*Milan Middle School*

# Student Handbook and Code of Conduct

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

**Mission:** Milan Area Schools prepares individual learners to realize the best version of themselves, by creating a supportive, caring, and inclusive educational community.

**Vision:** Partnering together as a community, all individuals will achieve their greatest potential.

**Belief Statements:**
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 Minor Referral Card 2026-2027

## Semester 1

Name:_____ Grade:_____

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

### Reason Codes

| | | | |
|---|---|---|---|
| **L** | Inappropriate language/volume | **P** | Disrespect (Staff, Others, Property) |
| **RH** | Roughhousing | **I** | Interrupting learning environment |
| **TH** | Throwing | **HP** | In hall without a pass |
| **R** | Running | **W** | Work Refusal |

# Milan Middle School Minor Referral Card 2026-2027

## Semester 2

Name:_____ Grade:_____

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

### Reason Codes

| | | | |
|---|---|---|---|
| **L** | Inappropriate language/volume | **P** | Disrespect (Staff, Others, Property) |
| **RH** | Roughhousing | **I** | Interrupting learning environment |
| **TH** | Throwing | **HP** | In hall without a pass |
| **R** | Running | **W** | Work Refusal |

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# Section One: General School Information

## §1.1 SCHOOL CONTACT INFORMATION

**Milan Middle School**
920 North St., Milan, MI 48160
734-439-5200
https://www.milanareaschools.org/milanmiddle

## §1.2 SCHEDULE

**Full Day Schedule**

- Main entrance opens at 7:15 AM
- All doors open at 7:30 AM
- School begins at 7:45 AM
- Dismissal is at 2:26 PM

**Half Day Schedule**

- Main entrance opens at 7:15 AM
- All doors open at 7:30 AM
- School begins at 7:45 AM
- Dismissal is at 10:50 AM

## §1.3 ATTENDANCE POLICIES / REQUIREMENTS

Michigan Law requires a parent/legal guardian of a child aged six to sixteen to send the child to school during the entire school year, except under limited circumstances (MCL 380.1561). Attendance in grades fifth through eighth is mandatory.

Parents should inform the school of an expected absence by calling the attendance hotline (734-439-5280) or completing the online absence reporting form available on the school website. 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.

**Procedures for Mid-Day Absences**
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 with ID 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 come to the doorbell with ID to request to pick up their student. Parents may call ahead but will still need to come to the doorbell with ID.

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

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

## §1.4 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 who is listed on the child's PowerSchool with proof of identity.

## §1.5 EMERGENCY SCHOOL CLOSINGS

In case of inclement weather, school may be closed to ensure safety. The Superintendent will send out a message using School Messenger, on social media, and on local news outlets.

## §1.6 MMS POLICIES, SERVICES, AND TOOLS

**Announcements, Bike Rack, Student 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 Librarium 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**

At each grade level, students take the core courses of math, social studies/history, English / Language Arts, and a science-based course. A variety of electives are offered to enrich the student experience, including STEAM, art, physical education, and performing arts.

**PowerSchool 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.

**Grading**

Report cards are finalized about a week after the end of each semester. All grades are available through PowerSchool. PowerSchool access information is provided to parents with the registration paperwork. 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.

**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.

**Leave it at Home**

The school is not responsible for any items that students choose to bring to school, and students are reminded

that it is not the responsibility of school officials to spend time locating missing objects or money. DO NOT BRING:

- Large amounts of money
- Electronics, airpods, items of sentimental value, etc.

**Lockers**

Students are provided with a locker to protect their belongings. These are assigned to students. Students should:

- Inform the office immediately if their lock or locker is malfunctioning
- Keep their combination private (DO NOT GIVE IT TO OTHER STUDENTS)
- Keep their locker clean, closed, and locked
- Not share lockers with other students
- Not store opened food or beverages in their 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.

**Lost and Found**

Articles found in classrooms and halls are to be turned in to the guidance office to be placed in Lost and Found.

**Media Center / Library**

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. Books that are turned in late may be subject to a fine.

**Promotion and Retention**

- Retention may occur as needed based on attendance and/or final grades.
- The final decision on retention or promotion of any student rests with the building principal.

**Student Health and Medications**

All medication, both prescribed and over the counter, must be stored in the guidance office in the original bottle with the prescribing doctor's name and prescribed dosage. Medication may only be given to the student with an authorization form completed and signed by the physician and on file at the school. If there is any change in dosage, written instructions from the doctor's office, signed by the doctor, are required. A specialized form, available from the office, must be filled out for school personnel to distribute any medication. We cannot supply any drugs, even over the counter types, without a permission form signed by the parent and physician and a supply of the necessary medication.

**Telephones**

Students may visit either office to make a call home for illness or school related business. If a parent needs to contact their student, then the parent should call 734-439-5200 to have a message delivered to the student.

**Visitors**

No student visitors are 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.

# Section Two: Student Code of Conduct

## §2.1 INTRODUCTION

The school and district must balance the interests of the students and the community in a safe and conducive learning environment with its duty to provide educational services to students who engage in misconduct or behaviors that interfere with the safety and delivery of educational services. Board of Education policies addressing student misconduct and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the Milan Middle School's lawful authority.

## §2.2 ELASTIC CLAUSE

Administration reserves the right to amend any provision in this handbook that s/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.

## §2.3 INTERSCHOLASTIC AND EXTRACURRICULAR ATHLETICS

All aspects of athletics are handled by Milan Area Schools Athletic Department. Student athletes are subject to the Student Code of Conduct at all times, as well as the disciplinary rules that govern participants who represent the School District as members of an athletic team. The Milan Area Schools Athletic Department eligibility policy at Milan Middle School requires that students have passed at least 50% of a full-time student's course load in the previous semester and be passing the same number in the current semester.

The MMS Athletic Department will have grade checks the last Friday of every month beginning two weeks after the start of the semester. The Athletic Department will confirm grades in PowerSchool. An email will be sent to the head coach of the team if an athlete is deemed ineligible. The coach is responsible for notifying the student-athlete with a private conversation within a reasonable time frame. That athlete shall remain ineligible for the entirety of the following week, Monday - Sunday until eligibility is restored. The athlete may practice with the team, but shall NOT compete in any games or scrimmages. If an athlete feels their academic eligibility status is not accurate, they should talk to their teacher in the class where they are failing to get the grade corrected, then notify their head coach and athletic director. Students who receive an out-of-school suspension are ineligible to participate in practices, games or scrimmages during the suspension. More information regarding athletics can be found here: Milan Athletics Student Athlete Rules and Regulations 04-21-26.docx.pdf

## §2.4 TRANSPORTATION

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).

## §2.5 SCHOOL EXPECTATIONS AND PBIS

**Positive Behavior Intervention and Support (PBIS)**

Student expectations for classrooms and shared spaces are rooted in the below expectations. These are directly taught at the beginning of the year then regularly enforced through conversations and practice. Students are expected to Be Respectful, Be Responsible, and Be Safe.

The following matrix details the expectations for the common areas of MMS.

| | Be Respectful | Be Responsible | Be Safe |
|---|---|---|---|
| ***Hallways/Classrooms*** | Use appropriate language and volume<br><br>Respect the learning environment of classes in session<br><br>Follow all staff directions the first time given<br><br>Respect school property | Go directly to your destination. Arrive to class on time<br><br>Use your assigned locker<br><br>Report damage or disturbances to a staff member | Keep your hands, feet and objects to yourself<br><br>Walk on the right at a safe pace<br><br>Do not open outside doors for anyone<br><br>Keep your locker combination private |
| ***Bathrooms*** | Respect privacy and property of others<br><br>Use appropriate language and volume<br><br>Flush the toilet<br><br>Leave devices in the hall / locker | Use bathroom only for its intended purpose<br><br>Report damage or disturbances to a staff member<br><br>Clean up after yourself<br><br>Return to class promptly | Keep hands, feet and objects to yourself<br><br>Wash hands with soap and water<br><br>Keep water in the sink |
| ***Cafeteria*** | Use appropriate verbal and nonverbal language<br><br>Respect the property and personal space of others<br><br>Follow all staff directions the first time given<br><br>Wait your turn | Stay seated unless purchasing food or cleaning up<br><br>Report spills and disturbances to a lunch room supervisor<br><br>Clean up after yourself<br><br>Ensure that your table is clean before leaving | Keep hands, feet and objects to yourself<br><br>Ask lunchroom supervisor for permission to leave (Bathroom, Guidance Office, Office, Media Center)<br><br>Stay seated until dismissed |

| | | | |
|---|---|---|---|
| ***Offices*** | Wait quietly and patiently<br><br>Respect privacy of others<br><br>Use appropriate verbal and nonverbal language<br><br>Listen when others are speaking and speak when it's your turn | Make sure you have a pass<br><br>Tell the truth<br><br>Take ownership of your actions | Keep hands, feet and objects to yourself<br><br>Wait for permission to leave |
| ***Media Center*** | Wait quietly and patiently<br><br>Use appropriate language and volume<br><br>Treat materials with care | Return your books on time<br><br>Follow directions the first time they are given<br><br>Take care of your personal belongings<br><br>Clean up after yourself | Keep your hands, feet and objects to yourself<br><br>Sit correctly in a seat<br><br>Ask staff for permission to leave |

When students do not meet the basic expectations at MMS, those expectations are reinforced through conversations.

- **Minor Referrals:** Any time there is a disciplinary infraction, as defined by the behavior matrix, a staff member will have a conversation with the student regarding school expectations and will record a minor referral in the student's planner (5th) or minor referral log (6th-8th). Should the student earn five minor referrals in one semester, the student will receive a phone call home. After ten minor referrals in one semester, the student will receive an additional phone call home and 3 lunch detentions. Fifteen minor referrals in one semester will result in a 1 day in-school suspension. Further minor referrals will face increasing consequences.

- **Referrals:** If there is a disciplinary infraction that is disruptive to the learning environment, the student will be escorted out of class and will engage in a conversation with the guidance counselor, principal, or assistant principal. Administrators will issue disciplinary actions as appropriate.

## §2.6 STUDENT DRESS AND APPEARANCE

The style and manner in which a student dresses while attending school and school-related functions is largely the responsibility of the student and the student's parents. Milan Area Schools, however, maintains the right to impose reasonable restrictions on dress and grooming, where the style of dress or grooming is reasonably considered disruptive or detrimental to the District's mission and/or the health, safety, or welfare of the student. As general guidelines, the administration requires that students wear footwear and clothing which upholds the school norms of respect, responsibility, and safety including cleanliness, decency, and age appropriateness. Clothing at school should represent a readiness to learn. It should not promote sleep, should not attract individual attention, and should not be detrimental to learning. The following is prohibited:

- Overly tight or overly loose clothing that reveals the body (including gym wear)
- Tops which reveal the body due to length, sleeves, or cut (ie: muscle tanks, spaghetti straps, crop tops)
- Bottoms which reveal the body due to length or fit (ie: sagging or very short)
- Emblems/insignia that represent inappropriate themes for school as determined by administration

## §2.7 POLICE INVESTIGATIONS / ARRESTS

Milan Area Schools cooperates with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police wish to question their student in school or arrest occurs. The timing of parental notification will depend on the circumstances, taken as a whole. Except as required by law, Milan Middle School retains discretion to report crimes/events, including, but not limited to the following:

- Arson;
- Assault;
- Burglary, theft, robbery, larceny;
- Dangerous substances that would threaten the health or safety of staff and students;
- False alarms;
- Fighting or physical violence;
- Gambling;
- Harassment;
- Illegal drug use, overdose, possession, or sale;
- Incendiary devices;
- Possession of weapons, look-alike weapons, or other dangerous objects
- Theft or extortion;
- Threats of violence;
- Vandalism

## §2.8 SEARCH AND SEIZURE

Each year, school property such as lockers, desks, and technological devices are assigned to students. Students do not acquire a reasonable expectation of privacy in such property. Milan Area Schools reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student or student's parents. The privacy rights of students will be respected regarding any items found during a search, assuming those items are not illegal or otherwise against school policy or administrative regulations.

Milan Middle School personnel may, to the full extent permitted by law, search and seize students and their personal effects. Illegal items and items appropriate in the educational environment may be confiscated by MMS personnel and, when appropriate, by delivered to police authorities or parents.

## §2.9 BULLYING AND CYBERBULLYING

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

**Implementation.** The building principal is responsible for implementing this policy in their designated school building.

**Definitions**. The following definitions apply for purposes of this administrative regulation and its corresponding policy:

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

*"At School"* is defined as a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under control of the District.

"*Bullying"* is defined as any written, verbal, or physical acts, including cyberbullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as Internet, telephone, or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
B. 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;
C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three.

**Procedure.** 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 the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

**Non-Retaliation/False Reports.** Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

**A complete copy of Milan Area Schools' Board Policy 5517.01 is available in the main office and at www.milanareaschools.org/page/79**

## §2.10 INTRODUCTION TO DISCIPLINARY ACTIONS AND PROHIBITED ACTS

This Student Code of Conduct balances Milan Area Schools' obligation to maintain safety and a conducive educational environment with the obligation to teach appropriate behavior to students who engage in misconduct and appropriate behavior.

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of the school's individual rules and regulations, or other types of conduct which interfere with the good order of the school, the proper functioning of the educational process, or the health and safety of the students.

**Range of Discipline**

Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. MMS will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student:

- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle, including one being used for a school-related purpose;
- Engages in a prohibited act at a school-related activity, function, or event;
- Engages in a prohibited act en route to or from school;
- Engages in a prohibited act involving another student who is en route to or from school;
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in Milan Area Schools or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in Milan Area Schools.

## §2.11 PRESUMPTION AGAINST LONG-TERM SUSPENSION OR EXPULSION AND CONSIDERATION OF INDIVIDUAL FACTORS

**Rebuttable Presumption**

Consistent with Michigan law, Milan Area Schools adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., 60 or more school days) unless Milan Area Schools has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

- The student's age;
- The student's disciplinary history;
- Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
- The seriousness of the student's misconduct or behavior;
- Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
- Whether restorative practices will be used to address the student's misconduct or behavior; and
- Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., less than 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone.

**Restorative Practices**

Consistent with Michigan law and in every case, Milan Middle School will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are "practices that emphasize repairing

the harm to the victim and the school community caused by a pupil's misconduct" as determined by the restorative practices team (MI Revised School Code, Section 380.1310c).

## §2.12 DEFINITIONS OF DISCIPLINE

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on the number of factors, including: the severity of the conduct, the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

**Administrative Intervention**
Disciplinary action which does not result in an out-of-school suspension and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

**Snap Suspension**
If, during a class, subject, or activity, a teacher has good reason to believe: a student engaged in conduct which unquestionably interferes with the education of that student or other students, or a student has engaged in conduct which poses a clear and present danger to that student or other students, the teacher may suspend the student from that class, subject, or activity for up to one full school day.

**Suspension**
Exclusion of a student from school for fewer than 60 school days.

**In-School Suspension (ISS)**
As determined by the principal or assistant principal, a student may be required to serve an "in-school suspension." A student assigned in-school-suspension will spend the designated time in an alternative location with work assigned from the classroom teacher and/or the administration. Students may also be assigned restorative practices including community service and conflict resolution meetings. Students are not permitted to attend extracurricular activities during the suspension period.

**Out-of-School Suspension (OSS)**
As determined by the principal or assistant principal, a student may be required to serve an "out-of-school suspension." A student assigned out-of-school suspension will not be permitted on school property or to attend extracurricular activities during the designated suspension time. Schoolwork will continue to be assigned to the student, and students would be wise to complete this work during their suspension period. Students may also be assigned restorative practices including community service and conflict resolution meetings upon their return.

**Expulsion:** Exclusion of the student from Milan Area Schools for 60 school days or more or permanent exclusion.

## §2.13 PROHIBITED ACTS

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on the number of factors, including: the severity of the conduct, the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws. Items denoted with a * indicates authorities may be contacted.

**Arson***

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property. Arson is prohibited by law, MCL 750.71 - MCL750.80.

**Bullying and Hazing and Other Aggressive Behaviors***
Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying, cyberbullying, or hazing. The Board of Education has adopted a policy on bullying as a part of Policy 5517.01.

"Hazing," for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

**Category I Substance***
A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind including but not limited to hallucinogens, stimulants, depressants, narcotics, steroids, look-alike substances, over the counter controlled/uncontrolled, and/or legal/illegal drugs. A student shall not sell or represent a legal substance as an illegal or controlled substance or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

**Category II Substance***
A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under the influence of tobacco products, imitation-controlled substances, over the counter stimulant concentrates included but not limited to tobacco products, vapes, caffeine concentrates, diet pills, glue, inhalants, look-alike substance, drug paraphernalia, smoking paraphernalia, or other similar products.

**Coercion, Extortion, and Blackmail**
A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

**Criminal Acts**
Students shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

**Damage of Property / Theft***
A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

**Dangerous Materials***
A student shall not manufacture, sell, handle, possess, use, deliver, or transmit any chemicals, substances, or materials that could cause harm to individuals or facilities including but not limited to bleach, lye, acid, ammonia, etc.

**Dangerous Weapons***
A student shall not possess a dangerous weapon in a weapon free school zone, including brass knuckles or a dagger, dirk, firearm, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, or stiletto.

**Discriminatory Harassment***

A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

**Disruption of School***
A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall the student engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.
- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;

**Distribution of Unauthorized Materials**
Students shall not distribute any materials on school property without the approval of administration. This includes selling materials or food.

**Dress**
A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others, disruptive to the educational process, or contrary to the school's mission.

**Electronic Communication Devices and Laser Pointers**
Students are prohibited from using personal communication devices, including but not limited to those with a camera, in any school situation where a reasonable expectation of privacy exists such as in locker rooms, restrooms, offices, and other locations. Board Policy states that devices may not be used if they create a distraction, disruption, or otherwise interfere with the educational environment. Thus, at MMS, devices* are to be out of sight at all times unless given specific permission by a staff member. Any device that is seen during school hours will be confiscated** by the staff member and brought to the main office for further action, including disciplinary action as needed.

*"Device" is defined as any wireless communication device, Including wireless headphones. Excludes devices which are a part of a school approved health or educational plan

**Refusal to surrender the device is considered insubordination (See below)

**Failure to Comply with Directions of School Personnel / Insubordination**
A student shall not be insubordinate or fail to comply with instructions and directions of school employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory role.

**Failure to Cooperate**

A student shall not refuse to cooperate with school administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to school administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with school personnel in any disciplinary proceeding.

**False Alarms**
A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

**Falsification of Records**
A student shall not libel or slander, or make false allegations against another student, district employee (including substitute and student teachers), Board of Education members, or volunteers.

**Hitting, Fighting, Assault, Battery**
A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to another person. A student shall not intentionally cause or attempt to cause physical harm through force or violence as prohibited by law MCL 380.1311. A student shall not intentionally cause or attempt to cause fear, apprehension, or concern of danger of bodily injury or harm through any act, oral, or written means.

**Fireworks, Explosives, and Chemical Substances**
A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

**Gang Insignia / Activity**
A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of Milan Area School rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, Milan Area Schools' rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

**Disrespect/Improper Communications and Confrontations**
A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to school employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

**Indecency**
A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

**Lookalike Weapons**
A student shall not possess, handle, or transmit any object or instrument that is a "look-alike" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

**Misconduct Prior to Enrollment**
An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of enrollment; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in Milan Area Schools.

**Personal Protection Devices**
A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

**Recording**
A student shall not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e., audio) or images (i.e., photographs or videos) of any person while at school or school-related events, unless the student is given express consent by that person.

**Trespassing, Loitering**
A student shall not be on school property or in a school building except to participate in the educational process of MMS, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

**Scholastic Dishonesty**
A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving or any unauthorized aid or assistance or the actual giving or receiving of unfair advantage of any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work. A student shall not use artificial intelligence to complete an assignment outside of expectations set by the teacher.

**Smoking / Tobacco**
A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in the student's possession or under the student's control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking in any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

**Suspended Student on School Property or Attending School Activities**
A student, while suspended out-of-school, shall not enter onto district property without the prior permission of a building administrator. A student, while suspended out-of-school, shall not participate in, or attend, any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

**Violation of Acceptable Use Policy**
A student shall not violate or attempt to violate the district's policies, administrative regulations, and directives concerning district or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges / technology privileges / computer usage and may result in other disciplinary or legal actions including restitution.

**Violation of Building's Rules and Regulations**
A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

**Weapons and Dangerous Instruments**

A student shall not possess, handle, or transmit a knife with a blade length of three (3) inches or less, airsoft gun, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

## §2.14 DUE PROCESS - PROCEDURES FOR DISCIPLINE

These procedures govern the suspension, expulsion, or permanent expulsion of a student from MMS's regular educational program.

If a student charged with the violation of this Student Code of Conduct has been returned to the regular school program pending a decision by a Milan Area Schools administrator, the reinstatement does not limit or prejudice the right to suspend or expel the student following a decision by a superior administrator or the Board of Education.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrators(s).

**Suspension Procedure**

- The student shall be informed of specific charges / findings of an investigation and of the disciplinary action to be taken.
- The student will have the right to present to the administration any relevant information that will support his/her defense.
- When the student is suspended, the principal or designated person 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. An email will follow.
- If the parent or guardian is dissatisfied with the action, they may appeal to the Principal, Superintendent, or other designee.

**Long-Term Suspension, Expulsion, and Permanent 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. The building administrator will refer the student to the Superintendent for a hearing. The Superintendent will determine whether referral to the Board of Education is warranted.

**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.

## §2.15 INCONSISTENCY WITH LAW, BOARD POLICY OR ADMINISTRATIVE REGULATION

Thls Student Code of Conduct is intended to be consistent with Michigan law, the Policies of the Board of Education, and Administrative Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding that Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations.

# Section Three: Annual Notifications

## §3.1 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA)

**Rights Under FERPA**

The federal law known as the Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's educational records within 30 days after the day the district receives a request for access.
- The right to request the amendment of education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the district discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes the disclosure without consent.

## §3.2 NOTICE OF ASBESTOS

Each school building within the School District has been inspected for the presence of asbestos-containing materials as required by the Asbestos Hazard Emergency Response Act (AHERA).

## §3.3 PESTICIDES

The Board of Education has adopted a policy to provide students and staff with an environment that is free of pests, pesticides, and harmful chemicals to the extent required by law. The Integrated Pest Management Program (IPM) includes routine inspections or surveys of all school facilities and various strategies to prevent pests from becoming a problem. Pesticides are used only as a last resort and parents will be notified prior to a pesticide application in a school building or on school grounds.

## §3.4 DRUG-FREE ENVIRONMENT / PROTECTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event.

## §3.5 DISCRIMINATION AND HARASSMENT

No person may be denied admission to any school in Milan Area Schools, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other district program or activity based on the person's sex (including sexual orientation, gender identity, and gender expression), religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of harassment and discrimination within the district. Any person who believes they have been the victim of discrimination may seek resolution of their complaint through the procedures that have been established by the district. A person wishing to pursue a

complaint may also contact the School District's Civil Rights Compliance Officer/Title IX Coordinator, Mr. Smith at 734-439-5000.

## §3.6 MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

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.

## §3.7 PARENTAL INSPECTION OF INSTRUCTIONAL MATERIALS

Parents have the right to inspect, upon request, any instructional material used as part of the School District's educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

## §3.8 SCHOOL PROPERTY

The Board acknowledges the need for a reasonable degree of in-school storage of student possessions and will provide storage places, including desks and lockers, for that purpose. Where lockers are provided, students may lock them against incursion by other students, but lockers remain School District property. Students do not have a reasonable expectation of privacy with respect to School District personnel or their designees in lockers or other in-school storage places provided by the School District.

## §3.9 SEARCH AND SEIZURE

The Board also authorizes the use of canines trained in detecting the presence of drugs or devices. Canines are used to determine the presence of drugs in locker areas and other places where such substances may be concealed. Canine detection is usually conducted in collaboration with law enforcement authorities or other certified organizations and is not used to search individual students without legally sufficient suspicion, or unless a warrant or parental permission has been obtained. School authorities are authorized to take reasonable steps to safeguard the safety and well-being of the students by, among other things, implementing the School District's Student Code of Conduct. Within the discharge of their responsibilities, School District personnel may search students, student property, and school property in the manner permitted by law.

## §3.10 SPECIAL EDUCATION AND SECTION 504

The School District is required, by law, to locate, identify and evaluate all children with disabilities, including children with disabilities attending private schools located within the School District, as well as homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. Child find extends both to children who may be eligible for special education under the federal Individuals with Disabilities Education Act (IDEA) and those who may be eligible under Section 504 of the Rehabilitation Act of 1973 (Section 504). If you believe your child may qualify under either the IDEA or Section 504, please contact the District's Director of Special Services.

## §3.11 STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

Under the federal Protection of Pupil Rights Amendment (PPRA), no student will be required as a part of the school program or the School District's curriculum, without prior parental consent, to submit to or participate in any survey, analysis or evaluation that reveals information concerning: Political beliefs or affiliations; mental or psychological problems of the student or student's family; sexual behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals; legally-recognized privileged and analogous relationships; religious practices, affiliations, beliefs; income.

## §3.12 CHILD NUTRITION PROGRAM

The School District participates in the National School Lunch Program, School Breakfast Program, and Special Milk Program. The participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found in the office of each school building, as well as in the MMS main office. To apply for reduced-price or full-price meals at any time during the school year, please complete the application at https://milanarea.familyportal.cloud/.

## §3.13 WELLNESS POLICY

The School District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The Board's policies and/or administrative regulations can be found at:
https://www.milanareaschools.org/departments/foodservice/wellness-policy

## §3.14 HEALTH CURRICULUM

Science and health curriculum in the middle school contain subject matter concerning human growth and development and were approved by the Sexual Education Advisory Board according to the State of Michigan requirements. Michigan law permits that you have the right to excuse your child from participating in the human growth and development discussions, upon written request. If you wish to review the materials used in these courses, or desire additional information, please contact the middle school office.

## §3.15 PHYSICAL EXAMINATIONS AND SCREENINGS

In the absence of an emergency or an IEP or Section 504 plan, the School District does not provide physical examinations and screenings on school premises.

**Note:**
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.