

**Milton-Union High School
7640 Milton-Potsdam Road
West Milton, Ohio 45383
937-884-7940**

**Student Handbook
2023-2024**

Milton-Union's Mission

We empower students to achieve their full academic
and personal potential.

Milton-Union's Vision

Creating awesome.

2023-2024 Daily Schedules

Regular Schedule

7:20- Entrance for Breakfast	7:30 – Entrance for Class	7:40 – Tardy Bell
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1 st Period	7:40- 8:26
2 nd Period	8:29- 9:15
3 rd Period	9:18- 10:04
4 th Period	10:07- 10:53
5 th Period (Focus)	10:56 – 11:26
6 th Period (Lunch)	11:26 – 11:56
7 th Period	11:59 – 12:49
8 th Period	12:52 – 1:42
9 th Period	1:45 – 2:35

2-Hour Delay Schedule

9:20 – Entrance for Breakfast	9:35 – Entrance for Class	9:40 – Tardy Bell
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1 st Period	9:40 – 10:15
2 nd Period	10:18 – 10:53
5 th Period (Focus)	10:56 – 11:26
6 th Period (Lunch)	11:26 – 11:56
3 rd Period	11:59 – 12:28
4 th Period	12:31- 12:59
7 th Period	1:02- 1:31
8 th Period	1:34- 2:03
9 th Period	2:06- 2:35

Two-Hour Early Dismissal

7:20- Entrance for Breakfast	7:30 – Entrance for Class	7:40 – Tardy Bell
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1 st Period	7:40 – 8:10
2 nd Period	8:13 – 8:43
3 rd Period	8:46 – 9:16
4 th Period	9:19 – 9:49
7 th Period	9:52 – 10:22
8 th Period	10:25 – 10:55
5 th Period (Focus)	10:59 – 11:26
6 th Period (Lunch)	11:26 – 11:56
9 th Period	11:59 – 12:35

Welcome

The staff of Milton-Union High School would like to take this opportunity to welcome you to the 2023-2024 School Year! The information in this handbook has been carefully prepared for you to succeed.

Please remember that all students are expected to comply with all directives from Milton-Union High School staff. No student may engage in violent, disruptive, or inappropriate behavior that disrupts the educational process at Milton-Union High School.

2023-2024 Student Handbook

This student handbook and the policies and procedures contained herein supersede any and all prior practices, oral, or written representations, or statements regarding the terms and conditions of *being a student at Milton-Union High School.* **By distributing this handbook, Milton-Union High School expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.**

Expectations of Milton-Union Students

As a student, I will:

1. Attend all classes, daily, and on time.
2. Come to class prepared and ready to work.
3. Respect all property and individuals, including no swearing, threatening, name-calling, harassing, or bullying.
4. Adhere to all school rules and regulations
5. Contribute appropriately and to the best of your ability.
6. Make education a top priority.
7. Study!
8. Read!
9. Complete all assignments, including homework.
10. Agree to:
 - a. Work at solving problems.
 - b. Tell the truth.
 - c. Not interrupt.
 - d. Resolve conflicts peacefully.

If the above expectations are not observed, the student will be disciplined at the discretion of the teacher/staff member. Examples of discipline include, but are not limited to, the following:

- a. Develop a plan of action to meet expectations.
- b. Hold a teacher/student conference.
- c. Call or send note to parent/guardian by student or teacher.
- d. Assign detention.
- e. Hold teacher/student/parent/guardian conference.
- f. Refer student to Principal or Asst. Principal for additional consequences.

SEVERE BEHAVIOR CLAUSE: Any severe behavior (e.g., profanity, defiance, fighting, etc...) will result in an office referral and/or removal from classroom, skipping all other levels of classroom consequences.

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Academics

I. Academic Excellence Medals

- a All seniors who have a 3.7 or higher GPA at the end of their senior year will qualify for an Academic Excellence Medal to be given at the Senior Awards Assembly.

II. Class Rank

- a The Board of Education has authorized the use of the following class ranking system for grades. The system to be used is as follows:
 - i Class rank shall be computed at the end of each semester. The cumulative GPA is determined by all subjects in which units of credit are given to calculate an average. Any two or more students who have identical computed GPAs will be given the same rank. Rank is requested by colleges, used to determine the eligibility for membership in the National Honor Society and for certain senior honors.
 - ii The rank of the student who immediately follows a tied position will be determined by the number of students preceding him or her and not by the rank of the person preceding him or her.
 - iii A student's GPA and rank in class shall be entered on the student's record and transcript, and is subject to the Board's policy on release of student records. Rank in class shall be entered on the student's records and on all transcripts.
 - iv Advanced Placement and College Credit Plus (CCP) grades will be included in the cumulative GPA.
 - v Advanced Placement and College Credit Plus courses taken will be weighted the same.
 - vi The board authorizes a system of class ranking, by grade point average, for students in grades nine through twelve.
 - vii The grades of students transferring to the high school from a charter school will be recognized; however, such students shall have no established rank for purposes of graduation honors, such as valedictorian, etc., until such time as they have completed eight semesters.
 - viii Students entering high school from non-charter or home-based schools shall have no established GPA or class rank for purposes of graduation honors, such as valedictorian, etc., until such time as they have completed eight semesters.
- b Classes will be ranked on the following scale:
 - i 5.0 – Advanced Placement and College Credit Plus
 - ii 4.5 – Honors courses
 - iii 4.0 – all other courses

III. Course Credit

- a To earn course credit, students are required to receive a passing semester grade using a combination of two quarters and an exam. This will be calculated using a 40:40:20 ratio.
 - i Semester credit can be earned at the completion of first semester and again at the completion of the second semester.
 - ii Quarter credits cannot be earned unless the class is designed to be the length of one quarter.

- b. Credit Flexibility
 - i. Milton-Union recognizes the need to provide alternative means by which students are successful and may earn credits. Students may earn credits by:
 - 1. Completing coursework
 - 2. Testing out of or demonstrating mastery of course content; and/or
 - 3. Pursuing an alternative educational option in accordance with district policy.
 - ii. Possible educational options include distance learning, on-line coursework, tutorial programs, independent study, correspondence courses, educational travel, project portfolios, internships, mentorship programs, summer school, and early college entrance. A determination on which educational option is best suited for a student will be made in accordance with each individual student's needs and the instructional and performance objectives of the class. A credentialed teacher must review any instructional plan that includes an alternative educational option.
 - iii. Issuance of credit will be determined locally by teachers, a multidisciplinary team, a professional panel from the community, or a State performance-based assessment.

IV. Credits Required to Graduate

- a. The minimum requirements to be granted a diploma from Milton-Union High School are set by the Ohio State Department and the Milton-Union Board of Education:
 - i. English Language Arts– 4 credits
 - ii. Health – ½ credit
 - iii. Physical Education – ½ credit
 - iv. Financial Literacy or Personal Finance- ½ credit (Starting Class of 2026)
 - v. Mathematics – 4 credits – must include either:
 - 1. One credit of Algebra II or equivalent; *or*
 - 2. One credit of advanced computer science.
 - vi. Science – 3 credits – must include:
 - 1. One credit of Physical Science;
 - 2. One credit of life sciences; *and*
 - 3. One credit of advanced study in another science subject offered.
 - vii. Social Studies – 3 credits – must include
 - 1. One half-credit in world history/civilization; *and*
 - 2. One credit of American history/government.
 - viii. Electives – 7 credits
- b. Milton-Union High School requires students to accumulate 22 credits for graduation.
- c. MVCTC requires students to accumulate 21 credits for graduation.
- d. Except for those courses that specifically are indicated as possible to repeat, courses can only be counted once towards graduation. It is the student's responsibility to see that he or she is not scheduled into a course previously taken.
- e. Additional Requirements – In addition to the above, students must successfully:
 - i. Complete instruction in economics and financial literacy.
 - ii. Complete instruction in CPR and the use of an AED (unless exempted).
- f. Physical Education Waiver
 - i. Students who participate in interscholastic athletics, marching band, show choir, or cheerleading for at least two full seasons and as documented by the guidance counselor may be excused from the high school physical requirement. Students who elect this waiver must complete a half-unit in another course of study.

V. CTC Students

- a. Milton-Union students who attend the MVCTC must remain at MVCTC at least one semester prior to returning to MUHS.
- b. Students must inform their MUHS School Counselor by the beginning of December if they wish to return to MUHS for second semester.
 - i. These timelines will afford our faculty and staff the opportunity to best serve the needs of our students at MUHS.

VI. Diploma Graduation Requirements

- a. Students entering ninth grade after July 1, 2019 must meet state requirements to earn a diploma:
 - i. *Credit Minimum*: Students must earn a minimum total of 22 credits in specified subjects and take your required tests. See “Credits Required to Graduate” above.” Students must also receive instruction in economics and financial literacy and complete at least two semesters of fine arts.
 - ii. *Competency Demonstration*: Students must earn a passing score of 684 on Algebra I and English II Ohio State tests. Students who do not pass must retake the test at least once. Alternatively, students may show competency by:
 1. Earn college course credit through College Credit Plus in that subject;
 2. Enlist in a branch of the U.S. armed services upon graduation; or
 3. Proficient scores on WebXams or a 12-point industry credential or a pre-apprenticeship or acceptance into an approved apprenticeship program.
 - iii. *Readiness Demonstration*: Students must earn at least two State diploma seals that align with their goals and interests. Seals include the OhioMeansJobs Readiness Seal, the Seal of Biliteracy, and other state and local diplomas available.

VII. Early Graduation

- a. It is possible for a Milton-Union student to complete his or her graduation requirements at the end of the student’s junior year or at the end of the first semester of the student’s senior year.
 - i. All minimum graduation requirements set forth by the Milton-Union Board of Education must be met and there must be a valid reason as approved by the Principal and the Superintendent.
 1. Early graduates will follow the graduation requirements of their original class.
- b. Not more than three credits of new work in summer school may apply toward early graduation.
- c. Students who elect early graduation at the end of the first semester of the senior year may forfeit certain privileges accorded to other students, but may be included in the graduation ceremony to receive their diploma.
- d. Early graduates who elect to be included in the formal graduation ceremony must follow the regulations established for the graduation ceremony by the Principal. For information regarding requirements, contact the Guidance Department.

VIII. Exams

- a. Students are required to take exams at the end of each semester.
- b. Students will not be permitted to make up any exam unless they meet one of the following criteria:
 - i. Illness as excused by a doctor’s note.
 - ii. Pre-approved vacation.
 - iii. Extenuating circumstances as determined by the principal.

IX. Grading Scale

Grade	Percentage
A	90-100
B	89-80
C	79-70
D	69-60
F	59-0

X. Honor Roll Guidelines

- a. Honor Roll
 - i. Students who have a 3.2 or higher GPA for the grading period qualify for the Honor Roll.
- b. Principal's List
 - i. Students who achieve a 3.7 or higher GPA for the grading period qualify for the Principal's List.
- c. Students must take a minimum of two courses at Milton-Union High School to qualify for this recognition.

XI. Honors Diploma

- a. To qualify for an Honors Diploma, students in college preparatory course of study must meet certain criteria. The following are in addition to graduation requirements. To earn an Honor's Diploma, students must meet all but one of the following criteria:

ACADEMIC HONORS DIPLOMA	
English	4 credits (minimum graduation requirement)
Math	4 credits (minimum graduation requirement)
Science	4 credits, including 2 credits of advanced science
Social Studies	4 credits
World Languages	3 credits of one world language, or no less than 2 credits of each of two world languages studied
Fine Arts	1 credit
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: 27 or higher <i>or</i> SAT: 1280 or higher

XII. Incomplete Grades

- a. All students are responsible for making up all required schoolwork including tests, essays, projects, and term papers before the end of the grading period.
 - i. All students are given the number of days absent plus one to make up work.
- b. In cases of excessive absences (especially near the end of the grading period) or other extenuating circumstances that cause incomplete work at the end of a grading period may result in receiving an “Incomplete” grade.
 - i. Students are responsible for making arrangements with each teacher to complete all work. This should be completed within the number of days absent plus one, with the exception of quarter 4. For quarter 4 all assignments must be turned in prior to the last day of school.
- c. Incompletes on a grade card will average an “F” until work is made up. This may affect initial placement on Honor Roll or Principal’s List.

XIII. Online Courses

- a. Students may take online courses for the following reasons:
 - i. Credit Recovery
 - ii. Credit Acceleration
 - iii. To take courses that cannot fit into schedule.
 - iv. Other reasons will be approved by the Principal on a case-by-case basis.
- b. A course fee of \$30 will be assessed for each online course taken, regardless of the reason.

XIV. Requirements to Participate in Graduation Ceremony

- a. A student must have passed all state and MUHS graduation and diploma requirements to march in the graduation ceremony and receive a diploma.
- b. A student must have all commitments paid before he or she can march in the graduation ceremony.

XV. Schedule Revisions

- a. Schedule changes are not permitted once the request sheet is returned and the master schedule is completed in May.
 - i. Classes are balanced and courses are offered based on student requests and making schedule changes is very difficult.
 - ii. This request sheet is a commitment by the student to follow a schedule and take the requested classes. A change of heart, change in work ethic, interests, or peers are not reasons to change a schedule.
- b. All schedule changes are at the discretion of administration.
 - i. Acceptable reasons a schedule may be changed: a course cannot be scheduled, a mistake has been made, or administration feels a change would be in the best interest of all concerned.
 - ii. If a student is withdrawn from a course during the first ten school days of the semester, no grade will be given. Withdrawing from the course after the first ten school days of the semester could result in an “F” for the semester unless with teacher recommendation and administrator approval due to extenuating circumstances.

XVI. Valedictorian and Salutatorian (For Classes of 2024)

- a. Valedictorian and Salutatorian will be determined senior year with the student(s) with the highest weighted cumulative GPA average to be named Valedictorian and the second-ranked student(s) named Salutatorian. All grades accumulated up to this time will be averaged and class ranking will be established for these two honors.

- i. In the event of a tie for Valedictorian, both or all students will serve as Valedictorian. In this case, no Salutatorian will be named.
- ii. No student shall be eligible for graduation honors, such as Valedictorian or Salutatorian unless they have been enrolled for at least eight consecutive semesters prior to the final semester utilized for purposes of determining such honors.
- iii. The grades of students transferring to MUHS from a charter school will be recognized; however, the student will have no class rank for purposes of graduation honors, such as Valedictorian, until such time as they have completed eight consecutive semesters.
- iv. Students entering the high school from a non-charter or home-based school will have no GPA or class rank for the purposes of graduation honors, such as Valedictorian, until they have completed eight consecutive semesters.

XVII. Valedictorian and Salutatorian and Latin Honors (For Classes of 2025-2026) (BOE Approved 2023)

- a. Valedictorian and Salutatorian will be determined senior year with the student(s) with the highest weighted cumulative GPA average to be named Valedictorian and the second-ranked student(s) named Salutatorian. All grades accumulated up to this time will be averaged and class ranking will be established for these two honors.
 - i. In the event of a tie for Valedictorian, both or all students will serve as Valedictorian. In this case, no Salutatorian will be named.
 - ii. No student shall be eligible for graduation honors, such as Valedictorian or Salutatorian unless they have been enrolled for at least eight consecutive semesters prior to the final semester utilized for purposes of determining such honors.
 - iii. The grades of students transferring to MUHS from a charter school will be recognized; however, the student will have no class rank for purposes of graduation honors, such as Valedictorian, until such time as they have completed eight consecutive semesters.
 - iv. Students entering the high school from a non-charter or home-based school will have no GPA or class rank for the purposes of graduation honors, such as Valedictorian, until they have completed eight consecutive semesters.
- b. Latin Honors will be determined senior year with student(s) with certain weighted cumulative GPA average will be bestowed the following honors:
 - i. Summa Cum Laude: 4.4+
 - ii. Magna Cum Laude: 4.10-4.399
 - iii. Cum Laude: 3.8-4.099

XVIII. Latin Honors (Class of 2027 and Beyond) (BOE 2023)

- a. Latin Honors will be determined senior year with student(s) with certain weighted cumulative GPA average will be bestowed the following honors:
 - i. Summa Cum Laude: 4.4+
 - ii. Magna Cum Laude: 4.10-4.399
 - iii. Cum Laude: 3.8-4.099
- b. Speech selection will be determined by a committee formed by the principal made up of staff.

Assembly Behavior

I. Appropriate behavior during assemblies is expected.

- a. Students not behaving appropriately will be removed and disciplinary consequences will follow.

Athletics

I. Activity Fee

- a. The following guidelines and procedures for the payment of fees will be utilized to administer the Activity Fee Program:
 - i. Parents and students are advised that payment of fees does not automatically ensure playing/participation time. This applies particularly to athletics.
 - ii. The head coach/advisor shall provide a final official roster of the students participating in the activity to the athletic director/building principal. This final official roster will be submitted by the head coach/advisor after final cuts have been made and the team members have been selected. The athletic director/building principal will forward a copy to the Treasurer's office.
 - iii. Activity fees will be capped at \$350 per family for athletics and \$350 per family for co-curricular activities.
 - iv. Students eligible for the Free and Reduced Lunch Program will be required to pay 50% of the activity fee.

II. Eligibility

- a. Academic Standards
 - i. Students in grades 7 - 12 must be passing five one-credit courses (or the equivalent) during the preceding nine week grading period. Students must obtain a 1.8 GPA for all courses taken during the preceding grading period.
 1. Athletes are not permitted to participate in practice or contests if ineligible at the beginning of the nine weeks. Eligibility is established the morning of the fifth school day.
 2. Summer School, College Credit Plus taken in the summer, and other educational options may not be used to bring a student into compliance.
 - ii. The coach/advisor may establish additional criteria for membership in his/her group including attendance at a Study Table until the grade(s) have been raised to passing marks.
- b. Attendance Standards
 - i. Arrival - Students must arrive by 8:10 a.m. to be eligible to participate in extra-curricular activities unless they have notified the attendance office prior to 8:10 a.m. and are excused upon arrival.
 - ii. Absence During School Day
 1. Students who leave school and do not return to school due to illness are not eligible to participate in extra-curricular activities for that day.
 2. Students who leave school and return to school are eligible to participate providing they have an excused absence.
 - iii. Friday Absence - Students absent on Friday are eligible to participate on Saturday providing they have an excused absence.
 - iv. Participation is defined as playing in contests, practices or any other extra-curricular activity.
 - v. See "Attendance" section below for what is considered an excused absence.
 - vi. The principal or athletic director has the final authority when ruling upon extra-curricular eligibility based on the listed standards.
- c. OHSA Eligibility Standards

- i. In addition to the standards listed above, students must also meet the student eligibility requirements adopted by the Ohio High School Athletic Association if competing in an applicable athletic sport. This includes age, residency, conduct, character and discipline standards, substance use, sporting behavior and amateurism rules.

III. Refunding Fees

- a. The following guidelines and procedures for refunding/reimbursing fees will be utilized:
 - i. No refund will be issued if a student quits an activity after the first contest.
 - ii. No refund will be issued if a student is dismissed from an activity after the first contest.
 - iii. No refund will be issued after the first scheduled contest has taken place. Exception: athletic injury.
 - iv. Following a review on a case-by-case basis, the appropriate building principal may issue a refund when special circumstances exist that prohibit participation. The building principal's decision is final.

IV. Injury

- a. In the event of an injury:
 - i. 100% of the activity fee will be returned if a student incurs a season-ending injury prior to the start of scheduled contests.
 - ii. 50% of the activity fee will be returned if a student incurs a season-ending injury after the first scheduled contest, but before the contest representing the halfway point of the competitive season.
 - iii. None of the activity fee will be returned if a student incurs an injury after the halfway point of the competitive season.

Attendance

I. Absence Records

- a Attendance is required of all students enrolled during the days and hours that the school is in session or during the attendance sessions to which he or she has been assigned.
- b Per state law, hours and minutes of school missed will be tracked for students' accumulated attendance.
- c A student may have up to ten (10) excused absences without a doctor's note per school year, but with a phone call from a parent/guardian.
 - i After ten excused or unexcused absences, all other such absences will be recorded as unexcused UNLESS the student has documentation from a physician.
- d All students must adhere to the school's policy on excessive absenteeism and habitual truancy described below.

II. Attendance for Athletic, Co-Curricular, Extra-Curricular, Special Events, and/or Other Privileged Events

- a If a student is on an Attendance Improvement Plan due to excessive absences, the student must be present at school 72 hours consecutively prior to the event.
 - i There will be no exceptions as these are privileged activities.

III. College Visits

- a Juniors and seniors are permitted a total of two days per year for college visitations. These absences will not be counted as an absence from school provided the following procedures are followed:
 - i Pre-Approval from the counselor, teachers, and principal.
 - ii Return signed application to counselor one week prior to college visit.
 - iii Bring verification of visit by college admission counselor to the office the day of the return. Failure to do so will result in an unexcused absence.

IV. Early Release Period/Late Arrival Period

- a Early release or late arrival is a student privilege granted when all credits have been achieved for graduation or on-track juniors and seniors who are enrolled in 5 credit-bearing classes. **Seniors who are failing classes/credit deficient may lose the privilege of early release/late arrival.**
- b **Early release or late arrivals are approved by the Principal with proper documentation on record.**
- c **All early release or late arrival students must sign-in or out in the main office.**

V. Early Dismissals/Late Arrivals

- a Early dismissals and late arrivals are for special circumstances that cannot be handled during non-school hours. There will be no early release without prior notification by written or personal request of the student's parents, which must state the reason for early dismissal.
- b The principal will identify justifiable reasons for early dismissal or late arrival, such as a court appearance, health care provider appointment, driver license exam, nurse/office decision, and/or personal or family emergency or crisis.
- c The student must:
 - i Bring note or have parent/guardian place a call to the office stating date and reason for dismissal, as well as parent/guardian phone number (except for emergencies).
 - ii Sign out in designated office at appropriate time.

VI. Excessive Absenteeism and Habitual Truancy – Required by House Bill 410

a Excessive Absenteeism

- i. A student is excessively absent if he/she is absent for:
 1. 38 hours with a nonmedical excuse or without legitimate excuse per month; or
 2. 65 hours with a nonmedical excuse or without legitimate excuse per school year.
- ii. In such an event, the following must occur:
 1. The student's parent/guardian will be notified in writing within 7 days of the triggering absence.
 2. The student will follow school policy on addressing excessive absence; and
 3. The school may refer the student and family to community resources, as appropriate.

b Habitual Truancy

- i. A student is habitually truant if he/she is absent for:
 1. 30 or more consecutive school hours without legitimate excuse;
 2. 40 or more school hours in one school month without legitimate excuse; or
 3. 72 or more school hours in one school year without legitimate excuse.
- ii. In such an event, the following must occur:
 1. The school will create an "absence intervention team" and make meaningful attempts to secure the participation of the student's parent/guardian within 7 days of the triggering absence. The student's parent/guardian is required to be on the team.
 2. An absence intervention plan will be developed within 14 days, with notice to the student's parent/guardian within 7 calendar days after the plan is developed.
 3. The student has 60 calendar days to participate and make satisfactory progress on the plan.
- iii. Failure to make substantial progress will result in a complaint being filed in juvenile court against the student. The intervention team may also take any of the following actions (Policy 5200):
 1. Provide counseling to the student;
 2. Request or require the student's parent to attend a parental involvement program and/or a truancy prevention mediation program.
 3. Notify the registrar of Motor Vehicles of the student's absences; and/or
 4. Take appropriate legal action.

VII. Excused Absences

a Legitimate excuses include:

- i. Personal Illness **(Doctor's notes are to be provided within five (5) days of a student's return from an absence - for those absences requiring a doctor's excuse.)**
- ii. Appointment with a health care provider - doctor, dentist, counselor (with documentation)
- iii. Illness in family requiring the presence of the student
- iv. Quarantine of the home for contagious disease (with documentation)
- v. Death in the family
- vi. Medically-necessary leave or necessary work at home due to parent/guardian absence
- vii. Observance or celebration of a bona fide religious holiday
- viii. School-approved/scheduled activities (field trips, athletic contests, college visitations)
- ix. College visitations (juniors and seniors only; verification required)
- x. Other extenuating or emergency circumstances as determined by Board Policy 5200, the principal, and/or the Superintendent.

b Work can be made up and counted.

- i. Students have the same number of days to do make-up as days missed, plus one.

VIII. Illness at School

- a. Students who become ill at school are to report to the main office.
- b. Parent permission is required for a student to leave school due to illness.
- c. Students are not to call their parents from cell phones.**
- d. Dismissal reasons may include fever above 100 degrees, vomiting, and/or other ailment requiring medical attention.
- e. If the school nurse determines the need for a student to leave school due to illness, the remainder of the day will be considered an excused absence. No additional days will be excused.

IX. Remote Attendance

- a. Consistent with the district's remote learning plan, the district may provide a variety of instructional models, including teacher-led remote learning and self-directed remote learning.
- b. Teacher-led remote learning
 - i. Student attendance will be tracked in the same manner as in-person instruction.
 - ii. In addition to the excused absences described above, the following may also be considered excused, with notice from a parent/guardian:
 - 1. Temporary Internet outage;
 - 2. Unexpected technical difficulties;
 - 3. Computer/device malfunction.
- c. Self-directed remote learning
 - i. Student attendance will be tracked by evidence of participation, such as daily logins, daily interactions with the teacher, and/or assignment completion. The teacher will determine the number of hours and report those hours of attendance when the assignment is completed.

X. Tardies to School

- a. A tardy is excused when a pre-arrangement has been made with the office for legitimate excuses as listed in this policy. There may be legitimate reasons for students to leave school during the day for scheduled appointments. Whenever possible, parents should make dental and medical appointments when school is not in session. Hours of school missed will be tracked for students' accumulated attendance.
- b. Students **MUST** sign in the office when they are tardy to school and receive a pass to class. A student is considered tardy if they arrive after 7:40 a.m. and before 8:10 a.m. The tardy is recorded and dealt with per Code of Conduct.
- c. Consequences for unexcused tardies include:
 - i. 3 tardies – Detention
 - ii. 5 tardies – WAS
 - iii. 7 tardies – Friday School
 - iv. 7+ tardies – Principal or Asst. Principal determination (see also Excessive Absenteeism and Habitual Truancy described above for required notifications/interventions)

XI.Unexcused Absences/Truancies:

- a. Work can be made up and counted.
- b. It is possible for student to be truant even though parent has given permission for absence.
- c. Any absence that is regarded as excessive or interferes with the student's education may be interpreted as truancy.
- d. Examples of unexcused absences/truancies include, but are not limited to:
 - i. Trouble getting to school on time (e.g., alarm clock difficulties, missing bus, car trouble, sleeping in).
 - ii. Unexcused appointments (e.g., shopping, prom arrangements, hair cuts, jobs)
 - iii. Unapproved vacation or absence without required documentation
 - iv. Missing any part of the school day without knowledge and permission of parent/guardian & school authorities
 - v. Accompanying friend or relative on non-emergency trip; non-emergency work at home.

XII. Vacations

- a. The decision to excuse a student for a family vacation resides with the principal. When an administrator reviews vacation requests, one or more of the following factors will be considered:
 - i. Past and current student grades
 - ii. Educational value of trip
 - iii. Attendance record
 - iv. Special circumstances
 - v. Appropriate Vacation Form is filled out
- b. No student will be excused for a vacation that exceeds 38 hours in a school month or 65 hours in a school year.
- c. Make-up work will be required for excused and unexcused vacation.

Book Bags

- I. All book bags, tote bags, and/or purses large enough to hold books are to be stored in the student's locker during the school day.
 - a. The exception is if the book bag/bag is clear or mesh.
- II. Exceptions can be made by the administration. Exceptions may include, but are not limited to injury, medical requirements, or other necessary accommodations.

Bus Regulations

- I.** The purpose of a school transportation system is to deliver students to and from school and to authorized curricular and extracurricular events; therefore, the same conduct expected in the school is required on the bus.
- II.** Riding the bus is a privilege; the privilege will be suspended for students who cannot abide by the rules and regulations prescribed by the Ohio Code and local Board of Education Code of Conduct. Students are not permitted to switch bus stops. The bus supervisor assigns bus stops and any infractions may cause the denial of a student to ride the bus.
- III.** Students riding the bus will:
 - a. Approach bus stop by walking on the left, towards oncoming traffic.
 - b. Check both ways before crossing road.
 - c. Be on time at bus stop in safety spot.
 - d. Approach assigned seat without crowding or pushing others.
 - e. Sit in assigned seat, facing forward, not backward.
 - f. Remain seated while bus is moving.
 - g. If disembarking, remain seated until bus stops to unload; wait for bus driver's signal, then cross road in FRONT of bus.
 - h. Adhere to driver instructions and discipline.
 - i. Talk or laugh in a reasonable manner.
 - j. Keep head, arms, and hands inside bus.
 - k. Be courteous.
 - l. Keep bus clean and sanitary (No chewing gum, eating candy or food, drinking of beverages, glass containers, live animals, large objects, etc.).
 - m. Treat bus with care - do not damage seats, etc.
 - n. No fighting, screaming, profanity, or any other inappropriate behavior.
 - o. Keep knees and feet out of aisle.
 - p. Cell phones are to be turned off while on the bus and should not be visible.
 - q. Embark and disembark at safety spot.
- IV.** Discipline
 - a. While on the bus, students are under the authority of the bus driver. Discipline will be handled by the bus driver and/or building administrator. Responsibility begins with pick-up and ends with drop-off.
 - b. The driver has the right to remove a student immediately whose conduct on the bus is an immediate danger to persons or property or a threat to the safe operation of the school bus – and will be given notice as soon as practicable of a hearing regarding the removal.

Cell Phones/Non-School Personal Communication Devices

- I. Possession of a cell phone or other non-school personal communication device during school hours and/or during extra-curricular activities is a privilege that may be forfeited by violating the policy outlined below.
 - a. This includes computers, tablets, electronic readers, cell phones, smartphones and/or other web-enabled devices of any type.
- II. Devices must be silenced during the school day.
- III. Students are not permitted to use their non-school personal communication devices in class.
- IV. Students are permitted to use their non-school personal communication devices during the following times:
 - a. Before and after school;
 - b. During their lunch break;
 - c. In between classes;
 - d. In need of class activity
- V. Use of non-school personal communication devices during allowable times are permitted as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment, during after-school activities, or at school-related functions.
- VI. Students are not permitted to:
 - a. Take pictures or video without permission from administration.
 - b. Utilize or active devices in any school situation where a reasonable expectation of personal privacy exists.
 - c. Using covert means to listen in or make a recording of any meeting or activity at school.
 - d. Use a device in any way that might reasonably create the impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See “Harassment, Intimidation, and Bullying” below.
 - e. Use a device to capture, record, transmit or receive any information in a manner constituting fraud, theft, cheating, or academic dishonesty.
- VII. Students shall have no expectation of confidentiality with respect to their use of devices on school premises/property.
- VIII. Students are personally and solely responsible for the care and security of their devices. The school assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of devices brought onto its property.
- IX. Students who violate the policy described above will be subject to disciplinary consequences, including but not limited to:
 - a. Confiscation of device and held until parent/guardian picks it up.
 - i. If the violation involves potentially illegal activity, the confiscated device may be turned over to law enforcement.
 - ii. A confiscated device will be held in a secure location.
 - b. Required deletion of prohibited pictures or video.
 - c. Loss of privilege to bring a device to school for a designated length of time or on a permanent basis.
 - d. Other consequences as determined by the school principal/administrator.

Cheating/Academic Dishonesty

- I. Milton-Union values honesty and integrity. Cheating, assisting to cheat, plagiarism, and/or another form of academic dishonesty is prohibited.
- II. Academic dishonesty includes inappropriate use or attempting to use information, resources, or means from another person or source for the benefit of a personal grade (including achievement and other standardized tests).
- III. The following **circumstantial evidence may be the basis of discipline:**
 - i. Student evaluation (test scores/grade);
 - ii. Teacher observance of physical happenings (eye movements, body movements);
 - iii. Identical test answers;
 - iv. Location of article/information on a website or in another published source or another student's work without proper footnoting;
 - v. Proximity (seating arrangement);
 - vi. Utilization of viewing history and collaborators of the document.
 - vii. Other information as determined by the teacher or school principal.
- IV. **Disciplinary decision will be made based on knowledge of all the circumstances surrounding the incident and the determination that it is more probable than not that cheating and/or plagiarism occurred.** Consequences may include, but are not limited to:
 - i. Loss of grade
 - ii. Reassignment
 - iii. Retake of work in question.

Code of Conduct

- I. The Code of Conduct rules and regulations pertain to conduct:
- On district school grounds during, before or after school hours;
 - On district school grounds at any other time when the school is being used by a school group;
 - On the school bus, while en route to or from school or district-sponsored events;
 - Off district school grounds if connected to school activities, functions or events (including field trips); or
 - On or off district school grounds if directed at a district official or employee or the property of an official or employee.
- II. It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the School's staff and administration. Students must submit to such disciplinary measures as are appropriately assigned for infraction of those rules.
- III. Policy: The Milton-Union Board will not tolerate any form of violence, disruptive or inappropriate behavior, or excessive truancy as defined in current law. (Policy 5600)
- IV. **Consequences/Disciplinary Action: Teaching personnel are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Teachers may call on other school personnel to help in discharging their responsibility.** They may refer students to the building administrator who is then responsible for determining further disciplinary action. An administrator may deal with student misconduct in a variety of ways including, but not limited to: counseling, parent involvement, detention (before, during, after school), referral to school or other support personnel, loss of privileges, Wednesday-After-School (WAS), Friday School, Suspension and Recommendation of Expulsion.
- V. Misconduct Areas: Following is a list of major areas that could result in the Consequences/Disciplinary Action listed above. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

01 Truancy

Truancy is unexcused absence from school.

03 Fighting/Violence

Fighting/Violence is mutual participation in an incident involving physical violence.

04 Vandalism/Damage to School or Personal Property

Vandalism is the willful destruction or defacement of school or personal property.

05 Theft/Stealing of Personal or School Property

Theft is the unlawful taking of property belonging to another person.

- 06 Use, Possession, Sale or Distribution of a Firearm**
A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option.
- 07 Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary or Poison Gas**
A weapon, device, instrument, material or substance, animate or inanimate, that is used for, intended to be used, or readying capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Dangerous weapons include knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, or ammunition.
- 08 Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas**
Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
- 09 Use, Possession, Sale or Distribution of Tobacco Products**
This includes smokeless tobacco and e-cigarettes.
- 10 Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages**
- 11 Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol**
Use, possession, sale or distribution of any controlled drug other than tobacco or alcohol. This does not include the use or possession of prescription medication that has been administered in accordance with the district's policies.
- 14 False Alarms/Bomb Threat**
Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.

18 Disobedient/Disruptive Behavior

Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures).

19 Harassment/Intimidation/Bullying

Any intentional written, verbal, graphic or physical act that a student or group of students exhibit toward another particular more than once and the behavior both:

- Causes 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.

Harassment, intimidation, or bullying may also mean violence within a dating relationship.

Harassment, intimidation, or bullying can be committed via electronic devices such as a cell phone, computer, or other wireless hand-held device.

See Harassment, Intimidation, and Bullying Section below for more information.

20 Firearm/Weapon Look-a-likes

Any item that resembles a firearm or other weapon, but does not have the explosive or general characteristics of a firearm or weapon. The firearm look-a-like may use a spring-loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns).

21 Unwelcome Sexual Conduct

Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

22 Serious Bodily Injury

An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as a bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty.

Computer/Education Technology Guidelines

- I. General Principles:
 - a. When a student at Milton-Union accesses computers, computer systems, and/or computer networks owned or operated by the Milton-Union Schools, he or she assumes certain responsibilities and obligations. All access of this type is subject to school policies and to local, state, and federal laws. Milton-Union expects that students' use of computers provided by this school will be ethical and will reflect academic honesty. Students must demonstrate respect for intellectual property, ownership of data, system security mechanisms, and rights to privacy. Use of computers and technology is a privilege and not a right.
- II. Student Education Technology Acceptable Use and Safety/Staff Education Technology Acceptable Use and Safety/District Web Page
 - a. The school district has the right to link to recognized news/media sites and to commercial vendors pursuant to a BOE contract.
 - b. Users have no right or expectation to privacy when using education technology (including the content of student personal files, e-mails, and records of online activity when using the computer network and/or Internet connection).
 - c. Students may be assigned a school email account that they are required to utilize for all school-related electronic communications.
- III. Student Guidelines
 - a. As a student, you are expected to make appropriate use of education technology resources provided by Milton-Union. You must:
 - i. use resources only for authorized purposes following established procedures;
 - ii. have any school-assigned device at school and charged every day;
 - iii. be responsible for all activities on your assigned device;
 - iv. access only files and data that are your own, or to which you have been given authorized access;
 - v. use only legal versions of copyrighted software;
 - vi. be considerate in your use of shared resources;
 - vii. log on and off properly; and
 - viii. Start or reboot systems only with authorized permission.
- IV. Inappropriate Use
 - a. Students must not make inappropriate use of education technology resources provided by Milton-Union. The following are non-exhaustive actions that are considered inappropriate:
 - i. assisting another in computer misuse or computer tampering;
 - ii. using another person's password;
 - iii. using another person's files, system, or data without permission;
 - iv. using computer programs to decode passwords or to access control information;
 - v. attempting to circumvent or subvert system security measures;
 - vi. engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating viruses, damaging files, or disrupting service;
 - vii. making or using illegal copies of copyrighted software, storing such copies on school systems, or sending them over networks;
 - viii. using mail service to harass others;

- ix. wasting computing resources;
 - x. searching for or accessing inappropriate sites and/or image
 - xi. engaging in any activity that does not comply with the general principles listed at the beginning of this document;
 - xii. installing software without authorization;
 - xiii. unauthorized use of DOS;
 - xiv. Issues related to vandalism, plagiarism, dishonesty, and theft as outlined in current code of conduct information apply to the computer network, individual computer workstation, other peripherals, software, and all electronic files.
- V. Students are responsible for good behavior when using education technology. Communications on the Internet are often public in nature. General school rules for behavior and communication apply.
- i. Students may only use education technology resources to access or use social media if it done for educational purposes in accordance with their teacher's approved plan for such use.
- VI. Milton-Union considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information that may suggest that a student is using school computer systems inappropriately. **Violators are subject to disciplinary action by school officials that may include access denied to school computers, Alternative Center, Detention, Wednesday-After-School, Friday School, In School Detention or Out of School suspension. Offenders may also be prosecuted under applicable federal and state laws.**

Counselors and College and Career Planning Services

- I. Every student attending MUHS is assigned to a counselor upon entering the ninth grade. Although each student works with his or her counselor on grades and scheduling, he or she may also wish to discuss personal matters with our counselors.
- II. College and Career Planning Services
 - a. MUHS strives to have every student college and career ready. To access the most recent college advising plan, visit <https://www.muschools.com/o/high-school/page/college-career-planning>.
 - b. Every student has access to *Xello*, an online education and career planning tool. This tool helps students align their strengths and interests with college and career pathways. The tool can be accessed at the website listed above.
 - c. Students are also encouraged to visit <https://ohiomeansjobs.ohio.gov/> to access additional resources for college and career planning.
- III. College Credit Plus
 - a. College Credit Plus is Ohio's dual enrollment program that provides students in grades 7-12 the opportunity to earn college and high school credits at the same time by taking courses from Ohio colleges or universities.
 - b. To access more information about how to participate, visit <https://www.milton-union.k12.oh.us/o/high-school/page/college-credit-plus>.

Dance Guidelines

- I. General Guidelines:
 - a. Students and guests attending the dance are required to abide by all MUHS rules and the established expectations outlined in the Student Dance Agreement Form (Appendix A).
 - i. A Student Dance Agreement Form (Appendix A) must be agreed to through the handbook acceptance policy done at the beginning of the year.
 - ii. Outside guests must provide a copy of their drivers license or another form of ID prior to the dance to the administration
 - b. School dances are school functions, and as such, students are expected to dress and behave in ways that are appropriate.
 - c. Students may only bring eligible guests and are responsible for their outside guests.
 - d. Classes or clubs sponsoring a dance are to follow the Dance Guidelines and Outside Guest Dance Attendance Request Guidelines.
 - e. Prom is limited to MUHS juniors and seniors and their dates.
- II. Admittance and Attendance
 - a. Tickets are non-transferable. Trading or selling tickets is not allowed.
 - b. Admittance is subject to the approval of administration. Permission to attend the dance is a privilege, not a right, and may be revoked.
 - i. A student not in attendance the full school day on the day of the dance will not be permitted to attend the dance.
 - ii. A student serving a suspension during the date on which the dance is being held or who has been expelled from school of any period of time during the current school will not be permitted to attend the dance.
 - iii. A student who does not follow a full-time regular class schedule must receive permission from the principal or assistant principal to attend as a student.
 - c. If a student is on an Attendance Improvement Plan due to excessive absences, the student must be present at school 72 hours consecutively prior to the dance.
 - i. There will be no exceptions as dances are privileged activities.
 - d. Any student or guest may be searched for weapons and illegal substances prior to admittance.
 - e. **No-entry**. Any student or guest who leaves during the dance or is removed will not be readmitted.
- III. Dance Conduct
 - a. Sexually explicit dancing such as freaking, grinding, or any other type of dancing or act which could be construed as vulgar or provocative is prohibited.
- IV. Discipline
 - a. Violation of the Student Dance Agreement will result in removal from the dance and possible discipline.
 - b. MUHS staff reserve the right to deny admission or eject any student or guest for inappropriate dress or behavior.
- V. Dress Code
 - a. Formal attire is required for the dance. Specific dress code expectations are described in the Student Dance Agreement. Violations may result in non-admittance.
 - b. Students are expected to maintain a high level of self-respect in their dress at all times.

VI. Guest Policy

- a. Any guest attending the dance must be under 21 years old and not a middle school student.
- b. All guests must complete the Outside Guest Request form and the Student Dance Agreement form prior to purchasing tickets.

Discipline - Consequences

I. Consequences for Violating the District Code of Conduct

- a. *Detention* – held at 7 a.m., lunch, or 2:35 p.m. They are approximately one hour.
 - i. Detentions scheduled at 7am will be conducted in two sessions that result in one hour.
- b. *Wednesday After School (WAS)* – held on Wednesdays from 2:35 p.m.-5:05 p.m. p.m.
- c. *Friday School*
 - i. Friday School is held on Fridays from 2:35pm-6:35pm.

II. Guidelines for Detention, WAS, and Friday

- a. Reading or study materials are mandatory; students are expected to have their work ready when they arrive.
- b. Students are to report to the designated room at the signed day/time or forfeit the assigned day.
- c. If a student is absent the day of the assigned detention, WAS, or Friday School, the student will be rescheduled for the next applicable date.
 - i. This will be done automatically; no notification will be sent.
- d. If a student skips the assigned detention, WAS, or Friday School, a more severe consequence will automatically be assigned.
 - i. For example, if a student skips an assigned detention, a WAS will automatically be assigned.
 - ii. The Principal or Asst. Principal may choose to re-assign in the case of extenuating circumstances.
 - iii. If a student is assigned an office detention due to missing a teacher detention, the teacher detention may also be reassigned in addition.
- e. The student is responsible for knowing his or her detention, WAS, and/or Friday School dates.

III. In-School Detention (ISD)

- a. In-school discipline will only be offered at the discretion of the principal for offenses found in the Student Code of Conduct/Student Discipline Code.
 - i. If a student skips the Friday School assignment, a day of ISD may be assigned.
- b. Students assigned to ISD will be expected to strictly adhere to all rules and regulations established.
 - i. Any student who is issued ISD will be permitted to complete any classroom assignments missed because of the in-school discipline.

IV. Emergency Removal / Out of School Suspension / Expulsion

- a. Exclusion from the educational program is the most severe sanction that can be imposed on a student.
 - i. *Emergency removal* is the exclusion of a student who poses a continuing danger to property or persons in the school district or whose behavior presents an on-going threat of disrupting the educational process.
 - ii. *Out of School Suspension* is the temporary exclusion for a period not to exceed ten (10) school days. Students may be assigned OSS for severe or repeated Code of Conduct violations

iii. *Expulsion* is the exclusion of a student from Milton-Union schools for a period up to one year.

1. Expulsion will be considered for:
 - a. Bringing or possessing a firearm or knife capable of causing serious bodily harm
 - b. Violent conduct that would be a criminal offense if committed by an adult and results in serious physical harm; and/or
 - c. Bomb threats.
2. Expulsion may be considered for other serious and/or reoccurring behavior that violates the Student Conduct Code.

V. Permanent Exclusion

- a. Permanent exclusion is a permanent ban on a student from attending a public school in the State of Ohio.
- b. The Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for the following reasons:
 - i. Committed on school property or a school activity
 1. Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordinance
 2. Possessing, selling, or offering to sell controlled substances; or
 3. Complicity to commit any of the above (regardless where complicity occurred)
 - ii. Committed anywhere
 1. Rape, gross sexual imposition or felonious sexual penetration
 2. Murder, manslaughter, felonious or aggravated assault
 3. Complicity to commit any of the above.
- c. If the Superintendent has adequate evidence of the above, the Superintendent will submit a written recommendation to the Board. The Board, after considering all the evidence, including the hearing of witnesses, will take action within 14 days. If the Board adopts the resolution, the Superintendent will submit the resolution to the State Superintendent.

Discipline – Due Process

- I. Milton-Union recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.
- II. To better ensure that appropriate due-process is provided a student, the following guidelines are in place:
 - a. Student subject to suspension:
 - i. A student must be given both written notice of his/her suspension and the reasons thereof and the opportunity to appear and respond to the charges against him/her prior to the suspension. An appeal may be addressed to the Principal/designee (within 24 hours) and then the Superintendent/designee whose decision will be final.
 - b. Student subject to expulsion:
 - ii. A student and his/her parent or guardian must be given written notice of the intention to expel and the reasons thereof, and an opportunity to appear with a representative before the Superintendent/designee to answer the charges. The Board shall act on any appeal to an expulsion.

Dress Code

I. Guidelines

- a The way you dress reflects you! Milton-Union recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.
- b Students and their parents may make decisions regarding their appearance, except when their choices interfere with the educational program of the school.
- c The student and their parent/guardian are charged with the general responsibility to ensure that the student is dressed in an acceptable manner conducive to the learning atmosphere for him/her.

II. Prohibited Dress or Grooming Practices

- a No hats or other head coverings (including bandanas) during the school day unless a special event is announced. Head coverings for religious purposes are exempted.
- b No sunglasses.
- c No clothing with inappropriate and/or disrespectful graphics, language, or symbols that will materially interfere with the learning environment. Obscene, offensive, or provocative clothing are not proper attire for school. This includes, but is not limited to drug, alcohol, tobacco, violent, sexual innuendo, disrespectful, or gang-related symbols, words, or emblems.
- d No clothing worn in a manner not keeping with the design of the original intent of that particular item (e.g., pajamas).
- e No clothing that inappropriately reveals parts of the body or underclothes and will materially interfere with the learning environment.
 - i. No clothing that shows a bare midriff or bareback, or halter tops, tank tops, muscle shirts, tops with spaghetti straps, or abbreviated shoulders (unless worn with a blouse or T-shirt or similar clothing).
 - ii. No shirts with a plunging or revealing neckline.
 - iii. No excessively torn, tattered, or ragged clothing or with holes above finger-tip length.
- f No chains attached to clothing or carried around. No large metal necklaces or wrist wear, chain belts, or spiked jewelry.
- g No piercings that are disruptive, distracting, or pose a safety concern.

III. Guidance for Certain Clothes / Attire

- a Sleeveless tops are permitted if they go from the neckline to the seam at the shoulder and are not revealing under arm.
- b Shorts, skirts, and dresses must be finger-tip length and not extremely tight.
- c Yoga pants and tights must be worn with shirts, tops, skirts, or dresses that are an appropriate length all the way around.
- d Pants are to be worn with the waistband around the waist. If pants are loose, a belt will be required.
- e Tattoos that are distracting or disruptive to the educational process must be covered.
- f Outdoor apparel should be placed in the student's locker for the duration of the school day.

IV. Failure to Follow Dress Code

- a Students who violate the guidelines will not be admitted to class and may be suspended from school.

Fees and Fines

I. School Fees

- a. A fee is a monetary charge collected by the school from the student or parent/guardian in order to participate in a school-related program.
 - i. No fees will be charged for necessary textbooks and/or electronic textbooks.
 - ii. Families who are receiving funds from *Ohio Works First (R.C.5107)*, *Disability Assistance (R.C.5515)*, or for any other good and just reasons may qualify for fees to be waived. Applications can be obtained from the office.

II. School Fines

- a. A fine is assessed for damage, loss, or stolen school property, equipment, or supplies.
 - i. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.
- b. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

III. Failure to Pay Fines or Fees

- a. Failure to pay fines or fees may result in the withdrawal of report cards and/or credit.
- b. Seniors that fail to pay fines or fees may not be permitted to take part in commencement ceremonies.

Hall Passes

1. Hall Passes

- a. All students are to use administrative approved hall passes with permission from the teacher when they need to leave class to go to the office, restroom, nurse, counselor, etc., during a period.
- b. Students who violate classroom policies for leaving class will not be permitted to leave class for any reason other than an emergency or be subjected to discipline deemed appropriate by the administration.
- c. Students who do not have a pass will be escorted back to class by a staff member immediately.

Harassment, Intimidation, and Bullying

I. Anti-Harassment Policy (Policy 5517)

- a. Harassment, intimidation and bullying are defined in the Code of Conduct (19).
- b. The following is the Milton-Union anti-harassment policy (Policy 5517):

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

c. Harassment

- i. Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:
 - 1. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
 - 2. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
 - 3. has the effect of substantially disrupting the orderly operation of a school.

d. Sexual Harassment

- i. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
 - 1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
 - 2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
 - 3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.
- ii. Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.
- iii. See Board Policy 2266 (Nondiscrimination on the Basis of Sex and Formal Complaints of Sexual Harassment in Education Programs or Activities) for additional details.

e. Additional Forms of Harassment

- i. Race/Color Harassment -
Includes racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.
- ii. Religious (Creed) Harassment
 1. Includes conduct directed at a person's religious tradition, clothing, or surnames and/or involves religious slurs.
- iii. National Origin/Ancestry Harassment
 1. Includes negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.
- iv. Disability Harassment
 1. Includes negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

II. Anti-Harassment Compliance Officer

- a. The Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment:

Laurie Grube, Student Services Director
grubel@muschools.com; (937) 884-7910

- b. Students are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that Milton-Union may address the conduct before it becomes severe, pervasive, or persistent.
- c. Upon receipt of any report of alleged harassment, the Officer will contact the individual and begin either an informal or formal complaint process, or designate a specific individual to conduct such a process.

III. Bullying and Other Forms of Aggressive Behavior (Policy 5517.01)

- a. The following is the Milton-Union harassment, intimidation, and bullying policy (Policy 5517):

Harassment, intimidation, or bullying behavior by any student/school personnel in the Milton-Union Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and,
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

- b. In evaluating whether conduct falls under the definition above, special attention will be paid to:
 - i. The words chosen or the actions taken;
 - ii. Whether such conduct occurred in front of others or was communicated to others;
 - iii. How the student responsible for the conduct interacted with the victim; and the
 - iv. Motivation of the conduct (either admitted by the student or appropriately inferred)
- c. Any form of harassment, intimidation or bullying is forbidden whether it takes place in the classroom, on school property, to and from school, or at a school-sponsored event.
- d. Types of conduct – the following examples could constitute prohibited behaviors:
 - i. Physical violence and/or attacks;
 - ii. Threats, taunts, and intimidation through words and/or gestures
 - iii. Extortion, damage or stealing of money and/or possessions;
 - iv. Exclusion from the peer group or spreading rumors; and
 - v. “Cyber-bullying” (repetitive and hostile behavior with intent to harm), including:
 - 1. Posting slurs on websites where students congregate;
 - 2. Sending abusive or threatening messages or images;
 - 3. Using phones to take embarrassing photos of students and posting them online;
 - 4. Using websites to circulate gossip and rumors to other students;
 Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

IV. Filing a Complaint

- a. Formal Complaints
 - i. A formal complaint must be written and specify the person(s) involved, the number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses.
 - ii. A report may be filed with any school staff member or administrator, who will then forward the report to the principal for review and action.
- b. Informal Complaints
 - i. An informal complaint may also be made, which also must include the information described above.
 - ii. After receiving an informal complaint, a school staff member or administrator will document the complaint in writing and forward the report to the principal for review and action.
- c. Anonymous Complaints
 - i. A student may make an informal complaint and request that their name be maintained in confidence.
 - ii. The anonymous complaint will be reviewed and reasonable action will be taken to address the situation to the extent that the action does not disclose the source of the complaint and is consistent with the due process rights of the student(s) alleged to have committed the acts of harassment, intimidation, and/or bullying.
- d. False Reporting
 - i. Students are prohibited from deliberately making false reports of harassment, intimidation or bullying.
- e. Investigation
 - i. Under the direction of the building principal or his/her designee, all complaints will be investigated promptly.
 - 1. A written report of the investigation shall be prepared when the investigation is complete.

- ii. In the case of an anonymous complaint, the investigation shall be limited as is appropriate in view of the anonymity.
 - 1. Such limitation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the complaining student withdrawing the condition that the report be anonymous.
- f. Remedial Actions
 - i. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee to ensure the policy is enforced and that prohibited behavior ceases.
 - ii. Because harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact, there is no prescribed response to a verified act.
 - 1. The building principal has professional discretion to determine what non-disciplinary or disciplinary action is warranted.
 - 2. Non-disciplinary interventions may include counseling, peer mediation, and/or additional support to the victim.
 - 3. Disciplinary interventions may include detention, in-and-out of school suspension, and/or expulsion.
 - iii. In/out of school suspension may be imposed only after informing the perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain.
 - iv. Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board, or an impartial hearing officer designated by the Board of Education.
 - 1. This consequence is reserved for serious incidents and/or when past interventions have not been successful in eliminating prohibited behaviors.

Lockers

- I. Guiding Principles
 - a. Lockers are meant to provide storage for student possessions.
 - b. Students, not the school, are responsible for the care of their own personal equipment, as well as equipment, supplies, textbooks, and lockers issued to them.
 - c. Lockers are school property and may be searched at random at any time.
- II. Student Locker Rules
 - a. Students should:
 - i. Make sure the lockers are locked at all times, including physical education lockers.
 - ii. Attach locker signs with magnets (not tape) and remove within one week of the designated activity.
 - b. Students are not to:
 - i. Give locker combinations to other students (locker combinations will not be given to another student by the office).
 - ii. Share lockers or trade lockers. Students are responsible for what is in their locker.
 - iii. Store large sums of money or valuables. The school is not responsible for items stolen or missing from lockers or locker rooms.
 - iv. Deface or alter their locker in any manner. This includes writing on (inside or outside), using tape, bending or kicking the door, modifying the lock, etc.
 - c. See "Searches" section below for when a locker may be searched in addition to a random search.

Lunch

- I. Closed Lunch
 - a. Students must remain in the cafeteria for the duration of the lunch period.
 - b. Students are not to be in the academic wing without a pass (obtained before lunch).
 - c. Food delivery from outside establishments is not permitted.
 - i. The Principal reserves the right to establish exceptions due to extenuating circumstances.
 - d. Visitors are not permitted during lunch.
 - i. The Principal reserves the right to establish exceptions due to extenuating circumstances.
- II. Cost
 - a. Students are encouraged to prepay for lunches through the computerized Point of Sale (P.O.S.) program.
 - b. High School Lunch Cost - \$3.20
 - c. High School Breakfast Cost - \$1.50 and ala carte
 - i. Extra milk (any grade) - \$0.65
 - d. Free and reduced lunch price forms are available in the office.
- III. Behavior Expectations
 - a. Courteous and appropriate behavior is expected at all times.
 - b. No headphones are permitted, **earbuds may be worn.**

Media Center

- I. Guidelines
 - a. Books may be checked out for a period of two weeks with the privilege of renewal. Students will be assessed the replacement cost of any book that is lost or damaged.
 - b. Library computers are for academic use only. Usage in the media center will be by sign-in and permission only. Requests for alternate use of computers must be approved by the librarian.
 - i. Priority for computer use will be given for classes doing research.
 - c. The library is a place to do research, check out books, and read, not a place to socialize.
 - d. Food, drinks, and gum are not permitted.

Medication

I. Medication Guidelines

- a. Written request must be obtained from the student's physician and parent/guardian before any prescription or over-the-counter medication may be administered by school personnel.
 - i. The request must include instructions as to the name of the medication, dosage, time, and duration of medication, and possible side effects.
- b. The designated school personnel will be the school nurse, school secretary, Principal, or Asst. Principal, classroom teacher, and/or other school employees designated by the school nurse.
- c. Medication must be in an ORIGINAL container and have an affixed label containing the student's name, name of the medication, dosage, route of administration, and time of administration. **All medication – Prescription or Over-The-Counter must be brought to the school in the ORIGINAL CONTAINER BY PARENT OR AN AUTHORIZED ADULT. NEVER SEND MEDICATION WITH A STUDENT.** All medications – Prescription or Over-The-Counter must also be picked up by an adult and cannot be transported home via the child.
- d. No child shall carry or administer his/her own medication, except for an authorized inhaler or EpiPen.
 - i. If a student is to administer his/her own medication, it must be done under supervision.
 - ii. The medication will be kept in an administrator-designated locked storage space.
 - iii. If a child is to carry his/her own EpiPen by state law, the parent/guardian must supply the school with a second EpiPen to be kept in the school office or clinic in case of an emergency. Students who carry their own inhalers or EpiPens **MUST** have a doctor's written authorization on file.
- e. Any unused medication unclaimed by the parent will be destroyed by school personnel when the medication is no longer to be administered or by students' last school day.
- f. All medication orders/requests must be updated yearly and/or when medication changes. The medication administration form is available on the school website under forms/clinic documents.

Please Note: An Emergency Medical Form will be sent home with your student at the beginning of the school year. It is extremely important for parents to completely fill out this form. We do not keep these forms from year to year. Please make sure all information on your child is current and accurate and includes your student's current health issues, allergies, and medications. Most importantly, these forms go with the child to the hospital if they have to be transported in an emergency. Completing this form accurately will provide the highest level of safety and care for your child.

Non-Discrimination Policy and Title IX

- I. Non-Discrimination and Access to Equal Educational Opportunity (Policy 2260)
 - a. Milton-Union does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, ancestry, or any other legally protected category, in its programs and activities. Equal educational opportunities shall be available to all students to learn through the curriculum offered in this District. Milton-Union also provides equal access to the Boy Scouts and other designated youth groups.
- II. Title IX Policy (Policy 2266)
 - a. Title IX of the Education Amendments of 1972 is the landmark federal law that bans sex discrimination in schools, whether it is in curricular, extra-curricular or athletic activities. Sexual harassment is considered a form of sex discrimination as well.
 - b. Milton-Union does not discriminate based on gender in employment or in any educational program or activity that it operates. In addition, unwelcome sexual contact is prohibited and defined in Section 21 of the Code of Conduct.
 - i. More information on the Title IX policy and procedures can be found at <https://www.muschools.com/page/titleix>.
 - c. Milton-Union's response to allegations of sexual harassment will treat both complainants and respondents equitably, including providing supportive measures to both parties, as appropriate, and following the Title IX grievance process before imposing any disciplinary sanctions or other actions, other than supportive measures, against the respondent.
 - d. Students, and other members of the school community, are required to report allegations of sex discrimination or sexual harassment promptly. A person may report sex discrimination, including sexual harassment in person, by mail, by telephone or by email to the Title IX Coordinator contacts:
 1. Laurie Grube, Student Services Director
grubel@muschools.com; (937) 884-7910
 2. David Stevens, Treasurer
stevensd@muschools.com; 937-884-7972
 - e. Upon such an inquiry:
 - i. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, and explain the process for filing a formal complaint.
 - ii. The district may remove a student respondent from its education program on an emergency basis after conducting an individualized safety and risk analysis.
 - iii. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email.
 1. The Title IX Coordinator will provide notice of the process and the alleged misconduct to the known parties.

- iv. The Title IX Coordinator may offer to the parties an informal resolution process. Any party has the right to withdraw from the process prior to agreeing to a resolution.
 - v. The district will then undertake an investigation and objective evaluation of all relevant evidence. The respondent is presumed not responsible until a determination of responsibility is made at the conclusion of the process.
 - 1. As part of the investigation, the parties may present witnesses, have others present during any proceeding, inspect and review any evidence obtained, and the opportunity to submit a written response prior to completion of the investigative report.
 - 2. The Title IX Coordinator shall appoint a decision-maker to issue a determination of responsibility.
 - vi. The decision-maker will issue a written determination regarding responsibility applying a “preponderance of the evidence” standard to each finding of fact and to the ultimate determination of whether a violation of this policy exists.
 - 1. Disciplinary sanctions/consequences may be imposed on a student respondent who is determined responsible for violating this policy, ranging from informal discipline to formal discipline.
 - 2. The decision-maker will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances.
 - vii. At any point in the process the Superintendent may involve local law enforcement and/or file criminal charges related to allegations of sexual harassment that involve a sexual assault.
- f. Appeals
- i. Both parties have the right to file an appeal from a determination regarding responsibility or a dismissal on certain basis, such as a procedural irregularity or new evidence that was not reasonably available.
 - ii. Any party wishing to appeal must submit a written appeal to the Title IX Coordination within five (5) days after receipt of the decision-maker’s determination of responsibility or a dismissal.
- g. Timeline
- i. The district will seek to conclude the process, including any appeals, within sixty (60) days of receipt of the formal complaint.
- h. Confidentiality
- i. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, except as required by law.
 - ii. The complainant and respondent will be advised of the identities of all parties, advisors, and witnesses.

Parking

- I. Parking Guidelines
 - a. All students who drive to school must be careful and prudent in their habits. Buses will be loading and unloading during pre-daylight hours.
 - i. The speed limit is 10 m.p.h.
 - b. Students must register their cars in the main office for a designated space.
 - i. The registration cost is \$10.00
 - ii. Any student parking on school property must have a valid parking pass displayed.
 - iii. Parking in another space will result in disciplinary action.
 - c. Students are not permitted to use their vehicles or any other vehicle during school hours.
 - i. Once a student has parked his/her car in the student parking areas, it is off limits until school is dismissed.
 - d. No loitering in cars the morning before school starts.
 - e. Driving across parking space lines is prohibited.
 - f. Students must sign the parking agreement prior to being assigned a space. Failure to comply will result in disciplinary consequences.**
 - g. See “Searches” section below for when a locker may be searched in addition to a random search.

Public Displays of Affection

- I. Public displays of affection are against school policy.
 - a. School is not the appropriate place to engage in sexual acts or physical contact not appropriate to the educational environment.
 - i. This includes but is not limited to holding hands, kissing, inappropriate touching, indecent exposure, and sexual acts.
 - b. Warnings will be issued and continued incidents will result in disciplinary action.

Safety & Emergency Procedures

I. Safety

- a. Safety is of utmost importance to our schools. There are multiple ways to notify school officials of any potential threat to safety.
 - i. School Officials - Students may report a safety threat to any teacher or building staff member, including the School Resource Officer, the G2G School Safety Officer, the principal, and the school counselor.
 - ii. The Safer Ohio School Tip Line offers students and adults the ability to anonymously share information with school officials and law enforcement about threats to student safety – whether that involves a threatened mass incident or harm to a single student.
 - 1. To contact Safer Ohio, call or text 844-SaferOH8.
 - 2. Calls and texts are answered by analysts within Ohio Homeland Security. If action is needed, information is forwarded to the appropriate local authorities.
 - iii. The Crisis Text Line is a free, confidential service for any student who may need help in a stressful situation. You can be connected to a trained Crisis Counselor within 5 minutes.
 - 1. To contact the Crisis Text Line, you can text the keyword “4hope” to 741 741.
 - 2. Data usage while texting the line is free and the number will not appear on a phone bill with the mobile service carrier.
- b. The district fully investigates allegations of potential threats with the support and coordination of the West Milton Police Department and Miami County Sheriff’s Office.

II. Emergency Procedures

- a. Milton-Union, in coordination with local law enforcement and safety personnel, has developed procedures in the case of threats and emergency events.
 - i. The Superintendent has developed a comprehensive Emergency Management Plan for each school building in the district.
 - ii. On a yearly basis, staff members and students participate in ALICE Refresher Training, including safety drills to practice appropriate training responses.
 - 1. ALICE stands for “Alert, Lockdown, Inform, Counter, and Evacuate.”
 - iii. In addition, fire, tornado, and school safety drills are to be conducted during the school year in accordance with State law.
- b. Notification
 - i. In the event of an emergency, the district is prepared to notify appropriate safety personnel, including the Union Township Life Squad, West Milton Fire Department, West Milton Police Department, and the Miami County Sheriff’s Office.
 - ii. Parents will be notified of any threats or emergency events using the automated messaging system.
- c. On a regular basis, representatives of the West Milton Police Department and Miami County Sheriff’s Office are involved in the development and revision of building safety, security, and emergency procedures.

Searches

I. General Principles

- a. Milton-Union recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure.
- b. No student may be searched without reasonable suspicion or in an unreasonable manner.
- c. The school provides in-school storage (i.e., desks and lockers) for students. However, there is no expectation of privacy.

II. Search Policy

- a. School authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they have reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules.
 - i. When school administrators have **reasonable suspicion** to believe that a student is in possession of or has within easy access, any form of drugs, drug paraphernalia, weapons, fireworks, alcoholic beverages, tobacco products or any alleged stolen property, a search of the student, his/her briefcase or pocketbook, his/her locker, desk and/or automobile may be conducted.
- b. If the police have reason to believe any items of a students might pose an immediate threat to the safety or security of others, a search may be conducted without a warrant.
- c. When any search has been concluded, the principal/assistant principal will attempt to inform the parents of the search.

III. Locker Search

- a. In addition to the above, lockers are subject to random search at any time without regard to whether there is a reasonable suspicion.

Work Permits

I. General Principles

- a. Ohio law requires employed minors between 14 and 18 years of age to have a work permit.
- b. Minors 14 and 15 years of age must attend a full school day and may only work three (3) hours a day after school, eight (8) hours a day on Saturday and Sunday, but not more than 18 hours in a week.
- c. No employer may employ a student more than five (5) consecutive hours without a rest period of at least 30 minutes.
- d. Certain jobs are prohibited for minors, depending on age. See Ohio Revised Code 4109 for details.

II. Obtaining a Work Permit

- a. Students can obtain a work permit by applying through the Guidance Office.
- b. A new work permit is required each time the place of employment changes.
- c. No work permit is required if the student is working a summer job that will start after school closes in May and will terminate before school starts in the fall (although an employer may still request a permit).

Appendix A

DANCE RULES/GUIDELINES

Students and guests attending the dance are required to abide by all MUHS school rules and the established expectations outlined in this document. No refund will be given to a student or guest who is asked to leave the dance for not following the school rules and the established guidelines outlined below. A signed copy of the DANCE RULES/GUIDELINES and a completed OUTSIDE GUEST FORM (if applicable) must be submitted prior to ticket purchase.

Tickets

1. Trading or selling tickets is not allowed.
2. Students or guests removed from the dance or denied entry to the dance will not be given a refund.
3. Any guest attending the dance must be under 21 years of age and not a middle school student.
4. Any student or guest who is enrolled in school and serving a suspension or expulsion during the date on which the dance is held or who has been expelled from school of any period of time during the current school year will not be eligible to attend. Students will not be given a refund for tickets purchased prior to a suspension or expulsion.

ADMITTANCE AND ATTENDANCE

1. Admittance is subject to approval of the administration. Note: Permission to attend the dance is a privilege, not a right, and may be revoked by the administration.
2. Any student may be subjected to random alcohol and/or drug testing.
3. Any student or guest may be searched for weapons and illegal substances prior to admittance into the event.
4. No student or guest will be admitted after 9 p.m. unless prior arrangements have been made with the High School Principal.
5. Any student or guest who leaves during the dance will not be readmitted.
6. All students and guests must be picked up from the dance venue no later than 11:05 p.m.

GENERAL RULES

1. All MUHS school rules, and the established rules and expectations outlined in this document are enforced during the dance.
2. Any student or guest suspected of using alcohol or any controlled or illegal substance prior to or during the dance will be removed from the dance. Parents will be called to escort the person home. Using tobacco at school events is prohibited. Any student suspected of using alcohol or illegal substance prior to or during the dance or tobacco during the dance is subject to an out of school suspension and may face criminal charges.
3. Students who purchase tickets are required to inform their guests of all the MUHS rules and the established expectations for the dance. Guests are required to abide by all the rules including those outlined in this document. Any student or guest choosing not to do so will be removed from the dance. The student's parent(s) will be notified, and the police will be notified should such notification be warranted.

DANCE CONDUCT

School dances are school functions, and as such, students are expected to dress and behave in ways that are appropriate for the school setting. Students and their guests are expected to behave appropriately on the dance floor. Students must recognize that movements and dance styles present in non-school settings or portrayed in the entertainment industry are not always appropriate in the high school setting. Sexually explicit dancing such as freaking, grinding, or any other type of dancing or act which could be constructed as vulgar or provocative is prohibited. Dancers must remain upright with both feet on the floor. Face-to-face dancing is preferred. No "making out" (overt and/or prolonged public displays of affection). Moshing or slamming is not permitted. NOTE: Violation of the dance conduct policy will result in removal from the dance and possible discipline. No refund will be given to students or guests who are asked to leave the dance.

DRESS CODE

Formal attire is required for the dance. The following dress code will be in effect. Violations may result in non-admittance. If dress code violations occur after admittance, the student and/or guest may be removed from the dance. If any attendee has a question about the appropriateness of their dress, please consult with your building principal prior to the event.

FEMALE ATTENDEES

- A. Dresses are not to have bare midriffs, cut-outs exposing skin, fit too tight or ride up as the student dances. Dresses, or any opening in the dress must not extend higher than 5" above the knee. Undergarments should not be visible.
- B. All necklines must be modest and in good taste.
- C. Stretchy tight skirts that may creep up are not permitted.
- D. Strapless/spaghetti straps are permitted.
- E. Any other attire deemed inappropriate by MUHS administration will not be permitted.

MALE ATTENDEES

- A. Must wear collared shirts with sleeves and dress slacks. Tuxes are usually worn for prom. Sunglasses and bandannas are not permitted.
- B. Blue jeans or shorts are not permitted. Undergarments should not be visible.
- C. Any other attire deemed inappropriate by MUHS administration will not be permitted.

PLEASE ACKNOWLEDGE YOUR UNDERSTANDING OF THE FOLLOWING WITH YOUR SIGNATURE:

I understand that MUHS school rules and I have read and understand the established rules and guidelines for the dance and agree to abide by them. I understand the consequences for any inappropriate behavior. I understand that if I am asked to leave the dance for not following school rules and/or the established expectations, for the dance, no refund will be given. I also understand that the dance is a school event and is tobacco, drug and alcohol free.