

*Milan Middle School*

# Student Handbook and Code of Conduct



## **Milan Area Schools: *Founded on Tradition - Focused on Excellence***

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

We believe...

- All individuals have equal value and unique gifts
- In providing a safe and nurturing environment that contributes to successful learning
- In utilizing instructional strategies that are based on best practice
- In offering relevant learning
- In fostering an inclusive and affirming school culture
- In investing in student capacity to learn and in personal success
- In engaging the entire community to maximize student learning and preparedness

### **Non-Discrimination and Access to Equal Educational Opportunity**

The Milan Area School District does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, height, weight, marital status, or other legally protected characteristic, in its program, activities, or employment. See District Policies 2260, 3122, and 4122. Further, it is the policy of this District to provide an equal opportunity for all students regardless of sex, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District. See District Policy 2260.

# Milan Middle School Student Handbook

## I. WELCOME

Welcome to MMS!

As middle school students, I encourage you to be active learners and participants in the many opportunities offered to you. I encourage you to work with your teachers and classmates as you take the next three years to build 21st century skills and to prepare for high school. You will find that the expectations that govern our lives here at Milan Middle School make it possible for all of us to live, learn, work, and play together safely, responsibly, and respectfully.

This school board approved handbook is designed to help you understand the programs, activities, and policies at MMS. In order to successfully learn together, each person must commit to responsibility, respect, and safety, which are the foundations for student conduct here at MMS.

The teaching staff, support staff, and administrative team stand ready to help give you the best middle school experience possible. It is our hope that you strive to be the best you can be! Be proud of your school. Take good care of it. Become part of it. You have the power to determine your success. We look forward to another exciting, enriching, and challenging year; one in which you aspire to excellence. Go Big Reds!

Sincerely,  
Mrs. Kimberly Jasper, Principal

### **ELASTIC CLAUSE**

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

## II. SCHOOL INFORMATION

### **SCHOOL SCHEDULE**

#### **Full Day Schedule**

- Doors open at 7:30 AM
- School begins at 7:45 AM
- Dismissal is at 2:26 PM

#### **Half Day Schedule**

- Doors open at 7:30 AM
- School begins at 7:45 AM
- Dismissal is at 10:50 AM

#### **Board of Education:**

Andrew Cislo  
Janice Kiger

Thomas Faro  
Amy Landingham

Kirsten Frait  
Kerri Moccio

Michelle Heikka

#### **Main Office:**

Kim Jasper - Principal  
Ben Malecki - Assistant Principal  
Jenny Drozdowski - Administrative Assistant  
Jennifer Edelbrock - Administrative Assistant

734-439-5200

[jasperk@milanareaschools.org](mailto:jasperk@milanareaschools.org)  
[maleckib@milanareaschools.org](mailto:maleckib@milanareaschools.org)

#### **Guidance Office:**

Christine Bell - Guidance Counselor

734-439-5209

[bellc@milanareaschools.org](mailto:bellc@milanareaschools.org)

Holly Fiedler - Social Worker  
Robin Walker - Guidance Office Paraprofessional

[fiedlerh@milanareaschools.org](mailto:fiedlerh@milanareaschools.org)

**Central Office:**

734-439-5050

Bryan Girbach - Superintendent  
Ryan McMahon - Assistant Superintendent  
Lon Smith - Director of Student Services

**GRADING**

Report cards are finalized at the end of trimester one, trimester two, and the end of the year. All grades are available through PowerSchool. If you need access to PowerSchool or a password, please contact the office. The middle school years are a great age to encourage and support your student to advocate when he or she has a concern about a grade.

Students' grades are established according to the teachers' professional opinion of your child's work against the content standards. Teachers gain evidence of student learning using a variety of methods. Please don't hesitate to inquire how grades for your student were determined if you are unsure. *Our Standards-Based Education Handbook is located on our middle school website.*

**HOMEWORK**

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

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

**ATHLETICS**

All aspects of athletics are handled by Milan Area Schools Athletic Department. The Milan Area Schools Athletic Department eligibility policy at Milan Middle School requires that students have a letter grade above an "F" in every class and no more than 2 "D" grades at a time. Any student who obtains at least 1 "F" or 2 "D" grades in any class during an athletic season is ineligible to participate in competitions. Grades are checked to determine eligibility every Monday morning, and ineligible students will be unable to participate in any competitions until the next week's grade check. Please contact the MAS Athletic Department at 734-439-5084 with any questions or concerns.

**HEALTH CURRICULUM**

Science and health courses in the middle school curriculum contain subject matter concerning human growth and development. We have made every effort to make the materials appropriate for each grade. According to Michigan State law, your child, upon your written request, may be excused from participating in the human growth and development discussions. If you wish to review the materials used in these courses, or desire additional information concerning the health or science programs, please contact the middle school (734-439-5200).

**CLOSING OF SCHOOL**

In case of inclement weather, school may be closed to ensure safety. The Superintendent will send out a message using School Messenger as well as through local radio and television stations.

## **DISTRICT INFORMATION**

Milan Area Schools maintains a website which contains information for parents, students, staff, and other interested community members. The site address is: <http://milanareaschools.org>. Be sure to check out the middle school page for information specific to MMS.

## **POWERSCHOOL PARENT PORTAL**

PowerSchool Parent Portal (<https://ps.milanareaschools.org/public>) is a tool specifically developed for parents and students to access real-time information including attendance, grades, and detailed assignment descriptions. Both parents and students will be given a login name and password.

## **III. ATTENDANCE AND ABSENCES**

### **ATTENDANCE POLICY**

Michigan Law states that all people under sixteen (16) years of age shall go to school regularly unless legally excused. Students are expected to attend school every day of the school year. Parents are responsible for regular attendance at school; the school shall make every effort possible to provide services to encourage regular attendance. If a child cannot attend, it is the parent's responsibility to call the school's attendance hotline at 734-439-5280. ***Ongoing unexcused absences (non-medical or funeral related) may result in a referral to truancy.***

### **NOTIFICATION OF EXCESSIVE ABSENTEEISM**

A letter will go home on the 8<sup>th</sup> absence. A parent meeting will be held with the building principal or assistant principal upon the 12<sup>th</sup> absence to determine a plan for improved attendance. Students with 20 or more absences, which are unexcused by the State, will be referred for truancy via Washtenaw County. If noncompliance occurs at this stage, parent(s)/guardian(s) may be charged with a misdemeanor. The only absences excused by the State of Michigan are: (1) illness or disability excused by a physician's note, (2) death in the immediate family, when documentation is provided, (3) doctor or dentist appointments, when documentation is provided, or (4) severe storm, fire, or other events that may need special consideration.

### **ABSENCES**

Parents are asked to phone the school when the student is to be absent or send a note to the office when the student returns to school. **Please call 734-439-5280 before 9:00 A.M. on the day of the absence.** When leaving a message, please state your name, the student's name, date of the absence, reason for the absence, and the length of the absence. Communicable diseases must be reported. If your child has a doctor appointment or has seen a doctor due to an illness, please turn documentation of the appointment into the main office. Absences that have a doctor note to accompany them are excused by the state of Michigan

### **KEEPING A CHILD HOME FOR ILLNESS**

Students who are ill with a fever greater than 101 degrees, diarrhea, vomiting should stay home from school. Students should not return to school until they have been clear of these symptoms for 24 hours or until cleared by a healthcare provider.

Students who become ill during the school day will be sent home if the illness appears to be serious and a parent or guardian can be reached.

### **MID-DAY ABSENCES AND CLOSED CAMPUS**

The Board of Education policy states that Milan Middle School operates a closed campus. Students must stay on school grounds from the time they arrive until dismissal. To safeguard the students, students leaving early must be signed out by an adult with proof of identity who is listed on the child's Power School profile.

Planned early pick-up with a note: Students should bring the note to the guidance office to receive an early dismissal pass. Upon pick-up parent/guardian, should come to the doorbell to request to pick up their student. The guidance office will confirm identity and release the student to the caregiver.

Unexpected pick-up/Early pick-up without a note: Students will go to class as normal, but the student will not exit class until the parent arrives. Parents/guardians will need to ring the doorbell and request the student. Alternatively, the caregiver can call and request their student leave class so as to be ready when they arrive. It is still required to stop at the door bell and guidance office in order to confirm identity.

For the safety of students and pets, please do not bring pets to school at pick-up time unless they remain in your car. Please no pets on school property during school hours.

**\*\*\*Anyone picking a student up from school must have a picture ID.**

### **LATE ARRIVAL TO SCHOOL**

Children arriving late will need to check in with the guidance office. A student must have a written excuse, parent present to sign them in, or a telephone call from a parent stating the reason for being late or the student will be counted tardy for that class.

### **MAKE-UP WORK**

Parents or students can **e-mail or call teachers** to request their student's homework. Assignments will be in the main office by the end of the next school day. Please allow additional time for longer periods of absences.

### **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

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

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

### **CAFETERIA**

All students are required to eat in the cafeteria. Students have the choice of purchasing lunch/a la carte items from the cafeteria line or bringing lunch. For your convenience, students may pay cash in line or bring a check to deposit into their account in the cafeteria line. Alternatively, parents may pay online at <https://payments.efundsforschools.com/v3/districts/56599>. Additional information can be found on the food service link on the district page. Free and reduced breakfasts and lunches are available to students who qualify. Applications are available in the main office.

### **CAFETERIA RULES**

<b><i>Be Respectful</i></b>	<b><i>Be Responsible</i></b>	<b><i>Be Safe</i></b>
<ul style="list-style-type: none"><li>● Use appropriate verbal and nonverbal language</li><li>● Respect the property and personal space of others</li></ul>	<ul style="list-style-type: none"><li>● Stay seated unless purchasing food or cleaning up</li></ul>	<ul style="list-style-type: none"><li>● Keep hands, feet and objects to yourself</li><li>● Ask lunchroom supervisor for permission to leave</li></ul>

<ul style="list-style-type: none"> <li>● Follow all staff directions the first time given</li> <li>● Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>● Report spills and disturbances to a lunch room supervisor</li> <li>● Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Stay seated until dismissed</li> <li>● Be in the cafeteria within the time allotted</li> </ul>
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- After the lunch period has begun, students may not be in the hallways without a pass. If you need to go to your locker, the restroom, the office, etc., you must obtain a pass from a lunchroom supervisor.
- No opened food or beverage may leave the cafeteria.
- "Food fights" will not be tolerated.

**CELL PHONES OR ELECTRONIC TEXTING DEVICES**

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

- the cell phone may not be used upon entry to the building until dismissal
- devices must remain off unless specific permission has been given by a staff member to use the device
- if a child needs to call a parent or guardian, they may use their device in one of the offices
- cell phones need to be "out of sight"
- no text messaging is allowed in school
- electronic devices having picture-taking capabilities, including cell phones, are not allowed in restrooms or locker rooms
- cell phones may not be used in the hallways during passing time or during class time

**Cell phones that are visible or in use during the school day will be taken and held in the main office.** Discipline will be issued accordingly:

1. On the first offense, the student may pick up the device at the end of the day.
2. On the second offense, a parent/guardian will be notified and will need to come pick the device up. The device will not be returned to the student.
3. On the third and fourth offense, the student will be assigned an after school detention in addition to the consequence listed under the second offense. Further issues will result in an in school suspension.

Milan Area Schools are not responsible for lost, stolen, or damaged cell phones or other electronic devices. We strongly recommend that students do not bring expensive devices to school. It is not the job of administration or staff to assist in locating lost devices. If a student brings the device to school, they are assuming risk and responsibility if it is lost, stolen, or damaged.

**COMPUTER USE**

Milan Area Schools has a comprehensive network and internet access agreement for students. The agreement discusses both appropriate use and consequences for misuse. Contact a building administrator for details. Any violations of this policy may lead to disabled access to the student's account and possible disciplinary action up to and including suspension and expulsion from school and/or referral to law enforcement.

**DRESS CODE**

The building principals, in cooperation with the superintendent, shall establish reasonable standards for student dress and grooming to ensure the orderly operation of the school. The building principals shall establish procedures for enforcement of standards, and shall publish the standards at least annually.

As general guidelines, the administration requires that students wear footwear and clothing which meets standards of decency, safety, and cleanliness. Apparel and appearance deliberately planned to disrupt will not be tolerated.

- Student dress shall not be allowed to disrupt a class or attract attention to one individual.
- Student dress shall not be allowed to cause extra maintenance work and cost.

- Student dress shall not endanger the health and well-being of the students and others.
- No obscene or brief and revealing clothing will be tolerated.
  - Tank tops/muscle shirts/spaghetti straps/low cut tops/bare midriffs/off the shoulder
  - Short shorts or skirts (use the fingertip test); sagging pants and shorts
- Students must not wear offensive or inappropriate jewelry, emblems, badges, insignia, or clothing that promotes drugs, gangs, alcohol, smoking, profanity, obscenities, discrimination, illegal activities, or illegal organizations.
- Outside wear, including headgear and coats, should be kept in lockers during the school day.

### **STUDENT HEALTH AND MEDICATIONS**

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

### **PROMOTION/RETENTION POLICY**

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

### **SERIOUS OFFENSES**

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

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

### **SEXUAL HARASSMENT AND INTIMIDATION**

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

## **STUDENT RECORDS**

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

## **SUBSTANCE POSSESSION AND ABUSE**

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

## **TRANSPORTATION SYSTEM**

The Milan Area Schools transportation system provides bus service for students who qualify. The qualifications are set by the Department of Education. Students who use this transportation are expected to abide by the rules set by the supervisor. Any infringement could mean the loss of the privilege. Students are not allowed to ride a bus other than their own except in the case of a family emergency. **Arrangements to ride a different school bus must be made through the transportation department at least one day prior to the bus change.** All questions concerning bus transportation should be directed to the transportation department (734-439-5900).

## **VERBAL AND PHYSICAL ASSAULTS**

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

## **VISITORS**

We have a large student body and most of our classes are full. Therefore, NO STUDENT VISITORS WILL BE PERMITTED. Parents may visit student areas once approved through ICHAT. All visitors must check in at the main office upon arriving at the school and receive a "visitor's badge" to designate presence in the building.

## **WEAPONS**

All Milan Area School buildings, facilities, vehicles, grounds, and other school property are considered weapon free school zones. The district will follow state law and guidance when determining consequences for weapons violations.

# **IV. SCHOOL SERVICES**

## **ANNOUNCEMENTS AND POSTERS, BIKE RACK, CLUBS AND SCHOOL ORGANIZATIONS**

- Announcements and posters must be approved by the administration.
- A bike rack is available, however, the school cannot be held responsible for your bicycle.
- All school organizations must have the approval of both the administration and a teacher advisor.

## **COUNSELING SERVICES**

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



our counselor if:

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

### **EDUCATIONAL PROGRAMS OFFERED AT MMS**

- **6th Grade Core Courses:** English/Language Arts, Math, Social Studies, Science, and Health. Students are offered a variety of electives to round out their day.
- **7th Grade Core Courses:** English/Language Arts, Social Studies, Science, Math, and Health. Students are offered a variety of electives to round out their day.
- **8th Grade Core Courses:** English/Language Arts, Social Studies, Science, and Math. Students are offered a variety of electives to round out their day.

### **LEAVE IT AT HOME (Including Money), LOCKERS, AND LOST & FOUND**

- Do not bring items or objects that cause disruption or are hazardous (ex. laser pointers, fireworks, toys, games, dice, wallet chains, etc.).
- Please do not bring large amounts of money to school. Theft or loss is always possible and not worth the risk. There is no money kept in the office and therefore we have no change. **MONEY IS NOT LOANED TO STUDENTS**, either from the office or by individual teachers.
- The school cannot be responsible for valuables. Therefore, locks and lockers are provided.
  - If your lock or locker does not function properly, please contact the office immediately.
  - For your protection, **do not give your combination to other people**. Memorize it and then destroy the paper on which it is written.
  - You should keep your locker clean, closed, and locked.
  - Do not store opened food or beverages in your locker.
  - The lockers are the property of the Milan Area Schools and **are subject to inspection at any time, on the authority of the administration of the school.**
- Articles found in classrooms and halls are to be turned in to the guidance office to be placed in Lost and Found. Check in the guidance office if you have lost anything.

### **MEDIA CENTER**

Students may access the media center by requesting a pass from a teacher. Books may be checked out to students and should be returned by the due date. The media center hours are 7:30 AM to 2:40 PM.

### **PROJECT EDUCATION**

The federal McKinney-Vento Homeless Assistance Act guarantees that students who are in temporary living situations or homeless have equal access to the same appropriate public education provided to all. Resources are available to ensure this. Please contact the main office for additional information.

### **TELEPHONES**

Students may visit the guidance office or main office to make a call home on their personal device or on a school telephone line. ***Students should only request to call home in cases of illness or other school related business.***

If a need arises during the day, parents or guardians may leave a message with school personnel to be delivered to the student. To minimize interruptions to the classrooms, please make arrangements with your child for lunches and transportation **before** they come to school. Messages can not be delivered after 2:00.

## **V. STUDENT CONDUCT**

### **RESPONSIBILITIES**

Student responsibilities will be taught, encouraged, and upheld throughout the school year, every day, during every class period, including lunch time. **Students are expected to:**

- be prepared for each class by bringing proper materials (Chromebook, planner, textbook, pens, pencils, paper, etc.)
- be courteous and respectful of all individuals and their property
- be active learners and participants in each class
- be present in class and keep distractions to a minimum

*Students who are consistently unprepared for class, disruptive of the learning environment, or disrespectful of peers/staff will have their parents contacted and may be referred to the counselor.*

### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS) and CODE OF CONDUCT**

At Milan Middle School we seek to improve student achievement and character through quality instruction that develops and meets the needs of the whole child. Classroom expectations and building wide norms are rooted in the expectations of respect, responsibility, and safety in order to build a culture for learning suitable for all learners. In order to achieve this goal, we utilize the Positive Behavior Intervention and Support (PBIS) program which focuses on teaching and upholding expectations of responsibility, respect, and safety through positive conversations and student celebrations. Our online PBIS Rewards system is used to track both infractions and rewards. Students who are seen demonstrating exceptional behavior, according to the behavior matrix, will be periodically rewarded with points by staff members. Students may access their points balance, select rewards, and purchase entry to events at the PBIS website: [student.pbisrewards.com/login.php](http://student.pbisrewards.com/login.php).

**Minor Referrals:** Any time there is a disciplinary infraction, as defined by the behavior matrix, a staff member will have a brief conversation with the student about the behavior and will record a minor referral in the PBIS Rewards system. Should the student earn five infractions in one trimester, the student will receive a phone call home. After ten infractions, the student will receive an additional phone call home and an office referral, which may result in office consequences.

**Major Referrals:** If there is a disciplinary infraction that is disruptive to the learning environment, the student will receive a major referral. Students who need to be removed from the classroom to regroup and regulate will be sent to the Regulation Center (RC).

**Office Referrals:** Students who receive an office referral will await an administrator to discuss and investigate the situation. Office consequences may occur. School administration will contact the parent/guardian to discuss the behaviors and, if appropriate, consequences.

The school district is committed to programs that will ensure the development of citizens who have self-respect, respect for others, and who comply with existing laws and accept their corresponding rights and responsibilities. To accomplish this, the school district must formulate clear expectations for individual students, as well as for groups of individuals, and the legal processes that guarantee and regulate them. The following is a guide for administration in determining consequence. Consequences are based on several criteria including but not limited to the student's age, disciplinary history, disability, severity and risk to others' safety, potential restorative practices, and other interventions.

**Classroom Snap Suspension:** Teachers have the right to suspend students for unruly or disruptive behavior from a class/subject/activity. They will work on a plan with an adult to ensure they can re-enter the classroom appropriately. The teacher will follow up with the parent to schedule a conference intended to formulate a plan moving forward.

### **DUE PROCESS PROTECTION**

Students must always be treated with fundamental fairness in the administration of discipline. Thus, students have the right to be informed fully about their alleged breach of behavior and must be provided with an opportunity

to respond to such charges. Due process safeguards must apply in all instances where the behavior or rights of students are being evaluated. Student due process rights will be protected by the administration in all aspects of this policy. Administrators may exercise discretion in enforcement of consequences and/or referral process depending on the age, intent, and potential damage to students or others.

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

## **PROHIBITED BEHAVIORS AND CONSEQUENCES**

### **PROHIBITED BEHAVIORS:**

Students found guilty of the following offenses will be subject to one of the following disciplinary actions: detention, suspension, and/or expulsion.

- Insubordination
- Failure to comply
- Rude and abusive behavior
- Loitering in or on school property
- Inappropriate language or behavior
- Tardiness
- Vapor devices
- Falsifying signatures
- Prank phone calls
- Trespassing - Returning to school grounds during suspension
- Cutting class or lunch
- Leaving the building without permission
- Possession / use of tobacco products including lighters, matches, or papers
- Drug paraphernalia
- Gambling paraphernalia
- Gang paraphernalia
- Hazing
- Disruptive conduct
- Possession/ unauthorized use of cutting devices (list includes but is not limited to blade, exacto knife, razor blade, box cutter, or knife - including pocket knife)
- Inappropriate / misuse of cell phone or technology
- Nuisance items (Skateboards, cellphones)
- Hitting/pushing
- Roughhousing

### **ILLEGAL BEHAVIORS**

These are considered criminal behavior. Police will be called and prosecution will be considered. Suspension and/or Expulsion is required.

- Threats of violence
- Fighting / physical violence
- Assault and battery
- Possession of weapons, look alike weapons, or other dangerous objects (includes but not limited to firearms, dagger, dirk, stiletto, knife with a blade over 3 inches, pocket knife opened by a mechanical device, iron bar, brass knuckles.) Dangerous substances that would threaten the health or safety of staff and students.
- Sale, use, possession or distribution of illegal drugs, materials, substances, or alcoholic beverages
- Burglary, theft, robbery, larceny
- Arson
- Gambling
- Extortion, coercion, blackmail
- Vandalism, defacing, or malicious destruction of property
- Harassment and/or intimidation of staff/students
- False alarms
- Interference with the movement of pupils in and out of schools, between schools, or between home and

- an assigned school
- Any and all conduct that constitutes an offense under city, state, or federal laws
- Firecrackers, smoke bombs, incendiary devices

### **CONSEQUENCES:**

When administering discipline to a student, the follow factors will be must be considered:

- Student's age
- Disciplinary history
- Disability
- Seriousness of behavior
- Whether behavior posed safety risk
- Restorative practices
- Whether lesser intervention would address behavior

Building administrators may suspend a student for up to 10 school days. This includes offenses that:

- Take place at school
- Take place at a school activity
- Take place en route to or from school or a school activity
- Constitute misconduct with a nexus between out-of-school behavior and school operations

### **Administrative Protocol**

#### **IN-SCHOOL SUSPENSION**

At the option of the principal or assistant principal, a student may be required to serve an "in-school suspension." A student assigned this option will spend the period of the suspension in an alternate classroom where he/she will have classroom work assigned. This absence will be counted toward a student's accumulated absences. As in an out of school suspension, the student will not be allowed on school property for any extracurricular activities during the suspension period. Homework will be provided by the classroom teachers. Students may also be assigned community service.

#### **IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION PROCEDURE**

- The student shall be informed of specific charges which is the basis of disciplinary action to be taken against him/her.
- The student will have the right to present to the principal any relevant information that will support his/her defense.
- When the student is suspended, the principal or designer will notify the parents of the suspension, the reason for it, and the steps necessary to facilitate the student's return to school. Notification may be by a personal phone call or a recorded message, if necessary.
- If the parent or guardian is dissatisfied with the action, they may appeal to the Principal, Superintendent, or designee.
- Suspended students are not allowed on school property or at any extracurricular activities during the suspension period.

#### **EXPULSION**

This is the exclusive right of the Board of Education and is recommended after other methods of discipline have failed to alter the student's behavior or if the behavior disrupts the educational process. Recommendations to exclude a student from school are submitted to the Board of Education by the administration.

**Formal Hearing Procedure: Expulsion:** The formal hearing provided for in Board Policy shall be conducted in accordance with the following procedures:

- The right of the student to have counsel of their own choice present and to receive the advice of counsel or other person the student may select;
- The right of the student's parents or guardians to be present at the hearing;
- The right of the student and his/her counsel or advisor to hear or read a full report of testimony of witnesses against the student;
- The right of the student to present his/her own witnesses;
- The right of the student to testify on his/her own behalf and give reasons for his/her conduct;
- The right of the student to have an orderly hearing; and
- The right of the student to a fair and impartial decision based on substantial evidence.

### **SPECIFIC GRADE LEVEL CONSIDERATIONS**

**6th Grade:** Sixth grade students are new to the structures and movements of the secondary school environment. As such, they may need additional opportunities to learn about appropriate interactions with students and staff. Sixth grade students have the following supports and interventions in place to hold them accountable as they learn to appropriately navigate middle school life and interact with others.

- Regulation Center (RC) - Students may be sent to the RC for a brief period of time to regulate themselves when demonstrating behaviors inappropriate for the classroom environment. After three occurrences, a parent meeting will take place.
- Breaks - Students may be sent to take a break on a day in which they are demonstrating behaviors out of their norm. Students with a break as part of a formalized plan (IEP, 504, or behavior) will have a schedule or method for using breaks.
- Office Referral - Students in sixth grade are subject to the secondary laws (6-12) for the prohibited behaviors previously identified in this document.

**7th Grade:** Seventh grade students have had a year of integration into the middle school and into the structures of secondary schooling. As such, they will have less supportive measures to integrate them into the program.

- Regulation Center (RC) - Students may be sent to the RC for a brief period of time to regulate themselves when demonstrating behaviors inappropriate for the classroom environment. This will result in a parent meeting.
- Breaks - Students may be sent to take a break on a day in which they are demonstrating behaviors out of their norm. Students with a break as part of a formalized plan (IEP, 504, or behavior) will have a schedule or method for using breaks.
- Office Referral - Students in seventh grade are subject to the secondary laws (6-12) for the prohibited behaviors previously identified in this document.

**8th Grade:** Eighth grade students have had substantial integration into the middle school and into the structures of secondary schooling. As such, they will have less supportive measures in place for program integration. Students in eighth grade will not be sent to RC. They are expected to, as the leaders of the school, adhere to the basic expectations of Milan Middle School.

- Breaks - Students with a break as part of a formalized plan (IEP, 504, or behavior) will have a schedule or method for using breaks.
- Office Referral - Students in seventh grade are subject to the secondary laws (6-12) for the prohibited behaviors previously identified in this document.

### **DESCRIPTIONS OF SCHOOL POLICIES AND TERMS**

<b>Prohibited Acts</b>	<b>Penalty: First Occurrence</b>	<b>Penalty: Second / Subsequent Occurrences</b>
<b>*Alcohol</b>	Parent/Guardian contacted; 5 days OSS	Parent/Guardian contacted; 10 days OSS

<b>**Arson</b>	<b>Authorities</b> and Parent/Guardian contacted; 10 days OSS. <b>Recommended expulsion under Michigan Law MCL 380.1311, 380.1313 and U.S. Code 20 USC 35.11</b>	<b>Authorities</b> and Parent/Guardian contacted; 10 days OSS. <b>Recommended expulsion under Michigan Law MCL 380.1311, 380.1313 and U.S. Code 20 USC 35.11</b>
<b>**Assault (Physical): Student to Adult</b>	<b>Authorities</b> and Parent/Guardian contacted; 10 days OSS. <ul style="list-style-type: none"> <li>• <i>Requires permanent expulsion.</i></li> <li>• <i>Requires districts to report expulsions to law enforcement.</i></li> <li>• <i>Parents are required to find a "suitable educational program."</i></li> </ul> <b>MCL 380.1311a</b>	
<b>**Assault (Physical): Student to Student</b>	<b>Authorities</b> and Parent/Guardian contacted; 10 days OSS. <ul style="list-style-type: none"> <li>• <i>Requires permanent expulsion.</i></li> <li>• <i>Requires districts to report expulsions to law enforcement.</i></li> <li>• <i>Parents are required to find a "suitable educational program."</i></li> </ul> <b>MCL 380.1310</b>	
<b>**Bomb Threat</b>	<b>Authorities</b> and Parent/Guardian contacted; 10 days OSS pending a Board hearing with a recommendation for expulsion. <b>MCL 380.1311(1)</b>	
<b>*Bullying</b>	ISS/OSS and/or referral to guidance office	ISS/OSS
<b>**Category I Substances</b>	<b>Authorities</b> and Parent/Guardian contacted; 10 days OSS; Referral to substance abuse program. <i>May recommend expulsion.</i> <b>MCL 722.641</b>	<b>Authorities</b> and Parent/Guardian contacted; 10 days OSS; Referral to substance abuse program. <i>May recommend expulsion.</i> <b>MCL 722.641</b>
<b>**Category II Substances</b>	<b>Authorities</b> and Parent/Guardian contacted; 3 days OSS; Referral to substance abuse program. <b>MCL 722.641</b>	<b>Authorities</b> and Parent/Guardian contacted; 6 days OSS; Referral to substance abuse program. <i>May recommend expulsion</i> <b>MCL 722.641</b>
<b>Academic dishonesty</b>	Automatic Zero and Parent Contact	After School Detention
<b>*Confrontation / threats</b>	1-4 Days OSS <b>Mandatory mediation before returning to school.</b>	5-10 Days OSS <b>Mandatory mediation upon returning to school.</b>
<b>*Dangerous Material</b>	Parent/Guardian contacted; 1-4 days of OSS. <i>May recommend expulsion</i>	Parent/Guardian contacted; 5-10 days OSS. <i>May recommend expulsion</i>
<b>Destruction/ Vandalism</b>	Parent/Guardian contacted; 1-3 days of ISS / OSS; Responsible for costs of restoration.	Parent/Guardian contacted; 4-10 days of OSS; Responsible for costs of restoration.
<b>Dishonesty</b>	Parent Contact, Conference with Student	After School Detention or ISS
<b>Disrespect</b>	Parent/Guardian contacted. Conference with student, possible ISS	Parent/Guardian contacted. ISS/OSS

<b>Disruptive Behavior</b>	Parent/Guardian contacted. Conference with student, possible ISS	Parent/Guardian contacted; ISS/OSS
<b>Distribution of Unauthorized Materials</b>	Parent/Guardian contacted; 1-4 days of ISS/OSS. <i>May recommend expulsion.</i>	Parent/Guardian contacted; 5-10 days OSS. <i>May recommend expulsion.</i>
<b>Dress Code</b>	1st offense: Change and verbal warning. Student will need to sit in ISS until properly clothed.	2nd offense: Change and ISS until properly clothed. Parent Contact. 3rd offense: Change and one day of ISS 4th offense: Change and two days of ISS
<b>Electronic Devices</b>	Confiscation of device. <b>Device returned to the student at the end of day.</b>	Confiscation of device and Parent/Guardian contacted for pick up of device. <b>Repeated offenses:</b> Detention/ISS/OSS
<b>*Extortion or Coercion</b>	<b>Authorities</b> and Parent/Guardian contacted; 5-10 Day OSS. <i>May recommend expulsion.</i>	<b>Authorities</b> and Parent/Guardian contacted; 10 Day OSS. <i>May recommend expulsion.</i>
<b>False Reporting</b>	1-3 ISS/OSS. Law enforcement may be contacted if the situation warrants it.	4-10 ISS/OSS .Law enforcement may be contacted if the situation warrants it.
<b>*Fighting</b>	Parents Contacted; 5 Days OSS	Parents Contacted; 10 Days OSS
<b>*Fireworks / Explosives</b>	<b>Authorities</b> and Parent/Guardian contacted; Minimum 3-10 Day OSS. <i>May recommend expulsion.</i>	Authorities and Parent/Guardian contacted; Minimum 10 Day OSS. <i>May recommend expulsion.</i>
<b>Food (Improper Use)</b>	Parent/Guardian contacted; Clean up lunchroom and/or 2 days Lunch Detention. Community Service.	Parent/Guardian contacted; Clean up lunchroom and/or 4 days Lunch Detention.
<b>Food Fight</b>	Parent/Guardian contacted; Clean up lunchroom; 3 ISS.	Parent/Guardian contacted; Clean up lunchroom; 6 Days ISS.
<b>Forgery</b>	Parent/Guardian contacted; conference, possible ISS. If more than one party is involved, all parties receive penalties.	Parent/Guardian contacted; 1-5 days ISS. If more than one party is involved, all parties receive penalties.
<b>*Gambling</b>	Parent/Guardian contacted; 1-3 ISS <b>Authorities may be contacted.</b>	Parent/Guardian contacted; 4-6 days ISS or 1-3 Days OSS. <b>Authorities may be contacted.</b>
<b>*Harassment</b>	Parent/Guardian contacted; 1-5 days ISS <i>May recommend expulsion.</i> <b>Authorities may be contacted.</b>	Parent/Guardian contacted; 3-5 days OSS. <i>May recommend expulsion.</i> <b>Authorities may be contacted.</b>
<b>*Hazardous Conduct</b>	Parent/Guardian contacted; 1-3 ISS	Parent/Guardian contacted; 4-6 days ISS or 1-3 Days OSS.
<b>Hitting/Pushing</b>	Parents Contacted; 1-3 Days OSS	Parents Contacted; 4-6 Days OSS



<b>Horseplay / Roughhousing</b>	Conference/After School Detention	Parents Contacted; ISS
<b>*Indecency</b>	Parent/Guardian contacted; 1-3 days OSS	Parent/Guardian contacted; 4-6 days OSS
<b>Insubordination</b>	Parent/Guardian contacted. 1-3 days ISS	Parent/Guardian contacted. 4-6 days OSS
<b>*Intimidation</b>	Parent/Guardian contacted. ISS/OSS <i>May recommend expulsion.</i> <b>Authorities may be contacted.</b>	Parent/Guardian contacted. ISS/OSS <i>May recommend expulsion.</i> <b>Authorities may be contacted.</b>
<b>*Intimidation (Racial)</b>	Parent/Guardian contacted. ISS/OSS <i>May recommend expulsion.</i> <b>Authorities may be contacted.</b>	Parent/Guardian contacted. ISS/OSS <i>May recommend expulsion.</i> <b>Authorities may be contacted.</b>
<b>Leaving School w/o Permission</b>	Parent/Guardian contacted; 1-3 days ISS	Parent/Guardian contacted; 4-6 days ISS
<b>Littering</b>	Parent/Guardian will be contacted. Student will be responsible for community service and/or lunch detention.	Parent/Guardian will be contacted. Student will be responsible for community service and lunch detention/After School Detention/ISS
<b>Misuse of pass</b>	Conference/After School Detention	Parent/Guardian contacted. ISS
<b>Obscenity / Profanity</b>	Conference/After School Detention	Parent/Guardian contacted. ISS
<b>Plagiarism</b>	Parent/Guardian contacted; student redoes the assignment.	Parent/Guardian contacted; student redoes the assignment; after School Detention / 1-3 Days ISS.
<b>Public Display of Affection (PDA)</b>	Parent/Guardian contacted; conference with student.	Parent/Guardian contacted; After School Detention / ISS
<b>**Sexual Assault</b>	<b>Authorities</b> and Parent/Guardian contacted; 5-10 days OSS. <i>May recommend expulsion.</i>	<b>Authorities</b> and Parent/Guardian contacted; 10 days OSS. <i>May recommend expulsion.</i>
<b>*Sexual Harassment</b>	Parent/Guardian contacted; 1-5 days OSS. <i>May recommend expulsion.</i> <b>Authorities may be contacted.</b>	Parent/Guardian contacted; 5- 10 days OSS. <i>May recommend expulsion.</i> <b>Authorities may be contacted.</b>
<b>Skipping Class</b>	Parent Contact and Lunch Detention	Parent Contact and After School Detention
<b>Sportsmanship</b>	Parent contacted, removal from event, possible ISS/After School Detention	Parent contacted, removal from event, ISS/OSS
<b>Tardy</b>	2 <sup>nd</sup> : Verbal Warning / Conference 3 <sup>rd</sup> : Lunch Detention / Parent Contact 4 <sup>th</sup> : Two Lunch Detentions / PC	5 <sup>th</sup> : Detention OR 3 Lunch Detentions / PC 6 <sup>th</sup> : Detentions/Alternate Transition Plan/ISS

<b>*Theft or Possession of Stolen Property</b>	Parent/Guardian contacted; 1-5 days OSS. <i>May recommend expulsion.</i> <b>Authorities may be contacted.</b>	Parent/Guardian contacted; 5- 10 days OSS. <i>May recommend expulsion.</i> <b>Authorities may be contacted</b>
<b>"Third" in a fight</b>	Parent/Guardian contacted; 10 days OSS. <i>May recommend expulsion.</i>	Parent/Guardian contacted; 10 days OSS. <i>May recommend expulsion.</i>
<b>*Threats (Verbal or Written)</b>	Parent/Guardian contacted; 1-5 days ISS. <i>May recommend expulsion.</i> <b>Authorities may be contacted</b>	Parent/Guardian contacted; 2-10 days OSS. <i>May recommend expulsion.</i> <b>Authorities may be contacted.</b>
<b>*Truancy</b>	Parents Contacted. Conference	Parents Contacted; Referral to Truancy Officer after 20 days.
<b>Unserved Detention</b>	Double the Initial Consequence	ISS
<b>*Weapons or Look-a-Likes</b>	<b>Authorities</b> and Parent/Guardian contacted; 10 days OSS pending a Board hearing with a recommendation for expulsion under <b>MCL 380.1311.</b>	<b>Authorities</b> and Parent/Guardian contacted; 10 days OSS pending a Board hearing with a recommendation for expulsion under <b>MCL 380.1311.</b> Expelled on first offense by LAW.

\* Authorities may be contacted \*\* Authorities will be contacted

**All time in ISS will result in a problem-solving and reflection form OR another form of restorative practice. Depending on the severity of the incident, administration reserves the right to use the higher level consequence.**

<u>Term</u>	<u>Definition</u>
Alcoholic Beverages*	The use, possession, or distribution of any beverage consisting of alcohol or any look-alikes.
Arson **	The act of intentionally setting or attempting to set a fire in school, on school grounds or school events.
Appeal	Requesting a review of a case by the next highest authority.
Assault (Physical) *	Defined by statute MCL 380.1311a as intentionally causing or attempting to cause physical harm to another through force or violence
Assault (Verbal) *	Defined as any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension, or danger of bodily injury or harm.
Bomb Threat **	Any verbal or written communication that indicates that any incendiary/explosive device will/may be located and/or detonated on school property or at a school sponsored event.
Bullying *	MAS defines bullying as any gesture or written, verbal, graphic, or physical acts including cyber bullying (electronically transmitted acts) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following: <ul style="list-style-type: none"> <li>substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;</li> </ul>

- adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Category I Substance*	The use, sale, distribution, or possession of controlled or illegal behavior-altering substances or drug paraphernalia including but not limited to: marijuana, THC, or synthetic variations; cocaine and derivatives; hallucinogens (i.e., LSD, etc.); stimulants (i.e., amphetamines, speed); depressants (barbiturates and alcohol); heroin and other narcotics; anabolic steroids; look-alike substances; over the counter controlled/uncontrolled, legal/illegal drugs.
Category II Substance*	The use, sale, distribution, or possession of tobacco products and imitation-controlled substances and over-the-counter stimulant concentrates and/or related substances. Tobacco products, imitation controlled, and over-the-counter stimulant concentrates as defined by this policy include but are not limited to: tobacco products, caffeine concentrates ("No-Doz," etc.), diet pills, glue and other inhalants, look-alike substances, drug paraphernalia, smoking paraphernalia (matches, lighters), vape pens or similar products.
Cheating	Violation of accepted academic ethics, such as copying or providing someone the answers.
Confrontation	A verbal exchange of hostilities.
Controlled Substance*	The use, sale, distribution or possession of controlled or illegal behavior-altering substances or drug paraphernalia, such as marijuana, cocaine, hallucinogens, look-a-likes, prescription drugs, etc.
Dangerous Material*	The possession, use, or intended use of any chemicals, substances or materials that could cause harm to individuals or facilities. Shall include, but not limited to: bleach, lye, acid, ammonia, bodily fluids.
Disrespect	Having or showing lack of respect for others, to include but not be limited to, ethnic and gender intimidation or harassment.
Disruptive Behavior	Being involved in behavior which disrupts the educational process of other students in the classroom, or school grounds. Disregarding the suggestions and corrective effort of the educator.
Distribution of Unauthorized Material*	The act of distributing materials on school property without authorization of administration.
Dress Code	Expected outline of appropriate attire. See Policy above.
Due Process	The opportunity for an individual to state his/her interpretation of an alleged offense prior to disciplinary action. Individuals will be informed of the charge and the consequences.

They will have the right to give their account and to appeal if so desired.

Electronic Devices	Use or possession of unauthorized electronic devices, including but not limited to: cell phones, tablets, radios, headphones, recorders, MP3 players, and other private listening or recording devices. School is not responsible for lost or damaged items.
Excessive	More than required or allowed.
Expulsion	Board of Education's decision to permanently remove student from school for up to 180 days.
Extortion*	Obtaining money, property, or information from another through physical coercion.
False Reporting	Falsely reporting an incident and/or code of conduct violations to school a
Fighting*	Engaging in hostile, bodily contact in or on school property, on school buses, or at any activity under school sponsorship (i.e., dance athletic event, etc.).
Fireworks / Explosives*	Substance of prepared chemicals that explode or cause an explosion and are capable of inflicting injury to oneself/others, or damage to school facilities.
Food (Improper use)	Inappropriate throwing of food, improper disposal of food/beverages, consumption of food/beverages in unauthorized areas.
Food (Fight)	Planned or spontaneous action of throwing food during lunch or other school functions by an individual or group.
Forgery	The act of fraudulently using, in writing, the name of another person, or falsifying items, dates, grades, addresses, or other data on school forms or records
Gambling	Engaging in any game for money or valuables.
Harassment**	Any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).
Hazardous Conduct**	Conduct that might be injurious to oneself or others or property, this includes spitting.
Hazing	Any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm.
Hearing	Formal fact-finding conference relating to a specific grievance.
Horseplay / Roughhousing	Engaging in bodily contact in or on school property that is or could lead to hostility and/or confrontation. This type of physical contact may be done playfully, but is not appropriate for school.

In School Suspension (ISS)	Some infractions will result in an in-school suspension where the student completes their work in a separate location under the supervision of a staff member for the day.
Indecency	The act of engaging in conduct that is contrary to commonly recognized standards of propriety, behavior, and morality.
Insubordination	Failure to obey the reasonable and proper directions or instruction of any duly authorized adult school personnel.
Intimidation	Threatening and intimidating behaviors are words, actions, or implied threats that menace or cause reasonable fear in another person.
Intimidation (Racial)	Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.
Leaving School Grounds w/o Permission*	Leaving school grounds during normal school hours without checking/signing out through the office, and/or obtained permission from an authorized school official.
Littering*	Throwing paper or trash on the floor inside the building or on school grounds and failure to clean one's work or eating area.
Obscenity / Profanity	Using oral or written language, pictures or caricatures, or gestures which are offensive to the general standards of the school and/or the community.
Out of School Suspension (OSS)	Serious or reoccurring infractions may result in an out of school suspension where the student completes their school work at home. Students serving an OSS are not permitted to attend any school events or activities throughout the duration of the suspension.
Public Display of Affection (P.D.A.)	Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to them. This behavior creates a poor image of the school and student body. School is not the place to engage in affectionate gestures (ie: holding hands, hugging, kissing). Any sitting on one another's lap, long embraces, or "making out" is unacceptable.
Plagiarism	Improper use, or failure to attribute, another person's writing or ideas (intellectual property)
Reflection Center	A place where teachers can send a student to complete a problem-solving form for disruptive or inappropriate classroom behavior.
Sexual Assault**	MCL 380.1311 Criminal Sexual Conduct; Sexual assault is any form of unwanted sexual contact obtained without consent and/or obtained through the use of force, threat of force, intimidation, or coercion.

Sexual Harassment*	<p>Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:</p> <ul style="list-style-type: none"> <li>● submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or</li> <li>● submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or</li> <li>● such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's, or student's performance or creating an intimidating, hostile, or offensive work or learning environment.</li> </ul>
Skipping	Not attending class, not being in the designated location, leaving class without permission
Smoking / Vaping*	<p>Senate Bill No. 459 restricts tobacco use on school property. All district buildings are considered smoke free. Adults may not use tobacco on school property before 6:00 p.m. on regularly scheduled school days. Violators will be subject to criminal misdemeanor penalties punishable by a fine. The legislation affects all persons—students, employees and visitors (MCL 750.473).</p> <p>In addition, Act No. 314 of 1998 (Youth Tobacco Act) makes it unlawful for persons under the age of 18 to possess, buy, or use any type of tobacco product (MCL 722.641). Smoking paraphernalia, including vape pens, vials, and supplies, will be treated the same under the policy. Students, 18 or older, may not use tobacco or any tobacco products on school grounds or at any school sponsored event at any time.</p>
Spitting	See Hazardous Conduct
Sportsmanship	The practice of playing fair, of taking defeat without complaint or victory without gloating and treating opponents with respect, generosity, courtesy, etc.
Tardy	A student is considered tardy when not in the assigned room at the assigned time.
Theft or Possession of Stolen Property*	The act of taking, possessing, or acquiring the property of others without their consent.
"Third" in a fight*	Joining a physical confrontation already involving two or more combatants, resulting in an unfair or dangerous situation.
Threats*	Written or verbal intent of physical violence or use of weapons.
Truancy*	Being absent from a class, classes, or assignment without permission. Once a student has had 8 absences, letters will be sent home. Excessive absences will result in meetings as well as referrals to truancy officers and/or the court.
Vandalism*	The willful or malicious destruction or defacing of school property or the property of others.
Weapons*	<p>Possessing, using, or threatening to use any weapon (or look-alike), or instrument capable of inflicting bodily injury.</p> <p><b>Illegal weapons require mandatory expulsion by Michigan Law.</b></p>

**\*\* Authorities will be contacted.**

**\* Authorities may be contacted.**

**Note:**

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

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

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

**SECTION VI: HELPFUL LINKS**

Milan Area Schools: <https://www.milanareaschools.org>

Milan Middle School: <https://www.milanareaschools.org/milanmiddleschool>

MMS Student Handbook: <https://tinyurl.com/mmsstudenthandbook>

6th Grade Team: <https://www.milanareaschools.org/domain/178>

7th Grade Team: <https://www.milanareaschools.org/domain/261>

8th Grade Team: <https://www.milanareaschools.org/domain/262>

Elective Classes: <https://www.milanareaschools.org/domain/184>

PowerSchool: <https://ps.milanareaschools.org/public/home.html>

OK2SAY: <http://www.michigan.gov/ok2say/>

Food Service/Lunch Account: <https://payments.efundsforschools.com/v3/districts/56599>

PBIS Student Login: <https://student.pbisrewards.com/login.php>