

**Milan Elementary School**

**Student Handbook**

**2018-2019**

# Milan Elementary School 2018-2019 Handbook

## WELCOME!

Welcome to Milan Elementary School! Here you will find opportunities for academic achievement and long lasting friendships. If you will make the most of these opportunities, you will have a happy, successful school career and be well prepared for middle school.

## MISSION STATEMENT

The mission of Milan Elementary School is to involve faculty, staff, parents, and community in providing an atmosphere in which students can achieve their full potential intellectually, socially, emotionally, physically, and morally.

## OUR BELIEFS

We believe our students will develop higher order thinking skills.

We believe students should have a safe environment in which to learn.

We believe in high expectations for academic and social growth through incentives that encourage students to do their best.

We believe students should accept responsibility for their learning, decisions, and actions.

We believe staff should accept the responsibility to encourage students' unique abilities and to develop students' accountability for personal good health, positive attitudes, and responsible behavior.

We believe the community should demonstrate its support for the vision and values of the school.

## OUR SCHOOL DAY

**Arrival before 7:30 a.m.:** When Kindergarten and 1<sup>st</sup> grade students arrive at school before 7:30 a.m.; they are to go directly to the playroom. Students in 2<sup>nd</sup> – 4<sup>th</sup> grades should go directly to the big gym.

**Arrival after 7:30 a.m.:** All students (K-4) should go directly to their homeroom.

At 7:30 a.m., the teachers on duty in the gym and playroom will dismiss students to go to their homerooms. The warning bell will ring at 7:40 a.m. to alert students that they should be in class. Students should be in their homerooms when the 7:45 a.m. bell rings. Students will not be admitted to class without a **tardy slip** from the office after this bell. (See attendance requirement)

**Do NOT leave any child at MES before 7 a.m.  
No teacher is on duty until 7 a.m.**

## EMERGENCY CLOSING OF SCHOOL

If inclement weather or other emergencies force the closing of schools, information will be given as early as possible over

### TV

WBBJ-Channel 7-Jackson

WMC Channel 5-Memphis

WREG Channel 3-Memphis

### RADIO

Thomas Media (106.9, 95.7, 107.7, 102.3, AM1460)

WTKB 93.7-Milan

Forever Communication (104.1, U92, 97.7, AM1390)

### OTHER

MSSD Website

Text/Voice Messaging

MES Social Media

**\*\*DO NOT call the radio stations, teachers, or other school personnel.** If no announcement is made concerning the delay or dismissal of school, then school will be in regular session. \*\*

**Milan Special School District  
School Calendar 2017-2018**

August 1	First Day for Students ( <b>abbreviated day</b> )
August 23	Fall Pictures (All students)
August 31	No School (PD Teachers)
September 3	No School (Labor Day Holiday)
September 19	Picture Retakes/Group Pictures
September 20-26	Book Fair
September 20	Parent/Teacher Conferences (4pm – 7pm), Book Fair Parent Night
September 25	Parent/Teacher Conferences (4pm – 7pm), Book Fair Parent Night
October 1-5	Fall Break
October 9	Fundraiser begins
October 23	Fundraiser ends
October 25	Fall Festival
November 21	No School (PD Teachers)
November 22-23	No School (Thanksgiving Holidays)
December 18	Christmas Holidays Begin ( <b>abbreviated day</b> )

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January 2, 2017	No School (PD Teachers)
January 3	Classes Resume (Full Day)
January 21	No School (Martin L. King Holiday)
February 18	No School (President's Day Holiday)
March 14	Spring Pictures
March 25-29	Spring Break
April 19	No School (Good Friday Holiday)
May 10	No School (Strawberry Festival Break)
May 16	Last Day for Students ( <b>abbreviated day</b> )

**Grading Periods for K – 8**

	<u>Begins</u>	<u>Ends</u>
1 <sup>st</sup> 9 Weeks	August 1	September 28
2 <sup>nd</sup> 9 Weeks	October 8	December 18
3 <sup>rd</sup> 9 Weeks	January 3	March 8
4 <sup>th</sup> 9 Weeks	March 11	May 16

## IMPORTANT POLICIES

### AHERA Asbestos Management Plan

There is information posted in the school office concerning the AHERA plan.

### ATTENDANCE

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session.

Any dismissal of pupils during the school day will be from the school office only. DO NOT go to the classroom to pick up a child. You must come to the office and the child will be called to the office. This is for the protection of your child. A Check-in/Check-out clipboard is kept on the counter in the office for all parents to check in students any time they get to school late or to check out any time they must leave school early. It is of utmost importance that the student's name is written, the reason for arriving late or leaving, and the time of arrival or departure. **The parent must come into the office to sign his/her signature when bringing the child late or checking out early.** If for health reasons or some other legitimate reason the parent is unable to check the student out in the office, and must have someone else check the student out, the office must be notified by the parent. We are very much concerned with the safety of every child in our care, and this is the reason for this requirement. If possible, remember to schedule your child's medical appointments after school. This will help to improve our school's attendance. In addition, children should be checked out of school for emergencies only.

### ATTENDANCE POLICY (MSSD Board Policy – 6.200)

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

#### Absences

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

1. Personal injury, illness, hospitalization, homebound, or medical appointments (Maximum of ten (10) excused medical absences per school year will be accepted except in cases of extenuating circumstances.);
2. Death, serious illness or injury in the student's immediate family;
3. Extreme weather conditions;
4. Religious observances;
5. College Visits;
6. Pregnancy;
7. School sponsored or school endorsed activities;
8. Legal court summons, subpoena or court order requiring court appearance of the student;
9. Circumstances which in the judgement of the principal create emergencies over which the student has no control.

#### Truancy

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled. Students who are absent three (3) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parents/guardians of the student's absence. The director of schools/designee shall also comply with state law regarding the reporting of truant students to the proper authorities. Students who are absent five (5) days without adequate excuse shall be reported to the director/designee. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner. Students participating in school-related activities, whether on- or off -campus, shall not be counted absent. In order to qualify as "school sponsored", the activity must be school-planned, school-directed, and teacher-supervised.

#### Implementation of Attendance

Parent notes/Medical excuses/Doctor's notes: The school will accept five (5) parent notes per school year. For those five (5) parent note days, failure to bring in a note from the parent/guardian on the day the student returns to school will result in an unexcused absence. Thereafter, the student must have a medical excuse/doctor's note to excuse any absence for illness. A maximum of ten (10) excused medical absences will be accepted per school year. Medical absences/doctor's notes shall state the period of time required. Failure to bring in a note from the doctor on the day the student returns to school will result in an unexcused absence. Students should come to school before/or return after appointments. The school has the right to verify the authenticity of an excuse and may require more than a note for an absence to be excused.

#### Consequence of Unexcused absences:

- After the third (3rd) unexcused absence, the school will contact the parent/guardian/student to give notice of days missed according to school records.
- Students with five (5) or more unexcused absences will be reported to the attendance department. The director/designee shall initiate a progressive truancy intervention plan as listed below.

- Three (3) unexcused tardies/checkouts equal one (1) absence and every third (3rd) tardy/checkout thereafter will equal an absence. This applies to each individual class. Students/Parents may appeal the decision of the attendance department to the Director of Schools.

### **Progressive Attendance Intervention**

3 Unexcused absences: A letter from the school making families aware of absences including compulsory attendance law and board policy.

#### **Tier 1 (4-5 unexcused absences)**

- Meeting at school to include the following components:
  - A. Conference with the student and the student's parent/guardian.
  - B. Attendance Contract to be signed by the student, and the student's parent/guardian and Principal/Attendance Department shall include:
    1. Description of expectations for student, parent, and school.
    2. Contract is effective until the end of the school year for which it is signed.
    3. Penalties for additional absences and/or alleged school offenses.
  - C. Regular follow-up meetings/phone calls to discuss student's progress.

#### **Tier 2 (6-7 unexcused absences)**

- Letter from Milan SSD continuing to make families/students aware of absences, along with the compulsory attendance law and a letter from the Juvenile Court/Judge.
- Individualized assessment by school employee/attendance department of the reasons a student has been absent from school, and if necessary referral of the child to counseling, community based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems.
- Continue to contact student/parents/guardians by telephone, email, text message to address student absences.

#### **Tier 3 (8-10 unexcused absences)**

- Final letter from Milan SSD to include attendance profile.
- Saturday School
  - A. Include component that addresses attendance and the ramifications of chronic absenteeism.
  - B. Student will have opportunity to work on standard based instruction that was missed during absences.
- Continue to contact student/parents/guardians by telephone, email, text message to address student absences.

At ten (10) unexcused absences, petition, along with intervention documentation, will be sent to Gibson County Juvenile Court for truancy.

### **Military Service**

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving in active military service. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work missed during excused absences.

### **State-Mandated Tests/End of Course Exams**

All students who miss a scheduled test must take the test at the next test administration in order to meet tier diploma requirement. Students will receive an "incomplete" in the course until they have taken the state end-of-course test. Students must not be checked out for appointments, etc., during testing.

### **Credit Promotion Denial**

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion. However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

### **Driver's License Revocation**

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least four (4) of five (5) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

### **ATTENDANCE HEARING**

Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee. The appeal shall be heard no later than ten (10)

school days after the request for appeal is received. Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final. The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

## CAFETERIA

The school cafeteria operates under the federal lunch program, which enables it to offer free breakfast to all students and sell lunch at the lowest possible price. Lunches may be pre-paid in the cafeteria in the mornings **before** 7:45 or online. The School Nutrition Department will allow lunch to be charged to cover the situation of a student OCCASIONALLY losing or forgetting meal money. This service is not designed nor intended to provide a credit service for continuous charging and collecting for a student's meals. **CONTINUOUS CHARGING WILL NOT BE ALLOWED.** Students who exceed the approved charge limit will be given an alternate meal until payment is made. Questions regarding charges in the cafeteria should be made directly to the cafeteria manager at 686-8577.

In order to maintain the proper atmosphere in the cafeteria, the following expectations are in place. If a student does not meet the expectations, privileges may be removed or consequences given.

1. MES students will enter and exit the cafeteria in an orderly fashion without cutting line.
2. MES students will use appropriate volume while entering, eating and exiting the cafeteria.
3. MES students will leave the table and surrounding area clean and orderly.
4. MES students will use good eating manners at all times.
5. Students will follow all other school rules.

## CHILD ADVOCACY GROUP CONTACT INFORMATION

There are organizations available to help with information, training, and advocacy. A few of these organizations are listed below. For a more extensive list visit the Tennessee Disability Services - Disability Pathfinder Database at <http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp> Once you are at their web page, select your "county" and the "service" you desire from the drop-down lists and click "Submit." This information is provided as a service to individuals seeking additional avenues for help and information. The Tennessee Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

The ARC of Tennessee  
44 Vantage Way, Suite 550  
Nashville, TN 37228  
Web site: <http://www.thearcctn.org>  
Phone: 615-248-5878 Toll free: 1-800-835-7077 Fax: 615-248-5879

Tennessee Protection and Advocacy (TP&A)  
412 21st Avenue South, Nashville, TN 37212  
Web site: <http://www.tpanic.org/>  
Phone: 615-298-1080 Toll free 1-800-287-9636 Fax: 615-298-2046 TTY  
615-298-2471

Support and Training for Exceptional Parents (STEP)  
712 Professional Plaza, Greenville, TN 37745  
Web site: <http://www.tnstep.org/>  
West Tennessee 901-756-4332 [jenness.roth@tnstep.org](mailto:jenness.roth@tnstep.org)  
East Tennessee 423-639-2464 [karen.harrison@tnstep.org](mailto:karen.harrison@tnstep.org)  
Middle Tennessee 615-463-2310 information @tnstep.org

Tennessee Voices for Children  
1315 8th Avenue South Nashville, TN 37203  
Web site: <http://www.tnvoices.org/main.html>  
West Tennessee 731-660-6365 Fax: 731-660-6372  
East Tennessee 865-609-2490 Fax: 865-609-2543  
Middle Tennessee 615-269-7751 Fax: 615-269-8914 TN Toll free: 1-  
800-670-9882  
Email: [TVC@tnvoices.org](mailto:TVC@tnvoices.org)

Department of Children's Services  
To report suspected child abuse or neglect: 1-877-237-0004

## COMMUNICATIONS FOR PARENTS

We believe that it is extremely important for parents and teachers to have open lines of communication. In addition to report cards and mid-nine weeks progress reports, many teachers send various types of communication home with students. Many of these communications require a parent or guardian's signature to ensure that you, the parent, have seen and been made aware of the communication. To maintain some semblance of order, please return signed communications in a timely manner (within 2 days). Please contact your child's teacher at school whenever there might be a problem.

## CONFERENCES

Conferences with the teachers and/or administrators should be scheduled in advance by calling the school office (686-0840) to make an appointment. Please do not come unannounced and ask to see your child's teacher or the administrators. We want to confer with you about your child, but it will save you time and effort by always calling ahead for an appointment. Parents will be advised of this policy each fall in the student handbook.

**DISCIPLINE AT MES:**

In order to maintain the proper atmosphere for students to learn, Milan Elementary School has the following behavioral expectations in place. Students will learn, practice and review the expectations throughout the school year.

<b>Assembly</b>	<ol style="list-style-type: none"> <li>1. MES students will enter and exit the assembly quietly.</li> <li>2. MES students will be considerate and respectful during all performances.</li> <li>3. MES students will interact with the program appropriately.</li> </ol>
<b>Cafeteria</b>	<ol style="list-style-type: none"> <li>1. MES students will enter and exit the cafeteria in an orderly fashion without cutting line.</li> <li>2. MES students will use appropriate volume while entering, eating and exiting the cafeteria.</li> <li>3. MES students will leave the table and surrounding area clean and orderly.</li> <li>4. MES students will use good eating manners at all times.</li> <li>5. Students will follow all other school rules.</li> </ol>
<b>Classroom</b>	MES students will follow all classroom rules and procedures.
<b>Hallway</b>	<p>MES students will display appropriate hallway behavior.</p> <p>Hands at side          All eyes forward          Lips zipped          Low speed          Stay to the right</p>
<b>Playground/Outside</b>	<ol style="list-style-type: none"> <li>1. MES students will use playground equipment properly and safely.</li> <li>2. MES students will keep hands, feet and objects to themselves.</li> <li>3. MES students will be inclusive and respectful during playtime.</li> </ol>
<b>Restroom</b>	<ol style="list-style-type: none"> <li>1. MES students will use the restroom in a timely manner.</li> <li>2. MES students will keep the restroom clean.</li> <li>3. MES students will use the restroom appropriately by respecting others' privacy.</li> </ol>

If a student does not meet the expectations, privileges may be removed or consequences given. Below is a list of possible consequences

<p>*Parental/Guardian Contact*</p> <p>Verbal Reprimand</p> <p>Student / Teacher Conference</p> <p>Recess Restriction</p> <p>Loss of Classroom Reward / Canteen</p> <p>Lunch Detention</p> <p>Office Disciplinary Referral</p> <p>After-school Detention</p> <p>Saturday School</p> <p>Corporal Punishment</p>
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**CLASSROOM DISCIPLINE (Level 1)**

Behaviors that impede an orderly classroom will be handled by the teacher or administrator (if necessary). Each teacher will develop his/her individual classroom discipline plan. Teachers will distribute their classroom discipline plans during the first week of school. Parental/guardian contact should be in one of the following formats: a phone call or message, an email, a teacher written note or discipline referral form. Communication is encouraged by all stakeholders of the child.

**CORPORAL PUNISHMENT - "No Paddling Request"**

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

**ADMINISTRATIVE DISCIPLINE (Level 2,3,4)**

Milan Elementary School will follow MSSD Discipline Policy (6.313) for behaviors in which the frequency or seriousness requires the corrective action of an administrator. Please refer to the policy for a list possible interventions or consequences.

**Administration Discretion:** While exceptions to the MES discipline policy are rare, the administration reserves the right to make judgments that are in the best interest of individual students. The discretion of the administration shall supersede consequences listed in the MES Discipline Policy. It is understood discretion means the administration reserves the right to determine a consequence more/less serious than stated in the MES policy. It is also understood that a circumstance may not be listed in the MES policy or may not be considered serious enough to warrant a penalty stated in the MES policy.

**Detention/Saturday School**

For many students, our AFTER-SCHOOL DETENTION and SATURDAY SCHOOL have been effective in encouraging students to follow school rules and procedures. Students may be assigned Detention from 3:00-4:00 or Saturday school (specific dates) from 8:00-10:00 for disciplinary infractions. Please be attentive to picking up your child promptly. Students not picked up will be taken to the Milan Police Department.

## **DRESS CODE (MSSD Board Policy – 6.310)**

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

It is the wish of the MSSD Board of Education that student dress not interfere with the teaching and learning processes. In order to provide a school environment focused on these processes the following dress code will be enforced by teachers and administrators.

All clothing must be clean, in good repair, fit properly (not oversized or undersized) and be appropriate to the activity at all times. Articles of clothing should be worn with intended style (e.g. if it is supposed to be buckled-buckle it; if it is supposed to be zipped-zip it; if it is supposed to be buttoned-button it; if it is supposed to be tied-tie it).

### **PreK-4 (MES)**

- Solid khaki, navy, gray, black or any earth tone pants, general knee-length skirts, walking/Bermuda/dress shorts, capri pants, jumpers or denim jeans. Pants must be straight-legged or flared.
- Solid color long sleeve or short sleeve shirt with a collar (polo style, button-down dress style, or turtleneck). The top button may be worn unbuttoned. Solid tee shirts may be worn as an undergarment.
- Milan Bulldog tee shirts are permitted.
- Solid color vests, light jackets, sweaters, sweatshirts without hoods, and cardigans are permitted over the basic shirt. These items may be any solid color. Minimal accent stripes on the collar and cuffs are permissible.

### **Logos:**

Logos, brand names, and sports symbols no larger than a 3.5"x 2" business card are permitted on shirts, blouses, jackets, sweatshirts, and sweaters. An embroidered or iron-on Milan Bulldog or "M" (for Milan) is also permitted so long as it is no larger than a 3.5"x 2" business card. Monograms and initials (other than a "M" for Milan) are NOT allowed.

Logos on athletic shoes and small logos on the waistline or pocket of pants, shorts, and skirts are also allowed.

Shirts, approved by school administration, with logos that represent school-based organizations will be allowed on designated days.

### **Shoes:**

- Shoes can have heels no higher than one and one-half inches.
- Athletic shoes, sandals, and boots are permitted.
- Shoes must be laced, tied, strapped, and hooked.
- House shoes are not permitted.

### **Belts:**

- If a belt is worn, it must be appropriate size and may be any color, without symbols or emblems considered offensive.

### **Jewelry:**

- Jewelry that indicates drug culture, gang membership, supports gang behavior, or is gang-identified will not be allowed.
- Students may not wear jewelry or hair accessories that may be construed as dangerous or distracting.
- Pierced jewelry shall be limited to earrings only.
- Other pierced jewelry (real or look-alike) is not allowed.
- Jewelry for any type of visible body piercing (i.e. eye, nose, and tongue) is prohibited.
- Grills and gauges will not be allowed.

### **Prohibited Items:**

- Heavy coats, heavy jackets, and raincoats are not to be worn inside the school building.
- Hats, bandanas, headscarves, sweatbands, stocking caps, hair racks/combs, hair rollers, combs, rakes, 'do-rags', and sunglasses may not be worn in the building.
- Sweat pants or jogging suits may not be worn.
- Clothing with holes is not permitted.
- Clothing that indicates drug culture, gang membership, supports gang behavior or is gang-identified will not be allowed.
- Gloves may not be worn inside the school facility.
- No cap sleeves on shirts (Must have a seam under the arm).
- No bell bottoms, cargo pants, baggy pants, saggy pants, tights or pants made of spandex are allowed.
- No sports shorts are allowed.
- Rolling book bags are not allowed unless approved by school administration.
- Un-hemmed pants, frayed bottoms and cutoffs are not allowed.

### **Special Days:**

- Special days may be set aside by the school administration to allow variation in the dress code.
  - Seasonal Shirts—students may wear seasonal shirts during the following times:
    - Fall/Halloween—10/8-10/31
    - Thanksgiving—11/12-11/20
    - Christmas/Holiday—12/3-12/18
    - Valentines—2/1-2/15
  - Field Trips and May Day—students may wear appropriate/comfortable athletic clothing
  - Other days will be announced.
  - Clothing must always be appropriate.



**Compliance/Dress Code Consequences:**

After the first violation per semester (August-December and January-May), students who miss class due to the necessity of changing into clothes that meet the dress code, will be UNEXCUSED for the period of time missed and will receive a zero for any assignments due or assigned during the missed class periods.

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

**Exemptions:**

A parent who objects to standardized dress because of his or her religion or religious belief must obtain a copy of the policy on Standard Dress, a Request for Exemption/Questionnaire Form from the school office, complete the form and questionnaire, and return them to the school. The principal shall review the documents and accept or deny the request or exemption. The principal must accept or deny the request within two (2) school days. If the principal denies the request, he or she must give the parent a written basis for the decision.

The parent can appeal a principal's denial of the request for exemption to the director of schools within two (2) school days of receiving the principal's denial. The director of schools must meet with the parents within five (5) school days of the receipt of the request for appeal, and must render a decision within five (5) school days of meeting with the parents. If the director of schools also denies the request, he or she must provide a written basis for the decision.

The parent may make a final appeal to the Board of Education and ask the Board to review the written record of the request for exemption and the denials. This appeal must be made within five (5) school days of the director of schools' denial of the appeal. The Board may hold a hearing on the exemption request at its discretion. The decision of the Board is final. A student will remain in school in the dress style recommended by the parent until the appeal process is completed.

**EDUCATION – THE RIGHT OF EVERY CHILD**

Every child can learn. Children with disabilities are, first and foremost, children. Therefore, they are entitled to the benefits and rights the law gives children. The local government and school districts in Tennessee will make the same effort for children with disabilities as for children without disabilities. Tennessee's Individuals with Disability Education Act makes special provisions for children with disabilities. The State must provide free public education to each and every child age 3-21 who has a disability. All local public education systems are to maintain a program to locate and identify, at the earliest possible age, all children who need services. Parents must be involved in decisions concerning their children. All Tennessee school systems must evaluate the educational needs of students with disabilities at least once a year. School systems must design programs of public education services sufficient to meet the needs of children with disabilities and work with parents to determine the needs of their children. Schools must keep parents informed of their children's progress. Education should be provided in as normal a setting as possible, as close to home as possible. Public school systems shall provide or secure the regular and special education needed for children to benefit from a free public education appropriate to their needs. They must secure the informed consent of parents or guardians for all placement or changes of placement of children with disabilities. Due process for children with disabilities and their parents entitles them to the right to an impartial hearing and the right to appeal decisions. Milan Special School District provides appropriate educational programs for children with disabilities. If you suspect a child between the ages of 3 and 21 has a disability, please contact the Special Programs Supervisor with the Milan Special School District at 731-686-0844.

**ELEMENTARY & SECONDARY EDUCATION ACT**

The Elementary and Secondary Education Act (ESEA) provides a framework so families, educators, and communities can work together to improve teaching and learning. Within this framework, parents have certain rights and/or responsibilities. Parents have the right to request information about the professional qualifications of teachers and paraprofessionals who instruct their child. Milan Special School District strives to hire only highly qualified teachers and assistants. Parents have the right to be notified if a district employs a teacher for over four weeks who does not meet the highly qualified requirements. Parents have the right to request that their child's name, address and telephone number not be released to a military recruiter without prior written consent. Parents have the right to inspect and review education records at their child's school and to request an amendment of those records from a school official. Information will be made available to you regarding your child's progress and assessment results including the performance of the school district and the individual schools.

Parents may access complete information on the ESEA Act on the internet at <http://www.ed.gov/esea> or contact the Federal Programs Supervisor at 731-686-0844, Extension 2025.

## EMERGENCY DRILLS

**Fire Drills:** Fire Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the signal for a fire drill is given that everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible with little noise. All doors and windows should be closed and lights turned off. The teacher in each classroom will give you instructions relevant to evacuation procedures.

**Tornado Drills:** A tornado drill announcement will be made. If the power is off, a hand bell or megaphone siren will be used along with a natural voice announcement to take cover. Go at once to your assigned place and be ready to listen and follow all directions given immediately. Listening and following directions could save your life!

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

**Intruder Drills:** We have intruder drills to ensure the safety of every student at MES. During these drills the teachers practice lock down situations for the safety of the students.

## FAMILY ENGAGEMENT

In an attempt to increase student achievement, Milan Special School District is committed to involving and engaging families in an effort to improve communication between the school system and the home. Milan Special School District's policy components include the following: Meaningful involvement of all families in the development of the district family engagement policy; a design to improve parent and teacher cooperation in such areas as homework, attendance, and discipline that includes procedures by which parents/families may learn about the course of study for their children with access to all learning materials, provision of support to assist families in understanding local, state, and federal standards through technical support and the use of specific, measurable goals that are research-based; an annual school and district assessment that is clear and meaningful and relates to student achievement, support for families in understanding state academic content standards and curricular materials in an effort to build capacity of families to be involved in their child's academic experiences; recognition that parenting skills are important to successful school achievement and provision of funds devoted to training directed toward effective parenting practices; provisions for families to become involved in district level and school level decision making; ongoing and meaningful professional development for all professionals, support staff, and families in specific areas that support successful family engagement; effective development and implementation of district and school-based family engagement programs embedded in the budget process to ensure ongoing commitment and continuous improvement.

Milan Elementary School and Milan Middle School are both School-Wide Title I schools, meaning all students in the school benefit from the federal and supplemental funds. There is a Parent Involvement Coordinator that serves each of these schools and can help parents get more involved in their child's education. For additional information or to find out when each school's Parent Advisory Council meeting will be held, please visit the school district's website at [www.milanssd.org](http://www.milanssd.org) or call 731-686-0844.

## FEDERAL PROGRAMS

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

### TITLE 1 PROGRAM

Milan Special School District has two School-Wide Title I schools. These two schools receive Federal funds that supplement the state and local funds that they get. These additional funds allow for these schools to provide additional instructional assistants, instructional materials for students in the subject areas of reading, language arts, and/or math, and professional development activities that help teachers increase their teaching skill area, high quality, enriched educational programs that may include tutoring or small group instruction, extra help in the classroom, and various ways for parents to become partners in their child's education.

For additional information concerning Title I and other federally funded programs in the Milan Special School District, please visit the school district's website at [www.milanssd.org](http://www.milanssd.org).

## FERPA — Notification of Rights

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 15 years of age ("eligible students") certain rights with respect to the students' education records. They are:

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

A complete notice of rights, available under FERPA, is posted in the MES office.

## **GUESTS IN OUR SCHOOL**

Parents are always welcome at Milan Elementary School. One of our primary concerns is the safety and security of our students and staff. Between 7:45 and 2:55, all outside doors will remain locked. We do ask that when you come to visit our school that you come in the front door by the office, sign in and get a Guest Badge to be worn while in the building. Tennessee law states that the principal shall "administer and implement the school behavior and discipline code and require guest passes for all persons other than enrolled students and employees of the school." (TCA 49-2-303 Section 4) Please RETURN your GUEST'S Badge to the front office as you leave the building.

Parents will be allowed to walk students to their classroom until Friday, August 17, 2018.

Visiting individual classrooms or hallways requires the following: visitor limit has not been exceeded, advance permission by classroom teacher, approval of an administrator, a sign-in recording the name of the visitor, relationship to the student and the reason for visitation.

When picking up a student, report directly to the office. The student must be signed out and called to the office for dismissal. In the event of an emergency situation, student dismissal will be handled as follows:

1. Parents will be told to go to a designated area.
2. Students will be signed out in an orderly and controlled fashion.

## **HOMEBOUND SERVICES**

The purpose of Homebound Services is to provide instruction while the student is medically incapable of participation in regular classroom activities. Homebound services will be approved only if there are no other modifications that can be made to allow them to remain in school. Through the assistance and approval of the principal, accommodations can be made to allow for students that need assistance in changing classes or carrying books, modified schedule, etc. to continue school attendance. There is no substitute for in-school instruction. A student will best benefit from the social and academic interaction and classroom instruction. The purpose of homebound instruction is not to improve grades that have declined from previous absences or other outside influence. Placement in the program should be viewed as a temporary intervention. Homebound Services consist of three hours a week of direct instruction by a certified teacher. The student's medical or psychological disability must be fully documented and verified by his/her attending physician or psychiatrist. Medical documentation and a fully completed Homebound Referral Form must accompany any request for homebound instruction. The Homebound Referral Form must be obtained from Milan Special School District's Homebound Service office at the school district's central office at 1165 South Main Street, Milan, Tennessee. Upon receipt of all required documentation, a determination will be made regarding your child's eligibility for homebound services. Please be advised that completion of the Homebound Referral Form does not mean the student will be approved for Homebound Services. Decisions concerning the student's placement on Homebound will be based on the recommendations and information received from the appropriate specialists and must be approved by the building-level principal and the school district's Homebound Supervisor. While awaiting a decision regarding your child's placement to homebound, it is the parent's responsibility to get assignments and materials from the school in order to keep their child current in his/her work. Please contact the Homebound Services office for additional information at 731-686-0844.

## **LOST AND FOUND**

Lost and found articles are placed in a box by the playroom. Always check there for any articles you may have lost. We suggest putting names in clothing and on bags. (Due to the large number of articles of clothing that are turned in to the office and never claimed, we dispose of them soon after Christmas and again after school is dismissed in May.) Parents, please call the school office if your child loses eyeglasses, a watch, or something of this nature. We often have several of these and cannot get students to claim them. After keeping them in the school office for a few months, eyeglasses are sometimes given to a local optometrist to be used for needy children.

## **MAKING THE GRADE**

### Grades 1-12

- A 93-100
- B 85-92
- C 75-84
- D 70-74
- F 69 and below

### Kindergarten

Teachers use a checklist showing mastery and non-mastery.

## **MEDIA ACCESS TO STUDENTS**

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

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school. Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian. District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## **MEDICATION POLICY**

No school official or teacher will routinely dispense medication to students except in unique situations in which the child's health is dependent upon medical aid. If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee (must be trained to administer oral medication by a licensed health care giver) will administer the medication in compliance with the following regulations:

Written instructions signed by the parent will be required and will include:

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

The medication must be delivered to the nurse's office in person by the parent, guardian, or a responsible adult unless the medication must be retained by the student for immediate administration (i.e. students with asthma). Volunteer personnel, trained by a registered nurse, may administer glucagon in emergency situations to a student based on that student's Individual Health Plan (IHP).

The administrator/designee:

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

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication. (MSSD Policy 6.405) A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

## **NON-DISCRIMINATION POLICY**

Title VI of the Civil Rights Act of 1964 prohibits any organization or institution receiving federal funds from discrimination based on race, color, or national origin. A person cannot be denied the benefits of, or excluded from participating in, any activities or program sponsored by the organization or institution.

Title VI prohibits any public school system or school from:

- Preventing a person from enrolling in a school, class, or extracurricular school activity based on race, color, or national origin.
- Arbitrarily placing a student in a school or class with the intent of separating the student from the general population of students because of the student's race, color, or national origin.
- Setting higher standards or requirements as a prerequisite before allowing minorities to enroll in a school, class, or activity.
- Unequally applying disciplinary action based on a student's race, color, or national origin.
- Failing to provide the necessary language assistance to allow limited English proficient students the same opportunity to learn as English proficient students.
- Administering tests or other evaluative measures, which by design or grading do not allow minority students the same opportunity to present a true measure of their abilities.
- Providing advice or guidance to minority students with intent to direct minority students away from schools, classes, or educational activities based on their race, color, or national origin.
- Providing facilities and/or instructional and related services to minority students which are inferior to those provided to non-minority students.

If you feel that you have been discriminated against, a complaint may be put in writing and sent to:

Milan Special School District  
1165 S. Main Street  
Milan, TN. 38358

## **DISCRIMINATION/HARASSMENT OF STUDENTS (Policy 6.304)**

The Milan Special Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited. This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

## **DEFINITIONS**

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students;
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to: telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities. "Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

## **COMPLAINTS AND INVESTIGATIONS**

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed, in appropriate circumstances, to individuals with a need to know. The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate and investigation within forty-eight (48) hours of receipt of the report. If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe. The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary. The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report. If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students and to the Director of Schools.

## **RESPONSE AND PREVENTION**

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the MSSD Board of Education. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

## **REPORTS**

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each school shall report the findings and any disciplinary actions taken to the Director of Schools and the Chair of the Board of Education.

By July 1 of each year, the Director of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board of Education at its regular July meeting, and it shall be submitted to the State Department of Education by August 1.

The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

## **RETALIATION AND FALSE ACCUSATIONS**

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

## **NO WEAPONS ALLOWED**

It is a felony for anyone to possess a weapon on school grounds, as prescribed by state law. There is a maximum penalty of five years imprisonment and a fine not to exceed \$2500. The police will be called if a student is found with a weapon in his/her possession and the MSSD discipline hearing authority will be convened to consider consequences.

## **OUT OF DISTRICT APPLICATION PROCEDURE**

### **Policy Statement (6.204)**

- Any parent/guardian who falsifies any information required by this district shall not be permitted to enroll or to continue enrollment in the Milan Special School District. Failure to submit an application for out-of-district students may result in immediate dismissal from the Milan Special School District.
- When a student from outside the district withdraws from the system at any time, in order to return to the Milan Special School District, he/she must reapply.
- Pupils whose parents move outside of the district during the school year shall make application for admission at that time. Notification of this change in status shall be reported to the building principal within seven (7) days of this change of address. Failure to do so may result in immediate withdrawal from the Milan Special School District.
- RESIDENCY IS DETERMINED BY ADDRESS OF LEGAL PRIMARY CUSTODIAN.
- Out of district requests will be handled on a case by case basis. If accepted by MSSD, the start date will be determined by the Out of District Committee.
- Children of individuals who purchase a home/property will be able to attend MSSD once they occupy the primary residence.

### **Application Procedure**

Out of district applicants should apply at the school to which they are seeking admittance. All out of district students must reapply every year and meet policy requirements. Applications will be accepted only as space is available. All applications will be reviewed by a committee and those recommended for acceptance will be subject to a public random drawing, by grade level, if the number recommended exceeds the available space. Siblings of students already attending the Milan Special School District shall not be subject to random drawing, but shall be given preference for available space.

The school system shall have the right to reject the application of any student who fails to meet satisfactory scholastic standards, or does not exhibit good citizenship. Students may be rejected for other just causes. The application of any student suspended or expelled from the school last attended by said student will not be accepted without the prior written approval of the Superintendent. Out of district requests made will be answered in a timely manner. Those admitted shall reserve the right of enrollment for the semester except in the case of severe emergencies, falsification of information, and the application of policies which apply to the dismissal of all students under the jurisdiction of the Board of Education.

There shall be no obligation for the Milan Special School District to provide transportation for non-resident pupils.

## **PHYSICAL EDUCATION**

The health and physical education program is designed to provide experiences and opportunities, which will help students to develop and maintain a degree of fitness necessary for healthful living.

All students at Milan Elementary School are required to take physical education. The physical education program shall be modified for students who have physical disabilities, if provided information on their child's limitations due to illness, asthma, diabetes, medication, etc. It is very important for P.E. teachers to be informed of any physical or emotional disabilities any student may have so he/she can be aware of the possible complications that may occur due to physical activity.

The school and P.E. teachers will not be responsible for stolen property that is left in the gym or playroom. Extra money or jewelry should be left at home.

### **K – 4 Expectations & Grading Procedures**

Each student is required to participate and maintain good conduct in P.E. Students need to wear tennis shoes for safety purposes.

Students do not need to wear boots, sandals, or dress shoes to P.E. Following a warning, a student will be recorded in the daily grade book for such reasons as hitting, hands-on, not following directions, inappropriate language, etc.

## **REHABILITATION ACT OF 1973**

The Rehabilitation Act of 1973 impacts many different aspects of rehabilitation. Section 504 of the act is the component that deals primarily with discriminatory practices toward individuals with disabilities. Unlike some federal legislation, which is written in lengthy, complex formats, Section 504 is a relatively simple part of the rehabilitation act. It is only one sentence long. Section 504 states that "no otherwise qualified individual with a disability...shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any financial assistance." The Section 504 coordinator for the Milan Special School District is located at the Central Office (686-0844).

## **REPORTING ACCIDENTS**

The supervising teacher will fill out an accident report for any student under his/her supervision who has an accident. No matter how small the accident may seem, be sure to tell your teacher immediately.

## **SCHOOL DELIVERIES**

Balloons and breakable items cannot be delivered to students in the Milan Special School District.

## **SCHOOL SUPPLIES**

The school bookstore will be open from 7:30 till 7:45 each morning for students who wish to purchase paper, pencils, etc. at school.

## **SCHOOL TELEPHONE**

Use of phones in the building is restricted to emergency calls with permission from the office personnel or a note from the teacher responsible. Students may not call your cell phone if long distance services are required (except in an emergency). **NO** student will be called from class to the phone. Lunch money, homework, signed papers, ball practice, means of getting home after school and things of this nature should be taken care of before the student leaves home in the morning. Messages should be restricted to those that cannot be worked out before the student leaves home.

## **SCHOOL WORK**

For a student to complete a successful school year, he/she must successfully complete the required schoolwork. Practicing various skills at home is extremely important in order to have the appropriate education. It is extremely important that parents and students realize that failure to complete assignments will be reflected in the student's grade.

## **SPECIAL EDUCATION**

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

## **TEXTBOOKS**

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks.

## **TOYS AT SCHOOL**

Students are not permitted to bring toys, playing cards, Pokémon cards, trading cards, games, etc. to school. If any of these items are brought to school, they will be confiscated and may be picked up by a parent only. (Toys may be brought **ONLY** with teacher approval for educational reasons.)

## TRAFFIC SAFETY & CAR RIDERS

Due to the overwhelming number of students who are transported by car, we request that you observe some basic procedures for your convenience and for the safety of your child.

The Milan Police Department and Milan Special School District officials developed the following traffic plan. We respectfully ask for your help and cooperation.

- Enter only from Highway 45.
- Exit only onto Middle Road.
- Please remember employees, buses, and approved day care vans are allowed to turn left after entering from Highway 45.

If you drop off students in grades K – 1:

- After entering from Highway 45, take the first loop to the right and proceed to the K – 1 end of the building.
- Please allow staff members to assist your student and do get out of the car because this can cause traffic delays and is a safety issue.
- After dropping off your child, proceed to the gates, make a U-turn and continue until you reach the end of the parking lot.
- Turn left and exit either right or left onto Middle Road.

If you drop off students in 2 – 4:

- After entering from Highway 45, take the second loop to the right.
- Follow the loop to the front of the school and turn right at the end of the building by the gym. Students may be dropped off at the main entrance or the gym entrance.
- Proceed around the back of the school and continue until you are able to exit either right or left onto Middle Road. Please maintain one lane of traffic in the rear of the building.
- Be aware that buses will be parked at the back of the school to unload students. **Do not pass the buses when the stop sign is visible.**

**Please do not drop off students in the parking lot.** Students have narrowly escaped being hit as they cross the traffic flow. **Students are only to be dropped off at the curb by the school building.** This is for the protection of our children.

Remember you do not have to be directly in front of an entrance. **Students may exit automobiles anywhere along a designated curb.** Please help us expedite the drop off procedure by not holding up the traffic. When we fail to follow rules, we are teaching our children that it is permissible to break rules. Please help us teach good citizenship by following the traffic rules.

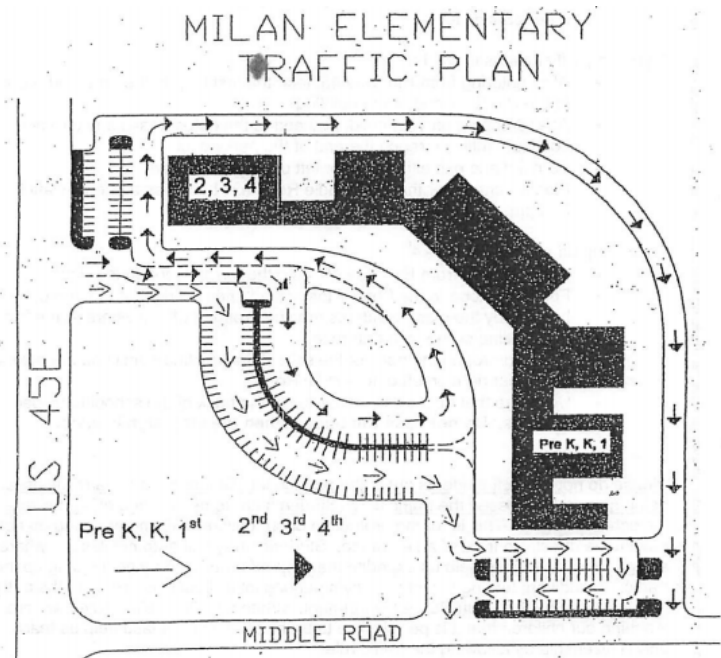
- Please observe the five-(5) mile per hour speed limit.
- Please heed the **NO PARKING** signs posted along the curb.
- Please be kind and courteous. Help us maintain a safe school environment.
- Please **do not leave your child at school before 7 a.m.**
- When picking up a child, please keep your car number in clear view so the teachers can see it and call your child.
- Please do not come inside the building. Remember that all visitors must enter through the front door of the school.
- Please follow directions given by the staff; they are trying to make this as easy as possible on everyone.

We will give the police department the license plate number of violators. We do not wish to do this, so please comply with the traffic rules and help us maintain a safe school environment. The life saved may be your child's!

## TRANSPORTATION

Please notify your child's teacher of any changes in their normal method of transportation. If a last minute/emergency change is necessary please call the school office before 2:00pm. (731-686-0840) You must provide a correct physical address to ride a bus.

Bus transportation is a **privilege** and **not a right** of students. Failure to observe district and state rules may result in denial of transportation. The bus driver is authorized to report any misbehavior on the bus to the Administrators of the school or the Transportation Supervisor who will address the problem. Any student who leaves campus before loading on the bus **SHALL NOT** return to campus to ride the bus. Students who are awaiting the arrival of their bus are to report **directly** to the cafeteria and **quietly do school work or read**. **A student may be suspended from bus riding if school policies are not observed.**





## School Bus Rules and Regulations:

### Level 1 Offenses

1. Bus driver has the right to assign seats, and may be directed so as a matter of policy.
2. Students are expected to be at their bus stop at least (5) minutes before normal bus arrival time.
3. If it is necessary to cross the street or roadway, students must wait until the driver signals them to cross, and cross the street or roadway 10 - 15 feet in front of the bus
4. Bus seats must be shared with other students on a daily basis---- Limit of (3) students per seat. Drivers may assign any or all seats on the bus as they deem necessary.
5. All books, book bags, backpacks, and other items must be kept out of the aisles/walkway. Carry-on items will not occupy another student's seat, nor extend above the seat back.
6. No windows or doors will be opened or closed without the permission of the bus driver.
7. Students should always use the handrail when boarding or exiting the bus.
8. Chewing gum, eating, or drinking any beverage is prohibited. (**except water in plastic bottle only**)
9. The use of electronic devices or other items in manner that interfere with the safe operation of the bus or distract the driver is prohibited. This may include but is not limited to radios, cd/tape/mp3 players, mirrors, lasers, flash cameras or other reflective devices.
10. Students must observe classroom conduct. Ordinary conversation is permitted at the driver's discretion.
11. Students must remain seated and facing forward with feet on the floor in front of them.
12. Student shall obey the bus driver at all times. Students shall respond promptly to any instructions given by the driver.

### Level 2 Offenses

1. Once students board the bus, he/she will not be permitted to exit the bus while in transit.
2. Incidents involving students throwing items from the bus pose serious safety issues to other drivers and will be reported to the Transportation Supervisor.
3. Students will not extend hands, arms, heads, and objects from the bus at any time.
4. Horseplay will not be tolerated. Students will refrain from teasing, scuffling, tripping, holding, hitting, throwing items, or any activities that the driver may interpret as horseplay or deem unsafe.
5. Loud, boisterous, profane language, obscene gestures, inappropriate display of affection, and conduct deemed indecent will not be tolerated.
6. Animals, oversized objects, balloons, or glass containers are prohibited.
7. Students must provide written permission from a custodial parent/guardian to ride a different bus other than the one assigned. Written permission is also required for a student to get off at a different stop than the one assigned (such as work, place of business, etc.) Students should provide the note to the school office/administrator and to the bus driver. All notes must go thru the school office and have an administrator's signature to be honored; otherwise students will be taken to their normal destination. This should be done before 2:00 if at all possible.
8. The rear door and escape hatch trigger an alarm when opened. They are only to be used to exit the bus in an emergency situation or a drill conducted by the driver.

### Level 3 Offenses

1. Fighting will not be tolerated. Students fighting on a school bus are subject to be transported by the Milan Police Department, to the local police station, or Tennessee Highway Patrol. Parents will be notified. Students who instigate fighting, but may not be actively involved may be subject to the same penalty or suspension as students involved in a fight.
2. Bullying will not be tolerated. Students who are intimidated, harassed, or coerced by another should immediately report the incident to the driver and/or a school administrator.
3. Students should avoid any behavior that may damage the bus in any way. Any damage to seats, windows, or equipment will be charged to responsible student(s) or parent(s). Bus service will be suspended until full payment is made.
4. Possession of tobacco, matches, lighters, and glass objects are prohibited.

### Zero Tolerance

1. Possession, use, transfer, or sale of alcohol, illegal drugs, possession of weapons (firearms, knives, explosives, etc.) or related paraphernalia.
2. Battery upon a bus driver or monitor.

### Consequences

#### Level 1 Consequences

- 1<sup>st</sup> Offense-----Warning and Call home
- 2<sup>nd</sup> Offense-----School Level Punishment/Call
- 3<sup>rd</sup> Offense -----1-day bus suspension/Call
- 4<sup>th</sup> Offense----- 3-days bus suspension/Call
- 5<sup>th</sup> Offense----- 5-days bus suspension/Call
- 6<sup>th</sup> Offense-----Meeting with Transportation Supervisor

#### Level 2 Consequences

- 1<sup>st</sup> Offense-----1-day bus suspension/Call
- 2<sup>nd</sup> Offense-----3-days bus suspension/Call
- 3<sup>rd</sup> Offense -----5-days bus suspension/Call
- 4<sup>th</sup> Offense ----- Meeting with Transportation Supervisor

#### Level 3 Consequences

- 1<sup>st</sup> Offense-----Disciplinary Action/ bus suspension
- 2<sup>nd</sup> Offense-----Disciplinary Action/(No Bus Service)

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

- Stop the bus.
- Call base.
- Call the police.
- Remain at a stopped location until the police arrive.

The above list of consequences will serve as a **MINIMUM**. Each administrator reserves the right to impose more serious consequences.

**Parents are NOT allowed on the bus.** If the parent needs to speak with the driver, they should make an appointment with the Supervisor of Transportation (686-0844) and/or the School Administration. If a parent refuses to cooperate, the driver should call base and/or the police.

A written note from the parent must be sent to the school and driver when a child is to get off the bus at a different stop. If a child gets off at a different stop without written permission from a parent, the bus driver should report the child's name to base and the police.

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

#### **UNSAFE SCHOOL CHOICE POLICY**

The **Unsafe School Choice Policy** provides any student who attends a persistently dangerous public school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school. Every public school must annually notify parents that if their child is the victim of a violent crime at school, the child has the right to attend another grade-appropriate public school in the district.

A student is considered to be a victim of a violent crime at school when evidence is found to reasonably indicate that the student was a victim of any of the applicable offenses cited in TCA 40-38-111(g), or the attempt to commit one of these offenses as defined under TCA 30-12-101, and the offense occurred while the student was attending school or traveling to or from school on a school bus.

#### **WITHDRAWAL FROM SCHOOL**

Any student who must withdraw from Milan Elementary School during the school year should inform teachers and the office as far in advance as possible. A withdrawal form should be picked up from the office on the last day of attendance before the student goes to class. It should be returned to the office as soon as the teachers complete the form. All books should be turned in and all obligations met so there will be no complications in completing grades and sending transcripts. (This includes library books.) We cannot send transcripts to the next school if the student owes money to Milan Elementary School. Upon receipt of a request-of-records, a copy of the student's records will be sent to the receiving school.