

# Milan Intermediate School

## HOME OF THE INDIANS

### This 2017-2018 Student Handbook

# WELCOME

Dear Milan Intermediate School Students,

Welcome to Milan Intermediate School from all of our staff! We are very pleased you are here and know you are proud to be a student at Milan.

We are all part of a wonderful new learning experience this year with the development of the Milan Intermediate School. We are fortunate to have excellent facilities to help us in providing many opportunities to you. We hope you undertake many new activities here to help you decide what types of classes, sports, clubs, and leadership opportunities you like best.

Please read the handbook and be sure your parents read it as well. It gives you the information about school rules you need to have a safe and happy school experience.

We want you to succeed in your endeavors in Milan Intermediate School. As a student you will learn the Six Pillars of Success through the Character Education Program: Respect, Trust, Responsibility, Citizenship, Fairness, and Caring. This year you will launch the beginning of many traditions and future successful years by helping to make Milan Intermediate School a source of pride for all of us.

Patrick Murphy, Principal

\*Milan Community Schools, in accordance with board policy and the requirements of Title IX, does not discriminate against any individual because of race, sex, color, or national origin in the operation of its educational programs or activities, which includes employment and admission to employment within the corporation.

\*Inquiries regarding compliance with this Title IX (1972 Ed. Amendments), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act should be directed to; 504 Coordinator, Milan Community School Corporation, Superintendent's Office, 412 East Carr Street, Milan, IN 47031, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

## **Milan Intermediate School**

### **Vision Statement**

**Respect, Responsibility, Reliability**

### **Mission Statement**

The Milan Intermediate School family of learners is committed to high student expectations academically, socially, emotionally, and culturally in a safe and nurturing environment that promotes respect, responsibility, and reliability.

### **Philosophy Statement**

Milan Intermediate School has a responsibility to prepare students for future endeavors, promoting respect for each other, continuing the rich traditions of its past and an awareness of needs in an ever-changing culture. Milan Intermediate School aspires to be a foundation on which each individual can strengthen and broaden their horizons. Milan Intermediate School fosters an environment that allows academic, social, emotional, and cultural growth with a broad range of curricular and extra-curricular selections.

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## **ADMINISTRATIVE OFFICES**

The office complex makes the job of administration and counseling more efficient. Entrance to the office for business purposes should be made from the main lobby. You will be directed to the proper office. Students desiring to see the nurse should enter the office through the nurse reception area.

## **CHANGE OF ADDRESS and TELEPHONE NUMBER**

Any change in a student's address, phone number, emergency number, guardian, or parent's work phone number must be reported to the office.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Milan Intermediate School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Milan Intermediate School may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- A program, showing your student's role in a school production;
- The annual yearbook;
- Honor roll or other recognition lists;
- School activity photos released to the newspaper; and
- The school website.

Directory information, which is information generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want Milan Intermediate School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing within two weeks of your receipt of this notice. The following is designated as directory information:

- Student's name
- Address

- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Parents have the right to inspect permanent records with school officials. No information contained in school records will be released without the written permission of the parent or the student over 18. Parents have the opportunity for a hearing to correct or remove inaccurate, misleading, or other inappropriate data. In addition to directory information, the permanent record includes classes taken, semester grades, number of credits earned, attendance record, date of graduation, final rank in class, test scores including IQ, achievement, ISTEP+ or any other standardized tests.

## **CLASS SCHEDULE**

### **Monday, Tuesday, Thursday, Friday**

1st Period	8:00	8:46
2nd Period	8:50	9:36
3rd Period	9:40	10:26
4th Period (AP)	10:30	11:02
5th Period	11:06	12:38
6th Period	12:36	1:24 (Lunch/Recess)
7th Period	1:28	2:16
8th Period	2:20	3:08

### **Wednesday Early Release**

1st Period	8:00	8:46
2nd Period	8:50	9:36

3rd Period	9:40	10:26
4th Period (AP)	Not on Wednesday	
5th Period	10:30	12:02
6th Period	12:06	12:52 (Lunch/Recess)
7th Period	12:56	1:42
8th Period	1:46	2:32

## **GUIDANCE AND COUNSELING**

The Guidance Department is located in the office area. The counselor is there to assist the students. Students should feel free to visit the Guidance Office. The counselor will help you with any problems or concerns you want to share, help plan your school program and activities, help you think about and plan for your future career choices, and what classes will help you achieve your goals for high school.

## **REPORT CARDS/PROMOTION STANDARDS**

Report cards are issued following each nine-week grading period. Milan Intermediate School students will receive mid-term grade reports at the mid-point of each nine-week grading period. All report cards and mid-term reports will be sent home with the students.

## **GRADING SYSTEM**

A+ = 97.0 – 100	A = 93.0 – 96.9	A- = 90.0 – 92.9
B+ = 87.0 – 89.9	B = 83.0 – 86.9	B- = 80.0 – 82.9
C+ = 77.0 – 79.9	C = 73.0 – 76.9	C- = 70.0 – 72.9
D+ = 69.0 – 69.9	D = 66.0 – 68.9	D- = 60.0 – 65.9
F = 0 – 59.9		
I = Incomplete	P = Passing	NP = Not Passing

## **HOMEWORK POLICY**

The school board recognizes that in order for students to achieve their potential, homework is an integral part of the instructional program. Homework is necessary to strengthen learning activities, to reinforce skills, to prepare for tests, to provide background information and to develop good study habits. It also helps students learn time management and organization skills. All Intermediate students will be expected to use their assignments books daily.

## **PARENT/ SUPPORT**

Parent cooperation is essential to successfully bring home and school together to promote learning. Parents are encouraged to help their children develop good study habits. Occasional assignments that involve parents can strengthen parental support for student learning. Appropriate homework assignments are an excellent means of communication with parents concerning the learning activities of the student. It is hoped that the parents will support this partnership by showing an interest in their child's work and by encouraging a specific time period be set aside each evening for completing assignments. Parent attitudes toward homework make a positive difference in the success of their child at school and throughout life. It inspires responsibility, organization, and increases acquired knowledge resulting in better grades and opportunities for students as expectations intensify in school and in life.

## **SCHOOL SUPPORT**

Teachers at each grade level work together to help keep the amount of homework to a minimum each day. When students effectively use the time given to them in class to begin work and ask the teacher for help when they don't understand, homework is minimal.

Often students receive low grades because they simply did not do their homework assignments. When this occurs for a prolonged period of time, students lose valuable skills and aren't adequately prepared for higher grades, college, and the workplace.

## **MAKE-UP WORK**

If a student has been absent and wishes to make up work - all homework is available on each Teacher's Google Classroom. If you should have any questions, email your teacher. If you don't get a response from your teacher then call the office.

## **HONOR ROLL**

The HIGH ACADEMIC (A) HONOR ROLL will consist of those students having all A's and the ACADEMIC (A-B) HONOR ROLL will consist of those students with no grade lower than B-. Students are reminded all courses count toward determining the Honor Roll and any grade below B- in any one course disqualifies a student from consideration. There will be six honor roll designations during the school year. There will be one at the end of the first, second, third, and fourth nine weeks and one at the end of each semester. A student must be enrolled in, and receive grades for all classes to qualify for the honor roll.

## **POWERSCHOOL**

PowerSchool is the student information system used to keep track of all student records including attendance and grades. Any student or parent wishing to gain access to this information may fill out a form in the office or orientation packet. A username and password will be issued to you. PowerSchool is a valuable tool to check student progress, grades, and missing work.

## **NURSE**

Health, Illness, Injury

Students who become ill or injured at school are to report to their respective teacher. A pass will be issued to report to the office. The school nurse or office personnel will give emergency first aid. Parent(s), relative(s), or guardian(s) will be notified, if possible. Before leaving the school grounds due to illness, the student must sign out in the office after having SECURED THE APPROVAL OF THE PRINCIPAL OR HIS/HER DESIGNEE. A student will be sent home if his/her temperature is 100 degrees or more. If sent home, the absence is excused for that day only.

## **Elevator Usage**

If a student has a physical injury that requires the use of the elevator a medical excuse or a release from the school nurse is needed. The injured student may have a helper, but if the helper is of the opposite sex, the helper will need to take the stairs and meet outside the elevator.

## **Medication**

It is the policy of the Milan Community School Corporation that no medication be dispensed or administered by an employee of the school corporation, except when prescribed by a physician and authorized in writing by a parent or guardian.

The following guidelines/procedures are presented to clarify the policy:

- When a parent or guardian requests that medication be administered to a child, it will be administered by a school nurse, a principal, a teacher or the school secretary. All such medication shall be kept secure in a suitable place as determined by each school. Students may carry and self-administer emergency medication if the proper paperwork is on file in the school office.
- The parent or guardian of a pupil who is to receive medication shall furnish to the school one of the following: A physician's prescription; a copy of the original prescription; or the pharmacy label.
- Written and dated withdrawal of consent of the parent is required before medication is terminated prior to the date on the prescription.
- The parent or guardian of a pupil to receive medication shall inform the school of the purpose of the medication. No over-the-counter medication will be given to students without parental permission.

School personnel shall make every effort to follow the medication policy to the best of their ability.

Students with certain medical conditions will have the arrangements for their participation in field trips or other situations where the student may leave the school grounds described in the student's 504 plan.

## **DEVICE RENTAL AND SUPPLIES**

Milan Intermediate School has the chrome book rental system. Students rent their devices at the beginning of the year. Students are to take care of the rented devices. Any loss or

damage of a device is the obligation of the student to whom the device is rented. Some departments such as science, family & consumer science, art, band, choir, etc., have lab and supplementary material fees, which are a part of the rental fees. When paying for device rental or fees please use a check or money order. Make all checks payable to Milan Intermediate School. Payment plans are available at parent request. Our school will offer insurance for the device, but it is not mandatory, however the corporation can require that a parent pay the full value of replacement for a damaged or lost device. A free or reduced student will have to pay all claims that are assessed due to damage of the device. A free or reduced student will have to pay full value of replacement or lost device, if they do not have insurance.

Returned Check: All personal checks returned to the school for insufficient funds will be assessed a \$25.00 fee to the issuer.

## **SCHOOL INSURANCE**

Each year the school makes available on the optional basis, school insurance. The parents to cover a student while in school, or on a 24-hour basis may purchase this. The details and cost of the program are sent home at the first part of the school year.

## **EMERGENCY PROCEDURES**

### **FIRE DRILL and TORNADO DRILL**

Fire drills and tornado drills will be held periodically throughout the school year. The individual classroom teachers will clarify specific instructions. Complete quiet and cooperation is necessary to prevent possible injury or loss of life.

## **LOCK DOWN DRILL**

Lock down drills will be practiced once per semester and as needed. The purpose of this drill is for the faculty, staff, and students to practice where to go and how to act in the event of a real lock down situation.

## **SEVERE WEATHER – SCHOOL CLOSING**

In case of severe weather (snow, low temperatures etc.), the official closing of school will be announced over these radio, TV stations and through our one-call system. Listen to these stations, and do not call the building principals at home, or at the school. This will only interfere with the notification of all other students. Use of an automated phone service will be available for notification of parents/guardians.

WRBI 103.9 FM (Batesville)      WCPO – TV 9      WLW – TV 5  
WSCH 99.3 FM (Aurora) WKRC – TV 12      WXIX TV 19  
WOFX 92.5 FM      WKRQ 101.9 FM      WVMX 94.1 FM  
WEBN 102.7 FM      WRRM 98.5      WMJO 94.9 FM  
WNKR 106.5 FM      WGRR 103.5 FM      WUBE 105.1 FM  
WAKA 93.3 FM      WKID 95.9 FM

## **II. ATTENDANCE POLICY**

### **ATTENDANCE (Per Semester)**

A signed parent note or phone call is required for each student absence. An excused absence from school will be granted when the parent notifies the school, by the first day the student returns to school, the reason for the absence. If the school does not receive a note or a phone call, then the absence will be unexcused. An automated phone system will be used daily to contact each home of a student's absence daily.

## **AEP Attendance Policy for MIS**

The MIS Attendance Policy requires that students accumulate less than twelve (12) unexcused absences in the school year 2017-2018. Parents will be informed of absences when the student has accumulated unexcused absences in the amount of 25% (3 unexcused), 50% (6 unexcused), 75% (9 unexcused), and 100% (12 unexcused). Letters will be mailed by MIS after the third unexcused absence in hopes that attendance will improve without involving Juvenile Probation. At all other thresholds, the communication will come from Juvenile Probation. Upon reaching the 75% (9 unexcused) threshold, Juvenile Probation will make a referral to Ireland Home Based Services, if a referral has not already been made. Upon reaching the 100% (12 unexcused) threshold, Juvenile Probation will make a referral to the Department of Child Services. After receiving the referral, DCS will open an assessment within five (5) days. The Ripley Circuit Court will have hearings on all AEP filings.

### **EXCUSED ABSENCES**

Up to 6 days of absence will be excused per semester, provided parents call and offer acceptable reasons for the absences. After 6 excused absences (Parent Call Ins), documentation will be required.

Excused absences are defined as absences that the school corporation regards as legitimate reason for being out of school. These include:

- Illness verified by note from physician
- Doctor's appointment verified by note from physician
- Family funeral with verification
- Military connected families (ie: absences related to deployment and return ceremonies).
- Legal appointment with verification

### **UNEXCUSED ABSENCES**

Day 3 – After accumulating three absences, excused or unexcused, parents will receive an attendance letter reminding them that documentation is needed for excused absences from this point forward.

Day 6 – If 6 days are unexcused, a notification letter will be sent to parents from the Ripley co. Juvenile Probation department reminding them that their child's attendance is mandatory.

Day 9 – Upon reaching the 75% (9 unexcused) threshold, Juvenile Probation will make a referral to Ireland Home Based Services, if a referral has not already been made.

Day 12 – If 12 days are unexcused, Juvenile Probation will make a referral to the Department of Child Services. After receiving the referral, DCS will open an assessment within five (5) days.

**Indiana State Law IC 20-33-2-11 defines a habitually truant student as follows: “a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten days of school in one school year.” Any student with more than ten unexcused absences in a school year will be considered habitually truant. Truancies will be referred to the Ripley County Probation Department.**

## **PERFECT ATTENDANCE**

A student will be eligible for a perfect attendance award if he/she is present all periods each day during each quarter. Any excused or unexcused absences and any period tardies and early parent pickup make a student ineligible for a perfect attendance award. A student will be considered to have “Outstanding Attendance” if they have 3 or less excused absences and 5 tardies or less for the year.

## **MAKE-UP DAYS**

School will be in session during all scheduled days, except in an emergency situation. The 1987 Indiana State Legislature passed a law that stated schools must make up days missed due to school closing for emergency reason (i.e. water main break, bad weather, heating problem, etc.). Days missed will be made up in accordance with this law and as prescribed by the Superintendent of Schools.

## **TARDINESS**

A student is tardy to class if he/she is not in his/her room when the school bell rings with the necessary materials. Tardies will be cumulative for each class per semester.

Consequences for tardies will include the following:

- 4 Tardies in a class: After- School Detention
- 5 Tardies in a class: ½ day In-School Suspension
- 6 Tardies in a class: ½ day In-School Suspension
- 7 Tardies in a class: Full day of ISS
- 8 Tardies in a class: Full day of ISS
- 9 Tardies in a class: Saturday School
- 10 Tardies in a class: OSS

## **SIGN-OUT PROCEDURE**

After arriving on school grounds, the student will not be permitted to leave school grounds for any reason without parental and school personnel approval. Students will be allowed to sign out if the proper authorities have received a parental notification stating the reason the student needs to leave school, or after a parent has been telephoned by the office for permission. Students leaving the building without approval may be suspended up to five days, depending on the circumstances. A student who arrives late to school or leaves early must sign in/out at the office.

## **PARENT PRE-ARRANGED ABSENCE (PPA)**

If it becomes absolutely necessary to take a student out of school during school hours, a parent is asked to fill out a PPA form. The academic standing and attendance record of the student must meet the eligibility requirements.

Eligibility:

- A student must have an attendance record of at least 95 percent for the current school year and be passing all subjects.
- During August, September and October, the record of the prior semester will be used to qualify.
- Special medical circumstances may be considered.
- This form must be completed and returned to the principal five school days prior to the absence.
- A parent, legal guardian, or grandparent **MUST** accompany the student on the outing for which the student is requesting the pre-arranged absence.
- Students may not be absent from any class in which he/she is failing.
- Satisfactory arrangements concerning make-up work have been made between teacher, student, and parent in those classes to be missed.

- All responsibility for arranging for make-up work and its completion rests with the student and must be completed no later than one week after returning to school.
- Failure to follow guidelines will result in unexcused absences with zeros in all subject areas.

### **Limitations:**

PPA is intended for family related activities.

PPA is not to exceed five school days per school year.

- NO PPA will be allowed during the first or last five school days of any semester without special approval from the principal.

### **Procedures:**

After receiving approval from the principal as outlined above, the parent must sign an agreement to:

- Assume full responsibility for any lack of progress that could be associated with the time of absence.
- See that the student turns in to each teacher on the first day the student returns to school from the absence all written assignments for this period. Make-up work is the responsibility of the student. Work not made up will be recorded as a zero.
- The PPA form may be picked up in the office

## **III. DISCIPLINE POLICIES AND PROCEDURES / DRESS CODE**

### **CONDUCT**

Students have the responsibility to:

- Attend school regularly, arrive on time, be prepared, bring materials to class, participate in class, and complete homework.
- Strive to learn and get good grades.
- Respect the rights, feelings, and property of other students, parents, school staff, visitors, guests, and school neighbors.
- Conduct themselves properly on school grounds, going to and from school, at bus stops, at any school-related activity, and in the classroom. Be in their assigned area.
- Accept the consequences of their own actions, and follow discipline guidelines adopted by the school and district.

### **Students have the right to:**

- Receive a copy of the guidelines for student behavior.
- Discuss educational concerns with teachers and other school staff members.
- Receive special help, as needed from professional staff members.

- Receive fair discipline without discrimination in every part of the educational system.
- Study and learn in a safe atmosphere free from verbal and physical threats and abuse.
- Review their records within the appropriate guidelines.

## **DRESS CODE**

The administration and staff of Milan Intermediate Middle School consider a neat appearance and proper clothing an important factor in both indicating a good school attitude and maintaining an effective and desirable atmosphere for learning. The purpose of a dress code is not to stifle any student's creativity or free speech but to promote a safe and positive environment for all students. It is the responsibility of the parents to ensure that their student is in compliance with the dress code at all times. When a student is in doubt whether his/her attire is acceptable, the student should not wear it or stop by the office before school to get an opinion.

Special exceptions can be made to the dress code with the permission of the administration.

- No headgear is to be worn in the building.
- All shirts/blouses/dresses must have sleeves. If skin shows when sitting, standing, with arms raised or upon bending over, the top is too short. Also all shirts/blouses/dresses must not be too low-cut or revealing.
- No undergarment/sleepwear may be visible or worn as an outer garment.
- Jeans/pants must be worn at the waist. Pants/jeans/tights with excessive and/or revealing holes, or holes above the knees that reveal skin, will not be permitted.
- Dresses/Skirts/Skorts/Shorts – any style – must fit properly and are not revealing in nature.
- Clothing with vulgar or indecent slogans, pictures that show violence, alcohol, tobacco, sex, or drug-related characters or advertisements are not permitted. No clothing that portrays, promotes, or pertains to, racism, inappropriate language, sex slang, or double meaning t-shirts, etc. may be worn.
- Piercings are allowed in the ears only provided that they aren't excessive and do not detract from the learning environment. No large hoops, spikes, chains etc. will be permitted. Piercing spikes are not allowed. Excessive piercings will be determined by the MMS administration.
- No chains (worn or on wallets), dog collars, belts with spikes, spiked rings or collars, and/or bracelets are to be worn or brought to school or to school events.
- No coats may be worn during the school day. Students may wear sweatshirt type jackets in the classroom at the teacher's discretion.
- Backpacks must be left in lockers during the school day. Gym bags with athletic or gym clothing may be carried only to the courses requiring the use of the attire. This includes cinch bags.
- Shoes must be worn. Flip flops are allowed. House slippers may not be worn.

- Students may not wear costumes or clothing that attracts attention and detracts from the learning atmosphere. This includes unusual hairstyles or hair coloring. Dyed hair should be of a natural color.
- Dress code applies for all school pictures, events, field trips, and dances.
- Visible tattoos are prohibited along with writing on any part of the body. No face painting unless authorized by the administration.
- No sunglasses.
- No headphones, ear buds, or cell phones are to be worn or used unless given permission by a teacher or the administration. This includes during passing periods between classes.

## **SEXUAL HARASSMENT**

It is the policy of the Milan Intermediate School to provide a learning atmosphere that is free from sexual harassment. Such harassment may include physical or verbal advances or suggestive remarks regarding a student's physical or personality characteristics. Students who believe they are victims of sexual harassment should report the incident to the principal or counselor. Anyone found to have engaged in sexual harassment will be subject to disciplinary action in accordance with the policies of Milan Community Schools including, but not limited to, suspension or expulsion.

## **Bullying**

**Definition of "Bullying:" Any act in violation of IC 20-33-8-0.2, which prohibits "bullying" in a school setting. Bullying is defined as overt, repeated acts or gestures, including: verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.**

**The Milan Community School Corporation Bullying Policy can be found on the corporation website. The School Resource Office (SRO) will investigate all bullying allegations or any other cases where bullying is suspected. Discipline Actions for confirmed bullying cases will follow the Bully Rubric.**

## DISCIPLINE POLICY (Per Semester)

<p><b>LEVEL 1:</b>  <b>Level 1 offenses could result in possible:</b>          Verbal Warning          After School Detention          In School Suspension          Saturday School Detention  <b>Examples:</b>          - Candy, Drinks &amp; Gum in the classroom          - No food or drink in class unless permission is granted from the office.          - Water only permitted with nurse/teacher permission          - Classroom Behavior: talking, disrupting, failure to follow class rules.          - Dishonesty – failure to be truthful          - Dress Code Violation          - Verbal threat – harassment to student without physical action.          - Rollerblade, skate shoes, skateboards          - Rude, unacceptable language, gestures or inappropriate comments.          - 4 tardies in a class * look at Tardy Policy          - Public Displays of Affection          - Cheating or helping another student to cheat; plagiarism.          - Disrespect to a staff member          - Teachers will use class Dojo, rewards and consequences will be planned.</p>	<p><b>LEVEL 2</b>          Level 2 offenses could result in possible:          After School Detention          In School Suspension          Saturday School Detention          Out of School Suspension  <b>Examples:</b>          - Violation of Access to Electronic information, services and networks. Administrator may revoke privilege.          - Altering or forging a pass, possession of pass without permission, forging a parent note, misuse of passes, phone call misrepresenting a parent.          - Major disruption cafeteria/classroom          - Insubordination          - Unprovoked physical altercation; pushing, shoving etc.          - Leaving classroom or cutting class, out of assigned area (hiding in restroom).          - Use of extreme vulgar language (ie “F” word) and/or making inappropriate gestures.          - Truancy          - Misuse of an electronic device (Videotaping, taking pictures, Video-taping fights)          - Emailing during class time.          - Altering or installing info on chromebooks without permission.          - Use of outside email accounts</p>	<p><b>LEVEL 3</b>          Level 3 offenses could result in possible:          In School Suspension          Out of School Suspension          Possible Expulsion  <b>Examples:</b>          - Bullying, see bully rubric          - Leaving school grounds (Property) without permission.          - Altering, tampering with, destroying, defacing or misuse of safety and/or security equipment and/or alarms. Students will also be liable for any damage that occurred to equipment and possible police notification.          - Fighting/Physical attack on student, including fighting to/from school or at a bus stop. Extreme violence –Police will be called, student will be suspended from school for 10 days pending expulsion. If a student is attacked without provocation and they use minimum force to defend themselves, leniency may be granted.          - Indecent Exposure          - Possession of smoking, chewing or any other use of tobacco, including lighters, Vape pens, or any other paraphernalia used for smoking.          - Sexual harassment          - Theft          - Threats, harassment, profanity directed to/about school personnel.          - Intimidation of a student or staff member          - Vandalism          - Sexting, sending nude photos or yourself or someone else to others during school or a school sponsored event.          - False reporting against a student or staff member (mandatory suspension) if it is against a staff member.          - Instigating a fight, physical altercation, or conflict between students.</p>
<p><b>LEVEL 4:</b>          Level 4 offenses will result in: Out of School Suspension, 10 day Suspension – possible police notification: due process for expulsion.  <b>Examples:</b>          - Possession of weapons/ammunition or any explosive device on school or at school function. This includes knives. If a weapon is brought to school inadvertently, it should be taken to the office immediately BEFORE it is discovered.          - Alcohol/drug use, possession or under the influence.          - Drug Paraphernalia possession.          - Use/threat with weapon or firearm possession.          - Physical attack on staff member.          - Possession of other weapons, (club, night stick, stars, tazers, pepper spray, etc)          - Destroying personal property.          - Engaging in voluntary or consensual sexually related contact by oneself or with another person</p>		

**Purposeful false accusations of bullying will be considered a Level 1 offense.**

**Treatment options for the victim may include:**

- Counseling from the Guidance Counselor

\*Teasing Tips - ignore, walk away, change the subject, agree, tell a joke

\*The 5 Plan - Try a teasing tip 3 times, warn the person to stop or you will

report, report to an adult

\*Keep the Power don't give it to someone else

- Make a plan on how they can handle the situation differently next time

- Meet with the student once a week for two weeks and more if additional counseling is needed.

- Encourage reconciliation with the bully if both students are ready and willing.

**Remediation for the bully may include:**

- Educate the student on the definition of bullying and why their actions were inappropriate.

- Attempt to identify why the student is participating in bullying behavior

- Bully education video

- Role play a different way they could have handled the situation or/and make amends with victim written or verbally.

- Meet with the student once a week for 2 weeks and more if additional counseling is needed.

- Recommend outside counseling if the student is not making progress.

• **Refer to the school website for Bullying reporting procedures.**

## **AFTER – SCHOOL DETENTION**

After-School Detention (ASD) is a disciplinary step taken as a way of correcting inappropriate behavior, yet allowing the student to remain in his/her regular classes. Students are to report to ASD on the appointed date and time and will be dismissed at the time the ASD is scheduled to end. Parents should be here to pick up students promptly when the ASD is completed. These times will be strictly observed. All school rules apply during ASD.

- Students are to remain on task.
- If a student violates any rules he/she will be dismissed from ASD and will receive an In-School Suspension for the next day.
- Students are to be on time, bring all books, materials, homework, etc. and exhibit proper classroom behavior.
- Students will not be allowed to leave the ASD room unless it is an emergency.
- Coats, books, etc. must be brought to ASD. Students will leave directly from ASD. They will not be allowed to go to their lockers.
- Failure to report to assigned detention will result in an In-School Suspension or other designated disciplinary measure. The only valid reason for missing detention would be a note/call from a parent, non-attendance to school the day of the detention, administrative removal, or a medical statement from a physician for the afternoon of the detention. Medical statements must be received within two school days upon the student's return to school. In these cases, the student will be reassigned to the next available (ASD) detention.

## **IN-SCHOOL SUSPENSION**

In-School Suspension is used as an intermediate step to Out-of-School Suspension (OSS). It is used to remove students from regular classes, yet allow them to continue to earn credit for completed assignments.

- All school rules apply at all times.
- Students that receive ISS will sign a behavior contract the day of ISS and be in accordance with the "3-strike" rule. Three behavior strikes for the day will result in an OSS for the remainder of the day or Saturday School whichever balance is greater.
- Any misbehavior will result in a written office referral and the student will be given an OSS Suspension for the remainder of the day or the next day at the discretion of the administration.
- Students must stay on task. If a student does not complete work that has been assigned during ISS the teacher that assigned the work may choose to give him/her an office referral, which will result in an automatic OSS Suspension.

## **OUT-OF-SCHOOL Suspension Procedures**

When the principal or his/her designee determines a student should be suspended, the following procedures will be followed:

- A written or oral statement of the charges will be addressed with the student.
- If the student denies the charges, a summary of the evidence against the student will be presented. A meeting will be held prior to the suspension of any student. At this meeting the student will be provided an opportunity to explain his/her conduct.
- The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of suspension. Being given an Out-of-School Suspension is a very serious matter. OSS Suspensions can jeopardize a student's future at Milan Intermediate School.

## **PORTABLE COMMUNICATION DEVICES**

Cell phones, IPODS, radios, DVD players, etc. are to be turned off upon arrival of school property. If students are misusing a device it could be confiscated and taken to the office for parent retrieval. Students need to realize the administration can search the contents of a portable communication device (pictures, video, voice and text messages, address books, incoming and outgoing calls, calendars, e-mail and instant messages) if there is reasonable suspicion there is student misconduct. Possession of unlawful content on a cell phone, (inappropriate images or video, written threats of violence) can involve police notification and suspension or expulsion from school with due process. Reasonable suspicion can include information communicated to an administrator by a teacher; parent, other adult or student indicating a student possesses inappropriate content on their portable communication device. Appropriate discipline will be administered based on the findings of each report. (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.)

## **ISOLATED TIME OUT and PHYSICAL RESTRAINT**

Indiana Code 20-33-8-12(a)(1) requires school corporations to establish written discipline rules.

Isolated time out and physical restraint shall be used only as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Use of isolated time out or physical restraint may also be a component of a behavioral intervention plan (BIP) or an Individual Education Plan (IEP). Neither isolated time out nor physical restraint shall be used as a form of punishment.

## **ISOLATED TIME OUT**

“Isolated time out” means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student’s ability to leave is restricted.

Students may be placed in the conference room with an adult present if their behavior escalates to the point where intervention is needed.

## **PHYSICAL RESTRAINT**

“Physical restraint” means holding a student or otherwise restricting his or her movements.

The Intermediate School staff members will be using a method designed by CPI (Crisis Prevention Institute) when restraint is required. Only staff members certified in this method of nonviolent crisis intervention training will execute the CPI procedures.

1. Certified staff members will be called to the area where the situation is occurring
2. Alternative methods will be implemented according to special education students IEP prior to the implementation of CPI measures whenever possible.
3. Minimal CPI measures will be implemented to subdue the situation/subject beginning with verbal de-escalation techniques
4. Physical restraint and defensive techniques shall only be used in cases where the individual presents a danger to self or others
5. A written report will be filed with the Principal and/or his/her designee by the CPI team leader

## **Progressive Discipline Plan for Milan Intermediate School**

This progressive discipline plan for Milan Intermediate School is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior. Violations of school rules can occur while waiting for a bus or a ride to school; going to and /or from school; on school property; within 1000 feet of school property; or in vehicles within 1000 feet of school property. Unless otherwise stated, a suspension refers to an Out-of-School Suspension. (RCATS).

### **LEVEL I DISCIPLINE:**

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Most Level I infractions are expected to be taken care through student compliance with teacher requests and expectations. If a student fails to follow basic teacher directives in the classroom then they will be referred to the office for further intervention.

### **Level I Penalties:**

Refer to Discipline Chart

Violation: Level I Offenses

- Classroom tardies
- Candy, drinks & gum (gum policy will be left up to teacher discretion) are not allowed at the Intermediate School during school hours.
- No food or drink in class unless permission is granted from the office.
- Water only is allowed in the hall or classroom with a pass from the nurse or at the discretion of the teachers.
- Classroom misbehavior / talking / disrupting class/ failure to follow class rules
- Dishonesty – Failure to be truthful
- Dress Code Violation teacher permission, discipline action will be taken in accordance with the MIS Discipline Policy
- Verbal threat/harassment to student (first offense) without physical action
- Roller blades, skate shoes (i.e.: Heelys) and/or skateboards on school property

- Teachers will use Class Dojo. Rewards and consequences will be planned. Teachers will communicate these expectations to parents at the beginning of each school year.
- Rude or use of unacceptable language or gestures; public display of affection
- 4 tardies in a class (see Tardy Policy).
- Cheating or helping another student to cheat: plagiarism
- Disrespect to a staff member
- Electronic Device policy will be left to teacher discretion. If student has device out without teacher permission, discipline action will be taken in accordance with the MIS Discipline Policy

## **LEVEL II DISCIPLINE:**

Level II discipline offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehaviors directed against persons or property but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided.

### **Level II Penalties:**

Refer to Discipline Chart

Violation: Level II Offenses

- Damage / negligence to School property
- Altering or forging a pass; possession of a pass without permission; forging a parent note; misuse of a pass, phone call misrepresenting a parent.
- Classroom/ cafeteria major disruption
- Insubordination
- Unprovoked physical altercation, pushing, shoving, etc
- Leaving classroom or cutting class; out of assigned area (e.g. hiding in restrooms).
- Use of extremely vulgar language/cussing (e.g. "F" word) and/or making inappropriate gestures
- Truancy
- Misuse of an electronic device (Videotaping, taking pictures, videotaping fights)
- Emailing during class time
- Altering or installing info on chromebooks without permission.
- Use of outside email accounts.

## **LEVEL III DISCIPLINE:**

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal. Offenses that threaten the health, safety,

or well being of others will result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal or assistant principal is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 2004 Individuals with Disabilities Education Act.

### **Level III Penalties:**

Refer to Discipline Chart

Violation: Level III Offenses

- Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
- Leaving building, school grounds (property) without permission
- Altering, tampering with, destroying, defacing, or misuse of safety and/or security equipment and/or alarms. Students will also be liable for any damage that occurred to equipment, and possible police notification.
- Fighting (including fighting coming to or from school or at a bus stop) /Physical attack on student. Note: If the attack is extremely violent, police will be called and the student suspended 10 days and expulsion may be requested. If a student is attacked without provocation and they use minimum force to defend themselves, leniency may be given.
- Indecent Exposure
- Possession of, smoking, chewing, or any other use of tobacco products; includes lighters, Vape pens or other paraphernalia used for smoking.
- Sexual Harassment
- Theft
- False Reporting against a student or staff member (Mandatory RCATS if against a staff member)
- Threats, harassment, profanity directed toward or about school personnel
- Intimidation of a student or staff member
- Vandalism (Vandalism shall be defined as any damage or theft willfully done to school property as well as personal property of other students or staff. This shall be interpreted to include, but not be limited to, defacing of desks, books, lockers, houses, cars, etc. Students and their parents will be expected to pay the replacement costs of all damage done. Court referral may be made in cases where cooperation is not forthcoming.) Restitution for all damages incurred and additional discipline as needed.
- Instigating a fight, physical altercation or conflict between students.
- No student shall possess on their personal electronic devices or disseminate inappropriate images, videos, or messages of other MCSC students or staff to social media, other students' electronic devices or other public domain. For the purposes of this section of the MIS Student Handbook,

inappropriate means, but is not limited to, images, videos, or messages sexual or pornographic in nature, fights, private conversations between others, or other distasteful or harmful material that may reflect negatively upon or cause embarrassment to MCSC students, staff or Milan Schools in general.

## **LEVEL IV DISCIPLINE:**

Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others will result in immediate suspension of the student from the school. Student and parent/guardian participation in a conference with the principal or assistant principal is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 2004 Individuals with Disabilities Education Act.

### **Level IV Penalties:**

Refer to Discipline Chart

Violation: Level IV Offenses

- Alcohol/drug use, possession or under influence
- Drug paraphernalia possession
- Use/threat with weapon or firearm possession
- Physical attack on staff member
- Possession of other weapons (club, night stick, stars, etc.) or ammunition or any explosive devices on school property or school sponsored event (knives are not permitted at school) Note: If a student inadvertently brings a weapon on school property, the student should bring it immediately to the office. Leniency may be given to students who make a legitimate mistake and the student reports the violation to school administration before the infraction is discovered.
- Engaging in voluntary or consensual sexually related contact by oneself or with another person.
- Possession of a firearm

No student shall possess, handle or transmit any firearm on school property or any other object considered a firearm or weapon.

The grounds for suspension or expulsion listed above apply when a student is:

- On school grounds immediately before, during, and after school hours and at any other time when a school group is using the school.
- Off school grounds at a school activity, function, or event.
- Traveling to or from school or a school activity, function, or event.

**In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds. This includes any unlawful activity that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions that is consistent with the above criteria.**

**These examples do not encompass all potential violations of the Discipline Code. Some example infractions and normal penalties are shown. Known facts and the severity of a violation may alter the final penalty assessment.**

**A school administrator, in advance of the student serving the time, will assign detention hours. Expulsion may be for one semester or for one year from the date of infraction. All expulsions after the 15th week of a semester may be enforced during the following semester. The administration reserves the right to skip levels of discipline depending upon the violation.**

**Milan Community Schools will provide bus transportation to all eligible students. The bus driver will maintain discipline among the students on his/her bus and use every care for the safety of the children. In order to assist bus drivers in carrying out this responsibility, buses may be equipped with video cameras that record student behavior on the bus. Evidence of misbehavior recorded may be used to discipline students who break any transportation rule. The measure of discipline is in accordance with adopted school policy and may include verbal warning, detention, bus suspension, out-of-school suspension or expulsion, as deemed necessary in relation to the offense or history of repeated offenses. First and foremost, riders should follow driver instructions promptly and in a cooperative manner.**

#### **Proper Student Behavior to Maintain Safety:**

- 1. Students should consider his/her transportation a privilege maintained by proper behavior.**
- 2. Full cooperation with the bus driver is expected at all times. A student who refuses to follow the bus rules will be subject to discipline. This can result in the student being denied bus riding privileges, depending on the severity of behavior or the history of recurring behaviors.**

3. Bullying will not be tolerated at the bus stop or on any bus. Bullying is defined as overt, repeated acts or gestures including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimate, or harm the other student.
4. Students should be waiting at the bus stop when the bus arrives, and wait his/her turn to load or unload without pushing or shoving. The bus does not stop at empty bus stops.
5. Students should be seated in the assigned seat immediately upon entering the bus and remain seated throughout the trip. Windows can be opened or closed with permission from the driver.
6. Complete silence is required at all railroad crossings.
7. Students should keep the aisle clear, keep all belongings out of the way of other students, and not extend arms or body parts out of the windows.
8. Students should refrain from loud, boisterous or profane language, or indecent conduct.
9. Students should treat the bus with respect and not mark on or damage seats, windows or any part of the bus. They should keep feet off the seats and not throw anything in or out of the bus.
10. Students should refrain from teasing, scuffling, tripping, holding, hitting, or using their hands, feet or body in any objectionable manner.
11. The schools discourage students from riding a bus to which they are not assigned. If a student must ride an unassigned bus, the driver must have a parent note that has been authorized by the principal or designee. If such a note is not presented to the driver, the child will not be permitted to ride. This is also required for an assigned rider to get off the bus at an unauthorized stop.
12. The following items are not permitted on the bus: chewing gum, food, drink, smokeless tobacco, cigarettes, lighters, alcohol, controlled substances, inflated balloons, firearms, knives or weapons of any kind. Exception: food or drink brought for school lunch that remains closed; also food or drinks supplied by driver for special occasions.
13. Use of electronic devices such as cellular phones, paging devices, CD/DVD/tape players, radios, MP3 players, iPads, Ipods, or gaming devices, is at the discretion of the bus driver.
14. Roller blades, skate shoes (i.e. Heelies) and/or skateboards are prohibited on.

## **IV. STUDENT SERVICES**

### **ARRIVAL**

The doors will remain locked until 7:30 am. Students are not allowed in the building prior to 7:30 am and should not be dropped off prior to this time. Students arriving prior to 7:45 a.m. will wait in the school gym until the bell rings. Students who arrive after the 8:00 a.m. bell MUST sign in at the office with a parent or a note from your parent stating why you are late or you will be considered truant. After arriving on school grounds, no student is to leave school at any time without administrative permission.

### **AFTER SCHOOL**

Students are to leave school upon the completion of the school day unless they are staying for an activity such as a club or team practice with the coach or sponsor present. No

students are to stay after school without permission from the office. Exterior doors will be locked at 4:00 p.m. No students are to be in the gym without supervision.

## **HALL PASSES**

A sufficient number of passes will be given to the students this year and when used up, there will be no additional passes given. If a student does NOT have their hall passport sheet with them, they will NOT be issued a pass. During class time, which includes the activity period, students are not to be in the hallways without a pass.

## **ASSEMBLY PROGRAMS**

At times during the school year, assemblies and convocations will be presented as called for and when performers are available. Students should be quiet, attentive, and show respect to the performers at all times during any convocation. Students in ISS will only be allowed to participate in educational assembly programs.

## **CHAPERONES/VOLUNTEERS**

We appreciate the willingness of our volunteers to give of their time and talents. Volunteers provide opportunities that help us enhance the educational experiences for students

Milan Community School Corporation policy #8020 dictates that a criminal background check is mandatory for any individual who is likely to have direct, ongoing contact with children. The term includes, but is not limited to lay coaches, volunteers, and chaperones for school events.

An approved volunteer is defined as meeting the following requirements: an adult over the age of 18 years and an individual approved by Milan Community Schools. Forms are available in the front office.

## **EXTRA-CURRICULAR ACTIVITIES**

Attendance and/or participation in such activities as extra-curricular events, class trips, the promotion ceremony, etc. are a privilege and not a right. All rules applicable to the school

hold true for extra-curricular activities. Discipline infractions can result in extra-curricular activities being suspended.

## **FUNDRAISING**

Only school-sponsored fundraisers will be allowed in school. The school is NOT a moneymaking institution; therefore fundraising activities should be kept to a minimum. Sponsors must submit fundraising proposals to the Principal prior to class/club discussions and the Principal, Superintendent, and/or School Board must approve all fundraisers.

## **LIBRARY**

- Library books are checked out for two weeks. A date due slip is in the book.
- Fines for overdue books are five cents a school day. Attending part of a school day does not excuse the fine.
- Library behavior rules will be posted in the library.
- Library books may be returned before or after school, between classes, or during classes.
- If library materials are lost, you will be charged replacement value plus fines. Please notify the library as soon as possible about lost materials.
- Library passes are to be used only to go to the library.
- Fines and overdue books may affect participation in activities and field trips.

## **LOCKERS**

- Students will be assigned lockers by the office staff. These lockers are the property of the Milan Community School Corporation and the student has no right to privacy in that locker or its contents.
- The Principal or his/her designees may conduct a general search of lockers. An individual locker search may be conducted by the Principal or his/her designee for purposes including, but not limited to searching for contraband such as drugs, alcohol, weapons, stolen goods, unreturned library books, and for cleaning purposes.
- Individual searches will be conducted with the student present when possible.
- Pictures, posters, etc., placed in lockers must not violate any school rules. Lockers must not be written on with ink, magic marker or any substance that will not wash off. Nothing may be placed on the outside of the locker without administrative approval. Items used to decorate the lockers must not be made of any material that cannot be easily removed or could cause damage to the lockers.
- Students are not to change lockers without authorization from the office. Individual lockers are to be cleaned out by the student at the end of the school year (including pictures, posters, etc.)
- Students are not to set lockers or give out their combination. This is for their protection and when items are stolen, it is their responsibility.

## **LOST and FOUND**

All items lost, either school related or personal, are the responsibility of each individual student. The school will make every effort to aid in the recovery of these lost items. Please do not leave items unattended, such as a purse on stage, a locker unlocked, etc. The lost and found storage has been established in the office. Items will be discarded at the end of each semester.

## **LUNCH/CAFETERIA**

- Students are not to leave the school grounds during the lunch period.
- Students are expected to eat their lunch in the cafeteria, whether it is the school lunch, or lunch they have brought from home unless given permission by the administration.
- All students are to remain in the cafeteria at all times. While in the cafeteria, students are to be seated at tables unless waiting in line for lunch. You may eat your lunch, visit, and socialize with others during this time. Once all students finish eating they will be released for recess.
- Students should not loiter in the hallways or restrooms.
- All food and drink purchased in the cafeteria must be eaten in the cafeteria. No food or drink will be allowed to be taken out.
- No soft drinks or snacks from the vending machines in the lobby may be purchased during either lunch period. The only exception is the Three-A-Day Dairy Vending Machine, which has posted purchasing hours.
- Students should purchase/consume a regular lunch before purchasing extra drinks and snacks. Parents can set spending and purchasing limits on lunch accounts.
- Students are not allowed to purchase lunches for other students.
- Students are not allowed to have food delivered by any restaurant for lunch. (A class may be given permission by the administration for special occasions or rewards).

**Note: Chromebooks and cell phones will not be used during lunch unless permission is granted by the Principal. The use of these items should be considered a privilege that can be earned or lost.**

**Parents are always welcome to come and eat lunch with their student but first must check-in with the office.**

## **PARENTAL STATUS**

All activities of an educational, extra-curricular, athletic, and general nature are provided equally without regard to the parental status of students. No student is denied participation in any activity sponsored by the corporation due to parental considerations.

## **POSTERS and DECORATIONS**

Before hanging items in the hall or classroom, students must have the approval of the administration or staff. Students should take care not to use masking tape or scotch tape on painted surfaces, walls, classroom doors, or lockers. In general, bulletin boards in the corridors are to be used for posting.

## **SCHOOL-SPONSORED DANCES**

Only students of Milan Intermediate School will be permitted to attend dances. Students will not be permitted to leave the dance prior to the designated time. If a student must leave prior to the end of the dance, a parent must come into the building and pick him/her up. If you are suspended, expelled, on probation, or absent without an approved excuse from school on the day of the dance, or the last school day before the event, you are not permitted to attend. Other conduct stipulations may also be set by teachers/sponsors, and approved by the principal. Students will be expected to follow the dress code and all policies found in the student handbook. All school dances must have a MINIMUM of two teachers/sponsors and two parents as chaperones.

Sponsors of dances and trips may enforce more stringent requirements regarding grades and behavior for their activity above and beyond what is in the handbook upon administrative approval.

## **SCHOOL-SPONSORED TRIPS**

School-sponsored trips or field trips are privileges that can be revoked. If a teacher or administrator feels a student should not attend a field trip, permission for the student to attend may be denied at any time. Permission must be granted by the principal for any school-sponsored trips taken on school or non-school days. Students with excessive absences in a semester, or a total of five unexcused and/or excused absences in a semester, may not attend school-sponsored trips and/or field trips without administrative approval. Students may be denied permission to attend field trips based on their discipline record and if they are failing any subject area. The administration will determine a cut-off date for grades to determine eligibility. No trips are to be scheduled in the last two weeks of a semester. Students will be expected to follow the dress code and all policies found in the student handbook.

\* All rental fees and outstanding accounts must be paid in full before money can be applied to major field trip accounts, e.g. the Washington, D. C. field trip.

## **SPEECH and LANGUAGE**

The Speech/Language Pathologist (SLP) calls upon classroom teachers to help recognize and refer students with speech/language differences early in the school year. After the referral, a program of testing is done to identify those students most in need of therapy. The SLP will annually conduct an audiometric screening test to determine the hearing acuity of all students in the seventh grade, of all transferred students, and of all students suspected of having hearing problems. A written statement must be submitted if you do not want your child to participate in the hearing screening.

## **TELEPHONE USAGE**

Students will NOT be permitted to use school phones unless an emergency exists. Students may use phones to call parents only in case of injury or illness and ONLY upon receiving permission from the office. Students will NOT miss class to make phone calls unless they have a pass from the teacher in whose class they belong and they report to the office to give notice first. **PARENTS SHOULD NOT EXPECT TO HAVE STUDENTS CALLED TO THE PHONE DURING SCHOOL HOURS.** Messages will be delivered through the school office. The office phone must remain open for incoming calls and is not for personal use. Requests by students to make calls for permission slips, forgotten items, after school arrangements, etc may be denied at administrative discretion.

## **VISITORS**

All visitors are to report to the office and sign the VISITORS log. No visitors should be on school premises or admitted to class without permission from the office. If a student wishes to have a friend visit school the student must fill out a form which is available in the front office, to receive permission in advance from his/her teachers and from the principal. Parents are always welcome to visit the school but must check into the office first.

**ACCESS to ELECTRONIC INFORMATION, SERVICES, and NETWORKS: See Chromebook Responsible User Policy**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

**MILAN INTERMEDIATE SCHOOL  
2017-2018 ATHLETIC HANDBOOK**

**Philosophy**

Athletics is a major part of the educational curriculum of the Milan Community School Corporation and its potential for positive educational experiences must be fully utilized. The athletic program will be centered around the welfare of the students and we will offer the best personnel and facilities available. The administration will organize and administer a sound program of athletics, which will make a definite contribution to the student-athlete, the school, and the community. The mental, physical and emotional growth of a student can be greatly enhanced by participating in a well-developed athletic program. We believe that athletics can be a catalyst in increasing school morale and providing a channel for students to take pride in themselves and their school. We will provide the best opportunity for our student-athletes to excel in teamwork, sportsmanship, self-discipline and moral character. We will provide each participant with experiences that will be positive and will help them to develop their own philosophy toward commitment, responsibility, and loyalty, which will guide them in their future endeavors. The acceptance or rejection of these concepts is an individual decision each of you must make. As a member of one of our athletic teams, a student-athlete is a part of a program, which has become a way of life for the members of the Athletic Council. We desire to be of assistance to each student-athlete in any manner we can. Please feel free to discuss any problem or frustration with any member of our Council.

## **Non-discrimination Policy**

It is the policy of Milan Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age or disability. No qualified disabled person shall, solely by reason of his or her disability, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school corporation. Inquiries regarding compliance with this Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act should be directed to: 504 Coordinator, Milan Community School Corporation, Superintendent's Office, 412 E. Carr St., Milan, IN 47031, or to the office for Civil Rights, U.S. Department of Education, Washington, D.C.

## **Appearance**

Pride and attention to personal appearance is an important ingredient in the development of confidence. Other teams, fans, and officials will be observant of your appearance and behavior. Milan student-athletes are expected to set a favorable example by their appearance and behavior. Be neat and well groomed at all times. Never be profane in manner or speech. Participation in extra-curricular activities is a privilege. Following the coach's rules for acceptable team appearance is required for participation.

## **Athletic Code of Conduct**

All students who participate in athletics are required to follow a code of sportsmanship. Student-athletes are generally the leaders of student opinion and followers are easily impressed. Misbehavior by a few student-athletes can destroy the favorable image student-athletes can create for the school and the community.

## **Conduct in Participation**

In any athletic event there are two possible outcomes. You may win or you may be defeated. Courteous behavior requires that you congratulate your opponent after an event. However, if you have nothing good to say to your opponent, quickly leave the court or field. An immature student-athlete often displays fits of temper or inappropriate behavior when a contest does not go as desired. Behavior of this type shows a lack of mental maturity. A

true student-athlete has complete control of himself/herself at all times. Officials do not lose a game for you. Athletic tradition and rules require that only the appointed captain may speak to the officials. All conversations must be respectful and may only seek clarification of a violation. Any behavior contrary to these principles reflects adversely upon the school, team, and coaches and will not be tolerated.

### **Conduct on Road Trips**

On trips, student-athletes directly represent the community, school and coaches. Therefore, all concerned must act in an acceptable manner and conduct themselves according to the rules, including when the team stops for a post-game meal. We respect and treat equipment and facilities of the opposing school just like our own equipment.

### **General School Conduct**

A student-athlete must be respectfully attentive to the requirements of classroom activities and respect fellow students and faculty members at all times. Horseplay and clowning around are unacceptable forms of behavior. Student-athletes with a discipline record will be reviewed as a possible risk to team success.

### **Conduct Away from School**

A student-athlete involved in any unlawful act, may lose his/her eligibility, as determined by the Athletic Director or Principal.

### **Athletic Code Enforcement**

Alleged violations of the athletic code and the Indiana High School Athletic Association shall be reported to a school administrator. An investigation by the Athletic Director will follow and discipline intervention dispensed.

### **Athletic Training Rules and Policies**

#### **Definitions:**

- **Student-athlete** – any student enrolled at Milan Middle School who has an IHSAA physical form on file in the office of the Athletic Director and participates in one or more sports. Cheerleaders, managers, trainers, & statisticians also fall under this title.

- **Season** – between dates of first practice as determined by head coach, athletic director and IHSAA guidelines and the date of the state championship in that sport.
- **Regularly Scheduled Contest** – Interscholastic contests in a sports season.
- **Last Season** – The sport season the student-athlete participated in the preceding school year.
- **Controlled substances** – A controlled substance is any drug or substance the possession of which is illegal as defined by Indiana law.
- **IHSAA** – Indiana High School Athletic Association.

Training Rules are a matter of self-discipline. An individual's best performance comes only when he/she is willing to sacrifice time and effort toward a conditioned training program, which will discipline daily habits during a lifetime. All student-athletes must adhere to the standards and rules established by the IHSAA and the Milan Athletic Handbook. Copies of each are filed in the Athletic Director's and Principal's offices and distributed to each student-athlete. All rules and policies are in effect 365 days of the year and will be enforced by the Principal or the Principal's designee. The coach of each sport has the authority to add additional rules and policies (with permission of the Athletic Director) concerning their sport, which will be available in the Athletic Director's office. All student-athletes including cheerleaders, student managers, student trainers and student statisticians at Milan are required to follow the minimum training standards. Possession or use of alcoholic beverages, tobacco products, and controlled substances, in any form, is a detrimental habit for all persons, not just student-athletes. The habits established in athletics lead to profitable behavior now and in life after school has been completed.

### **Controlled Substances/Alcohol/Steroids Violations**

Student-athletes shall not possess, use, consume, and be under the influence of controlled substances, alcoholic beverages, or steroids.

#### **First Offense:**

The athlete is suspended from all contests and practices until he/she has completed an assessment at a school-approved facility. Subsequent treatment is at the student-athlete's expense, if warranted. The athlete will be suspended for 50% of the season in addition to an assessment. (If 50% of the season does not remain, then the penalty will carry over to the next sports season in which the student-athlete participates.)

If further treatment/counseling is recommended for the student-athlete, it will be at his/her family's expense. Following the 50% suspension, in order to continue to practice and compete, the student-athlete must pursue and complete counseling until released medically. Failure to complete recommended treatment will result in a suspension for 100% of the contest season.

### **Second Offense:**

If a student-athlete violates the training rules a second time, he/she must go through assessment at the family's expense and follow all recommendations from the assessment and serve a 100% penalty from the season contests. The student-athlete may resume practice upon a written assessment being given to the athletic director verifying all medical findings and that any needed treatment will take place at family expense. The 100% penalty will carry over to the next season, or the next school year, if necessary.

### **Third Offense:**

Suspension from all athletic activities for the duration of intermediate school career.

## **Tobacco Violations**

### **First Offense:**

A suspension equal to 25% of the season will be served. If student-athlete elects to enroll in a tobacco cessation program, the suspension will be eliminated upon confirming documentation of enrollment.

### **Second Offense:**

The student-athlete will be suspended for 100% of the remainder of that season.

### **Third Offense:**

Suspension from all athletic activities for the duration of intermediate school career.

**\*The intent of this policy is to help the athlete who potentially has a drug/alcohol/tobacco problem. A record will be kept of all student drug/alcohol/tobacco offenses from grade 6 through grade 8. Offenses are cumulative for grades 6 through 8.**

## **Athletic Ticket Information**

### **All Sports Ticket:**

<b>(Excluding tournaments)</b>	<b>Adults</b>	<b>\$60.00</b>
	<b>Students</b>	<b>\$40.00</b>

### **Individual Games: Boys and/or Girls**

.....\$4.00

**Note: Admission is charged for students kindergarten through twelfth grade and all adults. A maximum of 5 immediate family members (parents and children only) will be charged per event.**

## **Attendance**

Athletes must be in attendance a full day of school or have an excused absence as listed below in order to practice or participate in an athletic event. Students must be in attendance at school on Friday in order to participate in an athletic event that evening or on Saturday. Only absences that are considered excused in the student handbook will be allowed. These are doctor or dentist appointment (with an accompanying note from doctor), funeral, legal appointment, religious holiday with prior arrangement, parent pre-arranged absence, or field trips.

## **Out of School Suspensions**

A student-athlete suspended from school may not participate or attend a school event until the first day of school following the end of the suspension. Ex.: An athlete suspended on Friday may not play, practice, or attend his/her team functions until Monday. If a student practices in violation of school attendance policies the following will occur:

**First Occurrence:**            **The athlete is held out of one practice.**

**Second Occurrence:**       **The athlete serves a one game suspension.**

**Third Occurrence:**         **The athlete will be removed from the team.**

Students that are suspended for a second time in the same school year may not participate in athletics for one calendar year from the time of the second suspension. Students serving in-school suspension may not participate in practices or contests on the day they serve the In School Suspension. If a student participates in an athletic contest in violation of the attendance policies the following will occur:

**First Occurrence:**            **The athlete serves a one game suspension**

**Second Occurrence:**        **The athlete will be removed from the team**

### **Conduct at Athletic and Extra-Curricular Activities**

Student-athletes are to conduct themselves so as not to bring reproach upon themselves, their teammates, or their school. Unsportsmanlike conduct, obscenities, or suggestive language will not be tolerated by individuals or teams. Students are to show respect to the opposing teams and schools as well as the members of our school and team. Give your support by cheering with the cheerleaders.

Remember, if you attend these activities, all school rules apply to extra-curricular events.

### **Discipline Intervention Investigative Procedure**

- Eyewitness accounts by a school employee of a "code" violation are sufficient evidence of guilt.
- Reports from the police, probation office, or other official government agencies are sufficient evidence upon which to act.
- A student-athlete may admit a violation. A student-athlete's parent may also report his/her student's violation. In both these instances the school will usually consider these as sufficient evidence of guilt.
- Reports from other parents, other students, or school patrons may be used in investigations, but are not, in and of themselves, sufficient evidence to suspend a student.

### **Due Process**

Due process in education implies that rules and regulations are published and distributed; that students know and understand these rules and regulations; that when a student-athlete is believed to have violated a rule or regulation, the student-athlete is confronted with this belief and given the opportunity to respond to the accusation; that when rules or regulations

are violated, certain consequences may occur; and that if expulsion from school is a recommended consequence and if the student-athlete or his/her parent(s) wishes, a hearing must be held. A request for a hearing before the Athletic Council concerning any disciplinary action taken against a student-athlete must be made in writing within ten days from the initial decision. Appeals to the Principal concerning the Council decision must be made within five days. Appeals to the Superintendent (within 5 days), School Board (within 5 days), and to the courts may follow in sequence.

## **Eligibility Rules**

In order to represent Milan Intermediate School in interscholastic competition a student-athlete must meet all eligibility requirements of the IHSAA and Milan Intermediate School. IHSAA rules are on the detachable portion of the physical certificate form.

### **AN ATHLETE IS NOT ALLOWED TO PRACTICE IF:**

- An athlete has not completed and submitted a consent and release certificate (between May 1 and first practice) which includes:
- Physician's certificate signed by physician.
- Student medical history signed by physician or parent (guardian).
- Parent consent and insurance release signed by parent (guardian).
- Student consent signed by student.
- Juvenile court proceeding waiver acknowledgment of receipt of rules and policies and injury awareness.
- Signed agreement to maintain our athletic code of conduct and training rules.
- An athlete quits one sport in a season in order to participate in another. You may begin practicing when the sports season in which you no longer participate has been eliminated from IHSAA tournament play.
- An athlete has not returned all uniforms or equipment from the previous sports season.

**PLEASE NOTE \* All athletes taking part in pre-season conditioning or weight training must also have a physical and insurance waiver on file in the athletic director's office.**

## **Intermediate School Scholastic Requirements**

To be scholastically eligible an intermediate school student-athlete must have received passing grades at the end of the previous nine-week grading period in all subjects. Spring grades will determine eligibility for Fall Sports. Grades for the two nine-week rotation classes will be averaged together at the end of the semester to determine a semester grade. **SEMESTER GRADES TAKE PRECEDENCE OVER NINE-WEEK GRADES.**

Coaches must provide the administration with a list of participants prior to the first practice so that eligibility can be determined. Students not meeting eligibility will not be allowed to participate in practice or the sport. Only students listed will be permitted to participate. The athletic director, to determine continued participation, will check students on the eligibility list at midterm and each 9-week grading period. If a student has an F on an End of Quarter report card, they can practice with the team while waiting for mid-term grades. When mid-term grades come out, if the student is passing all of the classes, they can participate in the games. Coaches may enforce more stringent requirements regarding grades and behavior for their sport above and beyond what is in the handbook.

### **Athletic activities available for participation**

All Intermediate school students (boys and girls) will be allowed to participate in Cross Country (Fall), Swimming (Winter), Wrestling (Winter), and Track (Spring).

### **Equipment**

The athletic department has a significant amount of money invested in equipment and little money to replace existing equipment. Milan's funds need to be used to buy additional equipment rather than replacements. The student-athlete is responsible for all equipment issued and must pay for any issued equipment, which is lost or damaged. School owned athletic equipment may be worn only for contests unless special instructions are given by the coach. Athletes who have not returned uniforms and equipment may not:

- Participate in any sport until the items have been returned or paid for.
- Receive any awards in that sport.

## **Equipment Rooms**

Student-athletes are not to be in any equipment room for any reason.

## **Gymnasium/Weight Room**

Student-athletes may not be in the gymnasium or weight room unless their team is involved in a practice in that facility at the time. **ALL CONDITIONING AT SCHOOL MUST BE SUPERVISED.**

## **Halls/Gymnasium**

Baseball spikes, football cleats, or track spikes may not be worn in the hallways at any time. When wearing spikes or cleats, enter or exit the building only through the outside locker room door, or remove them while inside the building. **NO ONE MAY WALK ON THE GYM FLOOR UNLESS WEARING RUBBER SOLED SHOES WITH NO SPIKES.**

## **Injuries**

Report all injuries to your coach in order to obtain correct medical attention. Student-athletes who are absent from school for five consecutive days or who are physically unable to practice for five consecutive days due to illness or injury must present the Athletic Director a statement from a physician holding an unlimited license to practice medicine stating they are again physically able to participate in interscholastic athletics.

## **Insurance**

Each student-athlete is responsible for and strongly urged to obtain his/her own insurance coverage. **MILAN INTERMEDIATE SCHOOL DOES NOT PROVIDE AN INSURANCE PLAN FOR STUDENT ATHLETES.**

## **Locks/Lockers**

All locks are to be purchased from the Athletic Director. This purchase is final, no refunds will be given. In the event that a lock is lost or stolen, a new lock must be purchased from the Athletic Director. Only locks purchased through the athletic department may be used, all other locks will be cut off.

### **Locker Room Policies**

Keep the locker area clean. Each student-athlete is responsible for keeping clothes and towels off the floor and for turning showers off when not in use. Clothing and shoes left on the floor after practice will be removed by the maintenance staff in order to clean. It is not the responsibility of the managers to clean up after anyone except themselves. No horseplay, loud or boisterous behavior, or vulgarity. Student managers, student statisticians, and student trainers must be given proper respect. All equipment and personal items are to be removed within one week of the completion of a season, or lockers will be cleaned out and items placed in the lost and found.

### **Motor Vehicles**

Motor vehicles, scooters, skateboards, bicycles, etc. may not be driven on the track, tennis court, or any athletic playing field.

### **Pep Sessions**

Pep sessions are scheduled to promote school spirit. All student-athletes are required to participate in scheduled pep sessions relating to their sport. Organization of pep sessions is the responsibility of the cheerleaders and must be approved by their sponsor, the Athletic Director, and/or principal. Request for pep sessions must be made one week in advance.

### **Personal Items**

Student-athletes are responsible for furnishing shoes, socks, supporters, T-shirts, shorts, and towels.

## **Practice Policies**

All practices must be scheduled ahead of time and be properly supervised. The head varsity coach is responsible for his/her teams. All levels 5 – 8 will have practice times set and on file in the Athletic Director's office at least three weeks in advance. Changes and cancellations are expected to occur, however they should be kept to a minimum. Athletic practices and contests have priority over cheerleading practices with respect to the use of facilities and leaving early. All student-athletes must report for practice on time and may not miss a practice or contest except due to illness or with the advanced permission of the coach. Practices will end at a designated time made known to student-athletes and their parents in advance. All student-athletes are to be picked up on time after practices and contests. The expectation is that all kids are supervised at all times, within reason. Coaches will be expected to supervise 15 minutes before and 15 minutes after practice. Outside of these parameters parents need to be supervising their kids. Student athletes are not allowed to stay after school unless they have practice or a game starting within 15 minutes of the school days conclusion.

## **Practices and Contests (Inclement Weather)**

In the event of inclement weather that causes school to be cancelled in the morning or early dismissal during the day all middle school events, practices, and contests will be **CANCELLED**.

## **Responsibilities**

The privilege of participating in our athletic program is extended to all students regardless of sex, providing they are willing to assume certain responsibilities. The greatest responsibilities are to be a credit to your parents, the school, and the community.

Therefore, it is required that you:

- Display high standards of social behavior and display outstanding sportsmanship.
- Display proper respect for those in authority, including teachers, coaches, officials, and most of all your opponents.
- Dress with special care when attending a contest, whether at home or away.

- Keep yourself neat, clean, and socially presentable at all times. Socially acceptable appearance includes reasonable hair length and hair color.
- Use language which is socially acceptable. Profanity, vulgar talk, and obscene gestures will not be tolerated on or off the field of play.

### **Travel to and from Athletic Contests**

The Milan School Corporation provides transportation to all school sponsored athletic events. Athletes are required to travel to and from games on the busses/vans. In the event the athlete cannot ride the school corporation vehicles, the athlete must have written permission from his/her parents on file in the athletic office and must have prior approval from the Athletic Director or Principal. The coach must also be notified prior to leaving the athletic contest.