Milford Junior High School

2024-2025

Student-Parent Handbook

Mrs. Misty Goetz, Principal

Mr. Shane Ferguson, 8th Grade Assistant Principal

Mr. Todd Wells, 7th Grade Assistant Principal

Miss Julie Beelman, 8th Grade Counselor

Mrs. Jenna Chambers, 7th Grade Counselor

Mr. Mark Trout, Athletic Director

5735 Pleasant Hill Road Milford, Ohio 45150

Administrative Offices: (513) 831-1900

Guidance Offices: (513) 248-3444

Athletic Office: (513) 576-8934

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DISTRICT CONTACT INFORMATION

Board of Education Office/Central Office Administration - (513) 831-1314

1099 State Route 131 Milford, Ohio 45150

School District Web Address: www.milfordschools.org

Ohio Department of Education - (877) 644-6338

BOARD OF EDUCATION - (513) 831-1314

Mr. Dave Meranda (President), Mrs. Emily Chestnut (Member), Mr. Jerry Combs (Member), Mrs. Melissa Nolan, Mrs. Emily Mason

CENTRAL OFFICE ADMINISTRATION:

Mr. John Spieser, Superintendent - (513) 831-1314

Mrs. Jennie Berkley, Assistant Superintendent, HR and Student Services - (513) 831-1314

Dr. Rob Dunn, Assistant Superintendent, Technology, Data, and Student Information Systems - (513) 831-1314

Mr. Paul Daniels, Chief Academic Officer - (513) 831-1314

Ms. Lynsa Davie, Director of Elementary Curriculum and Instruction - (513) 831-1314

Ms. Krista Boyle, Director of Communications and Public Relations - (513) 831-1314

Mr. John Espy, Treasurer - (513) 831-1314

Mr. Jeff Johnson, Director of Business and Operations - (513) 831-1314

Mr. Jud Phillips, Transportation Office - (513) 575-1563

Ms. Tina Reynolds, Food Service Director - (513) 576-2294

Mr. Josh Kauffman, Director of Arts and Extra Curriculars - (513) 248-3478

Mrs. Kelli Ellison, Coordinator of Student Services - (513) 831-1314

SCHOOLS AND PRINCIPALS

Boyd E. Smith Elementary - (513) 575-1643
Mrs. Minna Espy, Principal

McCormick Elementary - (513) 575-0190
Mr. Tom Willson, Principal

Meadowview Elementary - (513) 831-9690
Mrs. Nicole Ward, Principal

Milford High School - (513) 831-2990
Mr. Tyler Arnold, Principal

Milford Junior High School - (513) 831-1900
Mrs. Misty Goetz, Principal

Milford Preschool - (513) 728-7400
Mrs. Kim Hayden, Director

Mulberry Elementary - (513) 722-3588
Mrs. Sarah Greb, Principal

Pattison Elementary - (513) 831-6570
Mrs. Tiffany Selm, Principal

Seipelt Elementary - (513) 831-9460
Ms. Melissa Carraher, Principal

Milford Academy - (513) 576-8924
Mr. Robert Hatfield, Principal

MILFORD

2023 - 2024 SCHOOL YEAR CALENDAR

August

9-11, 14- Teacher Work Days

15- First Day for 8th grade Students (no 7th grade)

16- First Day for 7th grade Students (no 8th grade)

17- Both grade level

September

1- Teacher Professional Development Day (No Students)

4- Labor Day

October

12- End of First Quarter

13- Teacher Work Day (No School for Students)

16-17- Fall Break

November

7-Remote Learning Day

20-24- Thanksgiving Break

December

18-29 -Winter Break

January

2- Teacher Work day (No Students)

3- School resumes

11- End of Second Quarter

12- Teacher Work Day (No Students)

15- Martin Luther King Jr. Day (No School)

February

16- Teacher Professional Development Day (No Students)

19- President's Day- No School

March

14- End of 3rd Quarter

15- Teacher Work Day (No Students)

19- Remote Learning Day

25-29- Spring Break

April

26- Teacher Professional Development Day (No Students)

May

23- Last Day for Students

24- Teacher Work Day

MJHS DAILY SCHEDULE 23-24

MJHS Bell Schedule 2023-2024

Junior High Bell Schedule	
Arrival/ Lockers (go to gym 7:15-7:25, after 7:25 go to locker, then 1st bell, warning 7:35, announcements at 7:40)	7:15 - 7:45
1st	7:45 - 8:40
2nd	8:40 - 9:35
Talon Time (school-wide)	9:35 - 10:15
3rd	10:15 -11:10
4th (Lunch)	11:10 - 12:35
8th Grade 7th Grade	11:10 - 11:40 12:05 - 12:35
5th	12:35 - 1:30
6th	1:30 - 2:30

MJHS Bell Two-Hour Delay Schedule 2023-2024

Junior High Two-Hour Delay Schedule	
Arrival/ Lockers (go to gym 9:15-9:25, after 9:25 go to locker, then 1st bell, warning 9:35, announcements at 9:40)	9:15 - 9:45
1st	9:45 - 10:25
2nd	10:25 - 11:05
4th (lunch and class)	11:10 - 12:35
8th Grade 7th Grade	11:10 - 11:40 12:05 - 12:35
3rd	12:35 - 1:15
5th	1:15 - 1:55
6th	1:55 - 2:35

MILFORD JUNIOR HIGH SCHOOL

We are glad that you are one of our students and hope that this school year will be the very best school year ever! If you are a new student in the school district, we extend a special welcome to you and your family. Milford Schools have a proud tradition of providing quality educational programs to all students. Every student can achieve and learn here. A quality teaching and support staff will assist you in every way possible. Don't hesitate to ask questions if you don't understand something. Be prepared every day to do your very best, to make a genuine effort, and to develop a positive attitude about school and learning. During the 2023-2024 school year, a safe and enriching environment will be provided where you can succeed.

We take pride in how we care for and respect each other and the school. This handbook is intended to provide basic information to you and your parents, not only at the beginning of the school year, but from time to time throughout the year. It is a reference manual containing the most commonly needed information. A complete set of the Board of Education policies is available in the school media center. Please read this handbook carefully now, share it with your parents, and be prepared to refer to it throughout the school year. We believe that everyone in the school has a responsibility to care for and maintain a pleasant school environment. Let's work together to make it happen!

It's going to be an exciting school year and we are happy that YOU are here to be a part of it!

Best Wishes,
Mrs. Misty Goetz, Principal

WHAT IS A JUNIOR HIGH SCHOOL?

A junior high school is a place of your own, a place for young people who are ready for different teachers, for different subjects, for varied school activities, for a chance to study independently and grow socially; a place for someone who still needs just the right amount of guidance, help, and understanding in this most difficult growing period of your life.

At Milford Junior High School, you will have the opportunity for many learning experiences that will help you make decisions about high school, education after high school, and future careers. You will be given opportunities to get to know more about yourself and more about others.

You will be encouraged by your teachers, counselors and principals to be a responsible student by using good study skills and doing schoolwork regularly. Don't get behind -- it's difficult to catch up. If you do need assistance, don't be afraid to ask your teachers for help. WE WANT YOU TO BE SUCCESSFUL AT MJHS!

MILFORD JUNIOR HIGH SCHOOL MISSION STATEMENT

The mission of the Milford Junior High School is to prepare our students to be lifelong learners who compete successfully in a complex world, to encourage students to take personal responsibility for their learning, to prepare students to be self-sufficient, independent, contributing members of their community and society.

MISSION STATEMENT ON CULTURAL DIVERSITY

Milford Junior High School recognizes and celebrates the diversity found in the community it serves and regards it as one of the school's strengths. It is the mission of the staff to provide opportunities of all kinds which promote an appreciation and respect for all people as individuals. The school promotes programs and activities that educate, enrich, and endorse the concept that every person deserves to be treated and addressed in a caring and respectful manner. Milford Junior High is committed to providing a safe and friendly environment to learn, and forbids words or actions of a hurtful or threatening nature, particularly those which are degrading in regard to race, sex, gender, religious or economic status.

POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions that enhance academic and social behavior outcomes for students. PBIS is not a packaged curriculum, scripted intervention, or manualized strategy. It is a prevention-oriented way for our school personnel to:

1. Organize evidence-based practices
2. Improve implementation of those practices
3. Maximize academic and social behavior outcomes for students

CLICK to view the PBIS Matrix with behavior expectations

BOE Policy JP

The PBIS Committee is made up of staff, students, parents, and local business members. Students are recognized daily and weekly for displaying one or more of the following expectations across all school environments:

★ Eagles are Respectful
★ Eagles are Responsible
★ Eagles are Ready

GETTING STARTED - OPENING DAY

WILL I GET LOST? WILL I BE ABLE TO WORK MY LOCK? WILL I BE ABLE TO FOLLOW MY SCHEDULE? WILL MY TEACHER LIKE ME?

If you are thinking any or all of the questions above, most students are thinking the same. The opening day of school is a special day for everyone. Listed below are a few suggestions to help your first day of school go smoothly.

Our school hosts an open house for students the week before the first day of school. When you visit the school, you will be able to pick up class schedules, pay fees, practice opening your lockers, and visit your classrooms. This should help take away some of those “first day jitters.” Additionally, we implemented a staggered start for the first few days of school. 8th graders will come on the first day (8/15/23) and 7th graders will stay home. Then on 8/16/23, 7th graders will attend and 8th graders will stay home. Both grades will attend on 8/17/23 and 8/18/23 the first week of school.

1. If you did not pick up your schedule during the open house, you will pick up your schedule in the counseling office on the first day. Teachers will be around to help explain to you how to read it. If you should get mixed up on your schedule, don’t worry; just ask a teacher for help.
2. Protect your belongings. Each year hundreds of dollars worth of personal possessions are lost or stolen at school - usually because of carelessness in taking care of personal possessions. DO NOT give anyone your locker combination, and do not leave your belongings lying about in the cafeteria, gymnasium, hallways, or outside. Do not bring expensive items or large sums of money to school. Make sure your locker is locked.
3. When in doubt, come to the office or seek the help of a teacher. We may be busy, but with your patience, we will be able to help you.

READING YOUR DAILY SCHEDULE

The school day is divided into periods numbered 1-6 and Talon Time. Abbreviations are used by the computer to help keep your schedule by period, day, quarter, and room number. Any staff member or teacher will gladly help you interpret your schedule. Do not hesitate to ask.

SCHOOL SUPPLIES

School supply lists will be mailed home. They can also be found on our website, prior to the start of the school year. (7th and 8th Grade Supply List)

LOCKERS

Each student will receive a locker assignment at the beginning of the school year. All lockers are equipped with built-in locks. The lock combination is confidential. Students should **never** give their combination to any other student. The guidance office assigns lockers. Students who experience problems with lockers may receive help by reporting to the guidance office secretary. Personal locks are not permitted on hall lockers.

If a special need arises which requires a student to visit their locker, they may request a locker pass from the teacher. As with all passes, permission is at the discretion of the teacher. Students are not permitted to go to their locker during your lunch period. They should bring lunches and lunch money with them before this period.

Students are asked to keep their lockers orderly and neat. They are to use only the locker assigned to them. Sharing lockers has led to many problems and is not permitted. Lockers should be locked at all times. All personal items and books, when not in use, are to be kept in lockers. Students should not store valuables or large sums of money in their lockers. It is recommended that these items should not be brought to school at all.

The school cannot accept responsibility for safeguarding property in student lockers. Students are not to deface their lockers with markers, stickers, gum, etc. At the conclusion of the school year, students will be responsible for cleaning their own lockers. It is the practice of the school to have periodic locker clean-outs and checks throughout the school year.

Student lockers are the property of the Milford Exempted Village School District. Striking, kicking, defacing or otherwise abusing a student locker will be dealt with as a serious matter. Students are to use them only for school purposes. 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 that may include canine searches.

Gym lockers are available for student use during physical education classes. Students need to bring a combination lock to secure belongings during class time, but must remove it at the end of each class period so that it is available for other classes. Students should use the same caution in safeguarding gym lockers as they do with their hall lockers.

CRITICAL STUDENT RECORDS INFORMATION

ENTERING/WITHDRAWING FROM SCHOOL

Parents will need the following official documents when registering a student:

1. Child's birth certificate
2. Proof of residency (utility bill, lease agreement or purchase contract)
3. Custody papers (if applicable)
4. Shot record
5. Copy of most recent grades

Parents should notify the Guidance Office as soon as possible if it becomes necessary to withdraw a student from our school. In the event a student must withdraw, proper forms must be completed, media center, and textbooks returned, and fees paid before a student's records will be forwarded to the next school.

VACCINATIONS

All students are required by law to have documentation of their Meningitis and Tdap booster vaccinations in the clinic by **Tuesday, September 5, 2023 or you will be excluded from school.**

EMERGENCY MEDICAL AUTHORIZATION FORMS/FINAL FORMS

Ohio state law requires an emergency medical authorization form from each student. This enables parents to authorize emergency treatment for a student who becomes ill or injured while under school authority, when parents cannot be reached. It also alerts school personnel to medical problems that may require special treatment or attention.

Students cannot participate in extracurricular activities or field trips unless these forms are on file. All students must submit their emergency medical forms along with any other necessary documents through final forms. If the proper forms are not on file, the student may be excluded from school.

All students must complete their emergency medical forms along with any other necessary documents such as the Acceptable Use Policy (AUP), 1:1 Digital Learning agreement, etc. through Final Forms HERE https://milford-oh.finalforms.com/

CHANGE OF ADDRESS OR PHONE

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

CHILD CUSTODY

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

PARENT'S ACCESS TO STUDENT RECORDS (ORC 3319.321)

Communication lines between parents and teachers must remain open in regard to the records being maintained on the progress of students. School records must contain personal information about the student (name, birth date, address, phone, etc.), test scores, yearly grade averages, health and emergency information, information about the student's progress in the academic areas, as well as special interests and aptitudes. Parents have the right to request access to their child's school records and the reasonable request of school officials to explain and/or interpret those records. Parents may request copies of the records and they are afforded the opportunity for a hearing to challenge the contents of the records. School officials must grant access to these records within 45 days of the request. A fair charge may be imposed for the cost of the copies requested.

NON-CUSTODIAL PARENT ACCESS TO STUDENT RECORDS

A divorce or change in custody does not change the right of a natural parent to have access to their child's records. A non-custodial parent may request and receive a copy of the child's records; however, step-parents do not have rights to records, reports, or conferences unless granted by the custodial parent.

GRADE & PROGRESS REPORTS

All students receive four (4) quarterly reports each school year. These are accessed online through the Power School platform. Interim reports are also available quarterly through PowerSchool.

All grade changes must be approved within two weeks after the end of the quarter.

Teachers and other staff members are available to assist parents in providing information about student performance and progress through email, phone, and/or conferences.

SCHOOL FEES (2023-2024)

School fees are assessed for all students and are a part of the costs of supplies consumed during the process of instruction or for items which become the personal property of the student. A general fee of $15.00 covers items such as assessment materials, registration guides and other reports. Class fees are assessed for supplies consumed in courses such as art, science or life skills. All fees are due by the end of 1st Quarter. General (All Students) $15.00, Chromebook $350.00, Technology (All Students) $10.00 and then add:

Electives		
Art 7	$10.00	Art supplies used in class
Art 8 2D	$12.00	Art supplies used in class
Art 8 3D	$15.00	Art supplies used in class
Band	$18.00	Sheet Music, Performance Recording
Band*	$85.00	*if using a school issued instrument
Beginning Band	$18.00	Sheet Music
Digital Media 7/8	$5.00	Material
French I	$11.00	Workbook and Tape Manual
Spanish I	$10.00	Novel and online subscription
Goggle Up	$6.00	Lab supplies/materials
STEM	$15.00	Material
Financial Literacy 8	$5.00	Stock Market Game
Piano	$30.00	Student Texts
Choir 7/8	$30.00	Sheet Music
Advanced Choir	$30.00	Sheet Music
Grade 7		
Technology	$10.00	Technology Fee
Chromebook	$350.00	Student Chromebook
Math 7	$23.00	Student Companion
Accelerated Math 7	$23.00	Student Companion
Math 7 - Algebra I	$14.50	Math XL
Science 7	$12.00	Lab Supplies, Magazines, Gizmos
Language Arts 7	$29.00	Novels Fee and ELA program
Honors Language Arts 7	$29.00	Novels Fee and ELA program
Grade 8		
Technology	$10.00	Tech Fee
Chromebook	$350.00	Chromebook
Math 8	$23.00	Student Companion
Math 8/Algebra I	$14.50	Math XL
Math 8/Geometry	$14.50	Math XL
Science 8	$12.00	Lab Supplies, Gizmos
Language Arts 8	$29.00	Novels Fee and ELA program
Honors Language Arts 8	$37.00	Novels Fee and ELA program

CAFETERIA GUIDELINES

Welcome to the Jr. High Cafeteria! We hope these guidelines will make your experience a pleasant one.

Lunch

There are 3 "self-serve" lines" to choose from: one located in the seating area and two inside the Servery. Entrees are served by a lunch person or may be selected from an open display warmer that holds hot wrapped sandwiches and pizza or other entrees in paper boats. Cold entrees, such as salads, wraps, smoothies, parfaits or uncrustables are also available.

Steps of service:

1. Pick up a tray at the start of the line;
2. select an entrée of your choice;
3. self-serve the side items of your choice (fruit/veggies: A half of cup of fruit or vegetable is required for a complete meal);
4. select your choice of milk, and
5. proceed to the cashier.

Breakfast:

- Breakfast will be served from the serving line located in the cafeteria, from 7:15 - 7:40. Food and drinks must be disposed of properly, or this privilege may be suspended.
- Breakfast Prices:

Paid	$1.85
additional tier of	$2.25
Reduced	$ .30
Milk	$ .60

Parents may apply to qualify for free/reduced meals for breakfast and lunch. Applications are available in the main office and additional applications are available online through your parent portal on payschools.

Prices:

- Regular Lunch $3.00 – Extra Entrée- $2.50
- Super Lunch $3.50 – Extra Entrée- $3.00
- An additional tier of Deluxe of $4.25
- Milk only $.60
- Adult/Guest Meal Prices: *(additional .75 upcharge)

Regular	$4.75 and extra entree for Adult $2.50
Super	$3.85

*Side note: Student meals are subsidized by the Federal Government; these funds cannot be used to subsidize adult meals.

Meals include all sides, milk, and one of the following entrees:

These could include the following:

Bosco Cheese Stuffed Sticks w/Marinara Sauce, Deluxe (Crispy/Spicy) Chicken Patty on a Bun, Specialty Pizza, Deluxe (Crispy/Spicy) Chicken Patty on a Bun, Specialty Pizza, Super-Nachos & Cheese

Snacks meet strict nutrition guidelines for fat, sugar, and sodium, referred to as Federal "Smart Snack" regulations. Parents, who prefer to limit snack purchases, can complete an account restriction form, available online. The restriction will be noted on the child's meal account.

Students are not allowed to substitute snacks for a meal.

Charges: Charging school lunches is discouraged, but program policy allows student charges to prevent them from going hungry when their meal balance is in the negative. Students with charges are not permitted to purchase snacks or other a la carte foods, such as extra meals, until all charges are paid in full.

******If you ended the year with a negative balance, then the negative balance will roll over and be on that student's account as a negative balance from last year. All other charges will not be permitted until balance is paid in full.

STUDENT CAFETERIA EXPECTATIONS

All students are expected to adhere to the following guidelines when using the cafeteria at lunchtime:

1. Students are to go directly to the cafeteria when dismissed for lunch. This includes those students who have packed their lunch.
2. Students are to sit at a table they are assigned.
3. Eating and drinking is to be done only in the cafeteria or outside the gym, at breakfast.
4. Horseplay, throwing of food and other similar behaviors are prohibited.
5. Students are to follow the direction of cafeteria staff, supervisors and monitors.
6. Cutting in line is prohibited.
7. Students are to clean up after themselves and deposit all waste and trash in the provided receptacles.
8. Students are to sit at their assigned table(s)
9. Failure to follow these guidelines may result in referral to the Student Code of Conduct.

FOOD AND BEVERAGES IN THE SCHOOL BUILDING

All food and beverages are to be consumed in the cafeteria, except for breakfast served outside the gym. Any exceptions must be approved in advance by the administration. Under no circumstances should any food or opened drinks be taken to classrooms or through the halls. This includes Energy Drinks, STARBUCKS and other coffee drinks. **Students are not to consume beverages from their own or another's locker during the school day.** Students are to refrain from bringing gum or candy to school. All beverages brought to school for consumption at lunch must be in their original containers; glass bottles are prohibited. The purpose for limiting food and beverages to designated areas is because food consumption could cause issues for students who have allergies who use the same rooms and areas later in the school day. If fast food is brought to a student, they have to eat the fast food lunch in the office.

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

TRANSPORTATION

SAFETY TO AND FROM SCHOOL

The school is directly responsible for supervision of students only while they are on school property during school hours. Limited supervision is available for students arriving before 7:30 am. Once the student leaves the school or the bus they become the responsibility of the parents. We will cooperate with parents in stressing the rules of safety to and from school and at bus stops. We will assist with discipline problems that occur between home and school. However, misbehavior that occurs off school property is a police matter.

WALKERS

Students living within the vicinity of our campus are permitted to walk to and from their homes. Students who are doing so are to identify themselves on the first days of school to those staff members who are supervising the dismissal process.

Students who are walking home are to leave school property immediately. Students crossing Wolfpen Pleasant Hill Rd. need to use the crosswalks at Eagles Way. Unless students are involved in an after school activity they should not be in the building after 2:30 PM. Loitering at the high school or in other areas of the campus is forbidden.

MOTOR VEHICLES

Students who are being taken home in automobiles by parents are to do so at the rear, the front of the building, or the tennis court parking lot. Students need to use crosswalks at all times. No parking is allowed on Eagles Way. No student is permitted to ride in private automobiles except those driven or approved by their parents or guardians.

BUS INFORMATION – FOR SPECIFIC TRANSPORTATION INFORMATION, CALL TRANSPORTATION AT 575-1563

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. Phillipps, Transportation Supervisor. Note that bus passes will be issued in emergency situations only through the Transportation Department.

STUDENT CONDUCT ON SCHOOL BUSES

Once a student boards the bus, he/she becomes the responsibility of the school district. 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; in addition, referral may be made to the Student Code of Conduct Regulations.

STUDENT TRANSPORTATION POLICIES

1. Pupils shall arrive at the bus stop approximately five minutes before the bus is scheduled to arrive
2. and wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stops must not threaten or harm any individual, or damage anyone's property.
4. Upon boarding the bus pupils must go directly to an available or assigned seat and remain seated keeping aisles and exits clear.
5. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
6. Pupils must not use profane language.
7. Pupils must not have tobacco, alcohol, or drugs in their possession on the bus.
8. Pupils must not put their head or arms out of the bus window and are not allowed to throw or pass objects on, from or into the bus.
9. Pupils must leave or board the bus at the location to which they have been assigned. In the case of a family emergency for which this needs to be changed, parents must notify the Milford Junior High School Administrative office in writing and a phone call to verify any change in this procedure. Approval for a change will not be granted until parents have verified with the Administrative office.
10. Special arrangements will be made for the use and storage of equipment and other means of assistance required by handicapped pupils.
11. Parents with pupils that have a medical problem that requires driver attention should notify the Director of Transportation.
12. Pupils may carry only objects that can be held in their laps. Pupils are not permitted to bring objects that are potentially dangerous such as glass, coat hangers, pets (guinea pigs, turtles), large toys, skateboards, ball bats, basketballs, large stuffed animals, and large science projects.
13. Do not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
14. Video cameras will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings. The tapes are student records and subject to school district confidentiality, board policy, and administrative regulations.
15. Students are not allowed to ride home to other student's houses.

CLINIC/MEDICATION ISSUES

ILLNESSES AT SCHOOL

Students who become ill or injured, or who need medical help during school hours, are to report to the clinic (located in the yellow hall). In all but emergency cases, a student must receive permission and a hall pass to do so.

Depending on the nature of the illness, a student will be kept for observation for a short period of time, or a parent will be notified to transport the student home. No student will be permitted to leave the building without permission from a parent or guardian, and may use only the transportation provided or arranged for them by parents and school staff.

In the event a student becomes ill while at school, students should immediately notify the teacher when ill. After receiving permission, ill students should report directly to the health service aide in the clinic. If the clinic is closed, the student should report to the main office. If necessary, the health service aide or the attendance secretary will make arrangements to send an ill student home. No student will be sent home without school personnel first contacting the parent/guardian. In-school illness will be excused only if the student has reported to the clinic or main office. All necessary restrooms and medical facilities are available in these areas. Students are not to make phone calls or arrangements regarding illness at school except through appropriate school personnel.

MEDICATION POLICY

Clinic or other school staff cannot, by state law, dispense medication without the consent of a student's physician and his/her parents or guardians. Medication can be dispensed only with all requirements of Section 3313.713 of the Ohio Revised Code and in accordance with Milford Board of Education Policy. Parents should ask their doctor to arrange the time medication is to be given to avoid school hours if possible. Parents are permitted at any time to administer medication to their students when long-term arrangements have not been made or are unnecessary.

Parents who anticipate that prescribed medication is to be administered on a regular basis during school hours are to obtain the necessary forms from the school and bring a supply of the prescribed medication in the original container to school. Such prescriptions will be locked in the clinic and administered as instructed. Forms are available in the school office and will be included in the information taken home by the student at the opening of the school year; new request forms must be submitted each year. Specific documentation is required if a student must use an inhaler to self-administer through the school day.

Other than inhalers, students are never permitted to carry prescriptions or over-the-counter medications on their persons or in their belongings while at school. Parent completion of the non-prescription drug form would allow clinic or other school staff to administer non-prescription drugs (in their original container) for no more than three days without a physician's statement.

Covid-19

Students will follow all CDC and school district policies regarding Covid-19. This includes but is not limited to: cleaning protocols, mask-wearing, social distancing, hand washing, checking temperature, etc.

HEAD LICE POLICY

Information concerning the District's Head Lice Guidelines is available on the District Website. If at any time you have a question or concern, please contact the District Nurse at 513-576-2214 or email price_p@milfordschools.org. From the MEVSD "Head Lice Guidelines"

MEDIA CENTER PROCEDURES

Students may check out 3 books at a time. Books will be due every 3 weeks. All overdue books must be returned or renewed before another book can be checked out. All books more than 3 weeks overdue will be marked lost. All lost books must be paid for in full.

PHOTO I.D. CARDS

Each student will be issued a Student Photo I.D. sometime after fall pictures are taken as part of the school picture package. These are needed to check out media center materials, use the Internet at school, or to verify student prices for those attending high school athletic events. New students must see the librarian to have their picture taken and will then be issued an I.D. There is a $5.00 charge to replace a lost I.D.

ACADEMICS AND ACTIVITIES

TEAMING

Teaming is a way of grouping students and teachers together to eliminate impersonal, random scheduling and instead create small learning communities within our school. Academic teachers of the core, or required courses, share a common group of students, and have time within their professional day to collaborate about their students and instruction. Students are distributed across the teams so that each team will have students with a wide range of abilities, and the students do not travel through their core courses as a group. This is important to allow our students to mix with a variety of students throughout the day. Students will be assigned to one of the four teams at each grade level at Milford Junior High. The core courses will be the required academic courses taken within your team.

THE CORE CURRICULUM

Grade 7 and 8 each have four core content curriculum periods per day. Those periods are: Language Arts, Mathematics, Science, and Social Studies.

ELECTIVES

There are 6 periods a day and students will complete their day by choosing from a wide variety of electives offered at MJHS. More complete information about elective courses is available in the Milford Junior High School Registration Guide, on Counselor's Corner online, or by contacting your Counselors at 248-3444.

ENRICHMENT OPPORTUNITIES

The Junior High School offers many opportunities for enrichment purposes. Many of our elective courses are designed to be of value to students wishing to pursue their personal strengths or interests. In addition, the Junior High offers numerous extracurricular activities designed to enrich our students. Please refer to the registration guide for a listing of academic courses which offer enrichment and/ or accelerated instruction. Other opportunities include but are not limited to Academic and Cultural Arts Contests, Solo & Ensemble Contests, Band and Chorus Contests, Math Counts, and Ohio Tests of Scholastic Achievement.

ASSEMBLIES

The Junior High holds several educational assemblies that enrich the curriculum for all our students.

ACADEMIC RECOGNITION

Students at Milford Junior High School have numerous ways to earn recognition through outstanding performance in their academic work. A summary of these opportunities follows:

HONOR ROLL

Each year our school publishes the names of those students who have achieved honor roll status.

Also awarded, two categories are included:

- Highest Honors: For students earning a perfect 4.0 GPA for the year.
- Honors: For students earning a 3.5 GPA to 3.99 for the year.

End of the Year Awards

- President's Award Gold: 8th grade students having a 4.0 GPA for 7 quarters throughout Junior High.
- President's Award Silver: Achievement award for Specific Subjects determined by the teachers

NATIONAL JUNIOR HONOR SOCIETY

Students are selected for membership in this prestigious organization through application and faculty review. A cumulative GPA of 3.75 or higher and 10 hours of community service prior to the end of 3rd quarter of 7th grade year is required. Final selection is based on the society's standards of character, citizenship, leadership, scholarship and service, requiring student application and demonstration of performance. For details, see MJHS National Junior Honor Society Application.

For more detailed information about weighted grades, college credit plus and academic recognition, refer to the district policy (IKC-R).

EXTRA-CURRICULAR ACTIVITIES

Our Junior High is a very busy place indeed, as we provide numerous after school activities to encourage participation and allow our students to explore. We encourage our students to get involved – this is a wonderful time to try new things! Participation will make student life richer and help our students develop in many ways outside of the classroom. Did you know that students who are involved in extracurricular activities often earn better grades and enjoy their school experience more? We hope that your years at Milford Junior High School are enjoyable both in and out of the classroom. Please see our school webpage for more information.

ACTIVITIES/CLUBS

Students may wish to become involved with one or more of our activity or club programs. We offer numerous after school activities that encourage participation and allow our students to explore various interests. Refer to our Activities Booklet for a more complete listing. Activities/Clubs are geared to match student and staff interests. New ideas for activities/clubs may be presented to District Director of Fine Arts/Activities, Josh Kauffman, at kauffman_j@milfordschools.org.

INTERSCHOLASTIC ATHLETICS

Junior High is the first chance many of our students have to participate on school-sponsored teams, and we offer many opportunities for involvement! Questions may be directed to the JH Athletic Director, Mark Trout, at trout_m@milfordschools.org.

Fall Sports: FOOTBALL, CHEER, CROSS COUNTRY (B/G), GOLF (B/G), TENNIS (G), VOLLEYBALL (G)

Winter Sports: BASKETBALL (B/G), CHEER, DANCE, DIVING, WRESTLING (B/G)

Spring Sports: SOFTBALL, TENNIS (B), TRACK/FIELD (B/G)

In order to participate, students must have physician permission and a participation fee $100.00 is charged for the first sport played. $50.00 is charged for the second sport. The third sport can be played with no participation fee. For more info, please visit at www.milfordathletics.org/juniorhigh.

ACADEMIC ELIGIBILITY FOR ATHLETICS (GRADES 7-8)

- Incoming 7th graders are eligible for the 1st quarterly grading period following their promotion from the 6th grade.
- In order to be eligible for any quarterly grading period thereafter, a student must receive passing grades in a minimum of 4 classes during the previous quarterly grading period.
- Students must have earned a minimum 1.500 quarterly grade point average (GPA) during the previous quarterly grading period.
- If a student attains the age of 15 before August 1, the student shall be ineligible to participate in 7-8th grade interscholastic athletics for that school year.
- After a student completes 6th grade and before entering 9th grade, the student shall be eligible for no more than 4 consecutive semesters, whether the student participates or not.

ACADEMIC ELIGIBILITY FOR CO-CURRICULARS AND ACTIVITIES/CLUBS

Students in all district-sponsored activities/clubs must maintain a minimum 1.500 quarterly grade point average (GPA) during the previous quarterly grading period. Office aides must maintain a C or better in all classes in order to be an office aide.

HIGH SCHOOL ACTIVITIES

Milford Junior High students may attend high school events and activities, which are open to the general public, such as games, plays and musical performances. All rules of conduct that apply to students are in effect for these events.

Junior High students, however, are not permitted to attend high school social events, such as Homecoming Dances, the Prom, or other similar activities, even when asked as a guest. Likewise, high school students may not attend Milford Junior High social events.

BOOKBAGS/BACKPACKS/GYM BAGS

In the past several years the use of book bags and/or backpacks has become common. They are a convenient and efficient way for students to carry their books and other belongings to and from school. However, as with all things, some problems have occurred due to their use.

Some students have carried everything they bring to school to each and every class all day. This amounts to seven or eight books, notebooks and folders, pens, pencils, and in some cases, athletic equipment for use after school. Safety in our halls and classrooms is the major concern here. Large, heavy bags are unsafe when carried through crowded hallways and create a real hazard when they block aisles and exits in

classrooms. This has also contributed to students' poor organizational skills and has increased damage to both personal property and school materials.

The only thing that is allowed is a small, drawstring bag that can hold the laptop and pencil pouch.

PERSONAL BELONGINGS, VALUABLES, AND MONEY WHILE AT SCHOOL

Each student is responsible for the security of his/her own belongings while at school. The school provides a locker for the storage of such items, providing the combination lock information to individual students only. Problems have occurred repeatedly when this information is shared with other students.

The school will not be responsible for personal items which are lost, stolen or damaged while at school. There is no need for students to bring valuables or large sums of money to school. Similarly, our school is not a place for students to transfer, loan, or swap personal belongings or money. The school cannot use its authority to enforce verbal agreements between students.

Students must assume the adult responsibility to take care of their own belongings. There is simply no way the school can help to protect items left in hallways, unlocked classrooms, locker rooms, or on the grounds.

ELECTRONIC DEVICES

Students are not to bring laser pens, video games etc., to school. Students doing so will be subject to disciplinary action. This will prevent all potential problems. MP3 players, iTouches, iPods, etc. are not to be carried or used during the school day unless being used for an academic purpose with teacher approval.

CELL PHONES, WIRELESS EARBUDS, AND USE OF ELECTRONIC COMMUNICATIONS EQUIPMENT BY STUDENTS

Students are provided district-owned Chromebooks - connected to district networks - to be used for instructional purposes only. Students **are not** permitted to possess personal electronic devices, including cellular, smart-watch, wireless earbuds **(i.e. Air Pods)**, tablets, or other personal connected devices. Students bringing electronic devices assume risk of damage, theft, or other loss of items. **During school hours, devices are to remain in the student's book bag and/or locker, and powered off.** Use of such devices is prohibited during school hours except under the request and supervision of instructional staff. Cell phones **may not** be accessed during lunch periods.

Students may not, at any time during the day, text other students, parents or staff as it interferes with instruction

Students ARE NOT permitted to take video or pictures of themselves or others without staff permission and supervision! Additionally, social media is prohibited while at school (examples are, but not limited to, Facebook, Instagram, Snapchat, Twitter, … etc.)

Use of devices on the school bus is at the discretion of the individual driver and transportation supervisory staff.

TELEPHONE CALLS AND MESSAGES

School phones are available for use by students. Students who have school-related business requiring the use of a school phone may do so, after receiving permission from a staff member in the administrative or guidance office. All arrangements necessary for transportation to and from school activities should be made prior to school.

Messages to students from parents or guardians will be referred to students when appropriate, usually at the end of the day. Messages of an emergency nature from parents or guardians will be delivered immediately. Personal messages from those other than a parent or guardian will not be taken or forwarded by office staff.

BUSINESS PARTNERS

Milford Junior High School salutes our Business Partners. They provide expertise and support to our school operation and career education program.

SCHOOL PICTURES

Students will have their photographs taken twice yearly by the school photographer. The fall session is the source of pictures for the yearbook and photo I.D. cards; the spring session is primarily a service to the family. Make-up sessions will be scheduled for each session to accommodate students absent on picture days.

FIRE AND TORNADO DRILLS

Fire drills are conducted monthly. Tornado drills will be conducted periodically throughout the year. Students are to familiarize themselves with the correct procedure to evacuate each of their classrooms by reading the directions posted in the room and by asking their teacher. All students are to comply with all aspects of the drills.

PARENTS, VISITORS AND OTHER GUESTS TO THE BUILDING

1. Parents will be informed via the school's newsletter and other publications, and a notice will be posted on each entrance door, that everyone must report to the main office when entering the building.
2. Parents, guests, or other persons who are in the building requiring access to locations other than the main office will be issued a visitors' pass after utilizing the Raptor system with their state issued identification.
3. Students cannot be released to anyone without proper notification and identification. Office staff are directed to ask for identification from persons who are unfamiliar to them.
4. Proper permission from a parent or guardian is required before a student will be dismissed from school. Students will not be dismissed to anyone except a parent without prior permission from the parent or guardian. When a parent or guardian cannot be reached, approval for dismissal of a student will be granted according to Emergency Medical Authorization forms on file at the school.
5. All school employees are instructed to question anyone who is in the building not wearing a visitor's or staff pass, or who is not recognized as a junior high student or an employee of the Milford Board of Education. These persons will be directed to report to the main office.

DAILY SECURITY PLAN

All outside doors will be locked at 7:45 am. The only door opening from the outside from 7:15 A.M. to 2:30 P.M. will be the front door by the office. The front door will be monitored and anyone who wishes to enter the building must sign in and receive a visitor's pass. DO NOT open any exterior doors for visitors during the school day. Please get the nearest adult or report to the office.

The hallway gates by the office and by Room 46 will be locked by 3:00 P.M., depending on the afternoon's schedule. If groups are using rooms that are beyond the gates, the gates will be put up but not locked until the group is finished. Coaches will need to remind athletes that they may not be able to get to their hall lockers after practices and games. Athletes in season have lockers assigned to them in the locker rooms.

SCHOOL AGE VISITORS

We do not encourage school age visitors in the building. However, in some extreme cases, students may receive special visitor passes from the principal or an assistant principal. Arrangements for all school-age visitors must be made at least one day in advance of the proposed visit. Permission will not be granted to any students from nearby schools, or whose age does not fall within the range of our student body. Visitors are not permitted during the first or last two weeks of school.

CANCELLATION OF SCHOOL

In the event of severe weather conditions or a similar calamity, the superintendent may choose to have school dismissed for the day. Students and parents are asked to listen to their radios, watch local TV news on severe weather days or check on-line at www.milfordschools.org. A notification will be sent using the District's "SchoolMessenger" system. Please do not call the school unnecessarily.

POLICY REGARDING PARENTAL REQUESTS FOR CHANGING TEACHERS

When young adolescents deal with hormonal, emotional, and physical changes of puberty, conflicts with parents and teachers can be a natural consequence. Under stress, adolescents often mask their real frustration. Many times they misdirect their focus to other people, including teachers, instead of focusing on the actual source of their problem.

To help students grow to be responsible citizens and reliable employees able to deal with other personalities and other attitudes, we need to help young people learn to communicate and learn to adjust. Rapid schedule changes made when students, parents, or teachers are emotionally upset can foster a selfish, immature attitude which is counterproductive for the long-term goals of learning to cooperate and to work well with others. On the other hand, a schedule change occasionally is the most helpful, productive adjustment for all concerned. To help make the most intelligent, beneficial decision for the student's long-term welfare, we have developed the following steps:

1. **STEP 1: SET UP A CONFERENCE**. Allowing a few days to plan comments and ideas will help all parties to deliver concerns more rationally and effectively. Face to face conferences, rather than telephone conversations, are best for problem-solving. If requested, a school counselor will be available to attend the conference. In most cases, the student should also attend.
2. **STEP 2: THE PLAN**. In the conference, all parties have an opportunity to listen to each other's viewpoint and clarify issues and concerns. Parents confer with the teacher to express concerns and discuss circumstances which affect the student's success. The teacher, parents, and student will use suggestions and comments to try to resolve the conflict. Participants agree to try the plan for a reasonable amount of time, typically for the duration of the grading period, or for any other mutually agreeable duration.
3. **STEP 3: FOLLOW-UP IF THE PLAN FAILS**. If the problem resurfaces, the parents will notify the counselor. Parents will write a formal letter to the principal, expressing the continued concerns and dissatisfaction. The principal will respond with appropriate action.

ATTENDANCE AND RELATED ISSUES

It is important that students attend school each day they are not ill. The Compulsory Attendance Law (O.R.C. 3313; 3321) requires that all students be in attendance, and in all classes assigned to them. Attendance is the responsibility of the student and the parent.

REPORTING ABSENCES (395-8338)

When a student is going to be absent, parents must call this 24 hour voice mailbox by 8:15 AM or use the online attendance absence form. Parents may call before or after school hours to report absent students. This is a voice mailbox, and is monitored daily by the attendance secretary.

ONLINE ATTENDANCE FORM

ABSENCES

1. All students are required to attend school every day in accordance with state compulsory school attendance laws. Good attendance is a necessity for success in school.
2. All absences from the Junior High School, without prior approval, will be considered unexcused unless the parent/guardian notifies the Attendance Office by 8:30 A.M. on the first day of absence (513-395-8338) or MJHSAttendance@milfordschools.org.
3. In order to meet the state requirements, if the Attendance office is not notified of absences by 8:30 A.M. a voice call will be made, a text message will be sent, and an email will be sent to the parent(s)/guardian(s). A return call or response to the email must be made by the parent/guardian with an explanation. It should be returned within twenty-four (24) hours in order to determine whether the absence is excused or unexcused. If there is not a response with an explanation, the absence will be considered unexcused.

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 constitute a good and sufficient cause for absence from school.

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.

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.
- 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 or 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.

TARDINESS

There are clear expectations of all students to be prompt in their attendance to school and to class.

E-HALL PASS

E-Hall Pass is a no-touch hall pass system that can be accessed from a student's chromebook. E-Hall Pass will allow students to schedule appointments with staff as well as bathroom, water bottle fill stations, and other locations in the building.

TARDINESS TO CLASS

Students are to be at each class on time. "On time" means that students are in their seat with their materials when the bell rings or when the teacher is ready to begin class. Students are dismissed from class by the teacher, not by the bell.

Students need to plan trips to lockers in such a way that it does not make it difficult to make it to class on time. It is not necessary for students to visit their lockers more than two or three times per day.

When a student is late for class, or if they have to be corrected for infractions such as not bringing the proper materials, time is taken away from the planned activities for the day.

Penalties for infractions of school rules vary depending on the nature of the infraction. Teachers may assign detentions for such things as tardiness to class, failure to bring assigned materials, failure to do assigned work, and other similar misconduct. Such misconduct is monitored from class to class, and may result in

students being assigned corrective action by the assistant principal if there is a pattern of frequency and/or general disregard for accepted practices of class attendance and participation.

Prompt attendance at all classes is important. Students are expected to be on time for all classes. Repeated unexcused tardiness to class will call for appropriate discipline by the classroom teacher.

TARDINESS TO SCHOOL

When arriving late to school, after ACE has begun, students are to report to the Administrative Office to "sign-in". Only proof of a medical, dental, legal appointment, or special circumstances approved by an administrator are reasons for an excused tardy. All other reasons including traffic are considered unexcused tardies and will result in the following consequences:

RETURNING TO SCHOOL FOLLOWING AN ABSENCE

1. When returning to school following an absence, all students should follow this procedure:
2. If the parent/guardian failed to notify the school by phone regarding a student's absence, a written excuse from the parent/guardian must be presented to the office.
3. The student assumes all responsibility for make-up work and must contact each teacher for any missed assignments. Students are permitted one day for each day missed in order to make up the assignments.

FAMILY VACATIONS

The responsibility for such absence resides with the parents/guardians and they must not expect any work missed by their child to be re-taught by the teacher; however, if the school is notified in advance of such a trip, every reasonable effort will be made to prepare a general list of assignments for the student to do while he is absent.

MAKE-UP WORK FOR ABSENCE(S)

MAKE-UP WORK FOR AN ABSENCE(S)

The student assumes all responsibility for make-up work and must contact each teacher for any missed assignments. Students are permitted one day for each day missed in order to make-up the assignments. Students are responsible for turning their make-up work to their teacher(s) according to this timeline.

GETTING ASSIGNMENTS DURING EXTENDED ABSENCES:

Students that are absent for an extended period of time need to check Powerschool and Schoology for assignments and homework. Students and parents can email each teacher with questions.

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

Students should be in attendance, and in all classes assigned to them. Attendance is the responsibility of the student and the parent.

MAKE-UP WORK DUE TO AN OUT OF SCHOOL SUSPENSION

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.

We have also found the Schoology learning management system and Powerschool are the best ways for students to get make-up assignments when absent from school and have access to their computer.

EARLY DISMISSAL

If a student wishes to be excused from school during a particular time of day, he/she must present a note signed by the parent to the Administrative Office prior to school. The student will be called directly to the office at the time he/she is to leave. The student must report to the Administrative Office to sign out.

LATE BUS

Students who arrive at school late because of a late bus are not counted as being tardy. These students need to follow the directions given to them upon arrival regarding the sign- in process at the office.

FIELD TRIPS

Students participating in school-sponsored field trips are not counted as being absent from school. However, students are responsible for work missed or due during the classes they may miss while on the trip and no extra time is given for work due the next day. In many cases, it is best for students to take care of make-up arrangements in advance.

SHADOWING/MENTORING

Milford Junior High School encourages students to take advantage of opportunities to shadow parents or other adults in the workplace on a day when school is not in session.

Shadowing experiences sponsored by non-school groups, such as “Take Your Daughter to Work Day,” will not be approved. They will be unexcused absences.

STUDENT CONDUCT

Ohio law requires that students be informed of the rules of unacceptable behavior while under the jurisdiction of the school. This section of the handbook is designed to inform both students and parents of the discipline code at Milford Junior High School.

STUDENT CONDUCT PHILOSOPHY

The purpose of discipline at Milford Junior High School is to nurture an environment which supports:

1. the development of the individual,
2. the opportunity for all to learn free from fear and disruption,
3. the health and safety of students and staff,
4. the preservation of the property of students, staff and school, and
5. the efficient and orderly operation of a complex organization involving more than 1,000 students.

BEHAVIOR EXPECTATIONS

All students are expected to control their behavior to comply with appropriate and accepted standards which includes the following:

1. Conduct themselves at all times with courtesy and respect.

2. Never infringe upon the freedoms and rights of other students.
3. Cooperate with fellow students in contributing to the general welfare, health and safety of all students, and cooperate with staff and others who have designated responsibilities.
4. Respect and follow reasonable directions or commands by school authorities, including school administrators, teachers, and support staff.
5. Conduct themselves in a manner which is positive and creditable to the student body, outside the school as well as within its confines.
6. Acknowledge and respect the property of other students, staff and the school.
7. Maintain habits of appropriate dress and personal grooming.
8. Accept the obligation of being a positive representative of Milford Junior High School.

Level 1 and Level 2 Behavior Flow Chart

STUDENT CONDUCT

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

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

A student or his parents may appeal any decision of the Milford Exempted Village School District administration to suspend a student from school to the superintendent/designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his/her parents may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion, suspension or denial of extracurricular activities to the Clermont County Court of Common Pleas.

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

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

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

student conduct is reasonably related to the health, safety and welfare of students or such conduct would unreasonably interrupt the education processes of the Milford Exempted Village School District.

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

1. Damage or destruction of school property on or off of school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Damage or destruction of property belonging to a school employer or anyone connected with the school district, whether on or off school premises.
4. Assault on a school employee, student or other person.
5. Harassment of school personnel during school and/or non-school hours.
6. Fighting.
7. Hazing (to persecute or harass or humiliate another student and/or employee).
8. Chronic misbehavior which disrupts or interferes with any school activity.
9. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
10. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited. Bullying will not be tolerated. Bullying is defined as repeated behavior with intent to injure, intimidate, alienate, or threaten another student that results in physical harm, damage to or theft of property, substantial disruption of the orderly operation of a school or a hostile environment that substantially interferes with a student's educational benefits, opportunities, or performance.
11. Disrespect to a teacher or other school authority.
12. Refusing to take detention or other properly administered discipline.
13. Skipping detention.
14. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
15. Forgery of school or school-related documents.
16. Cheating or plagiarizing.
17. Gambling.
18. Extortion of a student or school personnel.
19. Theft or possession of stolen goods.
20. Arson or other improper use of fire.
21. Possession of matches or lighters or other similar devices.
22. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.,; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
23. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
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 signs and slogans on school property without the permission of the proper school authority.
33. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
34. Demonstrations by individuals or groups causing disruption to the school program.
35. Tardiness.
36. Leaving school during school hours without permission of the proper school authority.
37. Upon initial arrival, leaving school property without permission.
38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
39. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang or gang-like activity.
40. Improper or suggestive dress.
41. Indecent exposure.
42. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
43. Taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by cell phones, smartphones, camera, email, electronic data transfer or otherwise (commonly called texting, emailing or sexting). Any person that is found to be partaking in these acts will be reported to local law enforcement and/or other state or federal agencies which may result in arrest and criminal prosecution.
44. Turning in false fire, tornado, bomb, disaster or other alarms.
45. Presence on school property with a communicable disease.
46. Failure to abide by rules and regulations set forth by administration for student parking.
47. Disobedience of driving regulations while on school premises.
48. 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.
49. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
50. Carrying concealed weapons.
51. Aggravated murder.
52. Murder.
53. Voluntary manslaughter.
54. Involuntary manslaughter.
55. Felonious assault.

56. Aggravated assault.
57. Rape.
58. Gross sexual imposition.
59. Felonious sexual penetration.
60. Any disruption or interference with school activities.
61. Willfully aiding another person to violate school regulations.
62. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
63. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
64. Any type of prohibited activity listed herein engaged in by a student shall be reason for expulsion, suspension, removal or permanent exclusion from school
65. Graffiti of any type, be it on furniture, walls, books, tables, or any other item(s) belonging to the school district the additional penalties shall apply:
    A. For every offense the adult whose care the student is under will have to pay for all and every cost associated with the offense, including, but not limited to, labor, replacement of item (if needed), etc.
    B. If applicable, the student will also have to paint/repair/clean the area(s) where he/she has placed the graffiti.
    C. In addition to A. and B. the student will receive detention (during or after school), suspension (in or out of school), **OR** recommendation for expulsion.

Vaping & any other tobacco or nicotine products

1st OFFENSE:	Three (3) day In-School assignment and Referral to Miami Township Police Dept.
2nd OFFENSE:	Three (3) day Out of School Suspension and Referral to Miami Township Police Dept.
3rd OFFENSE:	Automatic 10 Days of Out of School Suspension **AND** a Recommendation for **Expulsion from Milford Junior High School.** Referral to Miami Township Police Department

1:50

When students are caught vaping or in possession of vaping equipment, the grade-level Assistant Principal will contact the parent or guardian. Please know that the safety of all of our students, those who vape, and those who do not, is of incredible importance to us.

SEXTING

Sexting is the taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate

State or Federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

SEXUAL HARASSMENT

Sexual harassment is any unwelcome verbal or nonverbal behavior of a sexual nature which intimidates, demeans or embarrasses another person. Anyone who believes he/she is being subjected to sexual harassment should let the offender know immediately and firmly that the behavior is offensive and not acceptable, and if necessary, notify a person in authority (teacher or administrator) of the problem.

Sexual harassment is a violation of school policy and will not be tolerated. Offenses will be reported to the administration and will result in appropriate disciplinary action, including notification of parents. Violation of this policy may result in suspension or expulsion.

STAY SAFE SPEAK UP HOTLINE

Stay Safe, Speak Up Video

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

Options to report an issue:

1. Call 1-866-listen2me (1-866-547-8362) and talk with a live attendant.

2. Call 1-866-listen2me (1-866-547-8362) and leave a voice message.

3. Go to our district website www.milfordschools.org and click on the "Stay Safe! Speak Up" icon located at the top of the district home page and all school home pages. Direct link: https://www.publicschoolworks.com/SHL/studentMgr.asp?di=209

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

INTIMIDATIONS/THREATS

Students should not take any action or say anything that could be interpreted as a threat against any student, staff member, or the school. Milford Junior High will not tolerate any threats of violence.

Safe Schools Ohio is a multi-agency effort created to assist schools in continuously improving the safety of our students. Public safety officials are repurposing an existing statewide hotline and will offer it at no cost

to schools as a way for students to report potential suicide, school shootings, bullying or other problems anonymous

Safer Schools Ohio: 844-723-3764 text or call

HAZING AND BULLYING
(Harassment, Intimidation and Dating Violence)

Bullying vs. Conflict chart

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 and 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.

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

SCHOOL PERSONNEL RESPONSIBILITIES AND COMPLAINT PROCEDURES

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

1. Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:
2. Physical violence and/or attacks;
3. Threats, taunts and intimidation through words and/or gestures;
4. Extortion, damage or stealing of money and/or possessions;
5. Exclusion from the peer group or spreading rumors;
6. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
    a. posting slurs on web sites, social networking sites, blogs or personal online journals;
    b. sending abusive or threatening 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 and
    d. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
7. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

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

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

BULLYING COMPLAINTS

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

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

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

INTERVENTION STRATEGIES FOR BULLYING

1. Teachers and Other School Staff
    a. In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.
    b. School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through

class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities
    a. Investigation:
        i. The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.
        ii. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such a complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.
    b. Non-disciplinary Interventions:
        i. When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.
        ii. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.
    c. Disciplinary Interventions:
        i. When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.
        ii. An out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.
        iii. Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for

serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

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

Report to the Parent or Guardian of the Perpetrator

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

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

Reports to the Victim and His/Her Parent or Guardian

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

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

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

Police and Child Protective Services

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

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

All District personnel must cooperate with investigations by outside agencies.

CLASSROOM EXPECTATIONS

MATERIALS

Students will always be expected to have proper materials with them when they report to class. Teachers will provide information about any special supplies or materials necessary for their particular classes.

TEXTBOOK CARE

Upon receiving a textbook, students are to look through it carefully. Students are to enter their name in ink in the place provided. This is extremely important so that the book can be returned if it is lost or misplaced.

Students are financially responsible to pay for lost or stolen texts issued to them, as well as for fines for damage to textbooks beyond normal wear and tear.

STUDENT BEHAVIOR IN NON-INSTRUCTIONAL AREAS

Student conduct in restrooms, corridors, the cafeteria and on school grounds is expected to reflect the rules of respect, health, welfare, rights and safety of others. Some kinds of behavior are simply not appropriate and are out of order.

Running, boisterousness, horseplay, and extreme loudness are not acceptable. The school setting is not the place for kissing, embracing or other signs of affection. Loitering in the 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, but extends to every inch of the building and grounds. Students are also expected to cooperate with hall monitors, cafeteria workers, and custodians since these staff members have the necessary authority to fulfill their assigned responsibilities.

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 Milford Junior High School 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.
- **Hoodies:** Many students find comfort in wearing a hoodie. Students wearing hoodies should demonstrate they are engaged in their learning and should not have earbuds in their ears. Students who are not engaged will be provided a reminder of learning expectations and then asked to remove their hoodie if it interferes with their learning.

- **Hats:** Hats are not allowed to be worn during the school day except on special occasions. Hats should be kept in students' lockers between the hours of 7:30 a.m. - 2:30 p.m. Why no hats? Our experience in middle school is that it has become a distraction for students. Frequently sharing hats, or taking them off people's heads are common occurrences that pose health concerns (lice) and significant distractions in the hallways, lunchroom, and classrooms.
- Outer layers of clothing should appropriately and reasonably cover the torso of the body. No blankets or heavy coats are allowed
- Staff/administration has the prerogative to ask students to change clothes should a concern arise. If an infraction occurs at school, our staff will be respectful in having a conversation with the student about the concern. This will be done privately and allow the student an opportunity to seek clarity and ask questions.

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.

Dress Code Violation 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.

1. Students violating the dress code will be asked to change into appropriate attire or removed from class, sent to the office, and will need appropriate attire to re-enter class.
2. Flagrant and/or repeated intentional violations of this dress code will result in immediate administrative action that may result in suspension of up to 10 days, parent conference and/or possible recommendation to the superintendent for expulsion from Milford Junior High School.

Homework Policy

Milford Junior High School recognizes the importance of assigning homework to our students. Homework assignments are designed to: reinforce skills learned in class, preview upcoming lessons, enrich the curriculum and provide an informal assessment of student knowledge. Therefore we believe the completion of homework is important and attributes to a student's success. We also believe that family time is important and have a policy of not assigning homework on the weekends or tests on Mondays.

If a student fails to turn in a homework assignment on the day in which it is due, the student will be given an opportunity to complete the missing assignment and return it at a later date (by the end of unit or quarter). The assignment will be graded and the student will have the opportunity to gain minimally 60% of the grade.

Student Searches

Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.

A search of a desk or other storage space may be conducted when there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.

Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.

Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Student's Person or Personal Property by School Personnel

Building administrators/designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.

Searches of a student's person are conducted by a member of the same sex as the student.

Searches are conducted in the presence of another administrator or staff member.

Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.

When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.

Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Unattended Bags by School Personnel

Building administrators/designees are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator/designee has determined

the identity of the owner and that no safety or security issue exists, any subsequent searches of the item are based upon reasonable suspicion.

Searches of Student Property by Law Enforcement Officials

A law enforcement agency must have probable cause or 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.

Interrogations by Law Enforcement Officials

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) 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).

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.

STUDENT DETENTIONS

TEACHER ASSIGNED LUNCH DETENTIONS

Teacher-assigned lunch detentions are to be served in an area designated and supervised by a teacher. Students receiving lunch detention will, in most cases, be detained from their normal procedures during the Lunch period no longer than 30 minutes. This will include sufficient time to have access to the cafeteria in order to eat lunch.

Students who violate the rules of lunch detention will be reported to the Main Office. Violations of the detention rules will cause the offending student to lose credit for attendance at detention.

AFTER-SCHOOL DETENTION

Detention assigned by the teacher can be held after school, Monday, Tuesday, Wednesday, Thursday and Friday, from 2:30 – 3:00 P.M. Students are to report to the teacher's classroom or designated area by 2:30. Detention represents a supervised study hall in which students are expected to arrive on time and bring sufficient materials for study or reading. No talking, eating or sleeping is permitted.

The length and number of detentions will vary in accordance with the problem being addressed and with the history of the individuals being assigned the detentions. The student must complete the detention(s) or face more severe consequences. Students who violate the rules of the detention will be reported to the administration. Students who are tardy to detention will not be admitted.

Students who have been assigned a detention will be allowed a minimum of 24 hours in which to make any necessary transportation arrangements to meet the demands of the detention. When absent from school on the day in which he/she was to serve detention, a student is expected to serve detentions on the day she/he returns.

Personal commitments or involvement in school or community activities do not constitute a basis for an exemption from detention.

TUESDAY/THURSDAY SCHOOL

The purpose of Tuesday/Thursday School at Milford Junior High is to enable students who otherwise would be suspended to remain at school and at the same time, provide them with an opportunity to improve their academic standing and to learn to take responsibility for their behavior.

All rules of student conduct are in effect. In addition to the rules in the Student Conduct Code, the students will be expected to observe the following:

1. Tuesday/Thursday School will meet from 2:30 PM until 4:45 PM. Students are to report to the main office at 2:30. Tardy students admitted after 2:45 PM will be required to attend an additional Tuesday/Thursday School or detention time during or after a school day. The time will be recorded and the appropriate consequences calculated.
2. No talking, eating or sleeping is permitted.
3. No electronic devices, cards, magazines, or other recreational articles will be permitted.
4. No food or beverage may be consumed during Tuesday/Thursday School.
5. There will be a ten minute break at 3:45 PM. Students may go to the restroom, throw paper away, get out of their seat, and sharpen pencils at this time. Students are not allowed to go to other parts of the building or outside.
6. Packets from your teacher or an administrator. You are expected to complete all assignments given to you.

7. Tutoring in some subject areas may be available to students.
8. Assignments will be checked by the Tuesday/Thursday School supervisor at the end of the day.

IN-SCHOOL ASSIGNMENT/SUSPENSION

Some infractions may warrant students being placed in our in-school assignment/suspension room for a certain length of time. This keeps the student from the typical classroom while allowing that student to complete any assignments that may be given. ISA is housed within Milford High School.

ALTERNATIVE TO SUSPENSION SCHOOL

The Alternative to Suspension School is an option to suspend students out of school for infractions of school rules. It will provide a structured classroom for students who, out of school, would have no opportunity to make up work for credit, thus placing them in further academic jeopardy. The Alternative to Suspension School is housed within Milford High School.

SUSPENSION

The superintendent or principal may suspend a student for up to 10 consecutive days. A suspension bans the student from school premises and from school activities, if held off school grounds. The student will receive a written notice of intent to suspend and the reasons for suspension. The student will have the opportunity before the principal or assistant principal to explain his/her actions. The informal hearing with the administrator may take place immediately after the incident being addressed.

Within 24 hours the student and parent/guardian will be given written notice of the suspension. This document will contain reasons for the suspension and its length, and will outline appeal procedures. In most cases, students will receive this written notice prior to leaving school.

EXPULSION

Only the superintendent may expel a student. Expulsion is removal of a student for more than 10 consecutive days, not to exceed 80 consecutive days. Recent changes in state and federal law enable or require the superintendent to be expelled for periods in excess of 80 days, or permanently, for certain violations.

The student and parent/guardian will be given written notice of the intent to expel, including reasons. The pupil and parent or representative will be given the opportunity to appear on request before the superintendent to appeal or explain the student's actions. Within 24 hours the student and parent/guardian will be given written notice of the expulsion and the steps necessary for readmission, if applicable. The Milford Board of Education policy requires a recommendation for expulsion in all violations of the Drug and Alcohol Policy, and a recommendation for expulsion is standard practice for student violations which greatly endanger the health or safety of students, staff or visitors.

DISTRICT POLICIES

File: EDE-E

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

Privacy

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

Gaggle

In our continued efforts to keep our students safe, MEVSD utilizes content monitoring software as outlined in the Student Handbook. On district-owned technological devices, Gaggle filters and monitors safe learning online. Students that use Google products for Education, issued by MEVSD, consist of Gmail, Hangouts, Meet, Calendar, Drive for storage, Docs, Sheets, Slides, Forms, and other sites.

The MEVSD Threat Assessment Team receives Gaggle alerts based on unsafe keywords. Prioritized by alert levels, during and after school hours, District and School Administrators will receive an email for students that are both virtual and in-person but do not pose an imminent threat such as drugs and alcohol, harassment, and violence towards others. Alerts that include nudity and sexual content and pose any type of imminent threat are texted to District and Building Administrators.

Students and families should know that syncing external devices is not recommended with school-issued Chromebooks. Synced items in a student's Milford Google Suite are monitored via Gaggle.

Electronic Vandalism / Cheating

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

Electronic cheating is defined as any attempt to access the data of another student for the benefit of academic gain. This includes, but is not limited to, the uploading or creation of computer viruses or spyware, erasing, deleting, or otherwise making the school's programs or networks unusable and includes theft or the damaging or defacing of equipment. The district may hold users (or their legal guardian) personally and financially responsible for malicious or intentional damage done to network software, data,

user accounts, hardware and/or unauthorized costs incurred, and any costs incurred to return such services to their normal state.

Warranties/Indemnification

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

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

Revised: April 19, 2018

File: EDEB-R

BRING YOUR OWN TECHNOLOGY (BYOT) PROGRAM

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

1. must abide by the District Acceptable Use Policy and Regulations, and are subject to all student code of conduct restrictions and disciplinary consequences relating to use or misuse of technology.

2. are responsible for ensuring the safety of their own personal devices. The district is not responsible for the loss or theft of a device, nor are they responsible for any damage done to the device while at school.

3. will use approved devices only for an educational purpose, and only when directed by a classroom teacher or administrator.

4. must keep devices turned off when not directed to use them.

5. may not use the camera feature to capture, record, or transmit audio, video or still photos of other students, faculty, or staff without explicit permission given by the subject of the photo or video.

6. are not to use the device in a manner that is disruptive to the educational environment.

7. exhibiting harassing, intimidating behavior or found bullying through the use of a personal electronic device are subject to discipline under the District Hazing and Bullying policy and procedures.

8. are responsible for servicing their personal electronic devices. The district will not service, repair or maintain any non-district-owned technology brought to, and used at school by students.

[Adoption Date: August 21, 2014]
[Re-adoption Date: April 19, 2018]

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the

U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest; o Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies for or on behalf of the school; o Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Milford Exempted Village School District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a child's education records. However the Milford Exempted Village School District may disclose appropriately designated "directory information" without written consent unless a parent or eligible student (A student or former student who has reached age 18 or is attending a postsecondary school.) has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Milford Exempted Village School District to include this type of information from a child's education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents or eligible students have advised the LEA that they do not want the student's information disclosed without their prior written consent.

If you do not want Milford Exempted Village School District to disclose directory information from your child's or eligible student's education records without prior written consent, you must notify the

district in writing within two weeks of the first day of the beginning of the new school year. The Milford Exempted Village School District has designated the following information as directory information:

- Student's name
- (Legal Ref: Family Educational Rights & Privacy Act (FERPA) 34 CFR Part)
- Student's address
- Student's date of birth
- Student's phone number
- Student's place of birth
- Student's major field of study
- Student's date of attendance
- Student's date of graduation
- Student's sports and activities
- Student's weight and height if a member of an athletic team

PTA

Milford Junior High School's P.T.A. (Parent-Teacher-Association) provides considerable support for the school, its staff and students, our parents, and the community throughout the year. All parents, teachers and students are encouraged to become members and participate in the many programs and activities made possible by this group. The P.T.A. Membership Drive takes place during September each year, but anybody can join throughout the school year. Look for membership materials in the weekly newsletter and when brought home by students.

VISION STATEMENT

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

Inspiring and preparing our students to reach their fullest potential in a diverse and dynamic world.

The Milford school community values and believes in…

- A safe and nurturing environment for the development of mind, body, and spirit.
- All members develop their fullest potential academically, physically, and socially.
- Mutual respect among all
- Courtesy in all interactions
- The building of strong character through moral and ethical principles.
- Strong family and community support for the learning process.
- Accountability by all for their actions
- Open and honest communications
- Strong work ethic demonstrated by all members.

1:1 Digital Learning Handbook

MEVSD Parent/Student Technology Website

Chromebook Parent/Student Information

Mission

Vision

Receiving Your Chromebook
- Chromebook Ownership
- Parent/Guardian and Student Orientation
- Student Distribution
- New Student Distribution

Returning Your Chromebook
- End of Year
- Transferring/Withdrawing Students

Taking Care of Your Chromebook
- General Precautions
- Cases
- Carrying Chromebooks
- Screen Care
- Asset Tags

Repairing/Replacing Your Chromebook
- Tech Support
- Chromebook Repair Plan
- Chromebooks being repaired
- Warranty and Accidental Damage Policy

Using Your Chromebook At School
- If a student does not bring his/her Chromebook to school
- Charging Chromebooks
- Backgrounds and Themes
- Sound
- Printing
- Logging into a Chromebook
- Managing and Saving Your Digital Work With a Chromebook
- Internet Accessibility Before and After School Hours

Using Your Chromebook Outside of School

Operating System and Security
- Updates
- Virus Protection

Content Filter

Software
- Google Apps for Education
- Chrome Web Apps and Extensions

Chromebook Identification
- Records
- Users

Privacy

Appropriate Use and Digital Citizenship
- Respect Yourself:
- Protect Yourself:
- Respect Others:
- Protect Others:
- Respect Intellectual Property:
- Protect intellectual Property:

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.

Chromebook Ownership

Student/Parent/Guardian will own the device after year three of the purchase 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 during those three years.

Parent/Guardian and Student Orientation

Parents/guardians and students are required to view and sign the Milford Digital Learning Agreement and district Acceptable Use Policy (AUP) through Final Forms before a Chromebook can be issued to their student.

Student Distribution

Students will receive their Chromebooks and cases at Meet the Team Night/Open House in August.

New Student Distribution

All new students will be able to pick up their Chromebooks from the Technology department. Both students and their parents/guardians must sign the Milford Digital Learning Agreement and district Acceptable Use Policy (AUP) through Final Forms before a Chromebook can be issued to their student.

Returning Your Chromebook

End of Year

At the end of the school year, students will be responsible for the safekeeping of their chromebook and case over the summer. Students will be expected to bring their chromebook to school the following school year in good working condition. At the beginning of the school year, students will have the opportunity to bring their chromebook to the technology department for repairs.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from Milford Schools must either turn in their Chromebooks and cases or pay the remaining balance of ownership on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost (app. $300). Milford Exempted Village School District may also file a report of stolen property with the local law enforcement agency.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work should be reported to the classroom teacher and then taken directly to the technology department in the building as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except in a secured location.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks and cases must remain free of any writing, drawing, stickers, and labels other than those provided by the school.
- Heavy objects should never be placed on top of the Chromebook.

Cases

- Each student will be issued a protective case for his/her Chromebook.
- The case must be kept on the Chromebook at all times.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Carrying Chromebooks

- Always transport Chromebooks with care and in Milford Junior High School-issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

All Chromebooks will be labeled with a Milford Exempted Village Schools asset tag. Asset tags will include the "Milford Exempted Village Schools" and Chromebook identification number. Each chromebook, charger, and case will be labeled with the student's name. All identification tags may not be modified or tampered with in any way.

Repairing/Replacing Your Chromebook

Tech Support

- All Chromebooks in need of repair must be brought to the technology office at school as soon as possible.
- The technology department and student will enter a support ticket for device repair.

Chromebook Repair Plan

The Repair Plan includes:

- **Warranty Repair** - The device is covered by a 3 year manufacturer warranty which is assigned to the device and is non-transferable.
- Student/Parent/Guardian are not responsible for manufacturer warranty repairs.
- **Accidental Damage -** We understand that accidents happen, however repeated damage will require assistance from parent 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.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the technology department.
- Chromebooks on loan to students having their devices repaired may be taken home.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- A limited number of loaner Chromebooks are available so having a loaner is not guaranteed.
- The technology department will return the repaired device to the student when they are available for use.

Warranty and Accidental Damage Policy

- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- All devices will be purchased with a three year accidental damage and extended vendor warranty.
- All repairs will be completed by a manufacturer approved vendor and will be repaired and returned to the school and student through the technology department.

Using Your Chromebook At School

Students are expected to bring a **fully charged** Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Chromebook to school

- With teacher permission, a student may stop in the technology department and check out a loaner for the day.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- The technology department will track the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to building administration.
- Forgetting your Chromebook more than three times per quarter will result in disciplinary action.
- The students who obtain a daily loaner will be responsible for returning the borrowed device to the technology department prior to the end of the school day.
- If a loaner is not turned in by the end of the school day, the technology department will submit a report to the principal and the principal will work on retrieving the loaner.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- Chromebook chargers should be kept in the case at all times, at home and at school.
- In emergency situations, Chromebooks can be charged in the classroom.
- Failure to bring a fully charged Chromebook to school can result in disciplinary action.

Backgrounds and Themes

Students are permitted to change Chromebook backgrounds or themes to school appropriate images.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Personal headphones/earbuds are required daily.
- Headphones/earbuds may be used at the discretion of the teachers.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- All student work will be stored in an Internet/cloud application such as Google Drive. Students will not print directly from their Chromebooks at school. When printing is needed, teachers will facilitate this on a case-by-case basis.
- Students may set up their home printers with the Google Cloud Print Solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: http://www.google.com/cloudprint/learns.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account username and password only.
- Students should never share their account passwords with others, unless requested by an administrator.

Managing and Saving Your Digital Work With a Chromebook

- Student work will be stored in an Internet/cloud application and can be accessed from any computer with an Internet connection.
- Some files may be stored on the Chromebook hard drive.
- The district will not be responsible for the loss of any student work.

Internet Accessibility Before and After School Hours

Supervision will be provided in the school beginning at 6:30 a.m. and after school until 3:30pm, to allow students access to the Internet. This is a service being provided to assist students who do not have Internet access at home.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home, but must remember that these Chromebooks

are to be used for educational purposes only by the student to whom it was issued. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Milford Acceptable Use Policy, Administrative Procedures, Chromebook agreement, and all other guidelines in this document wherever they use their Chromebooks.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

Updates

- The Chromebook operating system, ChromeOS, updates itself automatically upon shutdown and restart of the device. Students are encouraged to shut down their Chromebook daily.

Virus Protection

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Content Filter

Milford Exempted Village School District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). The district internet filters are only active on school grounds. Any attempts to access inappropriate content will constitute a violation of the Milford Exempted Village School District Acceptable Use Policy. The student logged into the Chromebook is responsible for all Internet searches, whether on or off school grounds. Parents/guardians are responsible for taking the necessary precautions for internet safety with your child. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

Software

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This includes Google Drive word processing, spreadsheets, presentations, drawings, and forms.
- All work is stored in the cloud.

Chrome Web Apps and Extensions

Chrome web applications and extensions will be available to use from the Milford Chrome Web Store.

Chromebook Identification

Records

The district will maintain a log of all Chromebooks that includes the Chromebook serial number,

identification number, and name and ID number of the student assigned to the device.

Users

Each student will be assigned the same Chromebook and case for the duration of the three year Chromebook purchase.

Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, and monitor the use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access and monitoring of their use.

Appropriate Use and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

Respect Yourself:

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships. I will not be obscene. I will act with integrity.

Protect Yourself:

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

Respect Others:

I will show respect to others, I wiki not use electronic materials to antagonize, bully, harass, or stalk people, I wiłł show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate, I will not enter other people's private spaces or areas.

Protect Others:

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

Respect Intellectual Property:

I will request permission to use copyrighted or otherwise protected materials, I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use .

Protect intellectual Property:

I wiłł request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I wiłł purchase my

music and media and refrain from distributing these in a manner that violates their licenses.

Milford Exempted Village Schools
1:1 Digital Learning Agreement
More information can be found on 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 $116 towards the $350 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.
- **Borrowing a Chromebook** for Class of 2023 and 2024: Repairs follow the same process below until the student graduates. The borrowed device will be turned in upon graduation.
- Student/Parent/Guardian are not responsible for manufacturer warranty repairs.
- **Accidental Damage -** We understand that accidents happen, however repeated damage will require assistance from parents 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 $350 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.

BYOT Information

Students who have already purchased their own Chromebook or laptop with these minimum specifications will have the ability to bring their own device if they register their device and sign a device agreement with the same expectations to to bring this device to school daily.

BYOT Specifications

Chromebook	Windows Laptop	Mac Laptop
● Chrome Version 69 or higher ● At least 4 GB RAM ● At least 16 GB Storage ● Screen size-10.1” or larger	● Windows 7 or newer ● Latest Chrome browser installed and updated ● Screen size-10.1” or larger ● Updated Anti-virus software	● OS X Yosemite or newer ● Latest Chrome browser installed and updated ● Screen size-10.1” or larger ● Updated Anti-virus software

1:1 Digital Learning BYOT Agreement Terms

- Students will be expected to abide by the Milford Exempted Village School District Student Acceptable Use Policy (AUP).
- Students will make the device available to any school administrator or teacher for inspection of any messages or files sent or received using their Milford Exempted Village School District Google, Schoology, or other curriculum accounts.
- Students will report to building administration or teacher any incidents of inappropriate communications sent in any form using their Milford Exempted Village School District Google, Schoology, or other curriculum accounts.
- Students are expected to keep the device in a protective case.
- Students will bring their device fully charged to school each day.
- Students will have the most updated version of the Chrome browser on their device.
- Students will have the most updated version of antivirus software on their device.
- Students will register their device with Milford Exempted Village School District.
- Students and parents must sign Milford 1:1 Repairing your BYOT agreement before taking a loaner device home.
- Broken/damaged BYOT devices must be repaired within 2 months of breakage.