



Milford High School

2026-2027

STUDENT HANDBOOK

One Eagles Way
Milford, Ohio 45150
513-831-2990

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

MILFORD HIGH SCHOOL'S MISSION STATEMENT

Genuine Community, Engaging, Challenging, Growing, Creating Opportunities to SOAR.

MILFORD HIGH SCHOOL'S MISSION STATEMENT

Proud History, Bold Future

PILLARS OF MILFORD HIGH SCHOOL

Respectful, Responsible, Resilient

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ADMINISTRATIVE TEAM

Mr. Kevin Metzger, Principal
Mr. Evan Grossman, Associate Principal, 9th Grade Community
Mrs. Christy Gregory, Associate Principal of Student Activities
Mr. Joseph Solis, Assistant Principal
Mr. John Mason, Assistant Principal
Mr. Mark Trout, Director of Athletics
Mr. Josh McDaniel, Assistant Director of Athletics
John Cole, Assistant Director of Athletics

SCHOOL COUNSELORS

Mrs. Shelly Lyden
Mrs. Elizabeth Hartley
Ms. Alyssa Thompson
Ms. Emily Jannsen
Mrs. Elizabeth Emmons

SUPPORT STAFF

Mrs. Paula Harvey, 9th Grade Secretary
Mrs. Darragh Naylor, Counseling Secretary
Mrs. Candace Wright, Registrar
Mrs. Kari McEntush, Athletic Secretary
Mrs. Kelley McAfee, Grades 10-12 Administrative Secretary
Mrs. Amanda Hesketh, Attendance Secretary
Mrs. Caitlin Drescher, Principal's Secretary
Mrs. Patty Price, RN, BSN, District Nurse
Mrs. Donna Hamblin, LPN, BSN, Health Aide

MILFORD HIGH SCHOOL TELEPHONE NUMBERS

Attendance Office 513-684-8537
Main Office 513-831-2990
Counseling Office 513-576-2203
Athletic Office 513-576-2208
School Nurse 513-576-2214
School Resource Officer 513-576-2219

BOARD OF EDUCATION

Board of Education 513-831-1314
www.milfordschools.org

OHIO DEPARTMENT OF EDUCATION

Ohio Department of Education 1-887-644-6338

DIRECTORY INFORMATION

The Milford Board of Education has a policy pertaining to student records and the handling of them. First of all, the district has not nor will it ever sell, share or provide personal information to profit-making companies or organizations without your written consent. Federal law, the Family Educational Rights and Privacy Act (FERPA), affords parents certain rights with respect to the student's education records. The law also provides school districts with the right and requirement to disclose directory information to outside organizations including military recruiters without a parent's prior written consent. The district designates the following information as "directory information".

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

The information above details the specifics of the FERPA law. If you do not want Milford Schools to disclose directory information from your child's education records, you must notify the district in writing as to which items of the directory information you want kept private. The notification is due by September 1, 2026. Parent support groups in our district create student directory booklets for building use. Those directories are not restricted by this law since they are produced by school organizations and maintained for school related use only. The district is abiding by Federal law in providing this information to you. Thank you for your attention to this matter and best wishes for a fulfilling school year.

GRADING/SCHOOL POLICY INFORMATION

GRADING SCALE

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

** All Courses are calculated on a 4.0 scale*

AP MEMORANDUM

1. Students taking AP classes must follow [Milford's Schedule Change Policy](#). If a student wishes to drop the course after a semester due to academic struggles or social-emotional health, a meeting between parent, student, counseling, and administration must occur.
2. Any student taking 2 or more AP courses may be required to meet with a counselor to review the required workload for each course prior to summer.
3. During the school year a student takes an AP course, the student is required to take the AP Exam and complete any related projects or presentations that contribute to the final AP Score from CollegeBoard.
4. There is no direct effect (causation) of a student's class grade on the AP exam score.
5. There is no guarantee that every student will score high enough on the exam to earn college credit.
6. Inappropriate student behavior which interferes with the teacher's ability to teach, or deprives other students from the advanced learning opportunities, may result in a removal from class.
7. If a student's AP course and exam fees are still unpaid on November 15, the date of exam ordering, guardians will be notified and need to establish an agreed-upon payment plan to ensure the fees are paid before the test date.

8. Students who receive a C or better will receive a 0.030 GPA add-on for each semester in an AP Course. The 0.030 GPA add-on will not be added if the student does not take the AP exam in May of the school year that the course is taken at Milford High School.

POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)

PBIS is a multi-tiered school-wide, behavioral framework developed and implemented for the purpose of improving academic and social outcomes and increasing learning for all students. The Board directs the Superintendent/designee to develop a PBIS system/framework consistent with the components set forth in the State Board of Education's (SBOE) policy, State law and this policy. The District implements PBIS on a systemwide basis in an effort to promote positive interactions and solutions within the District. The District encourages family involvement as an integral part of its PBIS system. This policy is implemented in accordance with all applicable definitions set forth in State law.

PBIS Framework

The framework includes a decision-making framework consisting of multiple school staff members who guide selection, integration and implementation of evidence-based academic and behavior practices for improving academic and behavior outcomes for all students. It also includes the following integrated elements:

1. data-based decision making
2. evidence-based practices along a multi-tiered continuum of supports
3. systems that enable accurate and sustainable implementation of practices and
4. progress monitoring for fidelity and target outcomes.

The District standards for implementation of PBIS include:

1. student personnel will receive professional development in accordance with State law and this policy;
2. explicit instruction of school-wide behavior expectations;
3. consistent systems of acknowledging and correcting behaviors;
4. teaching environments designed to eliminate behavior triggers and
5. family and community involvement.

Professional Development for the Implementation of PBIS

Certified staff receive professional development for the implementation of PBIS at least every three years from a building or District PBIS leadership team or other appropriate source in collaboration with the PBIS leadership team. Professional development is in accordance with the District's PBIS training plan, the District ensures there are continuous training structures in place and training requirements may be modified for the intended audience. The District retains records of completed professional development, including a list of participants.

Professional development addresses the following topics:

1. an overview of PBIS;
2. the process for teaching behavioral expectations;
3. data collection;
4. implementation of PBIS with fidelity;
5. consistent systems of feedback to students for acknowledgment of appropriate behavior and corrections for behavior errors and
6. consistency in discipline and discipline referrals

General Rules for Restraint and Seclusion

While the District wishes to promote positive interactions and solutions, when a student's behavior presents an immediate threat of physical harm to the student or others and no other safe or effective method of intervention is available, approved physical restraint and seclusion may be used to maintain a safe environment.

The District does not engage in practices prohibited by State law, including:

1. prone restraint (including any physical restraint that obstructs the airway of the student, or any physical restraint that impacts a student's primary mode of communication);
2. any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
 - A. involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
 - B. uses pressure point, pain compliance or joint manipulation techniques or
 - C. otherwise involves techniques that are used to unnecessarily cause pain.
3. corporal punishment, as defined in Ohio Revised Code Section (RC) 3319.41;
4. child endangerment, as defined by RC 2919.22;
5. deprivation of basic needs;
6. seclusion or restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10(D) and OAC 3301-35-15;
7. chemical restraint;
8. mechanical restraint (does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
9. aversive behavioral interventions or
10. seclusion in a locked room or area.

The District may only use physical restraint or seclusion if staff:

1. are appropriately trained to protect the care, welfare, dignity, and safety of the student;
2. continually observe the student in restraint or seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
3. use communication strategies and research-based de-escalation techniques in an effort to help the student regain control and
4. remove the student from physical restraint or seclusion immediately when the immediate risk of physical harm to self or others has dissipated.

Restraint

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by RC 3319.41.

Restraint only may be used:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. if the physical restraint does not interfere with the student's ability to breathe;
3. if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and
4. by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Seclusion

Seclusion may not be used as a form of punishment or discipline; for staff convenience; or as a substitute for an educational program, inadequate staffing, staff training in the PBIS framework and crisis management or other less restrictive means of assisting a student in regaining control such that it is reflective of the cognitive, social and emotional level of the student; or as a means to coerce, retaliate, or in a manner that endangers a student.

Seclusion only may be used:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. for the minimum amount of time necessary to protect the student and others from physical harm;
3. in a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student;
4. under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student and
5. as a last resort to provide an opportunity for the student to regain control of their actions.

Multiple Incidents of Restraint and Seclusion

The District handles multiple incidents of restraint and seclusion in accordance with State law. Within 10 days of a student's third incident of physical restraint or seclusion in a school year, the District holds a meeting to address the situation. If the student has an Individualized Education Plan (IEP) or a 504 plan, the student's IEP or 504 team meets to consider the need to conduct a functional behavioral assessment or behavior intervention plan, or to amend an existing assessment or plan. For all other students, a team consisting of the parent, an administrator or designee, a teacher of the student, a staff member involved in the incident (if not the teacher or administrator already invited) and other appropriate staff members will meet to discuss the need to conduct or review a functional behavioral assessment and/or develop a behavior intervention plan. The District may choose to complete a functional behavioral assessment or develop a behavior intervention plan for any student who might benefit from these measures, not only those who have had three or more incidents of restraint or seclusion.

Training and Professional Development for the Use of Crisis Management and De-escalation Techniques

The District ensures an appropriate number of personnel in each building are annually trained in evidence-based crisis management and de-escalation techniques, as well as the safe use of physical restraint and seclusion, in accordance with the minimum training requirements set forth in State law. The District maintains written or electronic documentation of the name, position and building assignment of each person completing training as well the name of the person who provided the training, the date of the training and the protocols and the techniques and materials that were included.

Compliance with training requirements is reported to the Ohio Department of Education (ODE) by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Reporting and Complaint Procedure

Any incident of restraint or seclusion will be immediately reported to building administration and the parent. A written report documenting the incident will be completed and made available to the parent within 24 hours and maintained by the District. Staff also will conduct a debriefing, including all involved staff, the student and parent (if possible), to evaluate the trigger for the incident, staff response and methods to address the student's behavioral needs. The District annually reports information regarding its use of restraint or seclusion to ODE in accordance with ODE procedures.

The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and the District's policy on restraint and seclusion.

The Board directs the Superintendent/designee to establish District written complaint procedures, which include a:

1. procedure for parents to present written complaints to the Superintendent to initiate a complaint investigation by the District regarding incidents of restraint or seclusion;
2. requirement that the District respond to parents in writing within 30 days of the filing of a complaint regarding restraint or seclusion, and to make a reasonable effort to have an in-person meeting with the parent and
3. notice of additional complaint options available under State law.

Parents are notified annually of the District's seclusion and restraint policies and procedures, including the local complaint process which are also posted on the District's website. The District annually reviews the requirements of OAC 3301-35-15 and local policies and procedures related to PBIS and physical restraint and seclusion.

AI & NLP Usage Agreement

Purpose:

This policy ensures the ethical and responsible use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools by staff and students while maintaining data privacy and academic integrity.

Definition of AI & NLP Tools

For the purposes of this policy, an "AI tool" is defined as AI applications, algorithms, or systems that generate outputs based on human inputs, with an emphasis on generative AI. Natural Language Processing (**NLP**) refers to AI's ability to understand and generate human language.

Approval of AI Tools:

All AI tools used in the district must comply with the Family Educational Rights and Privacy Act (FERPA) and be reviewed and approved by the Technology Department to ensure compliance with district standards for privacy, security, and educational value before use, including free and paid tools.

Staff Usage:

Staff may use AI/NLP tools for instructional and administrative purposes. Staff are prohibited from entering confidential or personally identifiable information into an AI tool. Users must be aware of potential biases in AI systems and use them in a manner that promotes fairness, transparency, and equity in education. Teachers are responsible for guiding students on appropriate AI use and clearly communicating expectations for AI use in their classes. Staff are expected to use AI tools responsibly and ethically, in line with the principles of good digital citizenship.

Student Usage:

Students may only use district-approved AI tools with teacher permission. AI should enhance, not replace, student learning. Teachers may approve AI use for an assignment depending on the context for purposes such as, but not limited to, research, analysis, translation, writing assistance, and accessibility support. Students are expected to use AI tools responsibly and ethically, in line with the principles of good digital citizenship.

Academic Integrity:

Students must complete assignments individually and originally. Submitting AI-generated work as one's own is plagiarism and will result in disciplinary action. Allowable AI usage may vary by class and assignment. It is the student's responsibility to understand the expectations for each assignment and seek clarification from their

teacher if needed. Students are encouraged to save all work products (e.g., brainstorming, prewriting, drafts) to demonstrate their academic process.

Monitoring & Enforcement:

The district reserves the right to monitor the use of AI tools to ensure compliance with this policy. Violations of this policy may result in disciplinary action, including but not limited to suspension of access to technology resources, disciplinary measures as per the student handbook, and notification of parents or guardians.

Training & Review:

The district will provide ongoing training on ethical AI use and review this policy annually to align with evolving technologies and educational needs. This policy will be reviewed regularly to adapt to new challenges and opportunities presented by AI technologies.

PLAGIARISM

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

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

In order to preserve an ethical learning environment, students must understand the importance of completing class assignments in both an individual and original manner. Any form of academic dishonesty, including acts of plagiarism, cheating, or deception constitutes academic misconduct and will not be tolerated. **This includes representing work created by artificial intelligence (AI) as your own.** Students will not receive credit for homework assignments, reports, research papers, projects, etc., generated in this manner.

Policies for the appropriate use of AI may differ from class to class and assignment to assignment. It is **incumbent upon the student** to understand the expectations of each assignment and, when necessary, to ask their teacher for clarification regarding the use of AI.

CELL PHONES AND WIRELESS EARBUDS

At Milford High School, we are committed to fostering a focused, respectful, and distraction-free learning environment. In alignment with state guidance, the use of **personal communication devices** during the school day is prohibited. This includes but is not limited to cell phones, wireless earbuds, and smart watches. At the start of next school year, it will be an expectation that:

- **Cell phones must be turned off or silenced** and kept **completely out of sight** from the start of the day until the end of the day. This includes study halls, and lunch time.
- Devices must be stored **in backpacks** or **locked in student lockers** during the school day.
- Exemptions are issued to students with medical needs and that utilize an app to operate medical devices. Students should only use devices for medical purposes and consequences will be issued if they utilize the device for personal reasons vs. medical reasons.

In the event that a student must receive communication from their families or extracurricular activities, you can reach out to our main office at 513-831-2990. Students will also be able to use school phones in the main office or NGC office to call parents or guardians when necessary. We highly encourage all coaches and extracurricular advisors to reach out to students using email for all team or club communication.

Failure to abide by our personal technology policy will result in consequences that align with our code of conduct:

First Offense - Lunch Detention

Second Offense - One Hour After-School Detention

Third Offense - Two Hour After-School Detention

Fourth Offense - Confiscation of device for up to one week

Fifth Offense - Parent picks up device and attends a conference with an administrator

Sixth Offense - In-School Suspension

Seventh Offense - Out of School Suspension

*Students will need to purchase a set of wire-connected earbuds for classroom use on Chromebooks, in the instance of teacher-assigned videos, etc.

ATTENDANCE INFORMATION

Attendance Standards

The educational program offered by this District is predicated on the student's presence and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. Parents must verify the reason for absence via the District-provided online form, email, phone call, or written statement. The Board of Education reserves the right to verify such statements and to investigate the cause of every single absence or prolonged absence.

Absences

Each time a student is absent from school, or late to school, it is the parent or guardian's responsibility to contact the district using the provided online form, email, phone call, or written statement within one hour of the school's start time to provide an excuse for the absence. If contact cannot be made with the parent, the school will call the numbers listed on the student's emergency medical form (including work phone numbers), within two hours.

If you are unable to contact the District on the day of the student's absence, it is necessary to send in a note with the student upon his or her return from an absence. A note from your doctor may be required when a student has been out of school due to a contagious disease or when absences exceed three consecutive days.

You are advised that excessive absences may be reported to the Resource Officer or other authorities responsible for child welfare.

Excused Absences (including early dismissal, late arrival)

Parents may call, email, or report absences online eight (8) times a year without providing a doctor's note. (see below)

- All absences after the eighth reported absence will require a doctor's note to be counted as excused.
- Medical notes do not count against the (8) occurrences that a parent may excuse.

(hours still accrue toward Chronic Absenteeism~ see below)

- If a student has been sent home from the clinic/nurse, the absence is medically excused when the child is ill/injured. The following day is also excused ONLY if a parent calls in stating continued illness (this does not include ALL calls home from the clinic).
- When a student leaves school early, the absence is only excused if they are sent by the health clinic. An early dismissal is not excused if the student contacts the parent directly, unless a medical note is received for that day

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 present in all classes assigned to them. Attendance is the responsibility of the student and the parent.

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

1. Personal Illness
2. Illness in the family
3. Death of a relative
4. Quarantine of the home
5. Medical or dental appointment
6. Observance of religious expression
7. College Visits (2-Junior year, 3-Senior year)
8. Emergency or other set of circumstances

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

A note from your doctor may be required when a student has been out of school due to a contagious disease.

Unexcused Absences

After a student has exhausted the given eight (8) days through parent reporting, absences are considered unexcused without a medical note. Unexcused absences count toward truancy, and chronic absenteeism may result in a referral to the school's attendance intervention team and, if unimproved, to Clermont County Juvenile Court.

Chronic Absenteeism is defined as missing at least ten percent, approximately 92 hours/15 days (**excused and unexcused**) of the minimum number of hours required in the school year under section 3313.48 of the Revised Code.

Habitually Truant if the student has **unexcused absences** meeting any of these marks:

- 30+ consecutive hours (approx. 5 days).
- 42+ hours in one month (approx. 7 days).
- 72+ hours in one year (approx. 12 days).

The school-based intervention team will intervene with the student and family when the student experiences chronic/habitual absenteeism. A formal intervention plan will be developed, and notice of the plan will be sent home within 7 days of its completion. If unimproved after 30 instructional days, a referral will be made to the Clermont County Juvenile Court.

Absence Intervention Team

To the extent required by law, as determined annually, within ten (10) days of a student becoming habitually truant, the Superintendent or his/her designee shall assign the student to an absence intervention team.

Within fourteen (14) school days after a student is assigned to an absence intervention team, the team shall develop an intervention plan for the student to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint no later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the plan is developed, reasonable efforts shall be made to provide the student's parent/guardian/custodian with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student, but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team may also include a school psychologist, counselor, social worker, or a representative of a public or nonprofit agency, all designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) days, the Superintendent or his/her designee shall make at least three (3) meaningful, good-faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on the team. A good-faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts but is unable to participate for any reason, the Superintendent or his/her designee shall inform the parent of the parent's right to appear by designee. If seven (7) school days have elapsed and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children's services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

DO I KEEP MY CHILD HOME FROM SCHOOL?

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

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

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

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

If your child is diagnosed with:

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

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

MAKE-UP WORK

- Students with an **excused absence** are permitted to make up all missed schoolwork, including homework, classwork, tests, and quizzes. It is the **student's responsibility** to connect with each teacher on the **first school day** after returning to arrange how and when the work will be completed. This for all classes, not just the classes

they have that day. All make-up work should be submitted within a reasonable time frame, typically equal to the number of days missed, unless otherwise agreed upon with the teacher.

- For **extended absences**, parents/guardians may and should request that assignments be sent home in advance. Teachers will make every reasonable effort to provide materials if given appropriate notice.
- Students missing class due to **school-related activities** (e.g., field trips, college visits, job shadowing, athletics) are expected to obtain assignments in advance and submit all work by the **next school day**, unless other arrangements are made with the teacher.
- **Long-term assignments** (e.g., projects, essays) are due on the assigned date, even if the student is absent. If the student cannot deliver the assignment in person, they must arrange an alternative method (e.g., email or Schoology submission) to meet the deadline.
- Students are also responsible for understanding each teacher's **late work policy**, which should be outlined in the course syllabus. Students should advocate for themselves and communicate any challenges as early as possible.

COLLEGE DAYS

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

SCHOOL AGE VISITORS

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

CANCELLATION OF SCHOOL

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

MEDICATION POLICY

The Ohio legislature enacted a law concerning the administration of medicine to students by school personnel. The Law, Ohio Revised Code 3313.713, has established specific steps which must be taken prior to any school employee administering medicine to a student. A copy of the Milford Exempted Village School District policy, which is in compliance with the law, and the forms to be used with the policy may be picked up at any school office or our website, www.milfordschools.org.

Please take these items with you when your child has a doctor's appointment which may lead to prescribed medicine being taken at school. We will appreciate your cooperation in complying with this law and our policy, as the purpose of the law is to ensure your child's health and safety. Many students are able to attend school regularly only through the effective use of medication in the treatment of chronic disabilities or illnesses that will not hinder the health and welfare of others. The Milford Board of Education strongly recommends that required medications be administered at home. Parents should ask their doctor to arrange the time medication is to be given to avoid school hours if possible. If this is not possible, parents may come to school to administer medication to their children. If this cannot be done, any pupil who is required by a physician's order to take medication during regular school hours must comply with the following policy:(JHCD-E-1)

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

2. Medication must be brought to the school clinic by the parent in a container appropriately labeled by the pharmacy or physician.
3. A release form and written permission from the parent/guardian of the student requesting that medication be given or taken during school hours must be presented. (Obtain the forms from the school office).
4. **New request forms must be submitted each year and as necessary for changes in medication orders.**
5. Prescription medication to be taken at school will be stored, out of view, in the clinic. (Refrigeration will be provided when necessary).
6. At no time may a student bring medication, prescribed or over-the-counter, to school. (Inhalers may be accepted). All medication must be brought directly to the school nurse by a parent or guardian. The school's role in the administration of this policy is one of cooperation with the parent and student, and we will take responsibility for the administration of medication only after the above guidelines have been followed.

ADMINISTERING NON-PRESCRIPTION DRUGS TO STUDENTS

If possible, all medication should be given by the parent at home. If this is not possible, over-the-counter, non-prescription drugs may be administered with parental completion of the non-prescription drug form [JHCDA-E]. This form allows over-the-counter medications to be given for no more than 10 days without a physician's statement. Additional information concerning the district's policy on prescription and nonprescription medication can be found on the district website.

HEAD LICE GUIDELINES

Information concerning the district's head lice guidelines is available on the district website. If at any time, you have a question of concern, please contact the district nurse at 513-576-2214 or email price_p@milfordschools.org (From the MEVSD "Head Lice Guidelines")

FOOD ALLERGY GUIDELINES

Information concerning the district's food allergy guidelines is available on the district website. (EFG-R) If at any time, you have a question or concern, please contact the district nurse at 513-576-2214 or email price_p@milfordschools.org (From the MEVSD "Food Allergy Guidelines")

IMMUNIZATION LAW (O.R.C. 3313.67-3313.6711)

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

STUDENT CODE OF CONDUCT

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

Any student engaging in the following types of conduct whether specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, detentions 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, vape, 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 ([EDE-E](#)).
28. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
29. Cursing.
30. Use of indecent or obscene language in oral or written form.
31. Publication of obscene, pornographic or libelous material.
32. Placing of signs and slogans on school property without the permission of the proper school authority.
33. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.

34. Demonstrations by individuals or groups causing disruption to the school program.
35. Tardiness.
36. Leaving school during school hours without permission of the proper school authority.
37. Upon initial arrival, leaving school property without permission.
38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
39. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is 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, cameras, email, electronic data transfer or otherwise (commonly called texting, emailing or sexting).
 - a. Any person that is found to be partaking in these acts will be reported to local law enforcement and/or other appropriate state or federal agencies which may result in arrest and criminal prosecution.
44. Turning in false fire, tornado, bomb, disaster or other alarms.
45. Failure to abide by rules and regulations set forth by administration for student parking.
46. Disobedience of driving regulations while on school premises.
47. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
48. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
49. Carrying concealed weapons.
50. Aggravated murder.
51. Murder.
52. Voluntary manslaughter.
53. Involuntary manslaughter.
54. Felonious assault.
55. Aggravated assault.
56. Rape.
57. Gross sexual imposition.
58. Felonious sexual penetration.
59. Any disruption or interference with school activities.
60. Willfully aiding another person to violate school regulations.
61. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
62. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
63. Any type of prohibited activity listed herein engaged in by a student shall be reason for expulsion, suspension, removal or permanent exclusion from school
64. Graffiti of any type, be it on furniture, walls, books, tables, or any other item(s) belonging to the school district. Anyone found to have desecrated or vandalized district property will face school consequences, not limited to restitution, suspension, and/or possibly expelled from school, and local law enforcement will be notified.
65. The performance of, participation in, or facilitation of body modification procedures, including but not limited to tattooing, piercing, branding, or scarification, is prohibited on school property and at school-sponsored events.

DRUG AND ALCOHOL ABUSE

1. Controlled Substances: Any student, who is involved in the sale, transfer, distribution, possession of drugs, including counterfeit controlled substances, or use of drugs or drug paraphernalia, including packaging, will be suspended immediately, and a recommendation for expulsion will be made to the Superintendent. Both the police and parent will be notified immediately.
2. Alcoholic Beverages: Any student involved in the sale, transfer, distribution, possession of alcohol, or use of alcohol will be suspended immediately, and a recommendation for expulsion will be made to the Superintendent. Parents will be notified immediately, and if an alcohol permit violation is suspected, the police will be notified.
3. Anabolic Steroids: Students and parent/guardian(s) are advised that anabolic steroids have been classified as a controlled substance. It is illegal to knowingly obtain, possess or use such substances. Illegal possession, use or acquisition of steroids (including any "counterfeit") is a criminal offense identical in theory to the illegal acquisition, use or possession of any other controlled substance and should be dealt with accordingly. Section 3313.752, 3345.41, 3707.50 of the Ohio Revised Code. Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by imprisonment.

TOBACCO AND NICOTINE USE AND/OR POSSESSION BY STUDENTS

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

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

1. Section 3313.751 of the Ohio Revised Code prohibits all students, regardless of age, from smoking, using and/or possessing tobacco in any area under the control of a school or at any school sponsored activity. What this means is that any student caught using or possessing any form of tobacco is subject to administrative action, confiscation of the tobacco product, and subject to a \$100.00 fine according to S.B. 218.

Tobacco Use Prohibited

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

- in any building, facility or vehicle owned, leased, rented or chartered by the District or
- on school grounds, athletic facilities or parking lots.
- Students are advised that leaving campus to smoke during the school day and then returning to campus is a direct violation of the school tobacco policy.
- No student is permitted to smoke, inhale, dip or chew tobacco and nicotine at any time, including non-school hours, at any school-sponsored event off campus.

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

Providing Notice

"No Tobacco" signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. Students are provided notice of this policy through student handbooks. District vehicles will display the international "No Smoking" insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions

where deemed appropriate. School programs will include a written reminder of the no tobacco and nicotine use on District property policy. Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory. Vape detectors have been installed in various locations throughout the building to monitor and deter the use of all vaping devices and/or drug use. These devices are actively operating twenty-four hours seven days a week and all school rules apply while students are utilizing the building.

Enforcement

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

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

SCHOOL-BASED 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.

1. 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.
2. 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.
3. 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.

1. 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.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. 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.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
6. 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.

1. 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.
2. 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.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. 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.
5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).
7. 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.

BOOKBAGS

Bookbags may be brought to school and carried to classes. Administration may request students leave their bookbags in their lockers.

STUDENT BEHAVIOR IN NON-INSTRUCTIONAL AREAS

Students' conduct in restrooms, corridors, cafeteria, auditorium, gymnasiums, and on school grounds is expected to reflect the rules of respect, health, welfare, rights and safety of others. Some kinds of behavior are out of order. Running, boisterousness, horseplay, and extreme loudness are not acceptable; nor is the school setting the place for "petting", "embracing" or other signs of affection beyond hand holding. Loitering in restrooms is prohibited. There should be no more than one person in a stall at one time. Students found with multiple people in a stall are subject to search based on

reasonable suspicion. Students are expected to comply with reasonable requests made by staff in all non-instructional areas. Students should understand that the authority of the teacher does not end at the classroom door. Students are also expected to cooperate with hall monitors, cafeteria workers, aides, secretaries, and custodians since these people have the necessary authority to fulfill their assigned responsibilities.

HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity. Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

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

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

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

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's web site. The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law. No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

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

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

<https://go.boarddocs.com/oh/milford/Board.nsf/Public?open&id=policies#>

SCHOOL PERSONNEL RESPONSIBILITIES AND INTERVENTION STRATEGIES

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

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

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

CONSEQUENCES FOR VIOLATING THE CODE OF CONDUCT

DETENTION

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

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

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

AFTER SCHOOL DETENTION

After School Detention is a disciplinary assignment occurring after school. Students are expected to bring academic work to complete. Administrators, faculty, and staff may assign students to After School Detention at their discretion. One hour detentions will run from 2:45 to 3:45. Two hour detentions will run from 2:45 to 4:45. The rules in the Student Conduct Code will be followed. Failure to serve After School Detention can result in further consequences, including but not limited to in-school assignment and suspension.

IN SCHOOL ASSIGNMENT

In School Assignment will be utilized for students that fail to follow procedures and policies adopted by the Milford Board of Education and need to be removed from the typical school setting for a given day, or period of days. Students are expected to do academic work. Students are expected to follow all rules of student conduct, including the no cell phone policy.

EXTRACURRICULAR PARTICIPATION AGREEMENT

Participation in extracurricular activities and attendance at school-sponsored events are privileges that carry expectations for responsible behavior, regular attendance, and academic progress. Students who commit violations of the Student Code of Conduct, as detailed in this handbook, may be placed on an [Extracurricular Participation Agreement](#).

While on an Extracurricular Participation Agreement, students may be restricted from attending or participating in school-sponsored extracurricular activities, athletic events, dances, senior activities, and other non-academic events. The agreement is intended to provide students with an opportunity to demonstrate positive behavior, maintain satisfactory attendance, and meet academic expectations before regaining eligibility.

Students seeking reinstatement must successfully meet all requirements established by school administration, including maintaining appropriate conduct, attendance, and academic standing during the agreement period. Final reinstatement is subject to administrative approval.

SUSPENSION/EXPULSION

Ohio Revised Code §3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion. The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his/her parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

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

A student or his/her parents may appeal any decision of the Milford Exempted Village School District administration to suspend a student from school to the Superintendent/designee. A student or parent/guardian must request an appeal in writing within five (5) days after the discipline measure takes effect. The student and his/her parent/guardian(s) may be represented in all appeal hearings.

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

STAY SAFE SPEAK UP

STAY SAFE SPEAK UP

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

DRESS AND GROOMING STANDARDS

DRESS CODE

The goal and purpose of this dress code is to set standards and expectations of dress which serve to support a learning environment that is safe and focused upon learning. A primary focus of Milford 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.
- Student faces shall be fully and clearly visible at all times while on school property. Head coverings for religious purposes shall be permitted.
- Appropriate footwear shall be worn at all times while on school property.
- Students should wear clothes that cover undergarments and private areas at all times.
- Items that could be considered unsafe or disruptive to the learning environment, such as clothing with excessive holes, excessively long or dangling accessories, or items with spikes or chains.

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 FOR RECOGNITION CEREMONIES

- Recognition ceremonies celebrate your accomplishments throughout your school career.
- You should dress for the occasion and to reflect your style.
- Shoes should be appropriate for the occasion. This includes dress shoes, like-new sneakers (free from obvious signs of wear and dirt), cowboy boots (clean, free from dirt), sandals (no flip flops).
- Attire should be appropriate for the occasion, nice shirts/ slacks/ khakis/ dress pants/ dresses. Ties and jackets are also nice, consider the environment (specifically warm gyms – we don't need any students overheating).
- For College Signing Ceremonies – college gear is appropriate, and even recommended.
- For Military Signing Ceremonies – represent the branch you are joining, either with a uniform or some attire to reflect it.

CONSEQUENCES

Students not in compliance with the Dress Code will meet with a school administrator to discuss their attire. The purpose of the discussion is to foster a learning opportunity for the student and return them appropriately to the learning

environment. If necessary, disciplinary consequences may be issued by the administration. School administration will make the final determination on the appropriateness of student dress.

STUDENT TRANSPORTATION

BUS INFORMATION

Bus transportation to and from school is not provided for Milford High School students. Transportation may be provided for curricular/extracurricular events. All student code of conduct policies apply to students while being transported by school bus.

STUDENT DRIVING

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

Students who wish to drive and park on school premises must complete a parking permit registration. Students will only be permitted to drive and park after a permit is issued. Students are advised that school parking lots are regularly checked for parking pass visibility and compliance with driving and parking regulations. Any vehicle in the student parking lot without a valid permit (hang tag) displayed in the appropriate place, not properly registered with the office, or not parked in the correct location is subject to school consequences, including but not limited to suspension of driving privileges.

Registration for permits will be made available to students directly from school administration. Priority for permits will be granted to state approved units of vocational education, school sponsored extracurricular activities, and family needs as approved by administration. The cost of the permit will be determined by the Board of Education. Students who are issued permits are subject to all rules and regulations pertaining to the operation and parking of vehicles on school property.

Students who violate rules and regulations will be subject to having their permits revoked, forfeiture of fees, car towed, and/or may be subject to appropriate discipline.

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

Student Rules and Regulations:

1. Students must have a valid driver's license.
2. Students making an application to drive must provide proof of current automobile insurance before a permit will be issued.
3. Use of a vehicle for other purposes during the day is prohibited without permission from an administrator. Students who violate this rule may lose their driving privileges for the remainder of the school year, forfeit parking fees, and may be subject to other appropriate discipline.
4. Loitering in or around the school parking lots by students or non-students is prohibited. Trespassing charges may be filed.
5. Upon arriving at school, student drivers are to lock their cars and immediately enter the building. Bring all school supplies.
6. When on school grounds, student drivers are expected to operate their vehicles in a safe and courteous manner. All student drivers and passengers are required to wear seat belts. Students will obey speed limits and stop completely at stop signs.
7. Radios and stereos should be turned down whenever on school grounds.

8. Only the permit holder may drive and use his/her assigned permit. Students cannot let other students use their permits. Violation may result in loss of the permit, forfeiture of parking fees, and other disciplinary action for the illegal driver and permit holder.
9. Non-permit holders who need to drive to school for a doctor, dental, or other appointment need to present a note to a parking lot supervisor on the morning of the appointment.
10. Students will park in assigned student areas.
11. Students excessively tardy may lose their parking privileges. No parking fees will be refunded.
12. Cost of parking permits will be approved annually by the Milford Exempted Village Board of Education.
13. Students who violate driving rules and regulations are subject to having their permits revoked, loss of parking fees, and possible school discipline.
14. Students who are caught parking without a permit face the following consequences:
 - a. Students will be subject to disciplinary consequences at the discretion of their administrator.
 - b. Students will be assigned to the outside lots, regardless of their grade or activity for the remainder of the year.
15. Students will ONLY be permitted to go to their car during the school day with permission from administration.

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

VISITOR PASSES

Any person who is not a Milford High School student or a member of the Milford High School staff must sign in at the front office and secure a visitor's pass. Students who have early release, but must return to the school for an extra curricular, must check in at the front office.

STUDENT LOCKERS

Each student receives the opportunity to request a locker at any time throughout the school year. Lockers are the property of the school district. Students should be aware that their assigned locker will be jointly accessible to the student and school officials and may be subject to search at the discretion of school officials.

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

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

HALL PASSES

Students may be excused from the classrooms during class with a hall pass approved by their teacher. The teacher has the final authority to determine when and how the pass shall be used. Any abuse of the hall pass usage may result in the loss of this privilege. Milford High School uses an electronic hall pass. Students will be given instructions on how to use it within the first days of school.

LEAVING THE BUILDING

Students are not permitted to leave the building unless under direct supervision from school staff or with permission from an administrator or administrator designee.

FOOD GUIDELINES

LUNCH

Each classroom will have a scheduled time for lunch that will remain consistent throughout the semester. To minimize classroom interruption, student traffic will be restricted. You are asked to observe closed sections of the building. Students are not permitted outside the building. This includes the parking lot and all exits of the building which are off limits during lunch.

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

CAFETERIA GUIDELINES

- Students are to remain in assigned areas during the lunch period.
- "Ordering in" or having food brought in is not allowed at any time.
- Eating and drinking is to be done only in the assigned eating areas.
- Students should deposit their refuse from lunch in the provided trash receptacles.
- Throwing food is prohibited.
- Students should return trays to the various collection stations.

FOOD AND BEVERAGES IN THE SCHOOL BUILDING

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

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

STUDENT USE OF PERSONAL TECHNOLOGY DEVICES

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

In addition to this procedure, students using any school computer or personal technology device must abide by the Milford Exempted Village School District's [MHS Personal Device Policy](#). Students may be limited to accessing the Internet in posted "hot spots" throughout the school. Students must be seated and working independently while on their personal technology devices.

GENERAL USAGE

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

1. Students must have a signed Acceptable Use Policy on file with the district for the current school year.
2. Students must obtain teacher permission before using a personal technology device during classroom instruction.
3. Student use of a personal technology device must support the instructional activities currently occurring in the instructional environment.
4. Students must turn off and put away a personal technology device when requested by a teacher.
5. Students should be aware that their use of the personal technology device could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio must be muted and/or headphones used during instructional time. Volume should be lowered appropriately to avoid permanent hearing loss.
6. Students may use their personal technology device before school, at lunch and after school. The technology device should be used for educational purposes during these times. If an adult asks a student to put his/her

personal technology device away because of games or other non-instructional activities, the student must comply or appropriate consequences will be assigned.

CONSEQUENCES OF GENERAL USAGE

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

- First Offense - Verbal warning
- Second Offense - Lunch Detention
- Third Offense - After School Detention and parent/guardian may need to pick up device
- Repeated Offenses - Parent/Guardian conference with administration and additional consequences (in school suspension, out of school suspension, storing all devices in lockers, not being able to bring devices to school..etc).

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

SECURITY RISKS

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

To minimize these risks, please review the following steps detailed below to provide protection:

1. Students are required to place an identifying name tag on the device. Please place a label on the top of the device as well as the power source.
 2. Personal responsibility; be aware of potential risks
 3. Physical security; consider safe storage of devices both in school, on school property and when traveling to and from school
 4. Access; protect personal login information
- **Personal Responsibility**
 - MEVSD accepts no responsibility for personal property brought to the school by students. This includes any type of personal technology device. Students who choose to bring a personal technology device to school assume total responsibility for it. Personal technology devices that are stolen or damaged are the responsibility of the student and their parents or guardians. Students should take all reasonable steps to protect against the theft or damage of their technology device.
 - **Physical Security**
 - Users should take the following preventative security measures:
 - Personal technology devices should NEVER be left unattended for ANY period of time. This includes a locked classroom. When devices are not in use they should be locked in the owner's school locker.
 - Personal technology devices must not be:
 - Left unattended at any time (If a personal technology device is left unattended it will be picked up by staff and turned into the Office).
 - Left in view in an unattended vehicle.
 - **Access**
 - Students may only access the Internet via the designated wireless network. Any student found connecting his/her personal technology device to the network will have his/her personal technology device confiscated and lose access privileges.

- No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school or district personnel.
- No student will install District-owned and licensed software on their personal technology device.

ELIGIBILITY REQUIREMENTS FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES

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

[Fine Arts & Extracurricular Student Handbook](#)

[Athletics & Extracurricular Activities Handbook for Students-Parents](#)

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.

GAGGLE

Gaggle is a safety tool that proactively alerts school officials if students show signs of self-harm, substance abuse, threats of violence, and other harmful situations.

It works within the Milford Schools technology ecosystem, including Google Drive, Google Chat, Gmail and Google Search. It does not monitor your personal social media, web or email activity that occurs outside of the Milford Schools network or devices.

The primary purpose of Milford's partnership with Gaggle is three-fold:

- (1) Supporting student mental health,
- (2) Averting violence, and
- (3) Preventing and ending cyberbullying.

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.

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:

- 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.
- 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.
- 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.
- 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.

- 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.
- Computer systems and the district network shall be used only for purposes related to education.
- Violation of this policy and agreement may result in the cancellation of user privileges and possible discipline under the student code of conduct.
- 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.

Artificial Intelligence and Natural Language Processing

Purpose:

This policy ensures the ethical and responsible use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools by staff and students while maintaining data privacy and academic integrity.

Definition of AI & NLP Tools

For the purposes of this policy, an "AI tool" is defined as AI applications, algorithms, or systems that generate outputs based on human inputs, with an emphasis on generative AI. Natural Language Processing (**NLP**) refers to AI's ability to understand and generate human language.

Approval of AI Tools:

All AI tools used in the district must comply with the Family Educational Rights and Privacy Act (FERPA) and be reviewed and approved by the Technology Department to ensure compliance with district standards for privacy, security, and educational value before use, including free and paid tools.

Staff Usage:

Staff may use AI/NLP tools for instructional and administrative purposes. Staff are prohibited from entering confidential or personally identifiable information into an AI tool. Users must be aware of potential biases in AI systems and use them in a manner that promotes fairness, transparency, and equity in education. Teachers are responsible for guiding students on appropriate AI use and clearly communicating expectations for AI use in their classes. Staff are expected to use AI tools responsibly and ethically, in line with the principles of good digital citizenship.

Student Usage:

Students may only use district-approved AI tools with teacher permission. AI should enhance, not replace, student learning. Teachers may approve AI use for an assignment depending on the context for purposes such as, but not limited to, research, analysis, translation, writing assistance, and accessibility support. Students are expected to use AI tools responsibly and ethically, in line with the principles of good digital citizenship.

Academic Integrity:

Students must complete assignments individually and originally. Submitting AI-generated work as one's own is plagiarism and will result in disciplinary action. Allowable AI usage may vary by class and assignment. It is the student's responsibility to understand the expectations for each assignment and seek clarification from their teacher if needed. Students are encouraged to save all work products (e.g., brainstorming, prewriting, drafts) to demonstrate their academic process.

Monitoring & Enforcement:

The district reserves the right to monitor the use of AI tools to ensure compliance with this policy. Violations of this policy may result in disciplinary action, including but not limited to suspension of access to technology resources, disciplinary measures as per the student and employee handbooks, and notification of supervisors, parents, or guardians.

Training & Review:

The district will provide ongoing training on ethical AI use and review this policy annually to align with evolving technologies and educational needs. This policy will be reviewed regularly to adapt to new challenges and opportunities presented by AI technologies.

UNACCEPTABLE USE

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

1. violating or encouraging others to violate the law or Board policy;
2. revealing private information about yourself or others. Private information includes, but is not limited to, a person's password, Social Security number, credit card number or other confidential information that has the potential to harm you or others or to violate the law if shared with other persons;
3. uses that cause harm to others, that cause damage to their property, or malicious actions to damage the reputation of another;
4. uses that constitute defamation (i.e., harming another's reputation by lies), or that harass, threaten or bully others;
5. using profanity, obscenity or other language that may be offensive to other users;
6. uses that are for commercial transactions (i.e., buying or selling or making arrangements to buy or sell over the Internet);

7. use that causes disruption to the use of the computer and/or network by others or that disrupts the educational process of the district;
8. using the system to encourage the use of drugs, alcohol or tobacco;
9. viewing, downloading or transmitting material that is threatening, pornographic, obscene, disruptive, or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, gender, sexual orientation, age, disability, religion or political beliefs;
10. copying or placing copyrighted material or software on the system without the author's permission and/or in violation of law;
11. reading, deleting, copying or modifying other users' email or files without their permission or attempting to interfere with another user's ability to use technology resources;
12. using another person's password or some other identifier that misleads recipients into believing someone other than you is communicating or accessing the network or Internet,
13. "hacking," gaining, or attempting to gain unauthorized access to computers, servers, computer systems, internal networks, or external networks;
14. possession of "hacking" tools or other malware;
15. downloading and/or installing freeware or shareware programs without the approval of the Technology Department. This includes use of peer-to-peer file sharing programs;
16. possession of or uploading a worm, virus or other harmful form of programming onto the network or Internet,
17. plagiarizing copyrighted or non-copyrighted materials for personal gain, recognition, or as graded work;
18. using social network sites such as Facebook, Twitter, and others and/or forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of the district's students or staff on district or personal technology equipment and
19. using instant messaging, text messaging, video messaging and Internet telephone services without the consent of your teacher, supervisor, or director.

PRIVACY

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

ELECTRONIC VANDALISM / CHEATING

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

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

WARRANTIES/INDEMNIFICATION

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

network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agrees to cooperate with the Milford Exempted Village School District in the event of the initiation of an investigation into a user's use or his or her access to its computer network and Internet, whether that use is on a district computer or on another's outside the Milford Exempted Village School district's Network. As this policy is part of the student code of conduct, students agree to follow the Milford Exempted Village School District Acceptable Use Policy. Should a student commit any violation or in any way misuse access to the Milford Exempted Village School District's computers, computer network, and/or Internet, access privileges may be revoked and disciplinary action may be taken against him/her as outlined in the applicable handbook or code of student conduct. *Revised: April 19, 2018*

BRING YOUR OWN DEVICE (BYOD) PROGRAM (11th-12th only)

***This is being phased out after the 26-27 school year.**

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 Device 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.

[Re-adoption Date: April 19, 2018]

1:1 DIGITAL LEARNING AGREEMENT

[Milford 1:1 Program Webpage](#)

[Milford 1:1 Student Handbook](#)

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 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.

9-12 Student Chromebook Information

9th Grade

- Incoming 9th-grade students will receive a new district owned device at the start of the 26-27 school year, to use until graduation or until the student no longer attends Milford Schools. BYOD is no longer allowed.

10th Grade

- 10th grade students who already have a Milford managed device will continue to use this for the 26-27 school year as they are still under warranty. If they were bringing their own device for the 25-26 school year they will be issued a new district managed device for the 26-27 school year to use until graduation or until the student no longer attends Milford Schools. BYOD is no longer allowed.

11th-12th Grade

- Students may continue using the device they had from the previous school year if it is in good working condition. Parent/Guardian's may request a district-managed device for a \$50 annual technology fee, to be used until graduation or when the student leaves the district. There is no longer the option to purchase a device from Milford, as we have moved to the district-managed device model. 11th & 12th grades are the only remaining grades allowed to bring their own device and this will be phased out after the 26-27 school year.

Milford Issued Device Information:

- **Accidental Damage** - We understand that accidents happen. These devices have a warranty that covers accidental damage up to the cost of the device.
- **Intentional Damage** - This type of damage is not covered under the warranty and 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 the 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. Chargers are not covered under the warranty.
- The district has a **technology fee** for all students in grades K-12. This fee varies based on technology use and need. Fees are accessible at: <https://www.payschoolscentral.com/>