



**Milan
Middle
School**

2017-2018

Student's Name: _____ **Homeroom:** _____

4040 Middle Road
Milan, Tennessee 38358
Telephone: (731) 686-7232
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Web Sites: www.milanssd.org

<http://milanmiddle.tn.mdm.schoolinsites.com/>

Find us on



Milan Special School District

2017-2018

July 31	Registration
August 2	1 st Day of Classes –Fall Semester (Half Day)
September 1	No School (Professional Development)
September 5	No School (Labor Day)
September 29	1st Nine Weeks Ends
October 2-6	No School (Fall Break)
November 22	No School (Professional Development)
November 23-24	Thanksgiving Break
December 15	2 nd Nine Weeks Ends (Last Day – ½ Day)
December 18 - Jan. 2	Christmas Break
January 2	No School (Professional Development)
January 3	1 st Day of Classes – Spring Semester (Full Day)
January 15	No School (Martin Luther King Jr. Day)
February 16	No School (Professional Development)
February 19	No School (President’s Day)
March 9	3 rd Nine Weeks Ends
March 26 - 30	No School (Spring Break)
May 11	No School (Strawberry Festival)
May 17	4 th Nine Weeks Ends (Last Day – ½ Day)

MMS Student Calendar of Events

July

31st - Registration (Open House)

August

2nd – 1st day of school (Abbreviated Day)

5th – Football McKenzie Jamboree

7th-9th - Play Auditions

8th – Football-Gibson Co Jamboree(Medina)

10th - Football vs. Huntingdon (Away)

11th - LOP

15th- Football vs. Martin (Home)

16th – Fundraiser Kickoff

18th – Fall Pictures and **Progress Report**

24th- Football vs. Lexington (Away)

25th- Canteen

29th- Football vs. Trenton (Home)

September

1st - No School for students (PD Day)

4th – No School (Labor Day)

5th – Football – Crockett Co. (Away)

8th - LOP and **Progress Report**

14th – Football vs. McKenzie (Home)

14th - Parent/Teacher conf. 4-7

19th - Football vs. Medina (Homecoming)

22nd- Canteen

26th - Football vs. Humboldt (Away)

29th - End of 1st Nine Weeks

October

2nd - 6th - No School (Fall Break)

11th - Report Cards

13th - LOP

19th - Basketball vs. USJ (Away)

23rd - 27th - Book Fair

23rd - Basketball vs. St. Mary (Away)

24th - Basketball vs. McKenzie (Home)

26th - Basketball vs. dyer (Home)

27th - Canteen and **Progress Report**

30th - Basketball vs. Trenton (Away)

November

2nd - Basketball vs Crockett Co. (Home)

6th - Basketball vs. Humboldt (Away)

9th - Basketball vs. Medina (Home)

10th - LOP

13th - Basketball vs. Bradford (Away)

16th - Basketball vs. Rutherford (Home)

17th - Canteen and **Progress Report**

20th - Basketball vs. Lexington (Away)

22nd - No School (PD Day)

23rd - 24th - No School (Thanksgiving)

27th - Basketball vs. Dyer (Away)

30th - Basketball vs. Trenton (Home)

December

2nd - Basketball vs TCA (Home)

4th - Basketball vs. Crockett Co. (Away)

7th - Basketball vs. Humboldt (Home)

8th - LOP

9th - Basketball vs. West Carroll (MHS)

11th - Basketball vs. Medina (Away)

14th - Basketball vs. Bradford (Homecoming)

15th - End of 2nd Nine Weeks

15th - Christmas Holiday begins(Abbreviated Day)

18th-29th - Christmas Break

18th - Basketball vs. Rutherford (Away)

*****Spirit Days are each Friday**

MMS Student Calendar of Events

January

2nd – No School (PD Day)

2nd – Basketball vs USJ (Home)

3rd – School Resumes

5th - Report Cards

12th - LOP

15th – No School (Martin Luther King Holiday)

18th – Basketball vs Paris Inman (Home)

19th – Progress Reports

26th - Canteen

February

9th - LOP

14th – Progress Report

16th – No School (PD Day)

20th – No School (President’s Day)

21st - Black History Program

23rd – Canteen

March

9th – End of 3rd Nine Weeks

9th – LOP

12th - Report Cards

12th-16th – MMS Book Fair

23rd – Canteen

26th-30th – No School (Spring Break)

April

6th-**Progress Report**

13th – LOP

27th - **Progress Report**

27th – Canteen

May

11th – No School (Strawberry Festival Break)

17th – End of 4th Nine weeks

17th – Last Day of School (1/2 Day)

18th - MHS Graduation

Additional Events and Dates

*****Spirit Days are each Friday**

Milan Middle School

A Note from the Faculty & Staff at MMS

In order to provide a safe productive environment for your child, we must follow certain rules and policies. The following rules and policies have been designed to promote the proper atmosphere for a good education. We respectfully ask that you **support our policies** and rules and **encourage your child to follow the rules** set forth in this handbook so your child will have a great school year. **With your support** we can continue to make MMS a great place to learn and move each child toward his/her potential.

MMS Vision

Milan Middle School envisions a school where all students and faculty are respected, responsible, and successful, while learning and teaching in a flexible, comfortable, and well-equipped environment.

MMS Mission Statement

The mission of Milan Middle School is to provide a climate in which all students will learn to their maximum potential and become responsible citizens in society.

MMS BELIEFS

1. Each student is recognized as a valued individual with unique physical, social, emotional, and intellectual needs.
2. All students can learn, achieve, and succeed.
3. A safe, supportive, and nurturing environment promotes student achievement.
4. The school climate nurtures desirable student behavior, cooperation among peers, and positive student-teacher relationships that are collaborative, and student-centered.
5. The development of curriculum, design of a wide variety of instructional activities, and the use of assessment measures are focused on learning opportunities and feedback to enhance student achievement.
6. Teachers, administrators, parents/guardians, and the community share the responsibility for advancing the school's mission.

CODE OF CONDUCT

Be Respectful, Be Responsible & Be Ready

MSSD Board of Education Students Rights & Responsibilities

The Board expects all school staff, students and parents to assume the Responsibility for appropriate behaviors in the school.

Each **student** has the **right** to:

1. Have the opportunity for a free education in the most appropriate learning environment
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure
3. Expect that the school will be a safe place
4. Have an appropriate environment conducive to learning
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities
6. Be fully informed of school rules and regulations

Each **student** has the **responsibility** to:

1. Know and adhere to reasonable rules and regulations established by the Board
2. Respect the human dignity and worth of every other individual
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression
4. Study and maintain the best possible level of academic achievement
5. Be punctual and present in the regular school program
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities

10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker

OUR SCHOOL DAY

7:50 – 2:50

Early Arrival: PLEASE DO NOT DROP CHILDREN OFF BEFORE 7:00 A. M.
NO TEACHER IS ON DUTY UNTIL 7:00 am.

When students arrive before 7:35 a.m., they are to go directly to the gym through the activity entrance. Homeroom begins at 7:40 a.m. Between 7:40- 7:50 students will be allowed to go to their lockers or the bookstore and be served breakfast. Students must be in their 1st period class and **seated by 7:50 a.m.** if not, the student will be considered tardy to school. Announcements will be made by the office, the National Anthem will be played; **students will voluntarily give the Pledge of Allegiance to the American Flag and respect a moment of silence** (Policy 4:805)

HALL PASSES

Students are expected to obtain permission from their teacher to leave the classroom. **Students must have a hall pass around their neck.** If a student does not have a hall pass, the student will be redirected back to their assigned classroom.

CONFERENCES

Conferences with the teachers and/or the principal are encouraged. These should be scheduled in advance by calling the school office at (731)-686-7232 to make an appointment.

GUESTS

All **guests** to our building **MUST** enter through the front door and stop by the office first for a guest's badge.

Parents, grandparents, and guardians are welcome to eat lunch with their students. **Policy 1.501:** In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

LUNCH INFORMATION

Students are offered at least five required food items including a meat/meat alternate, grain/bread, fruit, vegetable, and milk. Students are permitted to decline up to 2 of the required food items and must take a minimum of 3 items. Students can choose all 5. One of the 3 items chosen by your student must be a fruit or vegetable. However, the Milan Special School District Nutrition Department does receive federal funding from the USDA and must follow their guidelines that determine what compromises a reimbursable meal. All reimbursable meals include a fruit or vegetable. The USDA also determines portion serving sizes including minimum and maximum weekly offered amounts. The decision regarding which item(s) to decline rests solely with the student. A student's decision to decline food items shall not affect the price of his/her lunch. Students may choose extra servings of items but must pay for these additional servings. Carbonated soft drinks are not allowed in the cafeteria during lunch

PRE-PAYMENT

In order to serve the children more efficiently, we ask that all lunches be pre-paid. Another great option is the ability to pay for meals online. <https://paypams.com/> Instructions are available.

CHARGING POLICY FOR GRADES 5-8

There is a \$20.00 charge limit on meals. An alternate meal will be served after this limit.
(An alternate meal is a sandwich and milk)

LUNCH PRICES ARE AS FOLLOWS:

Extras Cannot Be Charged

\$2.50 Student	\$1.50 Meat Item	\$1.00 Large Water
.40 Reduced	.75 Fruit or Vegetable	.50 Small Water
\$3.25 Teacher	\$1.00 French Fries	.75 Chips

\$4.25 Teacher Special	.40 Extra Milk	.75 Ice Cream
\$3.50 Visitor	.50 Tea	.75 Fruit Juice

If you do owe money, any money that you bring to buy extras or a la carte will be applied to what you owe until there is no longer a balance. If you are only purchasing one item (ex/ milk) or only a la carte, you must still enter your number into the keypad.

BREAKFAST INFORMATION

Breakfast is offered FREE each day at school for all students who want to participate. Students are offered at least four required food items for breakfast. Students are permitted to decline one of the items. A student's decision to decline an item rests solely with the student.

BREAKFAST PRICES ARE AS FOLLOWS:

Students Free	.40 Extra Milk
Teacher 1.50	.40 Extra Juice
Visitor 2.00	

FREE/REDUCED

If your child/children were receiving free/reduced lunches in May at Milan Special School District he/she will receive free/reduce lunches until the middle of September. This is a grace period only. If the current school year's free/reduced form has not been filled out and processed by this time, your child/children will have to pay for their lunch

RETURNED CHECK POLICY

Persons issuing checks to the school cafeteria which are returned due to insufficient funds will be notified that they have five days from the returned date to pick up the check and make payment. A \$20.00 handling charge will be added to the amount of the check.

LUNCH WITH YOUR CHILD

Parents are welcomed to come and have lunch with their child or children. Parent tables are provided in the cafeteria and picnic tables are located outside at the cafeteria entrance. Parents are to eat with their child only. One additional student may eat with the parent and child if the student provides a parental note to a cafeteria monitor on the day.

SCHOOL MESSENGER

School messenger is a system used by the Milan School System to keep track of student daily attendance. It also delivers important messages regarding deadlines and student meetings held at each school. It is important to keep the school informed of your current phone number.

PHONE USE

Use of the phones in the building is restricted to **emergency calls with permission.** Teachers may allow students to make a call from the classroom. If the student is sick, only the school nurse or office personnel will contact the parent.

MESSAGES FOR STUDENTS

We will be unable to deliver messages to students, EXCEPT IN CASES OF AN EMERGENCY. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Prior to your child coming to school in the morning, please be sure your child knows how he or she will be getting home.

PICKING UP STUDENTS

When picking up students, please report directly to the office. The student must be signed out and called to the office for dismissal.

SCHOOL DELIVERIES

Our school days are reserved for educational instruction. Deliveries to school will not be accepted until after 2:30pm. The state transportation safety booklet states **NO BALLOONS OR GLASS CONTAINERS ON BUSES** due to safety regulations. Deliveries that contain balloons or glass containers will not be accepted.

LOCKERS

Students are assigned one locker. Please do not tamper with other lockers. Students in grades 5 – 8 are **not** allowed locks on any locker without prior approval from the administration. No taped items on the outside/inside of the lockers. Lockers are school property and are subject to search.

PERSONAL PROPERTY

It is recommended for students to leave items of any value at home. We suggest putting names in clothing and on bags. Lost and found articles are placed in the lost and found area near the canteen. Please check there for any articles lost. (Due to the large number of articles of clothing that are turned in to the office and never claimed, we dispose of them soon after Christmas Break and again after school is dismissed in May.) **Parents**, please call the school office if your child loses eyeglasses, a watch, or something of this nature.

BICYCLES All bicycles are to be parked in the bike rack and secured next to the cafeteria end of the building. If bicycles are the only means of transportation, a student may ride to school. **The school will not be responsible for these bicycles.**

CANTEEN

Canteen is offered at different times as a reward for student positive behavior. Canteen is also offered at special events deemed by the principal.

INCLEMENT WEATHER

If inclement weather or other emergencies force closing school, information will be given as early as possible over WBBJ-CHANNEL 7 TV, WKBJ-1600, AM-MILAN, WWHY 1360 AM-MILAN, WYNU 92 FM, WZDQ-Q 102 FM, WLS-Z105.3, AND WTKB 93.7 FM-MILAN. DO NOT call the school, radio stations, teachers, or other school personnel. If no announcement is made concerning the delay or dismissal of school, school will be in regular session.

WEATHER OR OTHER EMERGENCIES

Fire Drills: Unannounced fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the signal for fire drills is given that everyone obeys orders promptly and clears the building by the prescribed route as quietly as possible. The teacher in each classroom will give you instructions relevant to evacuation procedures. A fire drill will be signaled by short bursts on the fire drill horn with strobe lights flashing. Please leave the room quickly and quietly to your designated area with your teacher, closing all doors and turning off all lights.

Earthquake: At the first sign of ground shaking, the teacher will give the command, "Earthquake, drop and cover." Quickly move away from windows, shelves, or heavy objects. Students and teachers will immediately take cover under desks or tables and TURN AWAY from windows. If there is no desk or table, kneel near an inside wall or corner. Bend head to knees, cover head with elbows, and clasp hands firmly behind neck. If outside, students need to move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground. Look around to be aware of dangers that may demand movement. Remain in sheltered position for at least 60 seconds after the ground stops shaking. Students are to be silent and listen to directions from the teachers. Sixty seconds following an earthquake, if no command from the office, teachers will evacuate students to the designated safe zone.

Tornado Watch Signal: Announcement on intercom that a tornado watch is in effect. If power is off, a natural voice announcement will be made in the halls.

Tornado Warning: Announcement on the intercom that a tornado warning is in effect. If power is off, a hand bell or natural voice announcement will be made. Students are to proceed to designated area upon teacher's directions and to take the safe position (a kneeling position, head down, with hands covering their head), away from outside walls, windows, and rooms with wide, free, high roof.

SOCIALS

Students in grades 5 – 8 from MMS will have an opportunity to attend school socials. MMS socials will be sponsored by various groups including: Cheerleaders, D.I., Shaker's Dance Team, FCA, & Beta Club.

Rules and Expectations for MMS Socials: The following is Not acceptable at MMS socials. Violations of any of these may result in the participant being sent home or suspended from further MMS social activities. No midriffs showing, No profanity or inappropriate images on clothing, Skirts, shorts, and dresses must be at the knee, No sagging pants, No hooded sweatshirts, No caps, hats, bandanas, headscarves, sweatbands, stocking caps, hair combs, etc..., No PDA, No profanity, No undergarments showing, No Sexually suggestive dancing, and No leaving the social early without permission.

The above-mentioned behaviors and acts will not be tolerated and individuals engaging in such acts will be removed from the social and parent/guardians will be contacted. School officials reserve the right to make decisions on student dress and behavior. Students who misbehave at MMS socials will be disciplined in accordance to MMS/MSSD Discipline Policy and will not be allowed to attend any other socials for the remainder of the school year.

MAY DAY

Parents and guardians are Welcome! Siblings may not attend unless they are accompanied by a parent or guardian.

Field Trips

Students will not be allowed to attend field trips if they have missing work, low grades in a subject, attendance problem, or behavior issues.

FUNDRAISING

All proceeds from school fund raising will be spent at the discretion of the administration and staff of MMS to benefit the middle school experience for our students.

STUDENT ILLNESSES AND ACCIDENTS

It is the parent's responsibility to come to school to get a student who is ill. School personnel will not take a student home unless it is an emergency, and not then unless someone is at home. In case of a serious injury school personnel will notify 911. When an accident occurs, the supervising teacher will fill out an accident report for any student under his/her supervision. No matter how small the accident may seem, be sure to report it to your teacher (This also includes injuries acquired while participating in school athletics). This is very important when connected to school insurance claims.

OUTSIDE DRINKS

No outside drinks will be permitted in the building. This includes Yeti cups, restaurant cups, water bottles, etc... Drinks are available from vending machines and in the cafeteria.

MEDICATION POLICY

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent cannot be at school to administer the medication; only the Principal or the Principal's designee will assist in self-administration of the medication. If the student is competent to self-administer medicine with assistance in compliance with the following regulations:

A school medical form filled out and **signed by the parent** will be required and will include:

1. Child's name
2. Name of medication
3. Name of physician
4. Time to be self-administered
5. Dosage and directions for self-administration (non-prescription medicines must have label direction)
6. Possible side effects, if known; and
7. Termination date for self-administration of the medication.

Please contact the school office to obtain the required medical form.

***The medication must be delivered to the principal's office **in person by the parent or guardian** of the student unless the medication must be retained by the student for immediate self-administration. (i.e. students with asthma).

The administrator/designee will:

1. Inform appropriate school personnel of the medication to be self-administered
2. Keep written instructions from parent in student record
3. Keep an accurate record of the self-administration of the medication
4. Keep all medication in a locked cabinet except medication retained by a student per physician's order.
5. Return unused prescription to the parent or guardian only; and
6. Ensure all guidelines developed by the Department of Health and the Department of Education are followed.

The parent or guardian is responsible for informing the designated school official of any change in the student's health or change in medication.

***A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medicine.

ATTENDANCE (6.200)

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. In order to meet the requirements for satisfactory attendance, a student in the Milan Special School District shall have an approved record of attendance.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

Absences shall be classified as either excused or unexcused as determined by the principal or his designee. Excused absences may include:

- 1.) Personal illness; 2.) Death or serious illness or injury in the student's immediate family; 3.) Doctor or dentist appointments; 4.) Emergencies requiring the student's presence at home; 5.) Religious observances; 6.) Legal court summons, not as a result of the student's misconduct; 7.) Circumstances which in the judgment of the principal create emergencies over which the student has no control; or 8.) Extreme weather conditions.

SCHOOL ATTENDANCE

Any dismissal of pupils during the school day will be from the school office only. A Check-in/Check-out folder is kept on the counter in the office for all students to check in any time they get to school late or to check out any time they must leave school. Students will write their name, reason for leaving or arriving late, and time of arrival or departure. The parent must come into the office to sign his/her signature when bringing the child late or checking out early. If for health reasons, or some other reasons the parent is unable to check the student out, the parents must notify the office.

In the event of an absence, no student will be admitted to class without an admission slip from the office. If a student visits a physician, dentist, counselor, etc. he/she must bring a statement from that source. The statement should include the time and date of the appointment and the dates that the doctor requests the student is to be excused from school. When possible, these appointments should be made after school hours. Students participating in school-sponsored activities shall not be counted as absent; however, it is the student's responsibility to contact the teacher in order to make up any work missed.

Parent Notes

The school will accept five (5) parent notes per school year. Thereafter, the student must have a doctor's note to excuse any absence for illness. (For those five parent note days, failure to bring in a note from the parent/guardian will result in an unexcused absence.)

Notification of Absenteeism

After the fourth (4th) unexcused absence, the school will send the parent/guardian written notice of days missed according to school records.

Written Notice to Parents: All schools will use the same letter to parents for notification of absence. The wording is derived specifically from school board policy. This letter will explain school board policy in regard to absenteeism (also explained in student agendas) and include a student detail sheet from MSSD attendance data to delineate all absences, excused and unexcused.

Consequences of Unexcused Absences:

4th unexcused day absent-----Saturday School

5th unexcused day absent-----Saturday School

6th unexcused day absent-----Saturday School / Option of Gibson County Truancy Board

(Five [5] parent notes are to be excused, so those days will not be counted as unexcused absences when considering placement in Saturday school.)

The Gibson County Juvenile Court could impose a \$50.00 per day fine for each unexcused absence.

If a parent/guardian does not agree with the recommended actions, they may appeal to the principal at any time by calling the school, then to the attendance officer/supervisor, (686-0844 ext. 21 /686-3026), then to the director of schools (686-0844), and ultimately to the Board of Education. The appeal to the director shall be made within five (5) days following the action or the report of action, whichever is later.

Attendance for Educational Assignments

Students (K-12) assigned after/before school or Saturday School to make up missed assignments, test(s), or a failing grade MUST attend those sessions. A proven, legitimate schedule conflict or transportation problem must be provided and contact made with the school principal beforehand. This will result in a reassignment date.

Failure to attend these educational assignments will be counted as an unexcused truant day by state law.

EXCUSED ABSENCE

Excused absences are provided for students when their parent/custodian is deployed into active military service/home on leave. Students shall be permitted to make up school work missed during excused absences.

Additional Unexcused Day

In grades K-12, three (3) tardies/check outs without parent /guardian note (five (5) per year) or other accepted excuse will equal one (1) unexcused day. Every third (3rd) tardy /check out will equal one (1) additional unexcused day if not covered by a written valid excuse. Three (3) tardies equal one absence and every third tardy thereafter will equal an absence. This applies to each individual class. Consequences thereafter may include but are not limited to Saturday school, Alternative school, suspension, referral to the Truancy Board or other outside agencies.

ATTENDANCE HEARING

An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to verify that the student has met attendance requirements that will allow him/her to pass the course to be promoted.

The principal shall be responsible for notifying, in writing, the director of schools and the parents of the student of any action taken by the school.

Any administrative decision regarding attendance may be appealed initially to the director of schools and ultimately to the Board. The appeal shall be made in writing to the director of schools within five (5) days following the action or the report of the action, whichever is later.

WITHDRAWING FROM MILAN MIDDLE SCHOOL

Any student who must withdraw from MMS during the school year should inform teachers and the office as far in advance as possible. A withdrawal slip should be picked up on the last day of attendance from the office before student's first class begins and returned to the office as soon as the last period class teacher fills out the slip. All books should be turned in, including library books, and all obligations met so there will be no complications in completing grades and sending transcripts. We cannot send transcripts to the next school if the student owes money to MMS. Upon request-of-transcript, a copy of the student's record will be sent to the receiving school.

ACADEMICS

GRADING SCALE

A (93-100), **B** (85 - 92), **C** (75 - 84), **D** (70 - 74), **F** (below 70)

Honor Roll:

A Honor Roll: Students must have all A's and S's in Academic and Related Arts classes.

A/B Honor Roll: Student can have A's, B's, and S's in Academic and Related Arts classes.

Make-Up Work: Students with absences shall have the opportunity to make up missed work: however, it is the student's responsibility for contacting and arranging for make-up work in each class. The student must obtain a blue slip from the office and have each teacher sign from each class missed. The slip will be turned into the office after the last class. The student is required to make-up any missed assignments. If a student is out of school for three (3) or more days parents or guardians may call the school office before 9:00am and plan on picking up make-up work after 2:00 pm. Upon student request, the teacher will give assistance to students with absences. When absences occur near the close of the school year, promotion will be withheld until the teacher and principal have made certain that all class work and tests have been satisfactorily completed.

LIBRARY

Mission Statement of Milan Middle School Library Program: The mission of the MMS library program is to ensure that students are effective users of ideas and information. The library strives to provide the school community with a wide range of materials on appropriate levels of difficulty that will encourage growth of knowledge, establish a life-long love of reading and foster information literacy.

Hours: The library is open from 7:35AM-3:00PM (or later as long as someone needs a book)

Checkout Privileges: Students may have up to two items checked out at a time. Exceptions will be made for research projects. All items are checked out for a period of two weeks and may be renewed.

Overdue: Overdue notices are printed monthly. The last six weeks of school they are printed weekly.

Lost Books: Students are charged the cost of replacing the volume. Substitutions are not acceptable. Students will not pay for lost books until the end of the school year! Please look for lost books and materials!!!!

Damaged Books: We will perform minor repairs on books as needed. Patrons who have damaged books beyond repair will be charged the replacement cost of the book.

Refunds: Students locating books they have paid for will be issued a refund.

Programs and Services: Faculty members needing any of the following services or needing additional information regarding these services and programs are encouraged to contact the library staff at any time. Channel One Broadcasts, Accelerated Reader, Accelerated Reader Stats and Wall of Fame, Star Reading, Book Fairs, Laminating, Periodicals including newspapers and magazines, Computers/Internet, A-V Equipment, Equipment Repairs and Troubleshooting (overhead bulbs), Technology Integration, Computer Lab Sign-Ups, Library Web Page, Book Selection

for Curriculum use.

ACCELERATED READER*

Accelerate Reader Program is a reading incentive program implemented throughout MMS. All students must carry AR books to all classes and read during any "down time". Students will keep a reading log. Students will be rewarded for meeting their individualized goals each six weeks. Students should read their AR books for 30 minutes each evening. **Cut off dates for AR testing will be:** (1st) **October 7**, (2nd) **December 16** (3rd) **March 10**, (4th) **May 19**

*Accelerated Reader is web-based and has a Home Connect option. Home Connect is a service provided by Accelerated Reader for parents and students to be able to check their reading progress from home. Parents can also enter up to 6 email addresses so they can be contacted when their student takes an AR test.

<https://hosted298.renlearn.com/88055/homeconnect/login.aspx>

ICU - Supporting Academic Success at Milan Middle School

Faculty, staff, and students at Milan Middle School understand that the academic expectation is for **ALL** students to master the required objectives for each course. To meet the required level of proficiency, MMS has implemented a support program that assists us in holding **ALL** students accountable for **ALL** assignments that result in learning.

ICU is our support service that provides our students with numerous levels of academic assistance in order for students to successfully accomplish learning. In the event that a student misses an assignment, fails to demonstrate the required level of mastery, or falls behind on their academic responsibilities at any time, ICU procedures (Intensive Care Unit) will be implemented immediately. Types of supports include, but are not limited to

- Immediate parent notification by teachers,
- Additional time spent in the academic setting for re-teaching, or
- Additional time spent with teachers or other school staff either before school, after school, or during the ICU designated time each day

The opportunities provided above do not remove a student from any classroom for the purpose of completing assignments, retaking tests, or redoing work that was submitted at an unsatisfactory level.

Students should make every effort to be prepared for class daily which means their best effort should be evident when assignments are first made or when tests are taken the first time. If a student fails to turn in work on time, or at an unsatisfactory level, or fails a test, the teacher will determine when the student will attend ICU to change his/her grade. Grades can only be changed when a student shows that he or she has mastered the objectives. Taking different versions of test multiple times does **NOT** show that learning has occurred. If a report card has an "P" in place of a grade, you will know that there continues to be learning to be accomplished. There will be no calculation of an average until a student shows his or her teacher that he or she has mastered the objectives. The grade the student earns will reflect true learning, meaning no deductions of points will occur as a result of a student needing extra time or additional opportunities to learn the required material. Instead, students will be required to spend additional time with their teachers that are specific to the areas that they have not mastered. Deadline extensions and opportunities for retakes are determined by the teachers based on individual student circumstances. Additionally, assessments of learning can be done in many ways other than continued attempts at taking a failed test or assignment. Alternative assessments and assignments can be selected at the teacher's discretion. Simply retaking tests is not always the best solution to the problem of unsuccessful performance on academic tasks. -----NEW----

Students will only be allowed to make a 88 maximum grade on a retake of an assignment.

Students must complete a minimum of two requirements to retake an assignment. 1. Parent signs a retake form, 2. A study session assigned by the teacher.

Students must have a retake completed in the six weeks it occurred.

Academics come first at Milan Middle School. Any student on the ICU list will be required to have ALL assignments completed and graded by their teacher before being allowed to participate in "fun" activities.

RELATED ARTS

The related arts program at MMS consists of Health, Technology, Art, Physical Education, and Band/Music, Guidance, Library, Drama, & Speech. Students will receive a numerical grade for each of these classes based on preparedness, participation, and behavior.

P.E. Requirements

1. All students not enrolled in band will participate in physical education.
2. Students in **grades 6 – 8** will be required to dress out in order to promote active participation, good hygiene and avoid injuries. Each student should bring a change of clothes consisting of **knee length** shorts or sweatpants and an **appropriate crew neck T-shirt**. T-shirts that promote violence, demonic symbols, alcohol, tobacco, controlled substance, drugs, sex suicide, or occults are NOT appropriate. Students should also wear appropriate gym shoes. No boots or sandals allowed.
3. In the event that a student is unable to participate, excuse notes must be written by doctor indicating the condition and length of the excuse.

EXTRACURRICULAR ACTIVITIES

Milan Middle School offers an array of activities for students to participate in beyond the normal school hours. In order for students to participate, most activities require parent permission. If a parent/legal guardian does not want their child to participate, written communication not to participate must be signed and dated and sent to the school. Students must be in good standing, attendance, grades, and discipline.

MMS “Stuck in the Middle Players”: Student drama – Students in grades 5-8 will be selected to perform a fall play and spring play. Some students provide their own costumes and have the option to purchase a themed T-shirt.

National Junior Beta Club: Students in grades 5 - 8 who fulfill the Academic & Code of Conduct requirements may apply for admission to the MMS National Junior Beta Club. The mission of MMS Beta Club is to “Lead by Serving Others.” Students may apply by filling out an application, obtain referral from a former teacher, and submit yearly dues which are approximately \$25.00.

Destination Imagination (DI): Creative problem-solving program open for any student participation. Students compete at regional, state, and global levels. Approximately \$45 participation fee and fundraising events throughout the school year;

Student Government Association (SGA): Students may qualify to become a SGA representative or alternate for his/her homeroom by having no grade below 85. Students must fulfill the Academic and Code of Conduct requirements of SGA. No cost.

4-H: 4-H prepares young people to step up to the challenges in their community and the world. Using research-based programming around positive youth development, 4-H youth get the hands-on real world experience they need to become leaders. Grades 5-8 meet monthly. No cost at school level.

Band: Students participate in instrumental and marching music. Grades 6-8 participate. The cost incurred is based on the instrument that a student selects to play. Instruments may be rented or purchased. The director may ask for the students to purchase T-shirts to be used in events.

Fellowship of Christian Athletes (FCA): Activities and programing are provided for student fellowship. No cost to join and open to all students.

Shakers Dance Team: Students in grades 5-8 may try-out and participate on our dance team. Dance techniques are taught and students perform at school events to promote school spirit. Approximate cost is \$200 for camp, equipment and sports physical.

Cheerleading: Students in grades 7-8 may try-out and participate. Cheerleaders promote school spirit at ballgames and school activities. Approximate cost is \$500 for camp, equipment, and sports physical. Some expenses are to be paid prior to participation.

Competitive Sports (Football, Baseball, Girls Softball, Boys and Girls Basketball, Co-ed Golf, Co-ed Soccer, & Girls Volleyball): Fundamentals of the game, sportsmanship and teamwork are emphasized as teams play other participating schools. Students in grade 6-8 may try-out and participate. Students are to provide some personal equipment and sports physicals. Coaches secure vendors to allow students to purchase personal equipment. Cost can vary.

SADD Chapter: (Students Against Destructive Decisions) The mission of the SADD Chapter is to provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, risky and impaired driving, and other destructive decisions. Students in grades 6 - 8 who fill out the membership application, pay their membership dues of \$5.00, and sign the SADD Contract before the deadline can become a SADD Chapter Member.

DISCIPLINE

Laser light pens, yo-yo's, CD's, computer games, toys, playing cards, dice, or any other devices not specifically approved for use in class are not allowed on school grounds. If one of these is brought to school, it **will be confiscated** and may only be picked up by the parent/guardian. This includes field trips, school grounds, or school buses.

MSSD Dress Code Policy (6.310)

The Milan Special School District has a responsibility to prepare students to take their places in society as mature, responsible individuals. Therefore, it is part of the district's responsibility to establish and maintain standards that can be carried into the workplace. With that responsibility in mind, the following dress code will be enforced.

It is the wish of the MSSD Board of Education to allow students flexibility in student dress which allows for individual expression. Therefore, it is important that all students follow these guidelines in order to prevent stricter rules.

A student's physical appearance shall be clean and neat and not be deemed distracting in any way including on the bus, in P.E., and on the school campus. Parental judgment is suggested, but administrative judgment will take precedent.

Basic Dress

- The basic dress shall be solid khaki, navy, gray, black, or any earth tone pants, knee length skirts, walking/Bermuda/dress shorts, capri pants or jumpers (no denim). Pants must be straight leg or flared. ABSOLUTELY NO SPANDEX or FORM FITTING PANTS.
- A solid color long sleeve or short sleeve shirt with a collar (polo style, button-down dress style or turtleneck). The top button may be worn unbuttoned. Solid tee shirts may be worn as an undergarment.
- Solid color vests, light jackets (denim included), sweaters, sweatshirts without hoods, and cardigans are permitted over the basic shirt. These items may be any solid color. Minimal accent stripes on the collar and cuffs are permissible.

LOGOS:

- Logos, brand names, and sports symbols no larger than a 3.5" x 2" business card are permitted on shirts, blouses, jackets, jumpers, sweatshirts, and sweaters. An embroidered or iron-on Milan Bulldog or "M" (for Milan) is also permitted so long as it is no larger than a 3.5"x 2" business card. Monograms and initials (other than a "M" for Milan) are NOT allowed.
- Logos on athletic shoes and small logos on the waistline or pocket of pants, shorts, and skirts are also allowed.
- Shirts, approved by school administration, with logos that represent school-based organizations will be allowed on designated days.

Shoes/Belts/Jewelry

- Shoes can have heels no higher than one and one-half inches. Athletic shoes, sandals, and boots are permitted.
- Shoes must be laced, tied, strapped, and hooked. House shoes are not permitted.
- If a belt is worn, it must be appropriate size and may be any color, without symbols or emblems considered offensive.
- Students may not wear jewelry or hair accessories that may be construed as dangerous or distracting. Pierced jewelry shall be limited to earrings only. Other pierced jewelry (real or look alike) is not allowed.
- Grills will not be allowed.

Prohibited Items

- Heavy coats, heavy jackets, and raincoats are not to be worn inside the school building.
- Hats, bandanas, headscarves, sweatbands, stocking caps, hair rakes/combs, hair rollers, do-rags, and sunglasses may not be worn in the building.
- Sweat pants or jogging suits may not be worn.
- Clothing with holes is not permitted.
- Clothing that indicates drug culture, gang membership, supports gang behavior, or is gang identified will not be allowed.
- Gloves may not be worn inside the school facility.
- Cheerleader uniforms will not be worn in the classroom.
- No cap sleeves on shirts (must have a seam under the arm.)
- No bell bottoms, cargo pants, baggy pants, saggy pants, tights or pants made of spandex are allowed.
- No sports shorts are allowed.
- Un-hemmed pants, frayed bottoms and cutoffs are not allowed.
- Hair styles; no gang related symbols cut or unnatural colors that cause a distraction will not be allowed.
- Students will not be allowed to write on themselves or their clothing.
- No Lanyards or long heavy chains/beaded necklaces. (Safety Issue)
- Rolling bags are not allowed unless approved by administration.

Special Days

- Special days may be set aside by the school administration to allow variation in the dress code. Dates will be announced.
- Clothing must always be appropriate.

Compliance/Dress Code Consequences:

- First violation – Students will receive a verbal warning. Students will attempt to call a parent or guardian to bring appropriate clothing to school. Students who miss class due to the necessity of changing into clothes that meet the dress code will have until the next day to make up any missed work. It is his/her responsibility to get missed assignments from his/her teachers. A "Notice of Noncompliance" will be mailed and sent home with the student.
- Second Violation – The student shall receive a minimum of a detention. The student will attempt to call a parent or guardian to bring appropriate clothing to school. Students who miss class due to the necessity of changing into clothes that meet the dress code will be UNEXCUSED for the period of time missed. A "Notice of Noncompliance" will be mailed and sent home with the student.
- Third Violation – The student shall be assigned to Saturday School. The student will attempt to call a parent or guardian to bring appropriate clothing to school. A "Notice of Noncompliance" will be mailed and sent home with the student. Students who miss class due to the necessity of changing into clothes that meet the dress code will be UNEXCUSED for the period of time missed.
- Fourth and Subsequent Violation – The student will attempt to call a parent or guardian to bring the appropriate clothing to school. A "Notice of Noncompliance" will be mailed and sent home with the student. Students who miss class due to the necessity of changing into clothes that meet the dress code will be UNEXCUSED for the period of time missed. The student will be assigned to In-school Suspension for a period not to exceed ten (10) consecutive days.

Exemptions

- A parent who objects to standardized dress because of his or her religion or religious belief must obtain a copy of the policy on Standard Dress, a Request for Exemption Form and an Exemption Questionnaire from the school office, complete the form and questionnaire, and return them to the

school. The principal shall review the documents and accept or deny the request or exemption. The principal must accept or deny the request within two (2) school days. If the principal denies the request, he or she must give the parent a written basis for the decision.

- The parent can appeal a principal's denial of the request for exemption to the Director of Schools within two (2) schools days of the receiving the principal's denial. The Director of schools must meet with the parents within five (5) schools days of the receipt of the request for appeal, and must render a decision within five (5) school days of meeting with the parents. If the Director of Schools also denies the request, he or she must provide a written basis for the decision.
- The parent may make a final appeal to the School Board of Education and ask the Board to review the written record of the request for exemption and the denials. This appeal must be made within five (5) school days of the Director of School's denial of the appeal. The Board may hold a hearing on the exemption request at its discretion. The decision of the Board is final. The student will remain in school in the dress style recommended by the parent until the appeal process is completed.

Parental judgment is suggested and advised but administrative judgment will take precedent.

MMS Special Days

- **Athletes** – (Basketball, Cheerleaders, Football, Soccer, Softball), may wear their jersey or team shirt with a white crew neck T-shirt under the jersey, and/or pullover on days of HOME GAMES as approved per administration and coach's discretion. Pants, short, etc... must meet dress code requirements.
- **Picture Days (Fall & Spring)** – Students may wear striped, solid, floral, polka dotted, etc... Girls may wear a dress (knee length). This still excludes sleeveless tops and any clothing that is form fitting (tight). Must be appropriate for school.
- **Socials-** Students may wear jeans (with no holes or cuts). Shirts may be may be striped, floral, polka dotted, etc... (No pictures promoting violence, demonic symbols, alcohol, tobacco, controlled substances, sex, suicide, or occults). All shirts & dresses must have sleeves. Shorts, dresses, & skirts must be knee length.
- **Field Day/Park Day/TCAP Fun Day** – Students may wear PE attire. Teachers may request team colors.
- **Spirit Day/Zoo Trips** – Milan Bulldog shirt, jersey, or pullover. Dress code pants, shorts, skirts, or jumper.
- **Knee length rule: Shorts, skirts, dresses, jumpers, etc... must come to knee area.**
- **Jean Days: Must be blue and no holes or frays. Not form fitting (tight).**

SCHOOL BUS PROCEDURES

Bus transportation is a **privilege** and **not a right** of students. Failure to observe district and state rules may result in denial of transportation. The bus driver is authorized to report any misbehavior on the bus to the Principal of the school or the Transportation Supervisor who will address the problem. Any bus student who leaves campus before loading on the bus SHALL NOT return to campus to ride the bus. **Students who are awaiting the arrival of their bus are to report directly to the cafeteria and quietly do school work or read.** A student may be suspended from bus riding if school policies are not observed. (1st- incident warning, 2nd- incident 5 days off the bus, 3rd- incident 15 days off the bus, 4th-incident off the remainder of the year *More severe consequences may be assigned at the discretion of administration)

BUS RULES

1. The bus driver may assign seats
2. Be courteous
3. No profanity
4. Do not eat or drink on the bus
5. Violence is not tolerated
6. Remain seated at all times
7. No smoking
8. Keep your head & hands inside the bus
9. Do not destroy property
10. For your safety, do not distract the driver through misconduct
11. Students attending the MSSD Alternative School may not ride any MSSD school bus.

Students removed from the bus for discipline infractions may not ride any MSSD school bus.

Misbehavior Penalties:

Penalties are at the discretion of the administration depending on circumstances. Serious offenses (fighting, bullying, weapons etc...) may be cause for punishment up to and including suspension or expulsion from school.

CONSEQUENCES FOR REPORTED BUS VIOLATIONS INCIDENTS

1. 1ST Incident Warning/letter to parent

- 2. 2nd Incident Five (5) days off bus/letter to parent
- 3. 3rd Incident Fifteen (15) days off bus/letter to parent
- 4. 4th Incident Suspended for remainder of school year /letter to parent

The following are incidents that **warrant being put off the bus without prior bus incidents**. The number of days will be determined by the administration. **Fighting, Cursing/Disrespect to the Driver, and Vandalism (plus restitution)**

If a driver feels a situation/student is an immediate danger to the bus/driver, the driver may:

- > Stop the bus
- > Call Base
- > Call the Police
- > Remain at a stopped location until the Police arrives

The above list of consequence will serve as a **MINIMUM**. Each administrator reserves the right to impose more serious consequence. **** Parents are NOT allowed on the bus.** If the parent needs to speak with the driver, they should make an appointment with the, Supervisor of Transportation (686-2132) and/or the School Administration. If a parent refuses to cooperate the driver should call base and/or the Police.

Different Bus Stops

* A written note from the parent must be sent to the school **and approved in the office** before the driver allows a child to get off the bus at a different stop. If a child gets off at a different stop without written permission from a parent **and office approval**, the bus driver should report the child's name to base and the Police.

* Students will only be allowed to ride the bus to which they are assigned. Parents should provide other means of transportation when students that ride a bus have a guest to go home with them after school. Buses are crowded and do not allow for extra riders.

For more information concerning bus procedures contact the Assistant Principal of your child's school.

CELL PHONE/ELECTRONIC DEVICES (6.312)

Students are extended the privilege of possessing cell phones/electronic devices on school grounds; however, their use is limited to before 7:50 a.m., after 3:00 p.m., or lunch and class change each school day. Cell phones/electronic devices used during school hours (excluding lunch and class change) will be confiscated.

First Offense: Student will be assigned to Saturday School and phone/electronic device is returned to the parent/guardian only.

Second Offense and beyond: Student will be assigned to In-School Suspension, a minimum of five (5) days. The phone/electronic device will be kept 30 school days and then returned.

Phones/electronic devices not picked up by July 15th will be disposed.

During lunch, class change or on busses, cell phones/electronic devices are allowed for use. However, phones/electronic devices out during lunch, class change, or on busses are considered part of an open forum and can be checked for appropriate communication.

Any phones/electronic devices used for purposes of harassment, profanity or other inappropriate purposes will dictate consequences for the student. No phones /electronic devices used or brought to school may have any inappropriate content. Inappropriate content on phones/electronic devices will result in consequences, and are also subject to court petitions. Cell phone/electronic device usage is not a valid reason for students being tardy to class. Students who lock or remove their battery from their phone/electronic device when a phone/electronic device is checked or confiscated will be given consequences and a parent conference will be required before the phone/electronic device and the student's cell phone/electronic device privileges are reinstated.

SCHOOL WIDE REWARDS

Students will receive rewards based on behavior and work completed. Students that complete all work to teacher satisfaction and have no discipline infractions will be able to attend school rewards. Students that have infractions for a nine weeks or owe work will be on the Loss Of Privileges list. This means they will not be eligible to participate in reward activities.

MMS DISCIPLINE PLAN

It is strongly recommended that all students become totally familiar with the rules and guidelines of the school and use them to make this the best school year of their career. The assertive discipline procedures at MMS attempt to establish a climate indicative of an academic facility, well disciplined, and concentrating on academic task. It sets forth clear and consistent conditions of negative conduct and consequences to enable the administration to deal promptly and fairly with students who violate the rules. The basic purpose of assertive discipline procedures is to create a setting where teachers can teach and students can learn.

Explanation of Process

1. The purpose of this plan is to establish a clear and consistent hierarchy of consequences to enable the administration to deal promptly and fairly with

students who violate school rules. It is also the purpose of this discipline plan to establish a safe and orderly school environment in which the rights of all students are protected and the efforts of the teachers to maintain order and to teach students are supported. All students are expected to conduct themselves in a manner that reflects respect and consideration for the rights and property of others. Although the plan may not specifically identify a certain behavior as inappropriate, it is assumed students know the difference between right and wrong. The administrators, teachers, and staff reserve the right to determine whether or not a student's behavior is inappropriate. The hierarchy of punishments ranges from the less severe to the more severe.

2. Teachers are encouraged to make frequent parental contact concerning students with behavior problems. Conferences with students, the teacher, an administrator, and parents should be held as often as needed.
3. MMS Assertive Discipline Plan allows for flexibility and creativity between the teacher and the administrator. If adjustments need to be made in the hierarchy of punishment(s), they should be made only after consultation between the administrator and the teacher.
4. If in the teacher's and administrator's opinion, a student's behavior requires special attention, then the student may be placed on a behavior contract. When a student's behavior is inhibiting his/her academic performance or is impeding on the rights of students, a Behavioral Team meeting will be organized and a Behavior Plan will be written in order to address the student's behavior.
5. Classroom Discipline Plan:
Each teacher will develop his/her individual classroom rules and procedures and have the authority to maintain an environment conducive to learning. The teachers of Milan Middle School will distribute their Classroom Discipline Plan during the first day of school. In order for a student to be referred to an administrator as a result of violation of the teacher's Classroom Discipline Plan; one of two types of infractions would have to have occurred: Either the student would have to have committed a severe classroom disruption (consisting of defiance, disrespectful, or any action which stops the classroom from functioning); or the student would have had to commit his/her fourth violation of the classroom rules during a semester. At either of those two points, the parents/guardians will be contacted and the student will be referred to an administrator. The student will then be placed on the Administrator Discipline Plan.
6. Administrator Discipline Plan:
Administrators will use a step chart when dealing with administrative discipline referrals. The frequency of misbehaviors will determine the action in which the administrator will assign consequences. After a series of infractions, the administrator will arrange a behavioral team meeting. The behavior team would consist of the parents, teachers, and administrator. The team will develop a behavior plan for the student. Three infractions in one category or five infractions in differing categories will warrant a behavior team meeting. Any placement directly into MSSD Alternative will warrant a behavior team meeting upon the return of the student to the classroom setting. Once a student is placed on the Administrator Discipline Plan, he/she will remain on the plan for the remainder of the school year.

Failure to Attend Saturday School:

1. Failure to attend the assigned Saturday school will result in serving two Saturday schools for the one missed.
2. Failure to attend the second assigned Saturday school will result in alternative measures such as being referred to the Gibson County Truancy Board.

(With prior permission, students who have proven legitimate schedule conflicts with their assigned Saturday school may be reassigned at the discretion of the principal.)

CLASSROOM DISCIPLINE

Behaviors that impede an orderly classroom will be handled by the teacher. Each teacher will develop his/her individual classroom discipline plan. Teachers will distribute their classroom discipline plans during the first week of school. Modification/Intervention strategies to be used by the teacher: Refocus Sheets, Isolated Lunches, Processing, Corporal Punishment, After-school Detention, Parental Contact, Behavior Contract, or other behavioral strategies at the teacher's discretion. Parental/guardian contact maybe in one of the following formats: a discipline referral form, a teacher written note, an email, or phone call. Communication is encouraged by all stakeholders of the child.

Level I Class Offense:	Intervention and Consequences
Classroom Procedures 4 th incident	Refocus Sheet, Processed, Lunch Detention, Behavior Contract, Corporal Punishment, or Detention
Defiance to teacher or classroom rules	Processed, Lunch Detention, Corporal Punishment, or Detention
Disrespect to teacher or peers	Processed, Corporal Punishment, or Detention
Gum/Candy	Lunch Detention, Detention
Hands-on/Horseplay: Classroom/Hallway	Corporal Punishment or Detention
Lying/Cheating/Profanity	Corporal Punishment or Detention
Name calling (Abusive Language)	Processed, Isolated Lunches, Corporal Punishment, or Detention
Public Display of Affection	Detention
Talking-excessive, Noises	Refocus, Processed, Isolated Lunches, Corporal Punishment, or Detention
Tardy to Class	3 rd time- Lunch Detention 4 th time- Detention per six weeks
Misbehavior with Substitute	Detention
Simple Vandalism/theft of another's property	Detention and/or Restitution

- It should be understood that a circumstance may not be listed in the code and the teacher has the discretion to determine if the behavior is a classroom disturbance that warrants a consequence.
- If a student refuses to accept the consequence of the classroom teacher, then the student must understand that he/she will be placed on the Administrative Discipline Plan.
- If a student has an assigned Detention and receives another Detention before the 1st is served, then the student will attend Saturday School for both Detentions. Teacher notifies Administration.

If a student is a behavior problem within the classroom, the teacher will place the student on a step approach that will lead to the Administrative Discipline Plan. Steps to Classroom Level Consequences that will lead to an Administrative Referral:

- First Infraction** Consequence/Intervention/Parent Contact Required
- Second Infraction** Consequence/Intervention/Parent Contact Required
- Third Infraction** Consequence/Intervention/Parent Contact Required
- Fourth Infraction** Office Referral/Parent Contact Required
- Fifth Infraction** Office Referral/Required Parent Conference / ISS until meeting occurs

On the fourth infraction, the student is placed within the Administrative Discipline Plan in the category of “Classroom Misbehavior.” Offense Levels II, III and IV of the MSSD Discipline Policy are referred to Administration or proper authorities.

When a student continues to have a problem that relates to a specific class, the following steps should be followed in trying to solve the problem:

1. The student should discuss the matter with the teacher at a time other than class time and which is mutually convenient.
2. If that fails, the student, the parent, and the teacher should meet.
3. The next step would be to involve the administration.
4. At any point, particularly in the early stages, the guidance counselor can be involved to help solve the problem.

CORPORAL PUNISHMENT - “No Paddling Request”

MMS will honor parent’s request for their child not to have corporal punishment. Please request a “No Paddling” form from our office. Complete the form and return it to school. A new form will be required each year. Alternate discipline will be used including: Saturday school, Suspension, etc. If a parent/student refuses corporal punishment. The parent will come pick up the student from school immediately.

ADMINISTRATIVE PLAN

The following chart aligned with the MSSD Discipline Policy is a list of Level II, III or IV misbehaviors in which the frequency or seriousness requires corrective action on the part of an administrator. The format is a step process. The chart will identify the misbehaviors and the consequences that will be assigned. If a student takes three steps in one category, or five steps in differing categories, then there will be a required behavior team meeting. At the meeting, the team, consisting of the parent, teachers, and administrator, will develop a behavior plan for

the student involved in the misbehaviors.

Administrative Discipline Guidelines- Administrative judgement will take precedent			
Office Referral Scenarios	First Offense (minimum days)	Second Offense (minimum days)	Third Offense (minimum days)
Cafeteria Misbehavior	Isolated Lunches / Corporal Punishment / Detention /Saturday Sc. ISS / Clean-up duty	Saturday School 2-3 Days ISS Clean-up duty	2-5 Days ISS Clean-up Duty
Classroom Misbehavior	Detention / Corporal Punishment / Saturday School / ISS	2-3 Days ISS	5 Days ISS
ICU Misbehavior	Detention/Saturday School	Saturday School / 2-3 Days ISS	5 Days ISS
Hands on	Detention/ Corporal Punishment/ Saturday School/ ISS	Saturday School/ ISS	ISS/ Alternative School
Ethnic/Racial Slurs	Detention / Corporal Punishment / Saturday School / ISS	Saturday School 2-3 Days ISS	5 Days ISS
Disrespect, Defiance, Harassment, or minor threats to students or staff in a non-hostile manner	Detention / Corporal Punishment / Saturday School / ISS	Saturday School 2-3 Days ISS	3-5 Days ISS
Dress Code	Refer to MSSD Policy		
Hair: Hair styles or gang symbols which deem distracting and unacceptable.	1 Day ISS or continued until hair is restored	2-3 Days ISS or continued until hair is restored	5 Days ISS or continued until hair is restored.
Failure to Serve Detention	2 for 1	Saturday School	2 Days ISS
Failure to Serve Saturday School	2 for 1	3 Days ISS	5 Days ISS
Forgery	Detention / Corporal Punishment /Saturday School / ISS	3-5 Days ISS	10 Days Alt. School
Gambling	Detention / Corporal Punishment / Saturday School	2-3 Days ISS	5 Days ISS
Hallway Misbehavior (Gum, Hands-on, Noise, Running, Uncooperative with monitors)	Lunch Restriction/ Detention / Corporal Punishment / Saturday School / ISS	Saturday School 2-3 Days ISS	5 Days ISS
Misbehavior ---Substitute Teacher	Detention / Corporal Punishment / Saturday School / ISS	2-3 Days ISS	5 Days ISS 10 Days Alt. School
Rubber Band Projections	Detention / Saturday School / Corporal Punishment	2-3 Days ISS	5 Days ISS
Spitting-deliberate	Detention / Saturday School / Corporal Punishment	2-3 Days ISS	5 Days ISS
Pornography	Detention / Corporal Punishment / Saturday School / Parental Contact	3-5 Days ISS Parental Contact	10 Days Alt. School

Profanity, non-directed	Detention / Corporal Punishment / Saturday School	2-3 Days ISS	5 Days ISS
Skipping a Class	Detention / Corporal Punishment / Saturday School / ISS	2-5 Days ISS	10 Days Alt. School
Inappropriate use of Technology	Detention / Saturday School / Probation	2-3 Days ISS Probation	10 Days Alt. School Probation
Defiance of Authority / Disrespectful, Rude/ Discourteous: <u>Hostile</u>	3-5 Days ISS	10 Days Alt. School	20 Days Alt. School
Destroying another student's property	Detention / Corporal Punishment / Restitution	Saturday School / ISS Restitution	5 Days ISS Restitution
Trying to pass a fake substance as drugs**	10 Days Alt. School	20 Days Alt. School/Police Report	30 Days Alt. School/Police Report
Tobacco Products / Electronic Cigarettes	Saturday School / Citation	5 Days ISS / Citation	15 Days Alt. School / Citation
Sexual Harassment	3-5 Days ISS	10 Days Alt. School	25 Days Alt. School
Fighting** 1 person / 2 person	5 Days ISS (5 th /6 th) 10 Days Alt. Sch. (7 th /8 th) Petition Filed	10-20 Days Alt. School Petition Filed	20-40 Days Alt. School / Petition Filed
Retaliation	5 Days ISS	15 Days Alt. School	25 Days Alt. School
Pocket Knife, Fireworks, Alcohol, Pepper spray, etc. **	10 Days Alt. School -**Petition	25 Days Alt. School / Petition	45 Days Alt. School / Petition
Refusal to accept teacher's punishment	2-3 Days ISS	5 Days ISS	15 Days Alt. School
Vandalism (Minor)	Detention / Corporal Punishment / Saturday School / ISS / Restitution	Saturday School / ISS / Restitution	ISS / 10 Days Alt. School Restitution
Vandalism** (Major)	ISS / 10 Days Alt. School Restitution	15 Days Alt. School Restitution	25 Days Alt. School / Restitution
Notes written to or comments about another student containing inappropriate remarks or language	Detention / Corporal Punishment / Saturday School / ISS	3-5 Days ISS	10 Days Alt. School
Obscene gestures, verbal assault, physical aggressive act, aggressive name calling, harassing, profane or threatening language or actions, or spreading rumors about a student	2-3 Days ISS	5 Days ISS	12 Days Alt. School
Notes or indirect comments using profanity , Obscene gestures, verbal assault, aggressive act name calling, inappropriate touching, harassing, profane or threatening language or a false accusation toward a school employee.	15 Days Alternative School	30 Days Alternative School	60 Days Alternative School
Theft (minor) (Items found and not returned constitutes theft)	Detention / Corporal Punishment / Saturday School / ISS / Restitution	3-5 Days ISS Restitution	10 Days Alt. School Restitution
Theft (major)	15 Days Alt. School Restitution	30 Days Alt. School/Police Report/Restitution	60 days Alt. School/Police Report/Restitution

Videoing Bullying/Fighting Acts	5 Days ISS – 10 days Alt. School	10 – 20 Days Alt. School	20 – 40 Days Alt. School
Indecent Exposure	30 Days Alt. School **Petition	60 Days Alt. School Petition	90 Days Alt. School Petition
<ul style="list-style-type: none"> - Additional acts and consequences may be added to the list as a school year proceeds. Above are listed the minimal administrative consequences. - If a student has an assigned Detention and receives another Detention before the 1st is served, then the student will attend Saturday School for both Detentions. - If a student has served a 5 day In-School Suspension assignment for any disciplinary act, then when the student is involved in an incident which results in another 5 Day ISS Assignment, the student will be placed in the Alternative School for a minimum of 10 days. 			

-Refusal of any punishment will result in suspension from school.

****Administration Discretion:** While exceptions to this policy are rare, the administration reserves the right to make judgments that are in the best interest of all individuals involved. The discretion of the administration shall supersede penalties listed in the Discipline Code. It is understood that discretion means that when, in the opinion of the administration, circumstances surrounding a violation are of such a nature as to be gross misconduct or extremely serious or dangerous actions, that the administration reserves the right to determine a consequence more serious than stated in the code. It is also understood that the circumstance may not be listed in the code or may not be considered serious enough to warrant a penalty stated in the code.

DETENTION / SATURDAY SCHOOL

For many students, our AFTER-SCHOOL DETENTION and SATURDAY SCHOOL have been effective in encouraging students to follow school rules and procedures. Students may be assigned Detention on Wednesdays from 3:00 - 4:00 or Saturday school 8:00-11:00 for disciplinary infractions. Please be attentive to picking up your child promptly. Students not picked up will be taken to the Milan Police Department.

- **Threatening** bodily harm will **NOT** be tolerated. All threats will be reported to the proper authorities.
- **Youth Access To Tobacco Act** - any student with tobacco or tobacco products on the school campus or at a school function will be given an automatic citation, which will be filed at the Juvenile Court Clerk's office in Trenton.
- **Fighting** is **NOT** allowed. When a fight occurs, all parties will receive consequences. Instigators will also receive consequences for their participation.
- **Weapons** - It is a felony for anyone to possess a weapon on school grounds, as prescribed by state law. There is a maximum penalty of five years imprisonment and a fine not to exceed \$2,500. The police will be called if a student is found with a weapon in his/her possession.
- **Theft** – A student who finds an item is to turn in the item to a person of authority. A person commits theft of property if, with intent to deprive the owner of property, the person knowingly obtains or exercises control over the property without the owner's effective consent.

PROCEDURES POLICY (6.313)

The following is a version of the Discipline Policy 6.313 adopted by the Milan Special School District (MSSD) Board of Education that became effective during the 1999-2000 school year and revised May 2008. A complete copy may be seen in the Principal or Superintendent's office.

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.¹

MISBEHAVIORS: Level 1

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can be handled by an individual staff member or an administrator.

Examples (not an exclusive listing):

- Classroom disturbances
- Abusive language (to student; not a teacher, staff member, or administrator)
- Classroom tardiness
- Defiant or failure to do assignments or carry out directions
- Cheating and lying

Disciplinary Procedures:

1. Immediate intervention by the staff member or an administrator.
2. Determine what offense was committed and its severity.
3. Determine offender and that he/she understands the nature of the offense.
4. Employ appropriate disciplinary options.
5. Record of the offense and disciplinary action maintained by staff member.

Disciplinary Options

- Verbal reprimand
- Special assignment
- Behavioral contract

- Restricting activities
- Assigning work details (Community service)
- Referred to a school counselor
- Withdrawal of privileges
- Issuance of demerits which might affect citizenship or department grades
- Strict supervised study
- Detention
- Corporal Punishment
- In-school suspension (Only by an administrator)
- Out-of-school suspension (Only by an administrator)

MISBEHAVIORS: Level II

Misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing):

- Continuation of unmodified Level I behaviors
- School or class tardiness
- School or class truancy
- Use of tobacco
- Using forged notes or excuses
- Disruptive classroom behavior
- Harassment (sexual, racial, ethnic, religious)
- Abusive (Non-Profane) Language directed to a teacher, staff member, or administrator
- Video thru the use of a cell phone

Disciplinary Procedures:

1. Teacher may choose to administer appropriate disciplinary option;
2. Or the student is referred to principal for appropriate disciplinary action.
3. Principal meets with student and teacher.
4. Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.
5. Principal takes appropriate disciplinary action and notifies teacher of action.
6. Record of offense and disciplinary action maintained by principal.

Disciplinary Options:

- Teacher/schedule change
- Modified probation
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- In-school suspension (Only by an administrator)
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus (Only by an administrator)
- Corporal punishment
- Restricting school related honors student is otherwise due
- Out-of-school suspension not to exceed ten (10) days (Only by an administrator)
- Saturday School (Only by an administrator)

MISBEHAVIORS: Level III

Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not and exclusive listing):

- Continuation of unmodified Level I and II behaviors
- Fighting (simple)
- Vandalism (minor)
- Stealing
- Threats to others
- Leaving campus without permission
- Harassment (sexual, racial, ethnic, religious)

Disciplinary Procedures:

1. Student is referred to principal for appropriate disciplinary action.
2. Principal meets with student and teacher.
3. Principal hears accusation by accusing party and permits offender the opportunity of explaining conduct.
4. Principal takes appropriate disciplinary action.
5. Principal may refer incident to the director of schools and make recommendations for consequences.
6. If student's program is to be changed, adequate notice shall be given to the student and his/her parents of the charges against him, his/her right to appear at a hearing and to be represented by a person of his/her choosing.
7. Any change in school assignment is appealable to the Board.
8. Record of offense and disciplinary action maintained by principal or director of schools.
9. May be referred to Disciplinary Hearing Authority.

Disciplinary Options:

- In-school suspension
- Detention
- Corporal punishment
- Restitution from loss, damage or stolen property
- Out-of-school not to exceed ten (10) days
- Social adjustment classes
- Transfer
- Expulsion
- Referral to outside agency
- Saturday Lab
- Assignment to Alternative School (2 to 5 weeks)

MISBEHAVIORS: Level IV

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the Board.

Examples (not an exclusive listing):

- Unmodified Level I, II, and III behaviors
- Death threat (hit list)
- Extortion
- Bomb threat
- Possession/use/transfer of dangerous weapons *
- Assault
- Battery *
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- Possession of controlled substances *
- Use/transfer of controlled substances
- Harassment (sexual, racial, ethnic, religious)

Disciplinary Procedures:

1. Principal confers with appropriate staff members and with the student.
2. Principal hears accusation by accusing party and permits offender opportunity of explaining conduct.
3. Parents are notified.
4. Law enforcement officials are contacted.
5. Incident is reported and recommendations made to the director of schools.
6. Complete and accurate reports are submitted to the director of schools.
7. Student is given hearing before disciplinary hearing authority.

Disciplinary Options:

- Expulsion
- Alternative schools (6 weeks or more)
- Referral to outside agency
- Other hearing authority or Board action which results in appropriate placement
- Expulsion/remand for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis.
- Saturday Lab
- Alternative School

ADDITIONAL GUIDELINES:

1. A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.

2. A principal shall not impose successive short-term suspensions that cumulatively exceed ten (10) days for the same offense.²
3. A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in department or citizenship.
4. A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.

6. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - a. pay any activity fee;
 - b. pay a library or other school fine; or
 - c. make restitution for lost or damaged school property. (but, report card will be held until money owed is paid)

Legal Reference: TCA 49-6-4001 through 49-6-4105; TCA 49-6-4018; TCA 49-6-3007(1)

Searches by School Personnel

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors, and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct.
3. Any object or substance, which, because of its presence, presents an immediate danger of harm or illness to any person.

Notice is posted in the school stating the vehicles, lockers, other storage areas, and students or visitors are subject to search for drugs, drug paraphernalia, dangerous weapons, or items of an illegal or prohibited nature (stolen goods etc...).

Discrimination, Harassment, Bullying, and Retaliation (6.304)

I. General Statement of Policy (TCA 49-6-1016)

It is the Milan Special School District's board policy that no student or employee will be subjected to unlawful discrimination, harassment, bullying, hazing, or retaliation. MSSD is committed to safeguarding the rights of all students and employees within the school district on school campuses, at school events, on school buses, or at any official school bus stop in order to learn and work in an environment that is free from all forms of discrimination, harassment, bullying, hazing, or retaliation. Accordingly, MSSD promotes learning and working environments free from all forms of unlawful discrimination, harassment, bullying, hazing, or retaliation, and insists that all students and employees be treated with dignity, respect and courtesy. Harassment, either intentional or unintentional, has no place within the school or work environment. The MSSD Board not only prohibits actions which are sufficiently severe to be unlawful, but also prohibits conduct and comments which are not severe enough to violate state, federal or local law but which are still inappropriate in our schools and workplace. Discrimination, harassment, bullying, or retaliation occurring in the school and work environment or in connection with student activities or work that is in violation of this policy is counterproductive to the district and will not be tolerated.

II. Discrimination Defined and Prohibited

Discrimination generally involves treating one student, employee, or applicant differently from another in connection with terms or conditions, educational programs or activities, employment issues such as hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training because of that student's, employee's or applicant's gender, color, race, age, national origin, pregnancy, ancestry, marital status, veteran status, disability, handicap, religion, creed, citizenship status, or other legally protected status where there is no bona fide educational, occupational qualification or legitimate business reason for the differing treatment. It also could involve a failure to make a reasonable accommodation in certain circumstances when doing so would not involve all undue burden. Any student or employee of MSSD will be disciplined for infraction of this policy as provided for herein. Employee discrimination/harassment will not be tolerated. (*Title VII; 29CFR 1604.11*) Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the individual's work or performance; or
2. Create an intimidating, hostile or offensive work environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of employment; or
4. Imply that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

III. Harassment, Intimidation, or Bullying Defined and Prohibited (TCA to 49-6-1015)

Harassment, intimidation, or bullying means any act that substantially interferes with a student's education benefits, opportunities or performance that takes place on school grounds, at any school sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of: 1.) physically harming a student or employee or damaging his/her property; or 2.) knowingly placing a student or employee in reasonable fear of such; or 3.) creating a hostile education or work environment.

(*ACTS 2005, ch. 202 - 1*)

IV. Sexual Harassment Defined and Prohibited

Sexual Harassment is defined as unwelcome or unwanted sexual advances/behavior or conduct whether verbal, physical, or visual that is based on a person's gender or interferes unreasonably with student activities, and/or work performance, or creates a hostile learning or working environment. Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature constitutes sexual harassment when: a. Submission to the conduct or communication is made (implicitly or explicitly) a term or condition of obtaining or retaining employment; or of obtaining an education; b. Submission to or rejection of that conduct or communication by an individual is used as a factor in a decision affecting that individual's employment or education; or c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or learning environment. Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy. Sexual Harassment may include, but is not limited to: a. Physical contact, such as hugging, kissing, grabbing, punching, patting, brushing against, touching, or blocking one's path or egress; b. Implicit or explicit sexual proposition, requests, demands or other forms of pressure for sexual favors or dates; especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; c. Sexually suggestive or degrading remarks, including sexual innuendoes, jokes, kidding or teasing; d. Unwelcome verbal or physical flirtation, sexual gestures or comments, or comments about another person's body or appearance, including touching oneself sexually or talking about one's sexual activities in front of others; e. Vulgar or obscene language; f. Display of sexually explicit or offensive printed or visual material, including, but not limited to photographs, calendars, graffiti, cartoons, emails, text messages, drawings or notes including making, recording, playing, or sending sexually explicit audio/video recordings; g. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status; h. Spreading rumors about or rating other individuals as to sexual activity or performance.

V. Other Forms of Harassment

Other forms of harassment include actions based on a student's or employee's gender, color, race, age, national origin, ancestry, disability, handicap, marital status, veteran status, pregnancy, religion, or other legally protected status, and either affects tangible job benefits; or unreasonably interferes with a student's learning environment or an employee's work performance; or creates an intimidating, hostile, or offensive learning or work environment is also expressly prohibited. This includes, but is not limited to the following unwelcome conduct, whether written, verbal, physical or visual. Examples of harassment based upon gender, color, race, age, national origin, ancestry, disability, handicap, marital status, veteran status, pregnancy, religion, or other legally protected status, include: a. Epithets, slurs, negative stereotyping, disparaging remarks, or intimidating acts based on any of the protected categories listed above; b. Telling, posing, forwarding, showing or displaying in any manner jokes, cartoons, or pictures that make fun of any group, religious belief, sex or individual because of his or her protected status; and c. Forwarding offensive e-mails or text messages, printing them out or displaying them in any manner. Hazing activities is prohibited by any student, volunteer, employee, or organization operating under the sanction of the MSSD. Hazing is defined as any reckless act on or off MSSD property by one (1) student acting alone or with others that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. (*TCA 49-2-120*), [*ACTS 2001, ch. 196, 1.*]

VI. Prevention/Reporting Procedures

Any person who believes he or she has been the victim of discrimination, harassment, bullying, or retaliation as defined in section II – IV of this policy by a student or an employee of the school district, or any third person with knowledge or belief of conduct which may constitute discrimination, harassment, bullying or retaliation should report the alleged act(s) immediately to the appropriate school district official as designated by this policy. Students and employees should not assume the Milan Special School District is aware of his/her concern. In order to allow the school district to prevent and/or correct bullying, harassing and discriminatory conduct, it is essential that all students and employees use this reporting procedure and that the district review information about every instance of such conduct in a timely manner. Accordingly, every student and employee should understand that under no circumstances should a student or employee believe that he or she cannot or should not report any discrimination, harassment, bullying or retaliation. MSSD will not allow an inappropriate or unlawful situation to continue or go unreported, regardless of who is creating that situation. No person in the Milan Special School District, not even the Director of Schools, is exempt from this policy. The Board encourages the reporting party or complainant to use the report form available from the principal of each school or available from the central office.

A. Reporting Procedure In Each School - Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. (Title IX) Reporting of an incident should be referred to the building administrator. If the event involves the administrator, it should be reported to the Supervisor of Human Resources. Employees shall refer to the chain of command in determining the next appropriate supervisor. Upon receipt of a report, the administrator must immediately notify the MSSD complaint manager (as appointed by the Director of Schools). Any allegations shall be fully investigated by a complaint manager as set forth in MSSD School Board Policy 5.501 (Complaints and Grievances) and Policy 6.305 (Student Concerns, Complaints and Grievances.) A written report will be forwarded simultaneously to the Director of Schools. If the report was given verbally, the administrator shall reduce it to written form within 24 hours and forward it to the complaint manager. Failure to forward any discrimination, harassment, bullying, hazing, or retaliation report or complaint as provided herein will result in disciplinary action. If the complaint involves a school administrator, the complaint shall be filed directly with the complaint manager.

B. System Wide. In accordance with MSSD School Board Policy 5.501 (Complaints and Grievances) and Policy 6.305 (Student Concerns, Complaints and Grievances), the Director of Schools will designate the district's complaint managers and Title IX coordinator to receive reports or complaints of sexual harassment from any individual, employee or victim of discrimination, harassment, bullying, or retaliation, and also from the school administrator as outlined above. This appointment will be made public by the Board of Education and will include the appointee's name, office phone number and office mailing address. If the complaint involves the complaint manager, the complaint shall be filed directly

with the Director of Schools. If the complaint involves the Director of Schools, the complaint shall be made to the Chairperson of the School Board.

C. **Submission of a complaint** or report of discrimination, harassment, bullying, hazing, or retaliation will not affect the reporting individual's future grades, employment, or work assignments. The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

VII. Investigation and Recommendation

Any complaints will be investigated following guidelines established in MSSD School Board Policy 5.501 (Complaints and Grievances) and Policy 6.305 (Student Concerns, Complaints and Grievances).

VIII. School District Action

The district will take steps as necessary to prevent reoccurrence of the discrimination, harassment, bullying, hazing, or retaliation. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The complainant will be informed of the status of complaint.

IX. No Retaliation (TCA 49-6-1018)

Employees, students or volunteers may not engage in reprisal or retaliation against a victim of, witness to, or person with reliable information about an act of harassment, intimidation or bullying. Discipline measures will be applied to any individual who retaliates against any student or employee who reports alleged incidents of discrimination, bullying, hazing, sexual harassment, harassment (as defined in Section II – V of this policy), or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment or sexual harassment complaint. Retaliation includes, but is not limited to any form of bullying, intimidation, reprisal or harassment which creates a hostile learning or working environment.

X. False Accusations

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any student or employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

XI. Due Process/Appeal (Reference to MSSD 5.501 /6.305)

In accordance with MSSD School Board Policy 5.501 (Complaints and Grievances) an employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures and Policy 6.305 (Student Concerns, Complaints and Grievances).

XII. Distribution

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination, bullying, sexual harassment, harassment, or retaliation.

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of age, sex, race, color, disability, marital status, national origin, religion, and creed. Discrimination, Harassment, Bullying, and Retaliation 6.304

FEDERAL PROGRAMS

Milan Special School District provides services to students through the following federal programs: Title I, IIA, IID, III, IV, V, and service to the homeless and migrant students.

SPECIAL EDUCATION

A full range of Special Education services are available to those students who require such services and accommodations to meet their educational needs. If you suspect your child has a disability, such as a learning disability, speech or language disorder, or high intellectual functioning, that would require Special Education services, please contact the Special Education Department at (731) 686-0844 Ext. 2025, to set up a screening appointment.

Notification of Rights under FERPA

The Family Education's Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights

with respect to the student's education records. They are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records.

A complete notice of rights available under FERPA is available:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

UNSAFE SCHOOL CHOICE POLICY (6.2061)

Milan Special District will provide all students a safe learning environment. If a student should become a victim of a violent crime while at school, the parent will receive written notification that he/she has the right to transfer to another school as provided by the Unsafe School Choice Policy.

SCHOOL BOARD POLICY

A complete version of Milan Special School Policy can be viewed online at www.milanssd.org



Signature Page

Student: _____

Homeroom teacher: _____

Grade: _____

MMS Discipline Plan, Attendance Policy, and MSSD Dress Code/Cell Phone Polices:

1) I, the parent/guardian of _____ acknowledge that I have received copy of Milan Middle School's Agenda that includes the MMS Discipline Plan, Attendance Policy, and MSSD Dress Code/Cell Phone Polices.

Parent/Guardian

Date

Textbooks:

Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. I agree to be responsible for the textbooks issued to my child. Failure to pay the fine imposed within a reasonable time may result in:

1. Refusal to issue any additional textbooks until restitution is made; and
2. Withholding of all grades reports, diplomas, certificate of progress, or transcripts until restitution is made.

2) I, the parent/guardian of _____ acknowledge that I have reviewed the textbook policy.

Parent/Guardian

Date

MEDIA ACCESS TO STUDENTS

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school.

Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of this policy at the time of the student's registration and each fall in the student/parent handbook.

I, the parent/guardian of _____ acknowledge that I have reviewed the copy of MSSD Media policy 6.604 and that

Please initial only one of the following statements and return the bottom portion of this page.

_____ (initial) **I give permission** for my child to be interviewed, photographed, or filmed for school news, websites, and for their name to be printed in the local paper. Examples - local TV news; school website;
Honor roll, pictures, or articles for local newspaper

_____ (initial) **I do not** give permission for my child to be interviewed or photographed/filmed for _____ public news.

Parent/Guardian

Date