

# School/Student/Parent Contract

**2023-24**



**Milton-Union Exempted Village School District  
7610 Milton-Potsdam Road  
West Milton, Ohio 45383**

**Adopted: May 2023**

## **MILTON-UNION MISSION**

*We inspire students to love learning and empower them  
to become valuable community members.*

## **MILTON-UNION VISION**

*Everyone thriving on a personal journey to success.*

### **EXPECTATIONS OF MILTON-UNION PARENTS**

1. Love your child and let him/her know it every day.
2. Send your child to school each day well-fed, well-rested, and ready to learn.
3. Take an active interest in your child's life:
  - Help them with homework.
  - Attend their activities.
  - Talk with them.
  - Listen to them.
  - Praise and encourage them.
  - Communicate with school.
4. Let your child know that school and life-long learning are important. Do this by your interest and by your example.
5. Support the school in its decisions about homework, safety, discipline, attendance, punctuality and social concerns.
6. Attend Parent/Teacher Conferences.

### **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.
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.

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## **ABSENCES**

**PLEASE PHONE 884-7933 TO REPORT YOUR CHILD'S ABSENCE ON OUR VOICE MAIL SYSTEM.** Parents must contact the school the morning of the absence.

Elementary: Call by 9:30 a.m.

Middle School: Call by 8:10 a.m.

High School: Call by 8:10 a.m.

## **PLEASE REQUEST STUDENT'S HOMEWORK AT TIME OF CALL.**

If a parent/guardian has not notified school of the absence, school personnel will make attempts to notify the parent/guardian.

If parent/school contact has not been accomplished, a note **MUST** accompany the student the next day. If documentation is required for an absence to be excused, a doctor's note must be received within five (5) days of illness.

## **ACTIVITY FEE**

### Introduction

The Milton-Union Schools will continue to implement an Activity Fee for reducing cost to the General Fund for supplemental co-curricular and extra-curricular activities. No fees will be charged for necessary textbooks and/or electronic textbooks, consistent with State law.

### Guidelines and Procedures for the Payment of Fees

The following guidelines and procedures for the payment of fees will be utilized to administer the Activity Fee Program:

1. Parents and students are advised that payment of fees does not automatically ensure playing/participation time. This applies particularly to athletics.
2. 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
3. Activity fees are due not later than the day prior to the first scheduled regular season contest. Student participation will cease if payment has not been received by that day. Payment must be received before participation is resumed.
4. Activity fees will be capped at \$350 per family for athletics and \$350 per family for co-curriculars.
5. Students eligible for the Free and Reduced Lunch Program will be required to pay 50% of the activity fee.

### Guidelines and Procedures for Refunding Fees

The following guidelines and procedures for refunding/reimbursing fees will be utilized:

1. No refund will be issued if a student quits an activity after the first contest.
2. No refund will be issued if a student is dismissed from an activity after the first contest.
3. No refund will be issued after the first scheduled contest has taken place. Exception: athletic injury.
4. 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.

### Injury:

- a) 100% of the activity fee will be returned if a student incurs a season-ending injury prior to the start of scheduled contests.
- b) 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 at the halfway point of the competitive season.
- c) None of the activity fee will be returned if a student incurs an injury after the halfway point of the competitive season.

### Fee Structure Based on School Year Calendar

High School Extracurricular: Athletics

First season for participant: \$70

2<sup>nd</sup> and thereafter: \$35

High School Co-curricular: Band, Show Choir, Flag Corp

First activity: \$70

2<sup>nd</sup> and thereafter: \$35

Middle School Extracurricular: Athletics

First season: \$60

2<sup>nd</sup> and thereafter: \$30

Middle School Co-curricular: Band, Flag Corp, Winter Guard

First season: \$70

2<sup>nd</sup> and thereafter: \$35

Activity fees will be capped at \$350 per family for athletics and \$350 per family for co-curriculars.

## **ADA/504 COMPLIANCE**

Americans with Disabilities Act (ADA/504) Compliance Officer is the Director of Curriculum and Student Services at 884-7910.

## **ANTI-HARASSMENT (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.

As part of its anti-harassment policy, Milton-Union prohibits all types of harassment, intimidation, and bullying. Below is the Milton-Union statement regarding this behavior (Policy 5517.01):

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.

## **ATTENDANCE**

### **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) medically excused absences without a doctor's note per school year, but with a phone call from a parent/guardian.
  1. After ten 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.

### **Early Dismissals / Late Arrivals**

- a. Early dismissals and late arrivals are for special circumstances that cannot be handled during non-school hours.
- b. 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.

### **Excessive Absenteeism and Habitual Truancy – Required by House Bill 410**

- a. Excessive Absenteeism
  1. A student is excessively absent if he/she is absent for:
    - a) 38 hours with a nonmedical excuse or without legitimate excuse per month; or

- b) 65 hours with a nonmedical excuse or without legitimate excuse per school year.
- 2. In such an event, the following must occur:
  - a) The student's parent/guardian will be notified in writing within 7 days of the triggering absence.
  - b) The student will follow school policy on addressing excessive absence; and
  - c) The school may refer the student and family to community resources, as appropriate.
- b. Habitual Truancy
  - 1. A student is habitually truant if he/she is absent for:
    - a) 30 or more consecutive school hours without legitimate excuse;
    - b) 40 or more school hours in one school month without legitimate excuse; or
    - c) 72 or more school hours in one school year without legitimate excuse.
  - 2. In such an event, the following must occur:
    - a) 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.
    - b) 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.
    - c) The student has 60 calendar days to participate and make satisfactory progress on the plan.
  - 3. 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):
    - a) Provide counseling to the student;
    - b) Request or require the student's parent to attend a parental involvement program and/or a truancy prevention mediation program.
    - c) Notify the registrar of Motor Vehicles of the student's absences; and/or
    - d) Take appropriate legal action.

#### Excused Absences

- a. Legitimate excuses include:
  - 1. 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.)
  - 2. Appointment with a health care provider - doctor, dentist, counselor (with documentation)
  - 3. Illness in family requiring the presence of the student
  - 4. Quarantine of the home for contagious disease (with documentation)
  - 5. Death in the family
  - 6. Medically necessary leave or necessary work at home due to parent/guardian absence
  - 7. Observance or celebration of a bona fide religious holiday
  - 8. School-approved/scheduled activities (field trips, athletic contests, college visitations)
  - 9. College visitations (juniors and seniors only; verification required)
  - 10. 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.
  - 1. Students have the same number of days to do make-up as days missed, plus one.

#### Unexcused Absences/Truancies:

- a. Unexcused absences are defined as absences where the parent has not notified the school, the student has left without permission, or the student is not in assigned class. Any absence that is regarded as excessive or interferes with the student's education may be interpreted as a truancy.
- b. Work can be made up and counted.

#### 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
  - 1. Student attendance will be tracked in the same manner as in-person instruction.
  - 2. In addition to the excused absences described above, the following may also be considered excused, with notice from a parent/guardian:
    - a) Temporary Internet outage;
    - b) Unexpected technical difficulties;
    - c) Computer/device malfunction.
- c. Self-directed remote learning

1. 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.

### **VII. Reporting Late to School**

Students MUST sign-in at the office when they are late to school and receive a pass to class. Students reporting late to school may be subject to progressive consequences, and these hours and minutes of absence will be considered unexcused per HB 410. Late arrival is excused when a pre-arrangement has been made with the office for legitimate excuses as listed earlier in this policy. There may be legitimate reasons for students to arrive late at school for scheduled appointments. Whenever possible, parents and guardians should make dental and medical appointments at times when school is not in session. Hours and minutes of school absence will be tracked for students' accumulated attendance.

### **VIII. Vacations** - See page 27 for details.

## **AUTOMATED MESSAGING SYSTEM**

The district will continue to use an automated messaging system to communicate weather or emergency notifications to all parents, students, and staff members. It may also be used for general announcements for teams, groups, or building information.

## **BEHAVIOR INTERVENTION AND SUPPORTS (Policy 5630.01)**

The district is committed to the implementation of a Positive Behavior Intervention and Supports (PBIS) framework and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Staff are directed to work to prevent the use of physical restraint and/or seclusion.

An emphasis shall be placed on promoting positive interventions and solutions to potential crises. If a student's behavior, however, presents a threat of immediate physical harm to the student or others, staff may, as a last resort (i.e., there is no other safe and effective intervention available) and in accordance with the district policy, use approved physical restraint or seclusion to maintain a safe environment.

## **BICYCLES**

Bicycles are to be parked upon arrival at school and are not to be used until school is out. Bicycles are not permitted to be ridden in the parking lot or playground areas. Bicycles are to be parked only in designated areas.

The bike-riding privilege may be removed if these rules are not followed.

## **BUS REGULATIONS**

The purpose of a school transportation system is to deliver students to and from school and authorized curricular and extracurricular events; therefore, the same conduct expected in the school is required on the bus.

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. Bus stops are assigned by the bus supervisor and any infractions may cause the denial of a student to ride the bus.

### **Students will:**

1. Approach the bus stop by walking on the left, towards oncoming traffic.
2. Check both ways before crossing the road.
3. Be on time to the bus stop in safety spot.
4. Approach assigned seat without crowding or pushing others.
5. Sit in assigned seat, facing forward, not backward.
6. Remain seated while the bus is moving.
7. If disembarking, remain seated until the bus stops to unload; wait for the driver's signal, then cross in FRONT of bus.
8. Adhere to driver instructions and discipline.
9. Talk or laugh in a reasonable manner.
10. Keep your head, arms, and hands inside bus.
11. Be courteous.
12. Keep the bus clean and sanitary (No chewing gum, eating candy or food, drinking beverages, glass containers,



- live animals, large objects, etc.).
- 13. Treat the bus with care - do not damage seats, etc.
- 14. No fighting, screaming, profanity, or any other inappropriate behavior.
- 15. Keep knees and feet out of the aisle.
- 16. Cell phones are to be turned off while on the bus and should not be visible.
- 17. Embark and disembark at the safety spot.

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.

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.

Bus Passes: *If at any time during the school year, you experience a major change (different babysitter, perhaps a change of address, etc.), simply fill out a new transportation request form. You, as the parent, will need to make the requested change to your child's respective office five (5) days prior to the change taking effect. Parents must contact the office to confirm that the change was indeed made. Remember, the new change will be for five (5) days per week.*

### CAFETERIA/LUNCHES

All lunches are to be eaten in the school cafeteria. Students are not permitted to leave school property during lunch period.

Students are encouraged to prepay for lunches through the computerized Point of Sale Program.

Medical or Dietary Needs:

The school cafeteria shall make substitutions in foods for students who are unable to consume the regular lunch because of medical or other special dietary needs. Substitutions shall be made on a case-by-case basis only when supported by a physician's statement for the need for substitutions that includes recommended alternate foods.

Student lunches cost:	Grades K-8	-	\$3.00	Breakfast grades K-8	-	\$1.50
	High School	-	\$3.20	Breakfast grades 9-12	-	\$1.50 and ala carte
	Extra Milk (any grade) - \$0.65					

\* ***Free and reduced lunch price forms are available in the offices and must be completed by eligible families to receive fee waivers.***

Cafeteria Behavior: Courteous and appropriate behavior is always expected.  
Misbehavior will be dealt with according to the Code of Conduct.

After Lunch - Students may disperse as follows:

- Elementary - Return to classroom with teacher.
- Middle School - Designated areas
- High School - Designated areas

For more information about the district's food services, visit <http://miltonunionfoodservice.com>. For the district's Wellness Policy, review BOE Policy 8510 on the Board Policies page.

### CAREER ADVISING

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

To access the District's Career Advising Plan, visit [www.muschools.com/o/high-school/page/college-career-planning](http://www.muschools.com/o/high-school/page/college-career-planning). The plan includes the following.

- A. Grade-level examples that link students' schoolwork to one (1) or more career field.
- B. Career advising to students in grades K-12, which includes age-appropriate activities and includes creating and maintaining a Student Success Plan beginning in grade 6.
- C. Additional interventions and career advising for students identified as at risk of dropping out of school.
- D. Training for employees on how to advise students on career pathways, including training on advising

- students using the tools available through OhioMeansJobs K-12.
- E. Multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit.
  - F. Information on courses that can award students both traditional academic and career-technical credit.
  - G. The support necessary for students to have successful transitions from high school to their postsecondary destinations.

#### College Credit Plus

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. To access more information about how to participate, visit [www.milton-union.k12.oh.us/o/high-school/page/college-credit-plus](http://www.milton-union.k12.oh.us/o/high-school/page/college-credit-plus).

### **CELL PHONES / NON-SCHOOL PERSONAL COMMUNICATOIN DEVICES**

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 school policy. This includes computers, tablets, electronic readers, cell phones, smartphones and/or other web-enabled devices of any type.

Devices must be silenced during the school day. Students are permitted to use their phones in designated areas and times, per building policies, as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment. Students violating this rule will be subject to discipline, including confiscation of their device. The school day includes bus transportation to and from school.

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.

### **CHEATING/ACADEMIC DISHONESTY**

Milton-Union values honesty and integrity. Cheating, assisting to cheat, plagiarism, and/or another form of academic dishonesty is prohibited. 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).

Circumstantial evidence can be the basis of discipline.

- a. Student evaluation (test scores/grade)
- b. Teacher observance of physical happenings (eye movements, body movements)
- c. Identical test answers
- d. Location of article/information on a website or in another published source or another student's work without proper footnoting
- e. Proximity (seating arrangement)
- f. Other information as determined by the teacher or school principal.

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 not be limited to, loss of grade or reassignment or retake of work in question.

### **CODE OF CONDUCT**

The Code of Conduct rules and regulations pertain to conduct:

- a. On district school grounds during, before or after school hours.
- b. On district school grounds at any other time when the school is being used by a school group.
- c. On the school bus, traveling to or from school or district-sponsored events.
- d. Off district school grounds if connected to a school activities, functions or events (including field trips).
- e. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words, *safety* and *orderly*. Discipline is within the sound discretion of the school's staff and administration.

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)

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), Saturday School, Suspension and Recommendation of Expulsion.

Misconduct Areas:

The following is a list of major areas that could result in the Consequences/Disciplinary Action listed above. The absence of any behavior or 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, or is readily capable of causing death or serious bodily injury 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 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**

Any intentional written, verbal, graphic or physical act that a student or group of students exhibit toward another 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 Anti-Harassment, Intimidating and Bullying Section above 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 NETWORK ACCEPTABLE USE AGREEMENT**

The purpose of this agreement is to provide computers, network and internet access (hereinafter referred to as Network) for the educational purposes to the student. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

In exchange for the use of the Network resources either at school or away from school on either school-owned or student-owned devices, I understand and agree to the following:

- A. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions. The student will be liable for any and all repair costs to make the Network once again fully operational and may be subject to other disciplinary measures as determined by the District, including legal ramifications.
- B. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. The District and/or Network resources are intended for the exclusive use by their registered users. The Student is responsible for the use of his/her accounts/passwords and/or access privilege. Any problems, which arise

from the use of a Student's account, are the responsibility of the account holder. **Use of an account by someone other than the registered account holder is forbidden and may be grounds for discipline.**

- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
  2. Misrepresenting other users on the Network.
  3. Disrupting the operation of the Network through abuse of the hardware or software.
  4. ***Harassment, intimidation, or bullying through electronically transmitted acts i.e., internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student.***
  5. Interfering with other's use of the Network.
  6. Extensive use for non-curriculum-related communication.
  7. Illegal installation of copyrighted software.
  8. Unauthorized downloading, copying, or use of licensed or copyrighted software.
  9. Allowing anyone to use an account other than the account holder.
  10. Violating any state or federal law of municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law.
  11. Criminal activities that can be punished under law.
  12. Selling or purchasing illegal items or substances.
  13. Obtaining and/or using anonymous email sites; spamming; spreading viruses.
  14. Establishing or attempting to establish unauthorized access to restricted networks, sites, or resources.
- F. The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including loss of data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- G. The District personnel will periodically make determinations on whether specific uses of the Network are consistent with the acceptable use policy. The District reserves the right to log Network or Internet use by users.
- H. The Student may not transfer any file, shareware, or software from the internet, information services, or electronic bulletin boards without the permission of the District Technology Coordinator. The Student will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
- I. The Student may only log on and use the Network under the supervision of a staff member and only with the Student's authorized account.
- J. The District reserves the right to log computer use and to monitor technology utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

In consideration for the privileges of using the District and/or Network resources and in consideration for having access to the information contained on the Network or accessed through the Network, I hereby release the District, Network and their operators and administration from any and all claims of any nature arising from any use, or inability to use the District and/or Network resources.

If at the discretion of the parent/guardian or the user, if older than 18 years of age, it is requested that this policy agreement be revoked, it may be done by the written request of the parent/guardian or user. At such a time, the student will be denied access and their account removed from the network.

This policy will be in effect for a period of one year. Due to the continual changes that occur to governmental regulations, this acceptable use policy may need to be updated. Students, and if appropriate, the student's parents/guardians, may be asked to provide new or additional registration and account information or to sign a new Policy. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. This process will be repeated at the beginning of each school year.

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims,

losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks on the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all losses, including but not limited to any fees or changes incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

### **COMPUTER, NETWORK, AND INTERNET**

- A. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical, and legal utilization of network resources. The Milton-Union Exempted Village School District may modify these rules at any time by publishing the modified rule(s) in the student handbook, or by an official communication from the administrative office. If a user violates any of these provisions, his or her account may be terminated, and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. The signed agreement of these terms must be on file in the principal/assistant principal's office prior to the use of any of the hardware, software, or services owned or operated by the Milton-Union Exempted Village School District.
- B. Internet access is available to students and employees of the Milton-Union Exempted Village School district. The goal in providing this service is to promote educational excellence in schools and lifelong learning in the community by facilitating resource sharing, innovation, and communication. With global access to computers, information networks, and people also comes the availability of material that may not be of educational value. The Milton-Union Exempted Village School District has taken precautions to restrict access to controversial material. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The Milton-Union Exempted Village School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. A signed agreement of these terms must be on file in the principal/assistant principal's office prior to any student being given Internet access in the Milton-Union Exempted Village School District.

Since the Milton-Union Exempted Village School district provides access to other computer systems around the world, the user (and the parent(s) of the user if he/she is under 18 years of age) specifically understand that faculty, staff, and administrators of the District do not have control of the content of information residing on these or other systems. Users and parents of users who are under 18 years of age are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. District faculty, staff and administrators do not condone the use of these materials in the school environment. Parents of minors using the system should be aware of the existence of such materials and monitor home usage of electronic communications. Users knowingly bringing such material into the school environment will be dealt with according to policies set forth in student handbooks, the Student Code of Conduct and/or this policy statement. Such activities could result in the termination of their network privileges in the Milton-Union Exempted Village School District.

### **COMPUTER/EDUCATION TECHNOLOGY GUIDELINES**

#### **General Principles**

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 student 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.

#### **Student Education and Safety/Staff Education Technology Acceptable Use and Safety/District Web Page**

- The school district has the right to link to recognized news/media sites and to commercial vendors pursuant to a BOE contract.
- 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).

- Students may be assigned a school email account that they are required to utilize for all school-related electronic communications.

#### Guidelines

As a student, you are expected to make appropriate use of education technology resources provided by Milton-Union. You must:

- use resources only for authorized purposes following established procedures;
- have any school-assigned device at school and charged every day;
- be responsible for all activities on your assigned device;
- access only files and data that are your own, or to which you have been given authorized access;
- use only legal versions of copyrighted software;
- be considerate in your use of shared resources;
- log on and off properly; and
- start or reboot systems only with authorized permission.

Students must not make inappropriate use of education technology resources provided by Milton-Union. The following are non-exhaustive actions that are considered inappropriate:

- assisting another in computer misuse or computer tampering;
- using another person's password;
- using another person's files, system, or data without permission;
- using computer programs to decode passwords or to access control information;
- attempting to circumvent or subvert system security measures;
- 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;
- making or using illegal copies of copyrighted software, storing such copies on school systems, or sending them over networks;
- using mail service to harass others;
- wasting computing resources;
- searching for or accessing inappropriate sites and/or images
- engaging in any activity that does not comply with the general principles listed at the beginning of this document;
- installing software without authorization;
- unauthorized use of DOS;
- 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.

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. 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.

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, Saturday School, In School Suspension or Out Of School suspension. Offenders may also be prosecuted under applicable federal and state laws.**

#### **CONTROVERSIAL ISSUES (Policy 2240)**

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from a particular class for specified reasons. The student, however, will not be excused from participating in the course and will be provided alternate learning activities during times of such parent requested absences.

#### **DETENTION**

Detention is an alternative method of discipline requiring attendance during an assigned time and in a designated place.

Teachers AND administrators may assign detention. Students and/or parents will be notified of the cause, date, and time of the detention.

Teacher Assigned &

Student's Responsibility:

- a) Remember date and time
- b) Provide own transportation (**NO BUS PASSES**)

Administrator Assigned: students may be assigned detention upon parent notification or 24-hour notice.

### **DRUG-FREE SCHOOLS (Policy 5530)**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

For purpose of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio Statute.
- B. all chemicals which release toxic vapors.
- C. all alcoholic beverages.
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy.
- E. anabolic steroids.
- F. any substance that is a "look-alike" to any of the above.
- G. and any others so designated by State or Federal agencies.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug related paraphernalia as the term is defined by law,

- A. on school grounds.
- B. in school vehicles.
- C. at any school-sponsored event.
- D. **it further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.**

### **DUE PROCESS RIGHTS (Policy 5611)**

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure that appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Student subject to suspension:

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:

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.

The Superintendent shall ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

### **ELIGIBILITY GUIDELINES**

(for Co-curricular and Extracurricular Activities)

**Grades 7-12**

### **ACADEMIC STANDARDS**

1. Students in grades 7-8 must be passing four credits during the preceding nine-week grading period. Students in grades 9-12 must be passing five credits during the preceding nine-week grading period. Students must obtain a 1.8 GPA for all courses taken during the preceding grading period. 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. The student must pass an interim eligibility check consisting of passing all his/her courses.
3. Student athletes in grades 7–12 must be passing all courses at midterm. If the athlete becomes ineligible at the midterm, he/she will be placed on academic probation for a week. The athlete must turn in passing grades by Friday or lose eligibility the following week. The athlete may report passing grades daily to restore eligibility.
  - \* *If the athlete fails to submit grade checks, he/she will not be eligible to participate in contests.*
  - \* *Participation in practice will not be affected by midterm eligibility requirements unless otherwise determined by coaches and administrators.*
4. 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.

### **ATTENDANCE STANDARDS**

1. Students must arrive by 8:00 am to be eligible for extra-curricular activities unless they have notified the attendance office prior to 8:00 am and are excused upon arrival.
2. Students who leave school and don't return to school due to illness are not eligible to participate in extra-curricular activities for that day.
3. Students who leave school and return to school are eligible to play providing they have an excused absence.
4. Students absent on Friday are eligible to participate on Saturday providing they have an excused absence.

Participation is defined as playing in contests, practices or any other extra-curricular activity.

Excused is defined above in the "Attendance" section (e.g., having a doctor's note or a pre-approved appointment and or absence when arriving at school).

The Building Administrator has the final authority when ruling upon extra-curricular eligibility based on the listed standards.

### **FEE WAIVER**

Provisions in HB 1 prohibit schools from charging parents for student's instructional or material supplies if they qualify for free lunch. *If you are receiving funds from Ohio Works First (R.C.5107), Disability Assistance (R.C.5515), or for any other good and just reasons, you may qualify for fees to be waived.* Applications can be obtained from the building offices.

### **GIFTED AND TALENTED / SPECIAL EDUCATION IDENTIFICATION PROCESS**

#### **Gifted and Talented (Policy 2464)**

Milton-Union follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the *Operating Standards for Identifying and Serving Gifted Students* as specified in the District Plan.

"Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures. The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program.

To access the gifted identification referral form, visit [www.muschools.com/page/student-services](http://www.muschools.com/page/student-services).

#### **Special Education (Policy 2460)**

Milton-Union is committed to providing a free appropriate public education (FAPE) to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations. The District shall provide students with disabilities the services to which they are entitled pursuant to their individualized education programs (IEPs) and in accordance with the *Operating Standards for Ohio Educational Agencies Serving Children with Disabilities*, including Child Find and Evaluation requirements.

Copies of policies and procedures are available at the office of the Board of Education. You can read more about parents' rights in special education by visiting [www.muschools.com/page/student-services](http://www.muschools.com/page/student-services).

## GRADE INFORMATION

Parents of students in grades 2-12 and students in grades 2-12 have the capability of accessing student grade information via any Internet access at work or at home. Parents receive their student's unique ID and PIN in the mail along with instructions on how to use the system. To access Power School, go to our school website address [www.muschools.com](http://www.muschools.com), click on the Power School icon.

### GRADING SCALE

#### 1<sup>st</sup> grade:

#### 2<sup>nd</sup> – 12<sup>th</sup> grade:

		<u>Letter Grade</u>	<u>Percentage</u>
O	-Outstanding	<i>A</i>	<i>100-90</i>
S+	-Satisfactory Plus	<i>B</i>	<i>89-80</i>
S	-Satisfactory	<i>C</i>	<i>79-70</i>
S-	-Satisfactory Minus	<i>D</i>	<i>69-60</i>
U	-Unsatisfactory	<i>F</i>	<i>59-0</i>

Incomplete: Missing work that results in an incomplete on a Report Card must be completed within 5 days of end of grading period, or it converts to an F.

#### HS Grade Policy

Milton-Union High School will have 2 quarter grades and 1 exam grade each semester. Credits will be earned on a semester basis. Quarters will each carry a 40% weight and the exam 20% to determine final grade. Passing grades must be achieved in at least 2 of 3 grades in the semester (each quarter, and semester exam).

## GRADUATION

To participate in graduation commencement exercises:

1. A student must have satisfied all state and local graduation requirements to march in the ceremonies and receive a diploma.
2. A student must have all financial commitments paid in full and disciplinary commitments resolved before he/she can march in graduation.
3. Students participating in College Credit Plus must be in "good standing" and provide documentation of passing if the grading period is not completed by the last senior day. Students completing correspondence and/or credit recovery courses must have minimum of written verification of final credits before marching in ceremonies. These courses must be completed by **May 15** to march in graduation ceremonies.

## HOME INSTRUCTION

Those students who are home bound for 20 (10 days for students on an IEP) or more continuous school days due to illness or physical disability may have home instruction paid for by the Board of Education. **State Law requires** a doctor's written physical report for this purpose. Applications for home instruction may be obtained from the Superintendent's office. Any absence longer than one grading period will require a written physical report update by the physician to maintain eligibility for home instruction. Approval of all home instruction requests must be provided by the Director of Student Services.

## HOURS

School hours for students are as follows:

Elementary	8:55 a.m. - 3:30 p.m.
Middle School	7:40 a.m. - 2:30 p.m.
High School	7:40 a.m. - 2:30 p.m.

## ILLNESS AT SCHOOL

Students are permitted to visit the nurse/clinic if they have a pass from a teacher. Should a student's situation require dismissal, parent, guardian, or other designee must be contacted by school personnel.

The student must be "signed-out" in the office for release. Students who do not sign-out or who remain in the restroom without informing school personnel will be considered truant.

Note: Please remember the district nurse is not a doctor. He/she cannot make a diagnosis or prescribe any medicine. In most cases, he/she can only advise you in the best manner to handle a problem. Dismissal reasons may be due to fever, vomiting, diarrhea, or other ailment needing medical attention. If the district nurse determines the need for a student to leave school due to illness, the remainder of the day will be considered an excused absence.

### **INSURANCE (School Accident)**

At the beginning of the school year, students are given the opportunity to insure against financial loss resulting from accidents occurring on the way to or from school and while in school during the school day. In case of accident covered by the policy, the student should:

- a. Report the injury to the teacher in charge of the class.
- b. Report the injury to the office.
- c. Secure insurance claim form from the office and complete as directed.

To receive insurance claim benefits the parent must mail the doctor's bill and insurance claim form to the insurance company within ninety (90) days from the date of the accident. The doctor's bill should show the dates of treatment, the diagnosed injury and nature of treatment rendered, and the charge per treatment. (The insurance claim form should be mailed within the time limit even though the doctor's bill may not have yet been received.)

### **LOCKERS**

Student lockers are the property of the school district. Administrators have full authority to search lockers at random at any time or to inspect the contents when safety and/or welfare is in question. Formal notification is not required.

Students are granted limited use of the lockers, in accordance with certain rules:

- a. Lockers are for clothing, books, lunches, supplies, etc. related to school use.
- b. Lockers must be cleaned out by the student prior to school closing.

### **MAKE-UP WORK**

Students who are absent from school will be required to do make-up work missed in each class. Absences do not excuse a student from responsibility to obtain all make-up work from his/her teachers immediately upon return to school. If work that is to be made up is done by the specified time, it will be graded, and the proper grade given. Students have the same number of days plus one to make up work as days missed, except on long term assignments and testing.

### **MEDICATIONS**

1. 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. The request must include instructions as to name of medication, dosage, time and duration of medication, and possible side effects.
2. The designated school personnel will be the school nurse, school secretary, building principal and/or assistant principal, classroom teacher, and/or other school employees as designated by the school nurse.
3. Medication must be in ORIGINAL container and have affixed label containing student's name, name of 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.
4. No child shall carry or administer his/her own medication, except for authorized inhaler or EpiPen. (If a student is to administer his/her own medication, it must be done under supervision). The medication will be kept in an administrator-designated locked storage space. If a child is to carry his/her own EpiPen by state law – the parent/guardian must supply the school with a 2<sup>nd</sup> EpiPen to be kept in the school office or clinic in case of an emergency.
5. Students who carry their own inhalers or EpiPens MUST have a doctor's written authorization on file.
6. 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.

7. All medications 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 must be transported in an emergency. Completing this form accurately will provide the highest level of safety and care for your child.**

### **NON-DISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (Policy 2260)**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students. (Revised 8/17/21)

#### **Title IX Policy**

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.

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 15 of the Code of Conduct.

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 listed below.

#### **Contacts**

To report a complaint or inquiry regarding the non-discrimination or Title IX policy, contact:  
Laurie Grube, Student Services Director: grubel@muschools.com; (937) 884-7978; *or*  
David Stevens, Treasurer: stevensd@muschools.com; 937-884-7972

### **PROMOTION, ACADEMIC ACCELERATION, PLACEMENT, and RETENTION - Policy 5410**

#### **Promotions:**

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course and State-mandated requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Generally –

- |   |  |
|---|--|
| 1. Promotion from K to 1 <sup>st</sup> :                    | Should meet above applicable factors.  |
| 2. Promotion from 1 <sup>st</sup> to 2 <sup>nd</sup> :      | a) Should meet above applicable factors.<br>b) Should have satisfactory performance in both reading and math.<br>c) Must not be more than 6 months behind in grade level skills for both subjects. |
| 3. Promotion from 2 <sup>nd</sup> through 5 <sup>th</sup> : | Should have satisfactory performance in social studies, health, math, science, English, reading and spelling.  |

**Students who do not demonstrate proficiency on the English Language Arts portion of the state-mandated achievement test as outlined by the**

### **Third Grade Guarantee could be retained.**

- |   |   |
|---|---|
| 4. Promotion from 6 <sup>th</sup> through 8 <sup>th</sup> : | Should have satisfactory performance in total curricular area. (Grades of A, B, C, D). A student failing 28% of possible total (weighted equivalency points) may be retained. |
| 5. Promotion of 8 <sup>th</sup> to 9 <sup>th</sup>          | - Completion of 8 <sup>th</sup> grade   |
| 6. Promotion of 9 <sup>th</sup> to 10 <sup>th</sup>         | - 5.75 credits  |
| 7. Promotion of 10 <sup>th</sup> to 11 <sup>th</sup>        | - 11.5 credits  |
| 8. Promotion of 11 <sup>th</sup> to 12 <sup>th</sup>        | - 17.5 credits  |
| 9. Graduation & diploma                                     | - 22 credits (21 credits for CTC) + successful completion of all required courses and having met the state-mandated graduation point requirement or equivalent                |
| 10. Placed  | When deemed in child's interest that retention is not an appropriate option.  |

Note: Promotion to successive grades is based on number of credits.

#### Academic Acceleration:

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration). For more information, contact the Director of Student Services at 937-884-7910.

#### Retentions

A student may be retained at his/her current grade level when s/he has in the opinion of the professional staff failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

A student will be retained at his/her current grade level if the student has:

- Been absent for more than ten (10) percent of the required attendance days of the current school year; *and*
- Failed two or more of the required curriculum subject areas in the current grade.

However, if the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level, the student may be placed at the next grade level.

A student may be placed at the next grade level when retention would no longer benefit the student. Other placement/promotion decisions will be at the discretion and approval of building administrator with proper signature(s) and notations. (Note: Further information found in Policy Manual File 5410).

#### Credit Flexibility (Policy 2370)

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.

A determination on which educational option is best suited for a student will be made in accordance with each individual's student needs and the instructional and performance objectives of the class. A credentialed teacher must review any instructional plan that includes an alternative educational option. Issuance of credit will be determined locally by teachers, a multidisciplinary team, a professional panel from the community, or a State performance-based assessment.

### **REPORTING HARASSMENT, INTIMIDATION, AND/OR BULLYING**

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment - verbal, non-verbal or physical contact  
Gender/Ethnic/Religious/Disability/Height/Weight Harassment - verbal or non-verbal

Any person who believes that s/he is the victim of any of the above actions, or who has observed such action taken by a person associated with the District, should report such action.

Students: report to teacher, school counselor or principal.

Employees: report to immediate supervisor or Superintendent.

Persons may make initial contact either by written report, Safe Schools Hotline/on-line, telephone, or personal visit. Following the initial report, Form 5517 F1 should immediately be filed, in the appropriate office, by the victim. Each report shall be investigated in as timely and confidential manner as possible.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the threat or its recurrence.

The District recognizes determining whether an action or incident qualifies as a threat must be based on all available facts in the matter.

### **RIGHTS AND RESPONSIBILITIES (Policy 5780)**

The Board of Education recognizes that students possess not only the right to an education but many of the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the Board shall attempt to nurture, counsel, and offer custodial care appropriate to their age and maturity. At the same time, the Board recognizes that no student may be deprived of the basic right to equal access to the educational program, and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

### **SAFETY AND EMERGENCY PROCEDURES**

#### **Safety**

Safety is of utmost importance to our schools. There are multiple ways to notify school officials of any potential threat to safety:

- School Officials – Students or community members may report a safety threat to any teacher or building staff member, including School Resource Officer Deputy Brian Lyons (Miami County), the G2G School Safety Officer, the principal, and the school counselor.
- 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. To contact Safer Ohio, call or text 844-SaferOH8.
- 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. To contact the Crisis Text Line, you can text the keyword “4hope” to 741 741.

The district fully investigations allegations of potential threats with the support and coordination of the West Milton Police Department and Miami County Sheriff’s Office.

#### **Emergency Procedures**

Milton-Union, in coordination with local law enforcement and safety personnel, has developed procedures in the case of threats and emergency events. The Superintendent has developed a comprehensive Emergency Management Plan for each school building in the district.

On a yearly basis, staff members and students participate in ALICE Refresher Training, including safety drills to practice appropriate training responses. ALICE stands for “Alert, Lockdown, Inform, Counter, and Evacuate.”

In addition, fire, tornado, and school safety drills are to be conducted during the school year in accordance with State law.

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.

Parents will be notified of any threats or emergency events using the automated messaging system.

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.

### **SCHEDULE CHANGES**

In general, any student schedule change is strongly discouraged. Some particulars to remember are:

MS/HS - If course withdrawal is approved after course has begun, an "F" may be recorded for that course.

Schedule changes are not permitted unless there is an error or required by an administrator.

### **SCHOOL CLOSINGS**

Severe weather conditions: If bad weather should occur during the night or other reasons become necessary for school not to be held, the district's automated messaging system will be used to notify parents/students/staff members. Announcements regarding school closings will also be announced on TV stations WDTN-TV Channel 2, WHIO-TV Channel 7, WKEF-TV Channel 22, and WRGT-TV Channel 45. Reports usually start at 6:00 a.m. Emergency early dismissals would be communicated in the same manner.

**Emergency Closings: Make childcare provisions in case you would not be at home.**

### **SEARCHES (Policy 5771)**

**The Board of Education recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.**

The school provides in-school storage (i.e., desks and lockers) for students. However, there is no expectation of privacy.

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.

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.

If the police have reason to believe any items of a student's might pose an immediate threat to the safety or security of others, a search may be conducted without a warrant.

When any search has been concluded, the principal/assistant principal will *attempt to inform the parents of the search*.

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

**Cell Phone – Only content that is believed to have violated school rules will be examined. No other content is permitted to be searched.**

### **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (Policy 2416)**

No student shall be required, as part of the school program or the district's curriculum, without prior written consent of his/her parent(s) or student (if an adult), to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;

- B. mental or psychological problems of student or his/her family;
  - C. sex behavior or attitudes;
  - D. illegal, anti-social, self-incriminating or demeaning behavior;
  - E. critical appraisals of other individuals with whom respondents have close family relationships;
  - F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
  - G. religious practices, affiliations, or beliefs of the student or his/her parents; or
  - H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).
- The principal will inform parents of such a survey/evaluation by sending notification of such surveys/evaluations home with the students.
  - Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student.
  - Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student.

### **STUDENT RECORDS (Policy 8330)**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board; The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. Persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and
- B. Contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g., a therapist, authorized information technology (IT) staff, and approved online educational service providers)



The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from educational records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a “school official” for purposes of FERPA provided he/she meets the above-referenced criteria applicable to other outside parties.

“Legitimate educational interest” shall be defined as a “direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District” or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student’s family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
  1. a reasonable attempt is made to notify the student’s parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board’s annual notification – Form 8330 F9 – includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer);
  2. the parent or eligible student, upon request, receives a copy of the record; and
  3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school’s request;
- D. provide “personally-identifiable” information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health and safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student’s special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies “for, or on behalf of” the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 83301 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member’s social security number(s); religion; political party affiliation; voting history; or biometric information.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, noting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- H. Disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception (See Form 8330 F16)

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable time period but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/adult student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, without the written consent of the student, except those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

#### **Directory Information (Policy 8330)**

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within 6 days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parents(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for marketing or for selling that information (or otherwise providing that information to others for that purpose).

#### **Safe At Home / Address Confidentiality Program**

If a parent (or adult student), presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the District shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The District shall use the student's designated address for any and all communications and correspondence between the District and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.

#### **TELEPHONE CALLS**

By Students:

Students may use the office telephone ONLY in an emergency.

Students may not use classroom phones without the permission of a staff member.

**Cell phones must be silenced and must only be used according to building guidelines.**

From Parents:

Messages from parents/guardians may be given to the secretary or staff member for delivery at a convenient time. (Emergencies are an exception to the rule.)

#### **TEXTBOOKS / INSTRUCTIONAL DEVICES**

Textbooks and other instructional devices are provided by the Milton-Union Board of Education. Normal wear is expected. Fines will be charged for defaced, missing pages or lost books or damage to any instructional devices/tools.

#### **TITLE I – PARENTS RIGHT TO KNOW (Policy 2261.02)**

Parents may request, and the Board will provide, information pertaining to the qualifications of their student's classroom teachers.

Parents will be notified if their student is assigned a teacher who does not meet applicable Ohio state certification or licensure requirements or is taught for more than four (4) weeks by such a teacher.

#### **VACATIONS**

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.

- Past and current student grades
- Educational value of the trip
- Attendance record
- Special circumstances

No student will be excused for a vacation that exceeds 38 hours in a school month or 65 hours in a school year.

Parents/guardians are strongly encouraged to schedule family vacations during those instances when school is not in session (i.e., holiday breaks, summer recess, etc.). Pre-planned and approved vacation requests while school is in session will count towards the ten excused absences or equivalent hours and minutes allowable for the year. As much as possible, students should obtain and complete required work in advance and/or make-up any missing assignments upon their return within an equivalent number of days.

### **VALUABLES / DAMAGE TO SCHOOL PROPERTY**

Students are not to carry valuables or large sums of money to school. Students are not to leave money on or in their desks/lockers. Each student is responsible for his/her personal property. Loss must be assumed by the student. Please mark all personal possessions with the student's name, homeroom, etc. This is especially true of P.E clothing. There is a designated lost and found box in each building. This should be checked periodically if a student is missing an item.

A student will be charged for deliberate damage to school property.

### **VIDEO SURVEILLANCE**

The Board of Education has installed video cameras in various locations throughout the buildings, on the grounds and on school buses to assist with student safety.

If inappropriate behavior is recorded, the video will be submitted to the building Principal. Only administrators and/or their designees will have access to videos. If the video is considered a student record that directly relates to a student, the student has a right to be informed of the content of the video.

### **VISITORS**

ALL visitors are required to report to the building administrator's office. Visitors who have business outside the office must wear name tags.

#### ***Parent Visitations to Classrooms:***

Should a parent request to visit their child's class(es), this may be arranged by contacting the building administrator 24 hours prior to their visit.

#### ***Family Visitations to Lunch:***

Family members are welcome to eat lunch with students in the cafeteria for special occasions. This may be arranged by contacting the building administrator at least 24 hours prior to the visit and allowable at the principal's discretion.

As always, all visitors are required to report to the office upon entering and leaving the building.

### **WEDNESDAY AFTER SCHOOL (WAS)**

The WAS program is a disciplinary measure, requiring attendance for an assigned date, time, and place:

Days: Wednesday as scheduled

Time: Elementary - 3:30-5:30, Middle School - 2:30-5:00, High School - 2:30-5:30

Place: Classroom assigned in each building

Students are responsible for their study materials and transportation.

Work or extracurricular activities are not acceptable reasons for absences.

### **WITHDRAWALS (Policy 5130)**

No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with state law.

A student who is withdrawing from school must report to the appropriate building administrator or office on the morning of his/her last day of attendance. Parent signature will be required on the withdrawal form, and all bills, fines, etc. must be cleared. Transcripts will then be forwarded to the new school upon request.

Withdrawal from school is only permitted for 2 reasons:

(1) change of residence and/or (2) enrollment and attendance in an approved program to obtain a diploma or its equivalent. (ORC 3321.13)

### **Ohio Revised Code 3321.13 (B) (1)**

If a student withdraws for other reasons, and is under 18, the Principal/designee shall inform the Superintendent who MUST notify the Registrar of Motor Vehicles and the Judge of Juvenile Court.

Such notification shall be given within two (2) weeks after the Superintendent confirms the student is not properly enrolled in and attending another approved school or program or has moved out of state.

Upon receiving such information, the Registrar of Motor Vehicles is REQUIRED to suspend the temporary instruction permit or driver's license of the student.

Any person whose driving privileges have been denied for the above reason can file a petition with the Juvenile Court in whose jurisdiction he/she resides.

Any restoration of such privileges would depend upon that Court's action and/or other approved reason as designated by law.