

Milan Middle School

Student Handbook

Student Code of Conduct



Milan Area Schools: Founded on Tradition - Focused on Excellence

Milan Area Schools is a community committed to achieving academic excellence for all learners through research, collaboration, and continuous improvement.

We believe in...

- providing a safe and orderly environment that contributes to successful learning.
- implementing sound instructional strategies that are based on research, best practice, and evaluation.
- offering real world, 21st century experiences that make learning relevant.
- supporting quality teaching through continuous professional development.
- fostering a positive school culture through shared leadership and high expectations.
- allocating resources to enhance curriculum, instruction, and assessment.
- honoring the traditions of our community by collaborating with all stakeholders to maximize student learning.

Milan Middle School Student Handbook

TABLE OF CONTENTS

VISION AND MISSION STATEMENT	1
TABLE OF CONTENTS	2
SECTION I: WELCOME	3
SECTION II: INFORMATION YOU CAN USE	3
Athletics	3
Closing of School	3
District Website	4
Power School Parent Portal	4
School Hours	4
SECTION III: SCHOOL POLICIES	4
Attendance Policy	4
Bullying and Other Aggressive Behavior Toward Students	5
Cafeteria	6
Cell Phones or Other Electronic Devices	6
Computer Use	6
Dress Code	7
Due Process Protection	7
Lunch Period Rules	7
Medicines and Prescribed Drugs	8
Promotion/Retention Policy	8
School Safety	8
Serious Offenses	8
Sexual Harassment and Intimidation	8
Student Records	9
Substance Possession and Abuse	9
Transportation System	9
Verbal and Physical Assaults	9
Visitors	9
Weapons	10
SECTION IV: SCHOOL SERVICES AND PROGRAMS	10
Announcements and Posters	10
Bike Rack	10
Clubs and Organizations	10
Counseling Services	10
Educational Programs Offered at MMS	10
Homework	10
Leave it at Home	11
Lockers	11
Lost and Found	11
Media Center	11
Money	12
Note to Parents	12
Grading	12
Telephone	13
SECTION V: STUDENT RIGHTS AND RESPONSIBILITIES	13
Responsibilities	13
Positive Behavior Interventions and Support	13
PBIS Matrix	14
PBIS Card	15
Code of Conduct and Consequences	16
Definitions	20
Appeals Process	24

I. WELCOME

Dear Students and Parents,

Welcome to MMS! The entire staff joins us in wishing that your three years at Milan Middle School are the best years of your life. As middle school students, we encourage you to be active learners and active participants in the many activities offered to you. The opportunity to work with you as a team as you prepare for your future is an opportunity that is important to all of us. The more effort you put into your middle school experience, the better it will be. You will find that the rules and procedures that govern our lives here at Milan Middle School make it possible for all of us to live, learn, work, and play together both safely and respectfully. **Take the time to read this handbook carefully.** Be proud of your school. Take good care of it. Become part of it. You have the power to determine your success at MMS. We look forward to another exciting, enriching, and challenging year; one in which you aspire to excellence.

This school board approved parent/student handbook is designed to help you better understand the programs, activities and policies which govern our school. Please take the time to review the information contained within so your transition from your former school or past grade will be as easy as possible. Remember that consideration, respect, and safety are the foundations upon which the rules for student conduct are based. You will share a school environment with about six hundred other people. Therefore, the rights of all must be preserved and the safety of no one must be endangered.

The teaching staff, guidance counselors, and administrative team stand ready to help make your middle school experience the best possible. It is our hope that you strive to be the best student and person you can be. Have a great year!

Sincerely,

Milan Middle School Administrative Team
Dr. Shanna Spickard, Principal
Mrs. Kristina Collier, Assistant Principal

II. INFORMATION YOU CAN USE

ATHLETICS

All aspects of athletics are handled by Milan Area Schools Athletic Department. For information concerning athletics call 734 439-5088.

CLOSING OF SCHOOL

In case of inclement weather, it may be necessary to close school for safety reasons. The Superintendent will send out a message using School Messenger. School closing information may also be obtained by listening to any of the following radio and television stations:

WAAM (1600 AM) WIQB (102.9 FM) WJR (760 AM) WEMU (89.1 FM)
WXYZ (Channel 7) FOX (Channel 2) WDIV (Channel 4) UPN (Channel 50)

One of these three messages will be used:

- "School Closed" - Middle school practices cancelled. Other activities dependent upon road conditions (including games and/or concerts).
- "Buses Delayed" - Classes are in session - Students should arrive as soon as possible.
- "School Delayed" - Classes will not start until the time stated. Students should arrive at that time (This is seldom used).

DISTRICT WEBSITE

Milan Area Schools maintains a website which contains information for parents, students, staff, and other interested community members. The site address is: <http://milanareaschools.org>. Be sure to check out the middle school page for information specific to MMS. As you scroll down the page, you will notice information about each grade level team's website.

ELASTIC CLAUSE

Administration reserves the right to amend any provision in this handbook that she/he deems to be in the best interest of the educational process. Furthermore, the administration retains the rights to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as she/he considers necessary.

POWERSCHOOL PARENT PORTAL

Power School Parent Portal is a tool that is integrated into Milan's Student Information System (SIS), specifically developed for parents and students to access real-time information including attendance, grades and detailed assignment descriptions, as well as personal messages from the teacher. Both parents and students will be given a log in name and password. The website is: <https://ps.milanareaschools.org/public>. More information concerning Power School can be found on the Milan Area Schools website: milanareaschools.org

SCHOOL HOURS

Each morning students are allowed to enter the building at 7:30 AM. Breakfast is available for purchase in the cafeteria at that time. All students are expected to be in their first period class, ready to learn, at 7:45 AM. Following a Regular Schedule the students are dismissed at 2:25 PM. On a Half Day Schedule, students are dismissed at 10:50 AM.

III. SCHOOL POLICIES

ATTENDANCE POLICY

Michigan Law states that all people under sixteen (16) years of age shall go to school regularly unless legally excused. Students, school is your "job" and you are expected to attend regularly. Good attendance is necessary in order for students to learn and master the district's adopted curriculum. Students are expected to attend school every day of the school year. Parents are responsible for regular attendance at school; the school shall make every effort possible to provide services to encourage regular attendance. If a child cannot attend, it is the parents' responsibility to call the school.

Picking up a Child During the School Day

When picking a child up during the school day, in order to have as few instructional interruptions as possible for all children in the school, we ask parents to meet their child in the guidance office. When students have a note from their parent for a special dismissal time, they should take it to the guidance office before school in order to receive an early dismissal pass. Parents will sign their child out, and then the office will call the classroom to have the student report to the guidance office. Anyone picking a student up from school must have a picture ID. For the safety of students and pets, please do not bring pets to school at pick-up time unless they remain in your car. Please no dogs on school property during school hours unless it is a scheduled visit.

Notification of Excessive Absenteeism

A letter will go home on the 8th absence (no doctor's note). A parent meeting will be held with the building principal or assistant principal upon the 12th absence. Students with 20 or more absences will be reviewed by school personal to determine if there are any supports that can be provided by the school to help increase the students' attendance. Also, students with 20 or more absences will be referred to the county attendance officer. If noncompliance occurs at this stage, parent(s)/guardian(s) may be charged with a misdemeanor. The only absences that will be excused are: (1) illness or disability excused by a physician's note, (2) death in the immediate family, when documentation is provided, (3) doctor or dentist appointments, when documentation is provided, or (4) severe storm, fire, or other events that may need special consideration.

Absences

Parents are asked to phone the school when the student is to be absent or send a note to the office when the student returns to school. Please call 439-5280 before 9:00 A.M. on the day of the absence.

Mid-Day Absences and Closed Campus

The Board of Education policy states that Milan Middle School operates a closed campus. Students must stay on school grounds from the time they arrive until the dismissal bell. If a student needs to leave during the school day for a pre-arranged appointment, he/she should bring a note from home and check out through the guidance office. To safeguard the students, an adult must meet children at the guidance office and sign them out. The adult must have proof of identity and be listed on the child's data profile. Students who become ill during the school day will be sent home if the illness appears to be serious and a parent or guardian can be reached.

Late Arrival To School

Children arriving late will need a pass to enter their first class of the day. This pass is issued by the guidance office. A student must have a written excuse or telephone call from a parent stating the reason for being late or the student will be counted tardy for that class.

Make-Up Work

Parents or students can **e-mail or call teachers** to request their student's homework. Assignments will be in the main office by the end of the school day one day after the request.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

In accordance with state law, the Board of Education for Milan Area Schools has adopted a policy that protects all students from bullying/aggressive behavior. A complete copy of the policy is available in the middle school office as well as on the district website.

Any student who believes s/he has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or board official. Complaints against a building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the board president.

CAFETERIA

All students are required to eat in the cafeteria whether they bring their lunch or purchase it at School. We encourage all students to have some kind of nourishment during their lunch period. It is important to the learning process and the health of the children. Students have the choice of purchasing a complete nutritional lunch, a la carte items from the cafeteria line, or bringing a lunch. For your convenience, lunch deposits may be made directly in the cafeteria or may be mailed to the Milan Area Schools' central office. Students may also pay cash as they come through the line. Parents may pay online from the food service link on the district page. Free and reduced breakfasts and lunches are available to students who qualify. Applications are available in the main office. For safety reasons, please do not send glass containers.

CELL PHONES OR ELECTRONIC TEXTING DEVICES

Milan Area Schools allows students to have cell phones in possession while at school. However, the following regulations apply:

- the cell phone may not be used during the school day
- cell phones must remain off during the school day
- parents needing to contact students must call the guidance office (439-5209), not their child's cell phone
- cell phones need to be "out-of-sight"
- no text messaging is allowed in school
- electronic devices having picture-taking capabilities, including cell phones, are not allowed in restrooms or locker rooms

Cell phones that are visible and/or disrupt a class by any manner will be taken and held in the office. Electronic texting devices which are used during the school day will also be taken. When a cell phone or electronic texting device is taken, an adult will need to pick it up from the main office after the first offense. The first time a cell phone or texting device is taken, the student will be reminded of the policy. On each of the second, third, and fourth times the cell phone or texting device is taken, the student will be reminded of the policy and be assigned to one day of in school suspension. On the fifth and all following times, the student will be reminded of the policy and receive one day of out of school suspension. Milan Area Schools is not responsible for lost, stolen, or damaged cell phones or other electronic devices.

COMPUTER USE

Milan Area Schools has a comprehensive network and Internet access agreement for students. The agreement discusses both appropriate use and consequences for misuse. There are many nuances of the agreement relating to specific situations too numerous to cite in this document. Contact a building administrator for details.

DRESS CODE

The guidelines for acceptable student dress are determined by the need for cleanliness (including appropriate hygiene), health, safety, and the maintenance of the learning environment.

- **Any apparel that detracts from the educational process or inappropriately exposes the body will not be allowed.**

Examples of unacceptable dress include, but are not limited to:

- Tank tops/muscle shirts/spaghetti straps/low cut tops/ bare midriffs/off the shoulder apparel
- Sagging pants and shorts
- Overly short skirts or shorts
- Chains on wallets and/or hanging off clothing
- Pajama pants/lounge wear/lycra shorts
- Obscene or indecent exposure will not be tolerated.
- Student dress shall not endanger the health and well-being of the student and others.
- In keeping with the spirit of the Milan Area Schools' substance abuse policy, clothing which displays profanity, violence, cigarettes, drugs, gangs, alcohol, sex, nudity, illegal items, etc., are inappropriate for school (ex. Hooters or other bar/sexual advertisements).
- Outside wear, including headgear and coats, should be kept in lockers during the school day. They should not be worn inside the building. Hats and hoodies should be removed upon entering the building and left off until exiting the building.

Dress code violations will be sent to the guidance office to correct situation and “dress code violation” will be stamped in the student’s planner. The third violation may result in a suspension.

DUE PROCESS PROTECTION

- The student shall be informed of the specific charges which are the basis for disciplinary action to be taken against him/her.
- The student will have the right to present to the school administrator any information that will support his/her defense.
- If the student is suspended by the school administrator, the administrator will notify the parents as soon as possible of the suspension, the reason for the suspension, and the steps necessary to effectuate the student's return.
- If the parents or guardian are dissatisfied with this action, they may appeal to the superintendent to review the decision. At this review they may be advised by a person of their choosing.

LUNCH PERIOD RULES

- Be in the cafeteria within the time allotted by the lunchroom supervisor.
- Remain in your seat except when purchasing food or disposing of trash.
- Deposit all lunch litter in wastebaskets.
- Show respect by keeping noise to a minimum by not yelling, popping bags, banging on tables, etc.
- Leave the table and floor around your place in a clean condition for others.
- After the lunch period has begun, students may not be in the hallways without a pass. If you need to go to your locker, the restroom, the office, etc. you must obtain a pass from a lunchroom supervisor.
- No opened food or beverage may leave the cafeteria.
- We have seen acts of immaturity in the lunchroom. "Food fights" will not be tolerated.

MEDICINES AND PRESCRIBED DRUGS

We recognize that it may be necessary for a student to have prescribed medication available in school. For their safety as well as the safety of other students, it is required that all medication be stored in the guidance office. **The medication needs to be in the original prescription bottle with the doctor's name and prescribed dosage written on it.** If there is any **change in dosage** we need written instructions from the doctor's office signed by the doctor. The medication will be accessible whenever needed by the student. A permission form, available from the office, must be filled out for school personnel to distribute any medication. **We cannot supply any drugs, even aspirin, without a permission form signed by the parent and physician and a supply of the necessary medication.**

PROMOTION/RETENTION POLICY

- Retention may occur when a student receives nine or more failing grades for the year.
- After final grades have been determined, a letter will be sent to inform the parent in the event of retention. Special education promotion/retention decisions will be determined by the I.E.P. team members.
- A middle school student may be retained when absences accumulate to more than twenty (20) days per school year unless there are extenuating circumstances. Hospitalization, a doctor's excused absence, and school suspensions, do not count in the twenty (20) days.
- The final decision on retention or promotion of any student rests with the building principal.

SERIOUS OFFENSES

The following offenses may result in expulsion, suspension, removal from extra-curricular activities, and/or referral to police or juvenile court when appropriate.

- Truancy from school or classes
- Possession of weapons (Police referral)
- Fighting or assault
- Damage to school or personal property
- Theft or extortion
- Disobedience or disrespect to staff
- Violation of substance abuse policy
- Bullying, intimidation, racial discrimination

SEXUAL HARASSMENT AND INTIMIDATION

It is the policy of this district to maintain learning and working environment that is free from sexual harassment. No board member, staff member, or student of this district shall be subjected to any form of sexual harassment or intimidation. It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff, or student body through conduct or communications of a sexual nature as defined in this policy. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, along with board policy and procedures governing sexual harassment within his/her building or office.

STUDENT RECORDS

The school shall maintain educational records of students to include such information as academic transcripts, attendance records, accident and health reports, withdrawal and re-entry records, standardized achievement test scores, disciplinary information, special education files, and other information deemed to be of value by the administration. The school may make certain directory information available without parental consent if public notice has been given. Student records will be sent to another school district when the new school requests them. Student records may be reviewed by written request twenty-four hours in advance. In situations where the parents of a student are divorced or separated, each custodial parent and/or non-custodial parent has equal rights to their child's records unless a court order specifies otherwise. All issues relating to student records are governed by the Family Education Rights and Privacy Act.

SUBSTANCE POSSESSION AND ABUSE

Milan Area Schools has a comprehensive substance abuse policy that was written in conjunction with Michigan Law MCLA and existing alcohol laws. This policy addresses both punishment and intervention services for students involved. There are many nuances of the policy relating to specific situations too numerous to cite in this document. Contact a building administrator for specific detail or to receive a copy of the full policy.

TRANSPORTATION SYSTEM

The Milan Area Schools transportation system provides bus service for students who qualify. The qualifications are set by the Department of Education. Students who use this transportation are expected to abide by the rules set by the supervisor. Any infringement could mean the loss of the privilege.

Students are not allowed to ride a bus other than their own except in the case of a family emergency. Arrangements to ride a different school bus must be made through the transportation department at least one day prior to the bus change. All questions concerning bus transportation should be directed to the transportation department (439-5900).

VERBAL AND PHYSICAL ASSAULTS

In compliance with state legislation, Milan Area Schools has adopted a policy which addresses both verbal and physical assaults toward fellow students or staff. These laws require that students committing assaults be expelled. There are many aspects of the law that are too numerous to cite in this document. Contact a building administrator for specific details or a copy of the legislation and policy.

VISITORS

We have a large student body and most of our classes are full. Therefore, **NO STUDENT VISITORS WILL BE PERMITTED**. Parents may visit student areas once approved through ICHAT.. Please check in at the office before you go to the rooms and receive a "visitor's badge," so that our teachers know we are aware that someone other than students and staff is in the building.

WEAPONS

All Milan Area School buildings, facilities, vehicles, grounds, and other school property are considered weapon free school zones. The district has adopted a policy that requires the permanent expulsion of individuals possessing weapons or firearms on district property or at school sponsored events.

IV. SCHOOL SERVICES AND PROGRAMS

ANNOUNCEMENTS AND POSTERS

Announcements and posters must be approved by the administration.

BIKE RACK

The school cannot be responsible for your bicycle if you ride to school. A bike rack is provided for students' to secure their bike when it is ridden to school.

CLUBS AND SCHOOL ORGANIZATIONS

All school organizations must have the approval of both the administration and a teacher advisor.

COUNSELING SERVICES

The guidance office is located next to the Librarium and provides a number of different services to students. Students may obtain a pass to the guidance office from any teacher and are welcome any time during the school day. Please visit our counselor if:

- you have a problem; social, academic, or personal
- you need to adjust your schedule of classes
- you would like to investigate career options
- you are ill or injured

EDUCATIONAL PROGRAMS OFFERED AT MMS

At the sixth grade level the core classes are: English/Language Arts, Math, Social Studies, Science, Success For Today, and Health. Students are offered a variety of electives to round out their day.

At the seventh grade level the core classes are: English/Language Arts, Social Studies, Science, Math, Spanish, Success For Tomorrow, and Health. Students are offered a variety of electives to round out their day.

At the eighth grade level the core classes are: English/Language Arts, Social Studies, Science, Spanish, and Math. Students are offered a variety of electives to round out their day.

HOMEWORK

The purpose of homework is to improve the learning process by aiding in the mastery of skills and stimulating interest on the part of the learner. Homework assignments relate directly to class work and extend the students' learning beyond the classroom. It teaches students to be independent learners and gives them experience in following directions, making judgments, raising additional questions for study and developing responsibility and self-discipline.

The amount of time students spend on homework assignments on any given day will vary widely depending on the skill of the learner, the grade, and the subjects being studied. As a general guideline, sixth grade students should allow time for an average of one hour per night for homework. Seventh and eighth graders will average one and a half hours per night.

Homework should be considered to be much more than just finding the answer and putting it on paper. It involves study. Study may include reviewing past written work for upcoming assessments, re-reading assignments, and working on long term class projects. It should be a rare day for a student to say, "I don't have any homework tonight" or "I got it all done in school." Parents are encouraged to become involved in their student's homework by closely monitoring assignments daily and by checking their student's planner and/or checking the team online planner and newsletter.

Students are responsible for requesting make-up work following an unexpected absence. To receive credit, they are allowed one day to make-up work for each day of absence. Teachers may allow additional time at their discretion.

LEAVE IT AT HOME

There are many objects that should not be brought to school or school functions due to the hazards or disruptions they bring with them (ex. laser pointers, fireworks, toys, games, dice, wallet chains, etc.).

LOCKERS

The school cannot be responsible for valuables. Therefore, locks and lockers are provided.

- If your lock or locker does not function properly, please contact the office immediately.
- For your protection, **do not give your combination to other people**. Memorize it and then destroy the paper on which it is written.
- You should keep your locker clean, closed, and locked.
- Do not store opened food or beverages in your locker.
- The lockers are the property of the Milan Area Schools and are subject to inspection at any time, on the authority of the administration of the school.

Students are expected to visit lockers when school opens at 7:30 A.M. to leave coats, hats, and **book bags**. Students may visit their lockers at the following times: upon arrival to school, in between classes, and at the end of the day.

LOST AND FOUND

Articles found in classrooms and halls are to be turned in to the counseling office to be placed in Lost and Found. Check in the counseling office if you have lost anything. Many articles go unclaimed each year because students fail to check the Lost and Found.

MEDIA CENTER

The middle school has a beautiful library containing nearly 8,000 books. We encourage students to utilize these materials, but ask that all books be returned promptly as others may be waiting for them. If a needed book is not available, our school media person may be able to borrow a copy from another library. Students need only secure a pass from their teacher if they wish to use the media center.

MONEY

Please do not bring large amounts of money to school. Theft or loss is always possible and not worth the risk. There is no money kept in the office and therefore we have no change. MONEY IS NOT LOANED TO STUDENTS, either from the office or by individual teachers.

NOTES TO PARENTS

Science and health courses in the middle school curriculum contain subject matter concerning human growth and development. We have made every effort to make the materials appropriate for each grade. According to Michigan State law, your child, upon your written request, may be excused from participating in the human growth and development discussions. If you wish to review the materials used in these courses, or desire additional information concerning the health or science programs, please contact the middle school (439-5200).

GRADING

Report cards are finalized at the end of semester one and the end of the year. All grades are available through Power School. If you need access to PowerSchool or a password, please contact the office. Please start with the classroom teacher when you have questions or concerns about a grade. The middle school years are a great age to encourage and support your student to advocate when he or she is uncertain or has a concern about his or her grade.

As we are basing students' grades on standards for each discipline, final grades are first and foremost determined by our teachers professional opinion of your child's work against those standards. Teachers use evidence of student learning using a variety of methods. Please don't hesitate to inquire how grades for your student were determined if you are unsure. The point-grade conversion is to the right. Our Standards-Based Education Handbook is located on our middle school website.

We recognize the following categories for academics:

High Honors: All A Grades

Honors: A and B Grades

SEMMLAA Top 15: Fifteen 8th grade students with the highest cumulative middle school grade point average.

4.00	A+
3.50-3.99	A
3.25-3.49	B+
3.00-3.24	B
2.75-2.99	C+
2.50-2.74	C
2.25-2.49	D+
2.00-2.24	D
0.00-1.99	F

TELEPHONE

Telephone lines into the building are limited and in constant use. Therefore, **STUDENTS ARE NOT ALLOWED TO USE THE OFFICE TELEPHONES EXCEPT IN CASE OF ILLNESS OR SCHOOL RELATED BUSINESS.**

An emergency telephone message may be delivered to a student only from a parent or guardian. To minimize interruptions to the classrooms, we encourage you to make arrangements with your child for lunches and transportation **before** they come to school. Appropriate messages will be delivered to students at lunch. Messages can not be delivered after 2:00.

V. STUDENTS' RIGHTS & RESPONSIBILITIES

RESPONSIBILITIES

The following student responsibilities will be taught, encouraged, and then enforced throughout the school year, every day, during every class period, including lunch time.

Students are expected to be prepared from the beginning of each entire class period.

- Students should have materials for each class: planner, textbook, pens, pencils, paper.
- Students who are consistently unprepared for class will have their parents contacted and may be referred to the counselor.

Students are expected to be courteous and show respect for all individuals and their property.

Students who are not courteous or do not show respect will:

- be reminded of the responsibility again by the teacher.
- have his/her parents called.
- be referred to the counselor or an administrator.

Students are expected to keep class interruptions to a minimum.

Students who are disruptive will:

- be reminded of the responsibility by the teacher.
- have his/her parents called.
- be referred to the counselor or an administrator.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

At Milan Middle School we seek to improve student achievement through quality instruction. Students who are not respectful, responsible, and safe impede the learning process for others. Our PBIS program is designed to teach all students how to be respectful, responsible, and safe. The goal is to promote positive behaviors and reward students for exhibiting these behaviors.

Students are taught lessons centered around the expectations listed on our matrix.

	Hallways	Bathroom	Cafeteria	Offices	Media Center
---	----------	----------	-----------	---------	--------------

<p align="center">Be Respectful</p>	<p align="center">Use appropriate language and volume</p> <p align="center">Respect the learning environment of classes in session</p> <p align="center">Follow all staff directions the first time given</p> <p align="center">Respect school property</p>	<p align="center">Respect privacy and property of others</p> <p align="center">Use appropriate language and volume</p> <p align="center">Flush the toilet</p>	<p align="center">Use appropriate verbal and nonverbal language</p> <p align="center">Respect the property and personal space of others</p> <p align="center">Follow all staff directions the first time given</p> <p align="center">Wait your turn</p>	<p align="center">Wait quietly and patiently</p> <p align="center">Respect privacy of others</p> <p align="center">Use appropriate verbal and nonverbal language</p> <p align="center">Listen when others are speaking and speak when it's your turn</p>	<p align="center">Wait quietly and patiently</p> <p align="center">Use appropriate language and volume</p> <p align="center">Treat materials with care</p>
<p align="center">Be Responsible</p>	<p align="center">Go directly to your destination</p> <p align="center">Use your assigned locker</p> <p align="center">Report damage or disturbances to a staff member</p>	<p align="center">Use bathroom only for its intended purpose</p> <p align="center">Report damage or disturbances to a staff member</p> <p align="center">Clean up after yourself</p> <p align="center">Return to class promptly</p>	<p align="center">Stay seated unless purchasing food or cleaning up</p> <p align="center">Report spills and disturbances to a lunch room supervisor</p> <p align="center">Clean up after yourself</p>	<p align="center">Make sure you have a pass</p> <p align="center">Tell the truth</p> <p align="center">Take ownership of your actions</p>	<p align="center">Return your books on time</p> <p align="center">Follow directions the first time they are given</p> <p align="center">Take care of your personal belongings</p> <p align="center">Clean up after yourself</p>
<p align="center">Be Safe</p>	<p align="center">Keep your hands, feet and objects to yourself</p> <p align="center">Walk on the right at a safe pace</p> <p align="center">Do not open outside doors for anyone</p> <p align="center">Keep your locker combination private</p>	<p align="center">Keep hands, feet and objects to yourself</p> <p align="center">Wash hands with soap and water</p> <p align="center">Keep water in the sink</p>	<p align="center">Keep hands, feet and objects to yourself</p> <p align="center">Ask lunchroom supervisor for permission to leave (Bathroom, Guidance Office, Office, Media Center)</p> <p align="center">Stay seated until dismissed</p>	<p align="center">Keep hands, feet and objects to yourself</p> <p align="center">Wait for permission to leave</p>	<p align="center">Keep your hands, feet and objects to yourself</p> <p align="center">Sit correctly in a seat</p> <p align="center">Ask staff for permission to leave</p>

SIGNATURE CARD

The following is an example of a MMS PBIS Signature Card. Any time there is a disciplinary problem in

the common areas as defined by the Behavior Matrix, a staff member will ask a student for this **Signature Card**. The card will be dated and signed by the staff member who witnessed the disciplinary problem. Should the student earn five signatures on a card, the student will receive a phone call home. After ten signatures, the student will receive an additional phone call home and an office referral which may result in a Disciplinary Action Plan.

Students are expected to carry this card with them at all times if a staff member asks for this Signature Card and the student does not have it, the student will receive an extra signature for having to locate the card. If a student has lost their signature card, they will be issued a new one and automatically have five signatures added to the previous signatures for losing the card. The second time this card is lost or cannot be provided, the student will automatically be given an office referral.

Periodically, rewards will be offered to students. Students with no signatures will be eligible for these rewards. Some rewards may include students with a limited number of signatures on their cards.

Milan Middle School Signature Card (Example)

Name: _____ Grade: _____

#	Date	Location	Reason	Teacher Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Reason Codes

L	Inappropriate Language	P	Disrespect (staff, school, other)
RH	Roughhousing/Horseplay	I	Interrupting learning environment
TH	Throwing	H P	In hall without a pass
R	Running	V	Volume

CODE OF CONDUCT

The school district is committed to programs that will ensure the development of citizens who have self-respect, respect for others, and who comply with existing laws and accept their corresponding rights

and responsibilities. To accomplish this, the school district must formulate clear expectations for individual students, as well as for groups of individuals, and the legal processes that guarantee and regulate them. The following is a guide for administration in determining consequence. Consequences are based on several conditions including but no limited to progressive and repetitive infractions, individualized plans, etc.

Consequences- The following chart will be used a guidelines for infractions.

Classroom Protocol

Offense:	1st	2nd	3rd+
Infraction:			
disruptive behavior*	Warning and teacher conference with student	Teacher makes parent contact	Referral to office, office consequence
insubordination*	Warning and teacher conference with student	Teacher makes parent contact	Referral to office, office consequence
rude/disrespectful *	Warning and teacher conference with student	Teacher makes parent contact	Referral to office, office consequence
unacceptable language*	Warning and teacher conference with student	Teacher makes parent contact	Referral to office, office consequence
unacceptable behavior*	Warning and teacher conference with student	Teacher makes parent contact	Referral to office, office consequence
cheating	Warning and teacher conference with student (redo assignment)	Guidance referral and teacher parent phone contact	Referral to office, office consequence

*Depends on the severity; some actions may result in direct office protocol.

Administrative Protocol

Prohibited Acts	Penalty: First Occurrence	Penalty: Second and Subsequent Occurrences
**Arson	Authorities and Parent/Guardian contacted; 10 days OSS. Recommended expulsion under Michigan Law MCL 380.1311, 380.1313 and U.S. Code 20 USC 35.11	Same as first offense.
**Assault Student to Adult (Physical or Verbal)	Authorities and Parent/Guardian contacted; 10 days OSS. May recommend expulsion	Authorities and Parent/Guardian contacted; 10 days OSS. <i>May recommend expulsion.</i>
**Assault Student to Student (Physical or Verbal)	Authorities and Parent/Guardian contacted: 5-10 day OSS. <i>May recommend expulsion</i> MCL 380.1311a	Authorities and Parent/Guardian contacted; 10 days OSS. <i>May recommend expulsion</i> MCL 380.1311a
**Bomb Threat	Authorities and Parent/Guardian contacted. 10 days OSS pending a Board hearing with a recommendation for expulsion.	Authorities and Parent/Guardian contacted. 10 days OSS pending a Board hearing with a recommendation for expulsion.
*Bullying	ISS/OSS	ISS/OSS
Cheating; Academic dishonesty Per occurrence	1 day ISS	2 days ISS

*Confrontation/ threats	1-4 Days ISS Mandatory mediation before returning to school.	3-5 Days OSS Mandatory mediation upon returning to school.
*Controlled Substances	Parent/Guardian contacted: 10 day OSS. <i>May recommend expulsion</i>	Authorities and Parent/Guardian contacted; 10 days OSS. <i>May recommend expulsion</i>
*Dangerous Material	Parent/Guardian contacted. 1-4 days of OSS. <i>May recommend expulsion</i>	Parent/Guardian contacted. 5-10 days OSS. <i>May recommend expulsion</i>
Destruction/ Defacing property/Vandalism	Parent/Guardian contacted. 1-3 days of ISS; Responsible for costs of restoration.	Parent/Guardian contacted. 1-10 days of OSS.; Responsible for costs of restoration.
Dishonesty	Parent Contact, Conference with Student	ISS or Increased Consequences for Offense
Disrespect	Parent/Guardian contacted. Conference with student, possible ISS	Parent/Guardian contacted. ISS/OSS
Disruptive Behavior	Parent/Guardian contacted. Conference with student, possible ISS	Parent/Guardian contacted. ISS/OSS
Distribution of Unauthorized Materials	Parent/Guardian contacted. 1-4 days of ISS/OSS. <i>May recommend expulsion.</i>	Parent/Guardian contacted. 5-10 days OSS. <i>May recommend expulsion.</i>
Dress Code	First offense: Change and verbal warning. Will need to sit in ISS until properly clothed.	Second offense- Change and ISS until properly clothed Third offense- Change and one day of ISS Fourth offense- Change and two days of ISS
Drugs	Authorities and Parent/Guardian contacted. 10 days OSS pending a Board hearing with a recommendation for expulsion.	Authorities and Parent/Guardian contacted. 10 days OSS pending a Board hearing with a recommendation for expulsion.
Electronic Devices	Confiscation of device. Device returned to student at end of day.	Confiscation of device and Parent/Guardian contacted for pick up of device. Repeated offenses ISS/OSS
*Extortion or Coercion	Authorities and Parent/Guardian contacted. 5- 10 Day OSS. <i>May recommend expulsion.</i>	Authorities and Parent/Guardian contacted. 10 Day OSS. <i>May recommend expulsion.</i>
False Reporting	1-3 ISS/OSS. Law enforcement may be contacted if the situation warrants it.	4-10 ISS/OSS. Law enforcement may be contacted if the situation warrants it.
*Fighting	Parents Contacted. 3 Days ISS	Parents Contacted. 3-10 Days OSS
*Fireworks/ Explosives	Authorities and Parent/Guardian contacted. Minimum 3-10 Day OSS. <i>May recommend expulsion.</i>	Authorities and Parent/Guardian contacted. Minimum 10 Day OSS. <i>May recommend expulsion.</i>

Food (Improper Use)	Parent/Guardian contacted. Clean up lunchroom and/or 2 days Lunch Detention. Community Service / Clean Area (Bus)	Parent/Guardian contacted. Clean up lunchroom and/or 4 days Lunch Detention.
Food Fight	Parent/Guardian contacted. Clean up lunchroom. 1-3 ISS.	Parent/Guardian contacted. Clean up lunchroom. 4-6 Days ISS.
Forgery	Parent/Guardian contacted. Conference, possible ISS. If more than one party involved all parties, receive penalties.	Parent/Guardian contacted. 1-5 days ISS. If more than one party involved all parties, receive penalties.
*Gambling	Parent/Guardian contacted. 1-3 ISS Authorities may be contacted.	Parent/Guardian contacted. 4-6 days ISS or 1-3 Days OSS. Authorities may be contacted.
*Harassment	Parent/Guardian contacted. 1-5 days ISS <i>May recommend expulsion.</i> Authorities may be contacted.	Parent/Guardian contacted. 3-5 days OSS. <i>May recommend expulsion.</i> Authorities may be contacted.
*Hazardous Conduct	Parent/Guardian contacted. 1-3 ISS	Parent/Guardian contacted. 4-6 days ISS or 1-3 Days OSS.
Hitting/Pushing	Parents Contacted. 1-3 Days ISS	Parents Contacted. 2-5 Days ISS/OSS
Horseplay/Rough-housing	Conference/ISS	Parents Contacted. ISS
*Indecency	Parent/Guardian contacted. 1-3 days ISS	Parent/Guardian contacted. 3-5 days ISS
Insubordination	Parent/Guardian contacted. 1-3 days ISS	Parent/Guardian contacted. 4-6 days ISS
Leaving School w/o Permission	Parent/Guardian contacted. 1-3 days ISS	Parent/Guardian contacted. 4-6 days ISS
*Littering	Parent/Guardian will be contacted. Student will be responsible for community service and/or lunch detention	Parent/Guardian will be contacted. Student will be responsible for community service and lunch detentions/ISS
Misuse of pass	Conference/ISS	Parents Contacted. ISS
Obscenity/Profanity	Conference/ISS	Parents Contacted. ISS
Plagiarism	Parent/Guardian contacted. Student redoes the assignment.	Parent/Guardian contacted. Student redoes the assignment 1-3 Days ISS.
Public Display of Affection (PDA)	Parent/Guardian contacted. Conference with student.	Parent/Guardian contacted. ISS
**Sexual Assault	Authorities and Parent/Guardian contacted 5-10 days OSS. May recommend expulsion.	Authorities and Parent/Guardian contacted 10 days OSS, more possibly recommended to superintendent. <i>May recommend expulsion.</i>

*Sexual Harassment	Parent/Guardian contacted. 1-5 days OSS. May recommend expulsion. Authorities may be contacted.	Parent/Guardian contacted. 5- 10 days OSS. <i>May recommend expulsion.</i> Authorities may be contacted.
Skipping Class	Parent Contact	Parent Contact and ISS
*Smoking/ Possession of Tobacco Products	Authorities and Parent/Guardian contacted. Up to 3 days OSS. Refer to Possession and Use of Tobacco Grades 5-12 MCL 722.641	Authorities and Parent/Guardian contacted. 6-10 days OSS. Refer to Possession and Use of Tobacco Grades 5-12 MCL 722.641 OSS increases future occurrences.
Sportsmanship	Parent contacted, removal from event, possible ISS	Parent contacted, removal from event, ISS+
Tardy	1 st : Verbal Warning from office 2 nd : Student calls home and Lunch Detention assigned by office	3 rd : two Lunch Detentions assigned by office All others: ISS
*Theft or Possession of Stolen Property	Parent/Guardian contacted. 1-5 days OSS. May recommend expulsion. Authorities may be contacted.	Parent/Guardian contacted. 5- 10 days OSS. <i>May recommend expulsion.</i> Authorities may be contacted
“Third” in a fight	Parent/Guardian contacted. 1-5 days ISS. May recommend expulsion.	Parent/Guardian contacted. 1-5 days ISS. <i>May recommend expulsion.</i>
*Threats (Verbal or Written)	Parent/Guardian contacted. 1-5 days ISS. May recommend expulsion. Authorities may be contacted	Parent/Guardian contacted. 2-10 days OSS. <i>May recommend expulsion.</i> Authorities may be contacted.
*Truancy	Parents Contacted. Conference	Parents Contacted. Referral to Diversion Officer after 20 days.
*Weapons or Look-a-Likes	Authorities and Parent/Guardian contacted. 10 days OSS pending a Board hearing with a recommendation for expulsion under MCL 380.1311.	Authorities and Parent/Guardian contacted. 10 days OSS pending a Board hearing with a recommendation for expulsion under MCL 380.1311. Expelled on first offense by LAW.

**** Authorities will be contacted**

*** Authorities may be contacted**

All time in ISS will result in a problem-solving and reflection form.

GLOSSARY: DEFINITION OF TERMS

Term	Definition
------	------------

Arson **	The act of intentionally setting or attempting to set a fire in school, on school grounds or school events.
Appeal	Requesting a review of a case by the next highest authority.
Assault (Physical) *	Is defined by statute MCL 380.1311, as intentionally causing or attempting to cause physical harm to another through force or violence.
Assault (Verbal) *	Defined as any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension, or danger of bodily injury or harm.
Bomb Threat **	Any verbal or written communication that indicates that any incendiary/explosive device will/may be located and/or detonated on school property or at a school sponsored event.
Bullying *	MAS defines bullying as any gesture or written, verbal, graphic, or physical acts including cyber bullying (electronically transmitted acts) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following: <ul style="list-style-type: none"> ● substantially interfering with educational opportunities, benefits, or programs of one (1) or more students; ● adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; ● having an actual and substantial detrimental effect on a student's physical or mental health; and/or ● causing substantial disruption in, or substantial interference with, the orderly operation of the school.
Cheating	Violation of accepted academic ethics, such as copying or providing someone the answers.
Confrontation	A verbal exchange of hostilities.
Controlled Substance *	The use, sale, distribution or possession of controlled or illegal behavior-altering substances or drug paraphernalia, such as marijuana, cocaine, hallucinogens, like-a-likes, prescription drugs, etc.
Dangerous Material *	The possession, use, or intended use of any chemicals, substances or materials that could cause harm to individuals or facilities. Shall include, but not limited to: bleach, lye, acid, ammonia, bodily fluids.
Disrespect	Having or showing lack of respect for others, to include but not be limited to, ethnic and gender intimidation or harassment.
Disruptive Behavior	Being involved in behavior which disrupts the educational process of other students in the classroom, or school grounds. Disregarding the suggestions and corrective effort of the educator.

Distribution of Unauthorized Material *	The act of distributing materials on school property without authorization of administration.
Dress Code	See Policy above.
Due Process	The opportunity for an individual to state his/her interpretation of an alleged offense prior to disciplinary action. Individuals will be informed of the charge and the consequences. They will have the right to give their account and to appeal if so desired.
Electronic Devices	Use or possession of unauthorized electronic devices, including but not limited to: cell phones, tablets, radios, headphones, recorders, MP3 players, and other private listening or recording devices. School is not responsible for lost or damaged items.
Excessive	More than required or allowed.
Expulsion	Board of Education's decision to permanently remove student from school for up to 180 days.
Extortion *	Obtaining money, property or information from another through physical c
False Reporting	Falsely reporting an incident and/or code of conduct violations to school ac
Fighting *	Engaging in hostile, bodily contact in or on school property, on school buses, or at any activity under school sponsorship (i.e., dance athletic event, etc.).
Fireworks/ Explosives *	Substance of prepared chemicals that explode or cause an explosion and are capable of inflicting injury to oneself/others, or damage to school facilities.
Food(Improper use)	Inappropriate throwing of food, improper disposal of food/beverages, consumption of food/beverages in unauthorized area.
Food (Fight)	Planned or spontaneous action of throwing food during lunch or other school functions by an individual or group.
Forgery	The act of fraudulently using, in writing, the name of another person, or falsifying items, dates, grades, addresses, or other data on school forms or records.
Gambling	Engaging in any game for money or valuables.
Harassment **	Any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).
Hazardous	Conduct that might be injurious to oneself or others or property, this includes spitting.

Conduct **

Hazing	Any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm.
Hearing	Formal fact-finding conference relating to a specific grievance.
Horseplay/ Roughhousing	Engaging in bodily contact in or on school property that is or could lead to hostility and/or confrontation. This type of physical contact may be done playfully, but is not appropriate for school.
Indecency	The act of engaging in conduct that is contrary to commonly recognized standards of propriety, behavior, and morality.
Insubordination	Failure to obey the reasonable and proper directions or instruction of any duly authorized adult school personnel.
Leaving School Grounds w/o Permission	Leaving school grounds during normal school hours without checking/signing out through the office, and/or obtained permission from an authorized school official.
Littering *	Throwing paper or trash on the floor inside the building or on school grounds and failure to clean ones work or eating area.
Obscenity/ Profanity	Using oral or written language, pictures or caricatures, or gestures which are offensive to the general standards of the school and/or the community.
Out of School Suspension (OSS.)	<p>Administrator’s decision to remove a student from school for a specified length of time up to ten days. Students are excluded from school premises and school sponsored activities during suspension period. Parents or guardians need to request worked missed, so student can keep up with his or her assignments.</p> <p>Administration defaults to In School Suspension (ISS) for behavior management where students work a staff member during the instructional day.</p>
Public Display of Affection (P.D.A.)	Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to them. This behavior creates a poor image of the school and student body. School is not the place to engage in affectionate gestures. Any sitting on one another’s lap, long embraces, or “making out” is unacceptable.
Plagiarism	Improper use, or failure to attribute, another person’s writing or ideas (intellectual property)
Sexual Assault **	<p>MCL 380.1311 Criminal Sexual Conduct</p> <p>Sexual assault is any form of unwanted sexual contact obtained without consent and/or obtained through the use of force, threat of force, intimidation, or coercion.</p>

Sexual Harassment **	Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: <ul style="list-style-type: none"> ● submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or ● submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or ● such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's, or student's performance or creating an intimidating, hostile, or offensive work or learning environment.
Skipping	Not attending class, not being in the designated location, leaving class without permission
Smoking *	Senate Bill No. 459 restricts tobacco use on school property. All district buildings are considered smoke free. Adults may not use tobacco on school property before 6:00 p.m. on regularly scheduled school days. Violators will be subject to criminal misdemeanor penalty punishable by a fine. The legislation affects all persons-students, employees and visitors (MC750.473). In addition, Act No. 314 of 1998 (Youth Tobacco Act) makes it unlawful for persons under the age of 18 to possess, buy, or use any type of tobacco product (MCL 722.641). Smoking paraphernalia will be treated the same under the policy. Students, 18 or older, may not use tobacco or any tobacco products on school grounds or at any school sponsored event at any time.
Spitting	See Hazardous Conduct
Sportsmanship	The practice of playing fair, of taking defeat without complaint or victory without gloating and treating opponents with respect, generosity, courtesy, etc.
Tardy	A student is considered tardy when not in the assigned room at the assigned time.
Theft or Possession of Stolen Property *	The act of taking, possessing, or acquiring the property of others without their consent.
Third in a fight *	Joining a physical confrontation already involving two or more combatants, resulting in an unfair or dangerous situation.
Threats *	Written or verbal intent of physical violence or use of weapons.
Truancy *	Being absent from a class, classes, or assignment without permission. Once a student has had 8 absences, letters will be sent home. Excessive absences may result in meetings as well as referrals to truancy officers and/or the court.
Vandalism*	The willful or malicious destruction or defacing of school property or the property of others.
Weapons *	Possessing, using, or threatening to use any weapon (or look-a-like), or instrument capable of inflicting bodily injury.

Illegal weapons require mandatory expulsion by Michigan Law.

** Authorities will be contacted. * Authorities may be contacted.

Note:

Penalties will be increased for subsequent offenses. The school has the right, and will hold the student, as well as their parents/guardians, responsible for restitution and repair, or replacement of any damaged property or materials. The discipline policy penalties are subject to change and will be updated as needed.

Board Policy 5500 refers to student conduct which shall be governed by the rules and provisions of the Student Code of Conduct and Board Policy 5600 which refers to student discipline. This Code of Conduct (Student Handbook) shall be reviewed annually. M.C.L. 380.1311, 380.1312

Milan Area Schools is in compliance with State and Federal laws prohibiting discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, or handicap.