

Milton-Union Student and Family Handbook

2025-26



**Milton-Union Exempted Village School District
7610 Milton-Potsdam Road
West Milton, Ohio 45383
Telephone: (937) 884-7900
Fax: (937) 884-7901**

Adopted: June 2025

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



MILTON-UNION SCHOOLS

VISION

Everyone thriving on a personal journey to success.

MISSION

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

CORE COMMITMENTS

We are committed to...

- building meaningful relationships as the foundation for all we do.
- keeping every student healthy, safe, engaged, supported, and challenged.
- responding to the needs of our community.
- caring for all who belong to our school community.
- seeking the best ways to educate and serve the students of the Milton-Union Schools.

COMMUNITY

MILTON-UNION SCHOOLS

2025-2026 DISTRICT CALENDAR

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

13 Grade 9 Orientation 6:00-7:00

13 9th Grade Parent Meeting

8-14 Miami County Fair

17 Prayer Walk 4pm

18 Teacher Luncheon 12:00

18 Open House/Device Handout 5-7pm(HS)

18 Senior Parent Meeting(after O.H.)

18 Grade 6 Orientation 6:15-7:00

18-19 Opening Mtgs./Teacher Work Days

20 Student's First Day / First Qtr Begins

20-22 Staggered Start for Kindergarten

25 Full Start for Kindergarten

1 Labor Day - No School

26 Midterms

2 HS/MS Conferences

22 End of First Quarter

23 Teacher Workday (No School Students)

27 Second Quarter Begins

31 Report Cards

4 Teacher Workday (No School Students)

6 ES Conferences

2hr early Release - Elem. ONLY

13 ES Conferences

2hr early Release - Elem. ONLY

24-25 Teacher Workday (No School Students)

26-28 Thanksgiving Break - No School

1 Midterms

4 HS/MS Conferences

22-31 Holiday Break - No School

Miami County Fair, 8/8/25 - 8/14/25

Teacher Work Days (No School Students)

Student's First Day / First Quarter Begins / Ends

Second Quarter Begins / Ends

Third Quarter Begins / Ends

Student's Last Day / Fourth Quarter Begins / Ends

Holidays & Breaks (No School)

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-2 Holiday Break - No School

19 Martin Luther King Day - No School

12-14 Semester I Exams

14 End of Second Quarter

15 Teacher Workday (No School Students)

20 Third Quarter Begins

23 Report Cards

5 ES Conferences

2hr early Release - Elem. ONLY

12 ES Conferences

2hr early Release - Elem. ONLY

16 Presidents' Day - No School

20 Midterms

26 HS/MS Conferences

19 End of Third Quarter

20 Teacher Workday (No School Students)

30-31 Spring Recess No School

23 Fourth Quarter Begins

27 Report Cards

1-3 Easter - No School

30 MS Conferences - No HS b/c of Grad, Open Hs

1 Midterms

5 Teacher Workday (No School Students)

16 Alumni Banquet 3rd Saturday in May

21 Kindergarten Last Day/Graduation/Early Release

21 Senior Picnic

22 Senior Awards & Graduation Ceremony

25 Memorial Day - No School

*** May Continued Below

26-28 Semester II Exams

28 Student's Last Day / End of Fourth Qtr

Early Release

29 Teacher Work Day

4 Report Cards (June)

Middle and High School Bell Schedules

Class Period	Regular Schedule	Two-Hour Delay Schedule
Breakfast	7:40	
Student Entrance	7:50	9:50
Late Bell	8:00	10:00
Bulldog Time	8:00 – 8:30	
1	8:33 – 9:20	10:00 – 10:30
2	9:23 – 10:10	10:33 – 11:03
3	10:13 – 11:00	11:03 – 12:30
4	11:03 – 12:30	12:33 – 1:07
5	12:33 – 1:20	1:10 – 1:45
6	1:23 – 2:10	1:48 – 2:22
7	2:13 – 3:00	2:25 – 3:00
Lunch A	11:03 – 11:33 (Grades 8 – 12)	11:03 – 11:33 (Grades 8 – 12)
Lunch B	12:00 – 12:30 (Grades 6 – 7)	12:00 – 12:30 (Grades 6 – 7)

Elementary School General Schedule

	Regular Schedule	Two-Hour Delay Schedule	
Office Opens	7:30	9:30	
Breakfast	7:30 – 7:55		
Student Entrance	7:50	9:50	
School Day Begins	8:00	10:00	
Dismissal – Car Riders	3:00	3:00	
Dismissal – Bus Riders	3:00	3:00	
	Number of Classes	Lunch Times	Recess
Kindergarten	5	11:35 – 12:05	12:10 – 12:40
1 st Grade	5	11:40 – 12:10	11:05 – 11:35
2 nd Grade	5	12:15 – 12:45	11:35 – 12:05
3 rd Grade	4	12:15 – 12:45	12:45 – 1:15
4 th Grade	4	12:50 – 1:20	1:25 – 1:55
5 th Grade	4	12:50 – 1:20	12:15 – 12:45

MILTON-UNION BULLDOGS

D.O.G.S.

We Do Our Best, We Are Outstanding Citizens, We Make Good Choices, We Put Safety First

	Cafeteria/Gym	Hallways	Restrooms/Locker Rooms	Arrival/Dismissal	Buses	Classrooms	Activities/Assemblies
D <u>DO YOUR BEST!</u>	<ul style="list-style-type: none"> Conversations and behaviors are appropriate at school. Use good manners. 	<ul style="list-style-type: none"> Keep your locker and hallway organized and clean. 	<ul style="list-style-type: none"> Use the facilities and exit, no loitering. Leave the area clean. 	<ul style="list-style-type: none"> Be punctual and prepared. 	<ul style="list-style-type: none"> Respect the driver and your peers. Set a good example for the younger students. 	<ul style="list-style-type: none"> Give your undivided attention to the instructor. Be engaged and ask questions to understand. 	<ul style="list-style-type: none"> Attend. Get involved. Make a positive difference.
O <u>Outstanding Citizenship</u>	<ul style="list-style-type: none"> Address peers and staff with respect. Give someone a place to sit if they have no one to sit with. 	<ul style="list-style-type: none"> Address peers and staff with respect. Use appropriate tone, volume, and language while traveling in the hallway. 	<ul style="list-style-type: none"> Honor the personal space and property of others. Dispose of your trash properly. Report any misuse. 	<ul style="list-style-type: none"> Obey bus and traffic rules and laws. Show respect to staff on duty. 	<ul style="list-style-type: none"> Respect other's personal space and property. Keep the bus clean. 	<ul style="list-style-type: none"> Follow directions. Value others learning. 	<ul style="list-style-type: none"> Demonstrate good sportsmanship. Be respectful to your peers.
G <u>Good Choices</u>	<ul style="list-style-type: none"> Remain seated. Ask for permission before leaving. Consume and dispose of food and trash appropriately. 	<ul style="list-style-type: none"> Keep hands and feet to yourself. Respect others personal space. 	<ul style="list-style-type: none"> Keep yourself and the restrooms clean. Keep hands, feet, and objects to self. 	<ul style="list-style-type: none"> Head directly to your designated area. Walk safely and respect others' personal space. 	<ul style="list-style-type: none"> Always follow the bus rules. Engage in school appropriate conversations. 	<ul style="list-style-type: none"> Stay on task. Be positive. Use materials and equipment as intended. 	<ul style="list-style-type: none"> Respect personal space and property of others. Represent the school and community with pride.
S <u>Safety First</u>	<ul style="list-style-type: none"> Enter and exit by walking safely. Report any unsafe behavior. Keep your area clean. 	<ul style="list-style-type: none"> No electronics including headphones and earbuds. Use SmartPass appropriately. Take the most direct route to your location. 	<ul style="list-style-type: none"> Report any unsafe behavior. No horseplay. 	<ul style="list-style-type: none"> Use crosswalks and sidewalks. Be alert of moving vehicles. Follow directions of adults on duty. 	<ul style="list-style-type: none"> Follow the bus driver's instructions. Stay seated in your designated seat. Report any inappropriate behavior. 	<ul style="list-style-type: none"> Do your part to maintain a clean classroom. Sit in the seat properly facing forward. Follow classroom rules. 	<ul style="list-style-type: none"> Keep hands and feet to yourself. Clean up after yourself. Report any unsafe behavior.

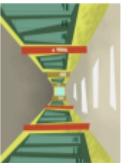
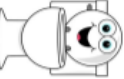






	Hallway 	Restroom 	Cafeteria Line 	Cafeteria 	Assemblies 	Arrival & Dismissal 	Playground 	Bus 
Voice Level	0-1	0-1	0-1 While waiting 2 When placing order	2	0-2	0-2	2-3	0-2
D Do Your Best	<ul style="list-style-type: none"> Follow the directions of the adults 	<ul style="list-style-type: none"> Be quick, clean, and quiet. 	<ul style="list-style-type: none"> Wait your turn. 	<ul style="list-style-type: none"> Use good manners. 	<ul style="list-style-type: none"> Be a good listener. 	<ul style="list-style-type: none"> Use appropriate language and kind words. 	<ul style="list-style-type: none"> Play by the rules. Follow the directions of the adults. 	<ul style="list-style-type: none"> Sit in your seat at all times. Face the front of the bus.
O Outstanding Citizenship	<ul style="list-style-type: none"> Keep hallway clean 	<ul style="list-style-type: none"> Report problems to a teacher 	<ul style="list-style-type: none"> Say "Please" and "Thank You" 	<ul style="list-style-type: none"> Clean up trash on and under the table. 	<ul style="list-style-type: none"> Enter quietly. Sit in your space quietly. 	<ul style="list-style-type: none"> Respect school property 	<ul style="list-style-type: none"> Everyone's included. Take turns and share. Take care of the equipment. 	<ul style="list-style-type: none"> Treat the driver with respect. Keep the bus clean.
G Good Choices	<ul style="list-style-type: none"> Walk Stay to the right. 	<ul style="list-style-type: none"> Respect others privacy 	<ul style="list-style-type: none"> Think ahead and know what you want. 	<ul style="list-style-type: none"> Sit facing the table 	<ul style="list-style-type: none"> Participate at appropriate times. 	<ul style="list-style-type: none"> Walk Follow adult directions 	<ul style="list-style-type: none"> Line up quickly and quietly when the whistle is blown. 	<ul style="list-style-type: none"> Use appropriate language. Be kind.
S Safety First	<ul style="list-style-type: none"> Keep hands, feet and objects to self. Face forward 	<ul style="list-style-type: none"> Walk 	<ul style="list-style-type: none"> Keep hands, feet and objects to self. 	<ul style="list-style-type: none"> Keep hands, feet and objects to self. 	<ul style="list-style-type: none"> Keep hands, feet, and objects to self. 	<ul style="list-style-type: none"> Keep hands, feet, and objects to self. 	<ul style="list-style-type: none"> Use the equipment correctly. Use kind hands 	<ul style="list-style-type: none"> Wait for the bus to stop before exiting.

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ABSENCES

PLEASE PHONE 884-7933 TO REPORT YOUR CHILD'S ABSENCE ON OUR VOICE MAIL SYSTEM. Parents and family members must contact the school on the morning of absence by 8:30 a.m.

Student work will be posted on Microsoft Teams for middle and high school students. Hard copies can be made available to students, parents, and families upon request. Elementary students work with teachers to complete missing work upon their return school.

If a parent/guardian has not notified the 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.

ACADEMICS

Milton-Union High School Class Rank

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

Course Credit

1. To earn course credit, students are required to receive a passing semester grade using a combination of two quarters and an exam. This will be calculated using a 40:40:20 ratio.
 - a. Semester credit can be earned at the completion of the first semester and again at the completion of the second semester.
 - b. Quarter credits cannot be earned unless the class is designed to be the length of one quarter.
2. Credit Flexibility
 - a. 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.
 - b. Possible educational options include, but are not limited to, distance learning, on-line coursework, tutorial programs, independent study, correspondence courses, educational travel, project portfolios, internships, mentorship programs, summer school, and early college entrance. A determination on which educational option is best suited for a student will be made in accordance with each individual student's needs and the instructional and performance

objectives of the class. A credentialed teacher must review any instructional plan that includes an alternative educational option.

- c. Issuance of credit will be determined locally by teachers, a multidisciplinary team, a professional panel from the community, or a state performance-based assessment.

Credits Required to Graduate

1. The minimum requirements to be granted a diploma from Milton-Union High School are set by the Ohio State Department and the Milton-Union Board of Education.
 - a. English Language Arts– 4 credits
 - b. Health – ½ credit
 - c. Physical Education – ½ credit
 - d. Mathematics – 4 credits – must include either:
 1. One credit of Algebra II or equivalent; *or*
 2. One credit of advanced Computer Science.
 - e. Science – 3 credits – must include:
 1. One credit of Physical Science; *and*
 2. One credit of life sciences; *and*
 3. One credit of advanced study in another science subject offered.
 - f. Social Studies – 3 credits – must include:
 1. One half-credit in World History/civilization; *and*
 2. One credit of American History/Government; *and*
 3. Receive instruction in Economics.
 - g. Electives – 5 credits
 1. Including Financial Literacy or Personal Finance – ½ credit (Starting Class of 2026)
 2. Including 1 credit of Fine Arts
- Milton-Union High School requires students to accumulate 20 credits for graduation.
- MVCTC requires students to accumulate 21 credits for graduation.
- Except for those courses that specifically are indicated as possible to repeat, courses can only be counted once towards graduation. It is the student's responsibility to see that he or she is not scheduled into a course previously taken.
- Additional Requirements – In addition to the above, students must successfully complete instruction in CPR and the use of an AED (unless exempted).
- Physical Education Waiver – Students who participate in interscholastic athletics, marching band, show choir, or cheerleading for at least two full seasons and as documented by the guidance counselor may be excused from the high school physical requirement. Students who elect this waiver must complete a half-unit in another course of study. If students do not meet waiver requirements by the end of their junior year, they may be subject to any fees incurred in alternative methods to receive Physical Education credit.

Miami Valley Career Technology Center (MVCTC) Students

1. Milton-Union students who attend the MVCTC must remain at MVCTC at least one semester prior to returning to MUHS.
2. Students must inform their MUHS School Counselor by the beginning of December if they wish to return to MUHS for second semester with approval from administration.
3. These timelines will afford staff members the opportunity to best serve students' needs at MUHS.
4. Any discipline issued by MVCTC will apply to any Milton-Union Exempted Village School District property or event.

College Credit Plus Withdraw

Students who withdraw after the withdraw date or who failed a CCP course will be required to pay for the course even if the student is eligible for free or reduced lunch prices.

Graduation Diploma Requirements

1. Students must meet state requirements set forth by the Ohio Department of Education and Workforce (DEW) to earn a diploma.

- a. *Credit Minimum*: Students must earn a minimum total of 20 credits in specified subjects and take the required tests. See *Credits Required to Graduate*.
- b. *Competency Demonstration*: Students must earn a passing score of 684 on Algebra I and English II Ohio State tests. Students who do not pass must retake the test at least once. Alternatively, students may demonstrate competency by:
 1. Earning college course credit through College Credit Plus in that subject; or
 2. Enlisting in a branch of the U.S. armed services upon graduation; or
 3. Proficient scores on WebXams or a 12-point industry credential or a pre-apprenticeship or acceptance into an approved apprenticeship program.
- c. *Readiness Demonstration*: Students must earn at least two State diploma seals aligning with their goals and interests. See Milton-Union High School Program of Studies for full list of seals.

Early Graduation

1. It is possible for a Milton-Union student to complete his or her graduation requirements at the end of the junior year or at the end of the first semester of the senior year.
 - a. All minimum graduation requirements set forth by the Milton-Union Board of Education must be met, and there must be a valid reason as approved by administration.
 - b. Early graduates will follow the requirements of their original class.
 - c. An Early Graduation Application must be completed and submitted to the MUHS School Counseling Office.
2. No more than three credits of new work in summer school may apply toward early graduation.
3. Students who elect early graduation at the end of the first semester of the senior year may forfeit certain privileges accorded to other students but may be included in the graduation ceremony to receive their diploma.
4. Early graduates who elect to be included in the formal graduation ceremony must follow the regulations established for commencement by administration. For information regarding requirements, contact the MUHS School Counseling Office.

Exams

1. Students are required to take exams at the end of each semester.
2. Students may not be permitted to make up any exam unless they meet one of the following criteria.
 - a. Illness as excused by a doctor's note
 - b. Pre-approved vacation
 - c. Extenuating circumstances as determined by administration
3. Failure to take exams may result in a 0% (F) in the exam column.

Honor Roll Guidelines

Honor Roll – Students who have a GPA of 3.2 or higher for the grading period.

Principal's List – Students who achieve a GPA of 3.7 or higher.

Students must take a minimum of two courses at Milton-Union High School to qualify for these recognitions.

Honors Diploma Class of 2026 and Beyond

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

Requirements	State Minimum
1 Math	Fourth math must be > Algebra 2
2 Science	One additional unit Advanced Science
3 Social Studies	One additional unit Social Studies
4 World Languages	Three sequential units of one World Language or no less than 2 sequential units of two World Languages studied

5 GPA	3.5 on a 4.0 scale
6 ACT/SAT	ACT: Score of 27 or higher, SAT: Score of 1280 or higher
7 Seal Requirement	Earn two additional diploma seals, not including Honors Diploma Seal
8 Experiential Learning	Field Experience, OhioMeansJobs Readiness Seal, Portfolio, or Work-Based Learning

ACADEMIC HONORS DIPLOMA

Academic Excellence Medals

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

Incomplete Grades

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

Online Courses

Students may take online courses for several reasons including, but not limited to, the following.

1. Credit Recovery
2. Credit Acceleration
3. To take courses that cannot fit into schedule.
4. Other reasons will be approved by the administration on a case-by-case basis.

Requirements to Participate in Commencement Ceremony

To participate in commencement exercises:

1. A student must satisfy all state and local graduation requirements to participate in commencement and receive a diploma.
2. A student must have all financial commitments paid in full and disciplinary commitments resolved before he/she can participate in the commencement ceremony.
3. The Student Code of Conduct applies during/after senior picnic, senior awards, graduation practice, and commencement ceremony.
4. 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 a minimum of written verification of final credits before marching in ceremonies. These courses must be completed by **May 15** to participate in graduation ceremonies.

Schedule Revisions

1. Schedule changes may not be permitted once the request sheet is returned, and the master schedule is completed.
 - a. Classes are balanced and courses are offered based on student requests and making schedule changes is very difficult.
 - b. A request sheet is a commitment by the student to follow a schedule and take the requested classes. A change of heart, change in work ethic, interests, or peers are not reasons to change a schedule.
2. All schedule changes are at the discretion of administration.

- a. Acceptable reasons a schedule may be changed: a course cannot be scheduled, a mistake has been made, or administration feels a change would be in the best interest of all concerned.
- b. If a student is withdrawn from a course during the first ten school days of the semester, no grade will be given. Withdrawing from the course after the first ten school days of the semester may result in an "F" for the semester unless with teacher recommendation and/or administrator approval due to extenuating circumstances.

Valedictorian and Salutatorian and Latin Honors (2025-2026)

1. Valedictorian and Salutatorian will be determined senior year with the student(s) having the highest weighted cumulative GPA average named Valedictorian, and the second-ranked student(s) named Salutatorian. All grades accumulated up to this time will be averaged, and class ranking will be established for these two honors.
 - a. In the event of a tie for Valedictorian, both or all students will serve as Valedictorian. In this case, no Salutatorian will be named.
 - b. No student shall be eligible for graduation honors, such as Valedictorian or Salutatorian, unless they have been enrolled for at least eight consecutive semesters prior to the final semester used for the purpose of determining such honors.
 - c. The grades of students transferring to MUHS from a charter school will be recognized; however, the student will have no class rank for the purpose of graduation honors, such as Valedictorian, until such time as they have completed eight consecutive semesters.
 - d. Students entering high school from a non-charter or home-based school will have no GPA or class rank for the purpose of graduation honors, such as Valedictorian, until they have completed eight consecutive semesters.
 - e. The administration has the right to update and make changes to Senior Honors when necessary.
2. Latin Honors will be determined during the senior year for student(s) with qualifying weighted cumulative GPA averages as follows.
 - a. Summa Cum Laude: 4.4+
 - b. Magna Cum Laude: 4.10 – 4.399
 - c. Cum Laude: 3.8 – 4.099

Latin Honors Class of 2027 and Beyond

1. Latin Honors will be determined senior year with student(s) with qualifying weighted cumulative GPA average will be bestowed the following honors:
 - a. Summa Cum Laude: 4.4+
 - b. Magna Cum Laude: 4.10-4.399
 - c. Cum Laude: 3.8-4.099
2. Speech selection will be determined by a committee formed by the administration made up of stakeholders.

ACTIVITY FEE

Introduction

The Milton-Union Schools will continue to implement an Activity Fee to reduce 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 \$400 per family for athletics and \$400 per family for co-curriculars.
5. Students eligible for the Free or 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: \$100

Second season: \$100

Third season: \$50

HS Co-curricular: Band, Show Choir, Color Guard

First activity for participant: \$100

Second activity: \$100

Third activity: \$50

Middle School Extracurricular: Athletics

First season: \$90

Second season: \$90

Third season: \$45

MS Co-curricular: Color Guard, Winter Guard

First activity: \$90

Second activity: \$90

Third activity: \$45

Activity fees will be capped at \$400 per family for athletics and \$400 per family for co-curriculars.

ADA/504 COMPLIANCE

Americans with Disabilities Act (ADA/504) Compliance Officer is the Special Education Coordinator 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.

ASSEMBLY BEHAVIOR

Per the student conduct code, appropriate behavior during school assemblies is expected. Students who do not meet behavioral expectations will be removed and could be assigned disciplinary consequences.

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) excused absences without a doctor's note per school year, but with a phone call from a parent/guardian. 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

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

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 non-medical excuse or without legitimate excuse per month; or
 - b) 65 hours with a non-medical 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 45 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.

BACKPACKS AND STUDENT BOOKBAGS

All student book bags, backpacks, tote bags, and other purses and bags large enough to hold books must be stored in students' lockers during the school day. Exceptions will be made for clear and mesh book bags.

BICYCLES & INDIVIDUAL STUDENT TRANSPORTATION

Bicycles and other modes of transportation including, but not limited to, skateboards, scooters, etc. are to be parked in designated areas or secured with other student belongings upon arrival at school and may not be used until after dismissal. Bicycles and other wheeled forms of transportation shall not be ridden in the parking lot or playground areas and can only be parked or secured in designated locations. Student privileges may be revoked 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 building is required on the bus. Ohio Administrative Code 3301-83-08 details transportation management policies required by the State of Ohio.

To operate safe, organized, and efficient bus routes, the district will only allow a student to have one pick-up location in the morning and one drop-off location in the afternoon. All students must have pick-up and drop-off locations authorized by the Operations Manager or designee. Pick-up and drop-off at unauthorized locations are prohibited. Further, Kindergarten students cannot be released to anyone other than an adult emergency contact authorized by the parent/guardian.

Riding the bus is a privilege; the privilege will be suspended for students who cannot abide by the rules and regulations prescribed in Ohio Administrative Code and local Board of Education Policy. Infractions may result in the denial district-provided transportation. School buses are equipped with video and audio surveillance capability.

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 and in the designated "place of safety" five minutes before the bus is scheduled to arrive. (If the student misses the bus, a parent or family member will be responsible for transportation to school. Students and parents may not follow the bus and attempt to board at other locations.)
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. Electronic devices are not to be used on the bus.
10. Talk or laugh in a reasonable manner.
11. Keep your head, arms, and hands inside the bus.
12. Be courteous.
13. Keep the bus clean and sanitary (No chewing gum, eating candy or food, drinking beverages, glass containers, live animals, large objects, etc.).
14. Treat the bus with care – do not damage seats, etc.
15. No fighting, screaming, profanity, or any other inappropriate behavior.
16. Keep knees and feet out of the aisle.
17. Embark and disembark at the "place of safety."

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.

If at any time during the school year, you experience a major change (i.e., perhaps a change of address, etc.), contact Ms. Jo Dell Garrison in the Transportation Department at (937) 698-9633. These requests are not a problem but must be made five (5) days prior to the change taking effect. Parents and families will also need to confirm the change request

with the appropriate building office. Remember, the change must be for five (5) days per week. Other short-term changes or modifications will need to be handled by parents and families. The district cannot accommodate alternating day schedules.

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, PaySchools Central. Please contact the appropriate building office for the student's internal identification number. Parents and families of elementary students may place cash or check, made out to Milton-Union Exempted Village Schools, in an envelope with the student's name on the front indicating the purpose (i.e., school meals, fees, field trip, etc.). The student may then give the envelope to his/her teacher to send to the cafeteria for processing.

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 that includes recommended alternative foods. For example, students in kindergarten through grade four are required by law to receive milk with their purchased lunch. Any student with a milk allergy must have the appropriate form completed by a physician and submitted to the office. Please contact the school nurse with questions.

Students are permitted to pack their lunches but are still not permitted to share or trade food due to potential food allergies and illnesses. Sode and energy drinks are prohibited.

Student lunches cost:	Grades K-8	-	\$3.20	Breakfast grades K-8	-	\$1.70
	High School	-	\$3.40	Breakfast grades 9-12	-	\$1.70
	Extra Milk (any grade)					- \$0.65

**** Free and reduced lunch price applications can be completed at payschoolcentral.com. Once you have registered for an account, you will be asked automatically to share your meal status for the purpose of waiving instructional fees if applicable. This is the fastest and easiest approval method to identify meal status and fee waivers simultaneously. If you are directly certified for free meals through the State of Ohio Job and Family Services, the school will notify you in writing to complete a fee waiver consent form. Hard copy applications can be made available upon request.***

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

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 connect these interests and strengths to academic and career goals. Students need to have access to comprehensive resources and support for their future success. Every student attending Milton-Union is assigned a school counselor upon entering grade nine. Although each student works with his or her counselor on grades and scheduling, he or she may also wish to discuss personal matters and concerns.

Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, Milton-Union strives for all students to be college, career, and life ready. 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. The plan includes the following.

- A. Grade-level examples linking 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 six.
- 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. Students are encouraged to visit <https://ohiomeansjobs.ohio.gov/>

- and access additional resources for college and career planning.
- 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 post-secondary 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.
- H. Students in grades eleven and twelve also have access to *YouScience*, an online education and career planning tool.

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 simultaneously 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.

CELL PHONES / NON-SCHOOL PERSONAL COMMUNICATOIN DEVICES

The district recognizes that the use of personal communication devices on school grounds may be beneficial to student learning and well-being. The district also recognizes many students struggle to exercise sound judgement in the use of personal communication devices and social media, often leading to the neglect of their education and participation in inappropriate behavior including, but not limited to, classroom disruptions, bullying and harassment, recording and promoting fights and other aggressive acts, engaging in senseless and destructive social media challenges, etc.

The use of cell phones, personal communication devices, and other web-enabled technologies is prohibited. Any such device must be powered off, stored, and secured in a student's locker during instructional time, lunch period, and hallway passing time. During class, students may NOT use personal communication devices for completing calculations, checking time, listening to music, reading a book, checking grades, or for any other reason.

When the request is accompanied by medical documentation, students monitoring medical conditions like diabetes or epilepsy may have their personal communication devices with them, but they must comply with all other expectations of the policy. Any essential need/request must be approved by building administration.

CHEATING/ACADEMIC DISHONESTY

Milton-Union values honesty and integrity. Cheating, assisting another student 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 citation
- e. Proximity (seating arrangement)
- f. Other information as determined by the teacher or administration

Disciplinary decisions will be made based on knowledge of all the circumstances surrounding the incident and the determination that it is more probable than not that cheating and/or plagiarism occurred. Consequences may include, but are not limited to, 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 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. Certain student actions are not *safe* 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 scope. Teachers may call on other school personnel to help in discharging their responsibilities. 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/family 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 for Expulsion.

Misconduct Areas:

The following is a list of major areas that could result in the Consequences/Disciplinary Actions 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.

COLLEGE AND UNIVERSITY VISITS

Juniors and seniors are permitted two days per year for college visits. If the following procedures are followed, college and university visits will not count toward students' total absences from school.

1. Pre-Approval from the counselor, teachers, and principal.
2. Return signed application to counselor one week prior to college visit.
3. Bring verification of visit by college admission counselor to the office on the day of return. Failure to do so will result in an unexcused absence.

COMPUTER NETWORK ACCEPTABLE USE AGREEMENT

The purpose of this agreement is to provide computers, network and internet access (hereinafter referred to as Network) for 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 privileges. 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 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 charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) 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.

DANCE GUIDELINES

1. General Guidelines:
 - a. Students and guests attending the dance are required to abide by all Milton-Union rules and established expectations outlined in the *Student Dance Agreement Form*.
 - i. A *Student Dance Agreement Form* must be approved through the handbook acceptance policy completed at the beginning of the school year.
 - ii. Outside guests must provide a copy of their driver's license or another form of ID to the administration prior to the dance.
 - b. School dances are school functions, and as such, students are expected to dress and behave in ways that are appropriate.
 - c. Students may only bring eligible guests and are responsible for their outside guests.
 - d. Classes or clubs sponsoring a dance are to follow the Dance Guidelines and Outside Guest Dance Attendance Request Guidelines.
 - e. Prom is limited to MUHS juniors and seniors and their dates.
2. Admittance and Attendance
 - a. Tickets are non-transferable. Trading or selling tickets is not allowed.
 - b. Admittance is subject to the approval of administration. Permission to attend the dance is a privilege, not a right, and may be revoked.
 - i. A student absent on the day of the dance will not be permitted to attend.
 - ii. A student serving a suspension during the date on which the dance is being held or who has been expelled from school for any period of time during the current school year will not be permitted to attend the dance.
 - iii. A student who does not follow a full-time regular class schedule must receive permission from the principal or assistant principal to attend as a student.
 - c. If a student is on an Attendance Improvement Plan due to excessive absences, the student must be present at school 72 hours consecutively prior to the dance.
 - i. Exceptions are granted by administration as dances are privileged activities.
 - d. Any student or guest may be searched for weapons and illegal substances prior to admittance.
 - e. **Any student or guest who leaves during the dance or is removed will not be readmitted.**
3. Dance Conduct
 - a. Any type of dancing or act which could be construed as vulgar or provocative is prohibited.
4. Discipline
 - a. Violation of the Student Dance Agreement may result in removal from the dance and possible discipline.
 - b. Milton-Union staff members reserve the right to deny admission or eject any student or guest for inappropriate dress or behavior.
5. Dress Code
 - a. Formal attire is required for the dance. Specific dress code expectations are described in the Student Dance Agreement. Violations may result in non-admittance.
 - b. Students are expected to maintain a high level of self-respect in attire at all times.

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.

DRESS CODE

1. Guidelines
 - a. Milton-Union recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.
 - b. Students and their parents may make decisions regarding their appearance, except when their choices interfere with the educational program of the school.
 - c. The student and their parent/guardian are charged with the general responsibility to ensure that the student is dressed in an acceptable manner conducive to the learning atmosphere for him/her.
2. Prohibited Dress or Grooming Practices
 - a. No hats or other head coverings (including bandanas) during the school day unless a special event is announced. Head coverings for religious purposes are exempted.
 - b. No sunglasses.
 - c. No clothing with inappropriate and/or disrespectful graphics, language, or symbols that will materially interfere with the learning environment. Obscene, offensive, or provocative clothing are not proper attire for school. This includes, but is not limited to, drug, alcohol, tobacco, violent, sexual innuendo, disrespectful, or gang-related symbols, words, or emblems.
 - d. No clothing worn in a manner not keeping with the design of the original intent of that particular item.
 - e. No clothing that inappropriately reveals parts of the body or underclothes and will materially interfere with the learning environment.
 - f. No chains attached to clothing or carried around. No large metal necklaces or wrist wear, chain belts, or spiked jewelry.
 - g. No piercings that are disruptive, distracting, or pose a safety concern.
 - h. For elementary students, tennis or other form fitting shoes are preferred. Sandals are permitted if there is a strap. Flip-flops and other backless footwear are prohibited for K-5 students.
4. Failure to Follow Dress Code
 - a. Students who violate the guidelines may not be admitted to class and may face consequences.

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-related event.

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.

EARLY RELEASE AND LATE ARRIVAL PERIODS

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

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 8:30 am to be eligible for extra-curricular activities unless they have notified the attendance office prior to 8:30 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.

EMERGENCY MEDICAL INFORMATION

Emergency Medical Authorization is located on the student registration website and is completed and reviewed during the enrollment/registration process for each new school year. Please make sure all the information is current, accurate, and complete including an individual student’s current health issues, allergies, and medications.

The hard copy version of the form will accompany the student to the hospital in case of emergency. Parents and families providing accurate information will ensure the highest level of safety and care for the student. Parents and families must notify the appropriate building office and school nurse with any updates in emergency medical information throughout the school year.

FEES & FINES

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

Elementary Fee Schedule

Grade/Course	Fee	Pays for
Kindergarten	\$3.50	Math workbooks
	\$1.60	Organizational folder
	\$9.00	Kindergarten Plate
	\$20.00	Science Kits
	\$3.00	STEM Fee for supplies
	\$5.00	Headphones
	\$4.50	Art fee for supplies
	\$27.40	Supplies for centers
Total	\$74.00	

1st grade	\$1.60	Organizational folder
	\$7.00	Scholastic News
	\$6.40	Science Magazines
	\$20.00	Science Kits
	\$32.00	Math workbooks
	\$5.00	Headphones
	\$4.50	Art Fee
	\$3.00	STEM Fee
	\$7.50	Learning Enrichment items
Total	\$87.00	

2nd grade	\$7.00	Scholastic News
	\$3.20	2 organizational folders
	\$3.00	STEM Fee
	\$15.00	Handwriting book
	\$20.00	Learning Enrichment items
	\$5.00	Headphones
	\$31.90	Math Workbook
	\$4.50	Art Fee
	\$20.00	Science Kit
Total	\$109.60	

3rd grade	\$1.60	Organizational folder
	\$31.90	Math Wrokbook
	\$5.00	Headphones
	\$7.00	Scholastic News
	\$15.00	Handwriting book
	\$3.00	STEM Fees
	\$4.50	Art Fee
	\$3.50	Novel
	\$20.00	Science Kits
	\$10.00	Learning Enrichment Items
Total	\$101.5	

4th grade	\$11.50	Social Studies magazine
	\$9.00	Science/STEM magazines
	\$7.00	Scholastic News
	\$9.50	StoryWorks
	\$3.20	2 Organizational folders
	\$31.90	Math workbook
	\$5.00	Headphones
	\$4.50	Art Fee
	\$3.00	STEM Fee
	\$18.40	Science Workbook
	\$0.5	Desktop Helper
Total	\$103.5	

5th grade	\$3.00	STEM Fee
	\$4.50	Art fee
	\$31.90	Math Workbook
	\$5.30	Agenda planner
	\$1.60	Organizational folder
	\$20.50	Science workbook
	\$5.00	Headphones
	\$20.20	Science/STEM supplies
	\$15.00	Learning Enrichment Items
Total	\$107	

Middle School Fee Schedule

Course	Fee	Pays For
Art 6	\$5.00	Supplies
Band 6	\$7.00	Supplies
Chorus 6	\$8.00	Supplies
Language Arts	\$27.71	ELA Workbook
Math 6	\$33.57	Math Workbook
Science 6	\$20.46	Fusion Workbook

Course	Fee	Pays For
Art 7	\$5.00	Supplies
Band 7	\$7.00	Supplies
Chorus 7	\$8.00	Supplies
Language Arts	\$27.71	ELA Workbook
Math 7	\$33.57	Math Workbook
Science 7	\$20.46	Fusion Workbook
Algebra	\$33.57	Algebra Workbook

Course	Fee	Pays For
Art 8	\$5.00	Supplies
Band 8	\$7.00	Supplies
Chorus 8	\$8.00	Supplies
Language Arts	\$27.71	ELA Workbook
Math 8	\$33.57	Math Workbook
Science 8	\$20.46	Fusion Workbook
Geometry	\$33.57	Geometry Workbook
Algebra	\$33.57	Algebra Workbook

High School Fee Schedule

Course	Fee	Pays For
Agriculture, Food, & Natural Resources	\$17.00	State & National FFA Dues
Livestock Selection, Nutrition, & Management	\$17.00	State & National FFA Dues
Ag Business Management	\$17.00	State & National FFA Dues
Ag Mechanical Principles	\$17.00	State & National FFA Dues
Ag Credentialing Capstone	\$17.00	State & National FFA Dues
English 9	\$18.00	Romeo & Juliet (\$9.99), To Kill a Mockingbird (\$7.28)
Show Choir	\$100.00	Activity Fee (Music & supplies)
Chorale	\$40.00	Music & supplies
Piano I	\$30.00	Music & supplies
Piano II	\$30.00	Music & supplies
Art I	\$35.00	Consumables
Ceramics	\$45.00	Consumables
Drawing/Painting	\$35.00	Consumables
Intro to Engineering & Design	\$15.00	Engineering notebook
Industrial Robotics	\$50.00	FANUC manual
Robotics	\$15.00	Engineering notebook
Chemistry	\$35.32	Work text
AP Language & Composition (CCP)	\$28.00	Membean (\$15.00), The Anxious Generation (\$13.00)
Honors English 10	\$53.20	Membean (\$15.00), StudySync (\$27.70), Immortal Life of Henrietta Lacks (\$10.50)
CP English 10	\$36.70	StudySync (\$27.70), Fahrenheit 451 (\$9.00)

Band	\$100.00	Activity Fee (Music & supplies)
Algebra 1	\$33.57	Carnegie workbook
Algebra 2	\$33.57	Carnegie workbook
All Business-Related Classes	\$27.00	BPA fees
AP Literature	\$24.40	Membean (\$15.00), Frankenstein (\$5.40), A Dolls House (\$4.00)
CP English 11 & 12	\$27.70	StudySync
Biology & Human Biology	\$10.00	Consumables
APES	\$10.00	Consumables

2. School Fines

- a. A fine is assessed for damage, loss, or stolen school property, equipment, or supplies.
 - i. The fine will be reasonable, seeking only to compensate the school for the cost or loss incurred.
 - ii. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines
- b. Fines may not be impacted by Free and Reduced Lunch Applications.

3. Failure to Pay Fines or Fees

- a. Failure to pay fines or fees may result in the withdraw of report cards and/or credit.
- b. Seniors that fail to pay fines or fees may not be permitted to take part in commencement ceremonies.
- c. Please call the appropriate building office to set-up a payment plan.

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/studentservices.

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/studentservices.

GRADE INFORMATION

Beginning with grade two, students, parents, and families have the capability of accessing student grade information via web access at work or 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, visit www.muschools.com and select the Power School icon.

GRADING SCALE

Kindergarten & First Grade:

2nd – 12th 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).

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 Superintendent or designee.

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. Students are not permitted to text or call parents/guardians from cell phones during school hours. All phone calls to parents/guardians must be made from the office/clinic.

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.

Dismissal reasons may be due to fever, vomiting, diarrhea, or other ailments requiring medical attention. **Students must be fever and symptom free (vomiting, diarrhea, etc.) for at least 24 hours without fever reducing medications.**

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.

Please remember the district nurse is not a doctor. He/she cannot make a diagnosis or prescribe medicine. In most cases, he/she can only advise in the best manner to help address an issue.

IMMUNIZATIONS AND PHYSICALS

Ohio Revised Code Section 3313.673 requires all pupils to present written evidence of receiving a physical examination **before** entering kindergarten. Sections 3313.671 and 3701.13 require all pupils present written evidence of receiving immunizations against the following.

- Varicella - 2 doses required
- Hepatitis B - 3 doses required
- Polio – 4 doses required
- DPT/DTAP - 4 doses required (5 required if fourth dose was given before the fourth birthday)
- MMR - 2 doses required

There is a state-mandated vaccination requirement for students entering grade seven. The district is required by law to have written proof of the Tdap booster shot (Tetanus, Diphtheria, and Pertussis) and Meningococcal vaccine, either from a physician or county health department before starting grade seven.

There is a state-mandated school vaccination requirement for students entering grade twelve. The district is required by law to have written proof of Meningococcal Vaccinations (MCV4) either from a physician or county health department before starting grade twelve. Two doses must be administered prior to grade twelve, with an interval of eight weeks between doses. If the first dose was administered on or after the sixteenth birthday, then a second dose is not required.

**** ALL STUDENTS MUST PROVIDE PROOF OF THESE VACCINATIONS PRIOR TO STARTING GRADES SEVEN AND TWELVE. ANY STUDENT WITHOUT THESE VACCINATIONS WILL BE EXCLUDED FROM**

ATTENDANCE BEGINNING WITH THE FOURTEENTH DAY AFTER THE SCHOOL YEAR BEGINS, AND THESE ABSENCES WILL BE CONSIDERED UNEXCUSED. **

- * If there is a medical reason why these immunizations cannot be completed, documentation must be provided by a physician. Objection on religious grounds is a valid exemption only when the parent/guardian signs a written statement. Please contact the school nurse for the appropriate form.
- * Proof of compliance with these requirements must be provided before a student begins kindergarten. Students in grades K-12 enrolling from another district will also be required to comply with these requirements.

To contact the Miami County Public Health District located at 510 West Water Street, Suite 130, Troy, OH 45373, please call (937) 573-3518 or (937) 573-5421. Call for operating hours and costs, and plan to bring any previous shot records. No child will be turned away. Shots may be received free of charge.

To contact the Well-Child Clinic at 510 West Water Street, Suite 130, Troy, OH 45373 for physicals, please call (937) 440-5421 for appointment times. Fees are on a sliding scale, and Medicare, Healthy Start, and Medicaid Managed Care Plans are accepted.

Contact the school health office to speak with Mrs. Chelsea Chinn (937) 884-7977 ext. 2114.

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 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 in the cases of long term assignments and testing.

MCKINNEY-VENTO ACT

The McKinney-Vento Act defines homelessness as "individuals who lack a fixed, regular, and adequate nighttime residence". This could entail the following conditions:

1. Sharing housing with another person or family due to economic hardship, loss of housing or another reason.
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate housing.
3. Living in emergency or transitional shelter.
4. Abandoned in Hospitals.
5. Living in a car, park, public space, abandoned building, substandard housing, bus or train station or a similar setting.

6. Migrant Children as defined by the Elementary and Secondary Act, as mentioned specifically in the definition of homeless, as migrant families often live in conditions of poverty and may not be able to afford fixed, regular, and adequate housing. Migrant children and youth, however, are not categorically McKinney-Vento eligible; rather they are eligible to the extent that their living arrangement is one described in the Act's definition of homeless.

Schools and districts must provide services comparable to services offered to students who are not experiencing homelessness in accordance with this act and other provisions of the law. Services offered include:

1. Transportation services
2. Educational services for which the child of youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq) or similar state or local programs
 - a. Educational programs for children with disabilities
 - b. Educational programs for English learners
3. Programs in career and technical education
4. Programs for gifted and talented students
5. School nutrition programs

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 2nd 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: Parents and family members provide emergency medical information during the yearly registration process or initial student enrollment when first entering the school district. Providing accurate contact and emergency medical information is extremely important. Please ensure all information on your child is accurate and includes any current health issues, allergies, and medications. This information will be provided to medical personnel should your child require transportation in emergency circumstances. Accurate information will provide the highest level of safety and care for your child.

MIDDLE & HIGH SCHOOL HALL PASSES

1. SmartPass Hall Pass system will be utilized for hall passes.
2. All students are to use administrative approved hall passes with permission from the teacher when they need to leave class to go to the office, restroom, nurse, counselor, etc. during a period.
3. Students who violate classroom policies for leaving class will not be permitted to leave class for any reason other than an emergency and/or subject to discipline assigned by administration.
4. Students who do not have a pass will be sent back to their place of origin by a staff member immediately.

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 8/21/2023)

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:

Katie Hartley, Director of Curriculum & Instruction
hartleyk@muschools.com
(937) 884-7985

Mark Lane, HS/MS Assistant Principal
lanema@muschools.com
(937) 884-7972

PARKING GUIDELINES

1. Parking Guidelines
 - a. All students who drive to school must be careful and prudent in their habits. Buses will be loading and unloading during pre-daylight hours.
 - b. The speed limit is 10 mph.
2. Students must register their cars in the main office for a designated space.
 - a. The registration cost is \$10.00. Failure to pay registration cost will result in assessment of student fees.
 - b. Any student parking on school property must have a valid parking pass displayed.
 - c. Parking in another space will result in disciplinary action.
3. Students are not permitted to use their vehicles or any other vehicle during school hours.
 - a. Once a student has parked his/her car in the student parking areas, it is off limits until school is dismissed.
4. No loitering in cars the morning before school starts.
5. Driving across parking space lines is prohibited.
6. **Students must sign the parking agreement prior to being assigned a space. Failure to comply may result in disciplinary consequences.**

PEDICULOSIS (LICE) – Policy 8451

The Board of Education recognizes that certain health conditions limit a student's success in school and may present a concern for other students.

Students identified with pediculosis (lice) are sent home on the day of identification, with instruction concerning appropriate treatment of individual(s) and environmental care. Parents/guardians are instructed that school policy requires that students return to school only if free of lice. A parent/guardian must accompany the child to the clinic to be re-examined before the

student can return to class. If the student returns to school without complete removal of lice, they will be sent home until they are lice free. Students should be able to return to school within one (1) to two (2) days (including weekends) after being sent home. Those who remain out for extended periods of time due to ineffective treatment will be turned over to the principal who has the authority to notify the school attendance officer which may result in a court referral.

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 st : | Should meet above applicable factors. |
| 2. Promotion from 1 st to 2 nd : | a) Should meet above applicable factors.
b) Should have satisfactory performance in both reading and math.
c) Must not be more than 6 months behind in grade level skills for both subjects. |
| 3. Promotion from 2 nd through 5 th : | 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 th through 8 th : | 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 th to 9 th | - Completion of 8 th grade |
| 6. Promotion of 9 th to 10 th | - 5.75 credits |
| 7. Promotion of 10 th to 11 th | - 11.5 credits |
| 8. Promotion of 11 th to 12 th | - 17.5 credits |
| 9. Graduation & diploma | - 20 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 Superintendent or assigned designee 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.

PUBLIC DISPLAY OF AFFECTION

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

RECESS & OUTDOOR PLAY

For the elementary building, students will have outdoor recess unless there is rain, or the air temperature is extremely low (20 degrees Fahrenheit with wind chill and colder). Please ensure your student is appropriately dressed for the weather (i.e., long pants, slacks, boots, gloves, etc.). Documentation from a physician is required when a student must remain inside during recess. Such documentation will also prohibit the student from participating in Physical Education class as well.

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. In accordance with Board of Education Policy, 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 offer nurture, counsel, and 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.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies. (Revised 1/21/2025)

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) 723-3764.
- The Crisis Text Line is a free, confidential service for any student who may need help in a stressful situation. You can be connected with 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 investigates 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.

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 5:30 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 ARRIVAL & DISMISSAL – GENERAL DROP-OFF AND PICK-UP PROCEDURES

Elementary, middle, and high school students should arrive on school grounds at approximately 7:50 a.m. each morning.

- Buses will access campus via the west entrance (near the tennis courts) then turn left to pass in front of the three building entrances. After discharging students at or near the middle and elementary school entrances, the driver will loop toward the east exit and pull onto Milton-Potsdam Road.
- Staff members and student drivers will use the west entrance and park on the south side of the building adjacent to the Lowry Woods.
- Parents and families dropping off high school and middle school students will use the west entrance, drive slowly toward the Lowry Woods, loop widely toward the sidewalk on the west side of the building, discharge students in designated locations near the student entrance on the west side of the building (near the senior bench), veer left toward the tennis courts, and proceed to exit onto Milton-Potsdam Road from the west drive. Parents and family members dropping off high school and middle school students will enter and exit from the same location. Drivers may only turn right onto Milton-Potsdam Road upon exiting.
- Parents and families dropping off elementary students will use the east entrance, line-up in the same loop with other drivers, discharge students in designated locations near the sidewalk adjacent to the playground, turn widely after student drop-off toward the Lowry Complex, and exit onto Milton-Potsdam Road from the east drive. Parents and family members dropping off elementary school students will enter and exit from the same location. Drivers may only turn right onto Milton-Potsdam Road.
- Students entering the building for breakfast may do so at 7:40 a.m.

Elementary, middle, and high school students are dismissed at 3:00 p.m.

- Buses will access campus via the west entrance (near the tennis courts) then turn left to pass in front of the three building entrances. Drivers will park in designated locations and wait for student dismissal. After dismissal and once all middle and elementary school students board, drivers will continue toward the east exit and pull onto Milton-Potsdam Road. District bus drivers will be able to turn left or right onto Milton-Potsdam Road.
- Parents and families picking up middle and high school students may NOT arrive on campus until 2:50 p.m. Parents and families will follow the same procedure as drop-off each morning. Students will watch for parents and family members from the sidewalk at the west side of the facility (near the senior bench). Parents and family members picking up high school and middle school students will enter and exit from the same location each afternoon. Drivers may only turn right onto Milton-Potsdam Road upon exiting.

Parents and families picking up elementary students will use the east entrance and join other drivers in the loop pattern like morning drop-off. Vehicles will be “staged” in organized lines and directed by school staff members at the appropriate time to pick-up students in designated locations along the sidewalk adjacent to the elementary playground and east entrance. Following pick-up, drivers should loop widely toward the Lowry Complex and then exit onto Milton-Potsdam Road from the east drive. Parents and family members picking up elementary school students will enter and exit from the same location. Drivers may only turn right onto Milton-Potsdam Road.

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 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 education 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 the school official's tasks (including volunteers) is also considered a school official for purposes of FERPA provided the parent or student meets the above-referenced criteria applicable to other outside parties.

Legitimate educational interest is 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 academic records, student assessment data, and disciplinary records including records pertaining 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, or alternatively send written notice to the requesting school if there is no record of the student's attendance. Records will be released 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; there is no record of the student having attended school in the District 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. within five (5) school days after receiving the request, either the student records shall be transmitted or a written notice will be provided if there is no record of the student's attendance;
 3. except as when expressly prohibited by law, the District is authorized to withhold grades and credits to enforce payment of outstanding fees and charges, and further, may withhold all of a student's school records if there is \$2,500 or more of outstanding debt attributed to the student, and will only release the records once the debt has been paid;
 4. the parent or eligible student, upon request, receives a copy of the record; and
 5. 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 including records pertaining 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 including records pertaining 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 or 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 a 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 8330 F14) Further, the following personally identifiable information will not be disclosed to any entity: a student or the student's 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, voting 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)

The District will verify that the authorized representative complies with FERPA regulations.

- 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 period of time 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 education 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/eligible student consent was obtained (if required).

Only directory information regarding a student shall be released to any person or party, other than the student or the student's parent, without the written consent of the parent or, if the student is an eligible student, without the written consent of the student, except to 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 the District's 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; and/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 five (5) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, District-assigned e-mail addresses (if available), 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, District-assigned e-mail address (if available), and telephone listing not be released without prior consent of the parent(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 of 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 the purpose of 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 to the District a valid program authorization card issued by the Secretary of State certifying that the parent (or adult student), the parent's child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program, the Board 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. Since student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's designated address for any and all communications and correspondence between the Board 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, other personal communication devices, and any electronics must be powered off and secured in hallway or classroom lockers during the day.

From Parents:

Messages from parents/guardians may be given to office assistants or staff members 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 students' 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 appropriate main office upon entering and exiting the building. Visitors who have business outside the office must provide photo identification and wear name tags/badges.

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.

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 - 3:00-5:00, Middle School - 3:00-5:30, High School - 3:00-6:00

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.

WITHDRAW (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 withdraw form, and all bills, fines, etc. must be cleared. Transcripts will then be forwarded to the new school upon request.

Withdraw from school is only permitted for two 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.

WORK PERMITS

1. General Principles
 - a. Ohio law requires employed minors between 14 and 18 years of age to have a work permit.
 - b. Minors 14 and 15 years of age must attend a full school day and may only work three (3) hours a day after school, eight (8) hours a day on Saturday and Sunday, but not more than 18 hours in a week.
 - c. No employer may employ a student more than five (5) consecutive hours without a rest period of at least 30 minutes.
 - d. Certain jobs are prohibited for minors, depending on age. See Ohio Revised Code 4109 for details.
2. Obtaining a Work Permit
 - a. Students can obtain a work permit by applying through the Guidance Office.
 - b. A new work permit is required each time the place of employment changes.
 - c. No work permit is required if the student is working a summer job that will start after school closes in May and will terminate before school starts in the fall (although an employer may still request a permit).