denied participation from the extracurricular 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/performances in the next sport/marching band they successfully participate in and complete as well as 20% of the membership in the activity(s) for the yearly defined participation term/period as allowed by the activity bylaws.

### **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 P. The minimum penalty upon reinstatement shall be denial of participation from all extracurricular activities for one calendar year from the date of the infraction.

### **FIRST OFFENSE: SALE VIOLATIONS**

- For violations occurring at any time, the student involved shall be denied participation from the extracurricular program with reinstatement contingent upon procedures listed in paragraph P. The minimum penalty upon reinstatement shall be denial of participation from all extracurricular activities for one calendar year from the date of the infraction.

### **SECOND OFFENSE: SALE VIOLATIONS**

- For an additional violation occurring at any time, the student involved shall be denied participation from the extracurricular program permanently.

# **RANDOM STUDENT DRUG TESTING**

## **Regulations Governing Random Drug Testing for Students Participating in Athletics and ExtraCurricular 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 the Milford Academy, 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, Cross Country, Dance Team, Diving, Football, Golf, Soccer, Softball, Swimming, Tennis, Track & Field, Volleyball, Water Polo, and Wrestling/Pinnettes\*\*
- 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, Chess Club, Winter Guard, Drumline, PSI, Teen Counseling, Marching Band, Color Guard, Art Club, Reflector, Key Club, Triple Trio, Men’s Ensemble, Photography Club
- 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 - Drugs listed that may be screened. Other drugs may be added to the list.*

### **KINDS OF TESTS**

- Urine specimen
- Students may also be subjected to random nicotine testing via saliva.

### **PROCEDURES**

Parents and students will sign a consent form giving permission for the student to participate in the random drug testing program. This program will be in effect 24/7/365, meaning that once a student has become a participant as a member of any organization listed above, that he or she will be in the pool for random student drug testing for the full calendar year. (A student is considered a participant and the calendar year will begin as soon as he or she has become an official, rostered, member of an athletic team, or has been accepted as a member of an extracurricular club).

- 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 10 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.
- 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.
- 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 student's involvement in activities subject to random drug testing.

## **ALCOHOL USE BY STUDENTS/STUDENT DRUG ABUSE**

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 offers 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 will 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:** *MEVSD Board Policy* [JFCH/JFCI](#)



# **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 helpdesk or 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;
  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/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: 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.

1. Students 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. Students 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. Students will use approved devices only for an educational purpose, and only when directed by a classroom teacher or administrator.
4. Students must keep devices turned off when not directed to use them.
5. Students 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. Students are not to use the device in a manner that is disruptive to the educational environment.
7. Students 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. Students 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.

[Re-adoption Date: April 19, 2018]

## **1:1 DIGITAL LEARNING AGREEMENT**

Please see the Milford 1:1 Program Webpage: <https://tinyurl.com/milford1to1>

**Mission:** Students will engage in online collaborative learning through uniform integration of technology in order to become self-directed, lifelong learners.

**Vision:** To inspire, equip and empower learners in a transformative learning environment for future readiness and success.

### **1:1 CHROMEBOOK INFORMATION**

Student/Parent/Guardian will own the device after year three of the purchase/warranty plan and is paid in full. The district will manage the device for educational use as long as it is used as a 1:1 device by a student of Milford Schools.

## **1:1 DIGITAL LEARNING DEVICE USAGE AGREEMENT TERMS**

Students will be expected to abide by the Milford Exempted Village School District Student Acceptable Use Policy (AUP). Students must acknowledge that any issued device is the property of Milford Exempted Village School District and therefore must abide by the following terms:

- Students will make the device available to any school administrator or teacher for inspection of any messages or files sent or received on their Milford Exempted Village School District issued device.
- Students will report to building administration or teacher any incidents of inappropriate communications sent in any form using their Milford Exempted Village School District owned technology.
- Students will not deface the device or create markings that cannot be completely removed by the student when returning the device.
- Students agree to keep the school issued case on the device at all times.
- Students will bring their issued device fully charged to school each day.

## **CHROMEBOOK PURCHASE PLAN**

The Purchase Plan includes an annual minimum payment of \$100 towards the \$300 total.

- Warranty Repair - The device is covered by a 3 year manufacturer warranty which is assigned to the device and is non-transferable when purchasing new.
- Student/Parent/Guardian are not responsible for manufacturer warranty repairs.
- Accidental Damage - We understand that accidents happen, however repeated damage will require assistance from the parent/guardian should damage occur during the 3 year extended warranty period.
  - First Damage Incident per Year: There is no fee for the first accidental damage incident per year to the 1:1 device. Parents will be notified of the incident and the incident will be recorded.
  - Second and Subsequent Damage Incident Per Year: Parents will be notified of the incident and the full price of repair or replacement will be the responsibility of the parent/guardian.
  - Intentional Damage: Parents will be notified of the incident and the full price of repair or replacement will be the responsibility of the parent/guardian. The Student Code of Conduct will be enforced.
- Lost/Stolen Device - A fee of \$300 will be collected for a lost device and a meeting with parent/guardian with an administrator may be required. Devices reported as stolen outside of school require that parents notify police and provide a copy of an official police report to the school administration.
- Charger - A fee of \$25 will be collected for a lost or damaged AC adapter.