

**MILAN  
ELEMENTARY  
SCHOOL**

# **Student Handbook**

**2017 – 2018**

**Cinda Ahlrich  
Principal**

**418 E. Carr Street  
Milan, IN 47031**

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## MILAN COMMUNITY SCHOOL CORPORATION

**Administrative Office**  
412 E. Carr Street  
Milan, IN 47031  
Phone: (812) 654-2365

## MILAN ELEMENTARY SCHOOL

**418 E. Carr Street**  
**Milan, Indiana 47031**  
**Phone: (812) 654-2922**

### Principal's Greeting . . .

Dear Milan Elementary Student and Parents/Guardians,

Welcome to Milan Elementary School. The faculty and staff join me in saying we're happy to have you as part of the Milan family. We hope that this will be a successful and satisfying year for you.

The pages of the handbook are filled with important information regarding school policy and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

We have high expectations for Milan Elementary School students. Our students are well-behaved, study hard, and treat others and our property with respect. Our mascot is the Indian and our school colors are black and gold.

We actively seek family support as we work together teaching lifelong learning skills to our future leaders. We welcome your participation and support during the school year, solicit your membership in the P.T.O. and invite you to volunteer as much as your schedule allows. Working together, we will be able to reach our goals. We look forward to celebrating with you in your child's achievements.

Let's all make it a great year at Milan Elementary School.

Sincerely,

**Cinda Ahlrich**  
Principal

### PHILOSOPHY

The Milan Community School Corporation recognizes its responsibility in preparing the student population for future life, respecting the traditions of the past and realizing the requirements of a changing society. We strive to establish life-learning experiences which stress the needs of the individual, as well as the disciplines required to co-exist harmoniously in a democratic society. We will introduce a comprehensive survey of career offerings in each of the curricular areas. Students are offered the opportunity to broaden their particular abilities and to nurture healthful competition in all physical, social, academic, and aesthetic objectives. This philosophy includes the idealism of fostering high purpose, and shares the responsibility of preparing each student for achieving his/her future goals.

It is the policy of MCSC not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability. No qualified disabled person shall, solely by reason of his or her disability, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school corporation.

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

## MES STATEMENT OF MISSION, VISION AND BELIEFS

- **Milan Elementary Mission Statement**  
The Milan Elementary team of educators, families, and community members is committed to providing each student the opportunity to learn the skills necessary to become successful in life.
- **Milan Elementary Vision Statement**  
We expect each student to reach his/her potential.
- **Beliefs**  
Milan Elementary School believes that each student is important, has the ability to learn, and deserves that opportunity.

## SCHOOL STUDENT PLEDGE

I came to school to learn, and I will learn. I will show PRIDE by being respectful, responsible, and honest. I will follow directions. I will do my best and make it a "TeRRiFiC" day.

## ENTRANCE REQUIREMENTS

Every child must meet the following requirements when entering school as a kindergarten student, first grader or a new student:

1. Child must be 5 years of age on or before August 1st of the current school year to enter kindergarten.  
Child must be 6 years of age on or before July 1st of the current school year to enter first grade;
2. Birth Certificate;
3. Health, eye, and dental appraisals and physical exam;
4. A student must use his/her legal name as noted on the birth certificate or court approved name change document when enrolling in school and attending school;
5. Custody information; copy of divorce papers to verify;
6. Must be a resident of the Milan Community School Corporation or an approved transfer student;
7. Written record of immunizations, diseases or health problems your child has had.

The corporation will comply with IC 20-34-4-2 and IC 20-34-4-3 regarding immunizations. Students who do not have proper immunizations or an appointment will be excluded from school. Ripley County Division of Family and Children will also be notified of this exclusion. A copy of IC 20-34-4-2 and IC 20-34-4-3 is on file and may be seen by request. Kindergarten students may not attend after the first day of school if the immunization record and/or proof of needed immunizations is not submitted. A letter will be sent home with the child notifying the parent/ guardian of the exclusion from school until the necessary immunizations are acquired.

Parents of students transferring to Milan Elementary from another school system are encouraged to provide proof of immunization at the time of enrollment. If a record showing proof of the necessary immunizations is not transferred from the previous school within 20 (twenty) days, the child will be excluded from school attendance until the time such documentation is received.

## WITHDRAWAL FROM SCHOOL

When a child is to be withdrawn from school, the homeroom teacher and school office are to be notified in advance. Prior to the student withdrawing, this procedure needs to be followed:

1. Return all books and property to the school;
2. Pay outstanding fees or unpaid obligations;
3. Report new home address and name and location of new school, if available.
4. Secure child's belongings from the school.

## IMMUNIZATION REQUIREMENTS

All students must have a complete record of immunizations in the school records. Continued school attendance will be denied if these immunizations are not up to date or proof given that an appointment has been made to receive the following required immunizations:

- 5 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) or 4 doses are acceptable if the 4th dose was administered on or after the fourth birthday;
- 4 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination or 3 doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday;
- 2 doses of measles (rubeola) vaccine, on or after the first birthday;
- 1 dose of rubella (German measles) vaccine, on or after the first birthday;
- 1 dose of mumps vaccine, on or after the first birthday;
- 3 doses of hepatitis B vaccine;
- 2 doses of Varicella (chickenpox) on or after first birthday or physician documentation of disease history.
- 2 doses of Hepatitis A on or after the first birthday for students in kindergarten and first grade.

## **MENINGITIS DISEASE AND PREVENTION**

Indiana law requires that parents/guardians be informed about meningococcal disease and available vaccine (IC 20-30-5-18). Meningococcal disease can affect children and youth. The disease can progress quickly within hours of the onset of symptoms. Symptoms of meningitis may resemble flu and include fever, headache, nausea, and stiff neck. The bacteria that cause meningococcal disease are transmitted through air droplets and by direct contact with infected individuals.

The U.S. Center for Disease Control and Prevention recommend routine meningococcal immunization at 11 to 12 years old. School age children are eligible for free vaccinations at the Ripley County Health Department

## **POLICY CONCERNING MEDICATION**

There are some illnesses and disabilities for which a child requires medication during school hours. It is the policy of the Milan Community School Corporation that no medication be dispensed or administered by an employee of the school corporation except when prescribed by a physician and authorized in writing by a parent or guardian. Forms for this purpose are available at the school office.

The following guidelines are presented to clarify the policy:

1. Medication may be administered only by a school nurse, principal, teacher or school secretary. All such medication shall be kept secure in the nurse's office.
2. The parent or guardian of a pupil who is to receive medication shall furnish to the school one of the following: a physician's prescription; a copy of the original prescription; or the pharmacy label.
3. Over-the-counter medication will be given to students, when supplied by the parent, and only with written permission from the parent. Over the counter medications must be packaged in the original container with manufacturer's instructions. Dosages of OTC medications shall not exceed manufacturer's instructions unless accompanied by physician prescription.
4. Parents must give written permission to send home any unused medication.
5. Students may carry and self-administer emergency medication only if the proper paperwork is on file in the school nurse's office.
6. School personnel will make every effort to follow the medication policy to the best of their ability.

## **CUSTODIAL/NON-CUSTODIAL PARENT**

In a custody situation, it is very important to inform the school. In case of family dissension (divorce, step-parents, grandparents or separated parents, etc.) , requests are often made of us to prohibit one party of the conflict from having contact with the child or taking the child from school. The school can honor only documented legal restrictions. Public Law 46-1990 (effective 7/1/90) requires a school to grant the non-custodial parent the same access to the child's education record that the school grants to the custodial parent, unless a court order provides otherwise. Upon request, we would grant copies of report cards and other educational information to a non-custodial parent.

## **ADDRESS/TELEPHONE CHANGE**

**If a student's address or telephone number is changed during the school year, parents must notify the school office immediately.** The school will be discreet in the handling of unlisted numbers. This is very important so we know where and how to locate you in the event of an emergency.

The school should also be notified of any changes in the parents' marital status.

## **REPORTING ABUSE/NEGLECT**

Staff members are obligated by Public Law 276, Section 55 (Indiana Code 1982 Edition) to report concerns of neglect or child abuse to the Child Protective Services. Indiana State law mandates employees to report all suspected cases of non-accidental injury, unexplainable failure to thrive, sexual assault, and/or severe physical neglect to the Child Protective Services of the County Welfare Department. This includes all staff. The individual employee does not have an option in this matter. Reporting in good faith frees the staff member from any liability if the report proves to be unfounded. On the other hand, willful failure to report opens the staff member to criminal or civil liability.

The Child Abuse/Neglect Law also requires school personnel to file a report whenever there is reason to believe that any person/student is involved with child exploitation or child pornography as defined by Indiana Criminal Statutes I.C. 35-42-4-4 (a, b, c).

Child exploitation includes possessing, exhibiting, transferring, and/or creating a digitalized image of any incident that includes sexual conduct by a child under the age of 18. Child pornography includes the possession of a photograph, motion picture, digitalized image or any pictorial representation that depicts or describes sexual conduct by a child who the person knows is less than 16 years or who appears less than age 16. Persons convicted as a juvenile delinquent for violating these statutes are required by law to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of sexual conduct as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

## EMERGENCY PROCEDURES

**Fire Drill and Tornado Drills** will be held periodically throughout the school year. Specific instructions will be clarified by the individual classroom teachers. Complete quiet and cooperation is necessary to prevent possible injury or loss of life.

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

**Severe Weather – School Closing:** In case of severe weather (snow, low temperatures, etc.), the official closing of school will be announced over local radio and TV stations. Listen to these stations, or check their websites and do not call the building principals at homes, or at the school. This will only interfere with the notification of all other students. In addition, those families with a current phone number and/or email address on file will receive an automated message via the school's "School Messenger" notification system.

## SCHOOL FEES

School fees should be paid prior to the opening of school or on "Meet The Teacher Night." Parents now have the option to pay fees online via the school website. Each grade level has a different sum and the cost is based on the various textbooks used, technology, cost of workbooks and supplies, and fees. Textbooks should not be written in or damaged by the student. A charge will be made for lost or damaged technology devices, rental books and/or workbooks.

A payment plan can, and should, be set up for those who are unable to pay the fees in full before school begins. If parents become delinquent in making payments as agreed, MES may take legal action to collect any outstanding school fees.

## CAFETERIA

### PAYMENT PROCEDURES

Our school lunch program is computerized. It works like a savings account; the child deposits a sum of money, and it is recorded on his/her computer account. Each child has a meal ticket with a bar code (similar to the bar codes on food packages). This card is presented in the cafeteria when the child wants to make a purchase and the amount of the meal (**\$1.25 for breakfast, \$1.75 for lunch**) is automatically deducted from his/her account. Monthly menus are sent home with the children. Meal money can be sent to school by the week, the month, or a "lump sum" check. It is also possible for a family to write one check for all of their children rather separate amounts. The cafeteria is not permitted to have a "charge" program. Students or adults do not have the privilege of charging. If there are no funds available in your child's account, he/she will be served a breakfast or lunch and a letter will be sent home with your child requesting payment the following day. If your child's account remains in the negative, an alternate meal may be served until the account is paid.

### LUNCHESES

White, chocolate, or strawberry flavored milk is included with lunch and, for those pupils who bring lunch from home, half pint cartons can be purchased for 25¢. Please do **NOT** send candy in lunches. Drinks brought from home must be in a thermos or sealed carton (no bottles, cans or carbonated drinks are permitted.)

Parents are encouraged to eat lunch with their children at special times; we ask that you notify the school by 9:00 a.m. on the day you will be joining us so enough food will be prepared for all. The cost for adult lunches is **\$3.00**, and should be paid for at the end of the serving line. We ask that you do not bring in "fast food" lunches or beverages for you or your children to eat in the cafeteria.

Parents who are visiting for lunch should be sure to check in at the office. Lunch visits will conclude when the child is dismissed from the cafeteria and do not include recess times.

**Please note that breakfast will not be served on days when the start of school is delayed due to inclement weather, etc.**

## RETURNED CHECKS

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

## SCHOOL HOURS : 8:00 a.m. - 2:54 p.m.\*

7:40-8:00	=	buses arrive/breakfast is served
8:00	=	school day begins
2:45	=	first bell – car riders dismissed (*2:15 on Wednesdays)
2:54	=	dismissal (*2:20 on Wednesdays)

Students are expected to go home immediately after school, unless they have been given special permission by a teacher to stay; they should be supervised by that specific teacher.

## SCHOOL TRANSPORTATION

Milan Community Schools will provide bus transportation to all eligible students. The bus driver will maintain discipline among the students on his/her bus and use every care for the safety of the children. In order to assist bus drivers in carrying out this responsibility, buses may be equipped with video cameras that record student behavior on the bus. Evidence of misbehavior recorded may be used to discipline students who break any transportation rule. The measure of discipline is

in accordance with adopted school policy and may include verbal warning, detention, bus suspension, out-of-school suspension or expulsion, as deemed necessary in relation to the offense or history of repeated offenses. First and foremost, riders should follow driver instructions promptly and in a cooperative manner.

#### Proper Student Behavior to Maintain Safety:

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

### **3 Simple Rules for a Safe Bus Ride**

- ☺ **Sit facing forward with your back against the seat.**
- ☺ **Keep your hands and feet to yourself.**
- ☺ **Talk quietly to your neighbor and use only nice words.**

## **STUDENT PICK UP/DROP OFF PROCEDURES**

If you must bring your child to school in the morning or pick him/her up after school, turn onto Lakeside Drive at the bottom of the hill and follow it to the side parking lot near the pool entrance. Students are to be dropped off/picked up in this area. **DO NOT USE THE PARKING LOT IN FRONT OF THE SCHOOL.** This area is for bus drop off only. Additional car traffic creates a serious danger for everyone. You may use the front parking lot after morning bus arrival and before afternoon dismissal times. **Please do not plan for your child to arrive at school before 7:45 a.m.**

Students will not be permitted to leave this building with older brothers or sisters under the age of 18 or with anyone we don't recognize as their custodial parents, guardians or close family relatives. Do not send anyone to pick up your children without first calling our office to let us know about the circumstances.

## **WALKERS/BIKE RIDERS**

Students are discouraged from walking and/or riding bicycles to and from school. Parents must seek permission in writing, in advance, for their student to walk/ bike to and from school on a case-by-case basis. Walkers and bike riders are expected to follow safety rules and will not be dismissed until after all buses have left the school grounds. The school reserves the right to revoke this privilege at any time. Parents should monitor weather conditions to insure their child's safety.

## **RAILROAD SAFETY**

The safety of Milan students is our number one concern. A great many accidents occur on and around railroad tracks. **No Milan Elementary student will be allowed to walk on or around railroad tracks or railroad property to and from school, and during school hours.** Students are not to go on the tracks to recover balls or to play **at any time!**

## ATTENDANCE

Next to student effort in the classroom, regular attendance is the most important thing students can do to assure optimum academic achievement. Parents must assume primary responsibility for student attendance.

### Student/Parent Responsibilities

1. **Parents or guardians of students who are absent will receive an automated phone call at 9:30 a.m. This phone call will notify you of your child's unexcused absence. To prevent this call, please notify the office before 9:30 a.m. on the day of your child's absence. A note signed by the parent/guardian stating the reason for the absence must be sent to school when the child returns.**
2. If a child has a doctor or dentist appointment during the school day, the parent must pick up the child at the office. Parents or any other authorized adult must sign the student out at the office. (No child will be allowed to wait for a parent outside the school building.) **A verification note from the physician's office must be presented upon return to school for the absence to be considered excused.**
3. Students who return to school during the school day from an appointment or an absence **must be signed in at the office.**
4. Students are required to make up all work missed. Parents may request homework assignments for their child. Please call the school office by 9:00 a.m. to request homework and the teacher will send it to the office for pick up after 3:00 p. m. Parents may also request homework be sent with a sibling or other student.
5. All vacations and other non-school activities involving students should be scheduled during times when school is not in session.

## MILAN ELEMENTARY SCHOOL ATTENDANCE POLICY

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

## TYPES OF ABSENCES

### Excused Absences

Excused absences are defined as absences that are legitimate reasons for being out of school. These could include:

- Illness verified by note from parent/guardian. Examples: headaches, sore throat, diarrhea, upset stomach, fever.
- Illness verified by note from a physician. Examples: childhood diseases, hospital stays.
- Family funeral.
- **Chronic Condition: If a student is expected to be absent for 20 or more days due to a chronic condition, a Certificate of Incapacity must be filed and arrangements for homebound instruction will be made.**

### Unexcused Absences

- An unexcused absence is any absence not covered under the definition of excused absence.
- This includes any absence without parent notification either by phone or note **within 1 school day of the absence.**
- **Family Related Absences—shopping, trips, vacations, etc.**
- **Absences in excess of 6 per semester will be considered unexcused unless a doctor's note is provided.** At this point, the school may request a doctor's verification of chronic ailment.

**Parents will be sent an attendance reminder letter after three days of unexcused absences. If attendance concerns continue, a Truancy Referral Form will be filed with the Ripley County Probation Department. The Probation Department will send a Delinquency Notification Warning Letter to the student and parents. Should the problem persist, a meeting with a Juvenile Probation Officer at the Court Services Offices will be scheduled to determine what further action should be taken.**

### Tardy

It is important for children to be punctual. It is the responsibility of the parent or guardian to see that the child arrives to school on time.

- Students are expected to be in the school building by the 8:00 a.m. bell.
- A student who is late must sign in at the office with a parent or guardian present.
- Students arriving on a late bus will not be counted tardy.
- Parents will be contacted if the child is late five times in one semester.
- If the child is tardy ten times in one semester, the **Ripley County Probation Department** will be contacted.

### Half-Day Absence

A student who arrives after 9:00 a.m. or leaves before 2:00 p.m. is considered a half-day absent.

### Early dismissal

- A student who leaves after 2:00 p.m. but before 2:45 p.m. is considered an early dismissal
- Students leaving before the first dismissal bell must be signed out at the office by an adult. Adults are not to pick up students from the classroom.

### Truancy

The Indiana Department of Education recommends that truancy be defined as "when a student is absent from school without the permission of parent/guardian." Under I.C. 20-33-2-11, a child who is designated a habitual truant is defined as "a student who is chronically absent, by having unexcused absences from school for more than ten days of school in one school year."



## ATTENDANCE AWARDS

We will recognize two types of attendance - Perfect Attendance and Outstanding Attendance. A Perfect Attendance Award will be presented to only those students who are in school the entire day all year. Tardiness and early dismissals will make students ineligible for this award. Funeral of a family member, a school-related activity, or function with prior approval from the building principal/designee may be an exemption from this policy. An Outstanding Attendance Award will be presented to those students who have three or fewer absences, half days, early dismissals, tardies, or a combination of those categories.

## STUDENT APPEARANCE AND DRESS CODE

Students will be expected to keep themselves well-groomed and neatly dressed at all times (includes all school functions). Extremes in hair styling (includes unnatural colors, Mohawks, etc.), make-up or dress, etc. are not considered appropriate.

Students should wear comfortable clothing appropriate for the seasons and safe to be worn both in school, on the bus and playground; parents are asked to take an active role in determining what their children may wear. Please mark all of your child's clothing, coat, backpack, swimsuit and towel, etc. clearly with his/her name.

Since children go outside for recess most days throughout the school year, it is important that they come in appropriate dress for the season (coat, gloves, hat, earmuffs, etc. in cold weather); shorts are permitted in the very warm weather. **A physician's note is needed if a child is to remain inside at recess due to health concerns (asthma, allergies, etc.)**

Any student whose dress or appearance is deemed by the Principal, or any other staff member to be in poor taste, unsafe or disruptive to the learning process will be required to change to acceptable clothing and attire.

Listed below are examples of clothing/items not to be worn at MES:

- oversized shirts, tops or coats that hang long outside of pants.
- shirts and tops that expose the torso;
- spaghetti-strapped or muscle tee shirts;
- short shorts
- pajamas
- high-heeled or open-backed shoes (includes "flip-flops"); shoes with wheels recessed in the sole ("Heelys").
- shirts or other clothing which promote tobacco, alcohol, sex, nudity, violence, death, wrestling/fighting, or have crude/inappropriate language;
- oversized, "loose-leg" pants or shirts that hamper movement. (Hems of pants must not touch the ground.);
- excessive jewelry, tattoos and/or stickers that are a distraction for learning.

## CARE OF SCHOOL PROPERTY

The care and appearance of Milan Elementary School is the responsibility of all (students, parents, teachers, staff, and community patrons). Therefore, any person who disfigures or damages this property will be held responsible. Students will be held responsible for cleaning up and/or repairing damages if possible.

## PERSONAL PROPERTY

Any items that are not needed for class are to be left at home. Skateboards, roller-skates, skateboards, trading cards of any kind or other items should not be brought to school without permission of the Principal. Responsible use of electronic devices for school purposes may be permitted at the discretion of the principal. Students should be cautious in bringing expensive items or large sums of money to school, as the school will not be responsible for the loss or theft of such items.

## CHARACTER BUILDING

### PBIS - Positive Behavior Intervention and Support

PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

### PRIDE Expected Behavior Plan

Milan Elementary has a school-wide code of conduct based on the PRIDE Program. PRIDE stands for Prepared and Responsible Individuals Deciding to Excel. This program motivates and encourages students to practice good character building skills such as being: respectful, responsible, and honest, following directions, showing a positive attitude and giving our best effort.

The following chart communicates our consistent expectations throughout the building. It is included in this handbook for your convenience in accessing it easily any time during the school year. An individual copy will also be given to parents during Open House/Orientation. Please review the criteria with your child and encourage these lifelong character building skills.

# Milan Elementary School

## P.R.I.D.E. EXPECTED BEHAVIOR PLAN

<b>PRIDE</b>		Classroom & Special Classes	Halls	Cafeteria	Restrooms	Bus
<u>Perseverance</u> Never give up! • Stay positive • Set goals • Learn from mistakes	• Focus • Listen • Stay Positive	• Be patient while waiting	• Be patient while waiting	• Be patient while waiting	• Be patient while waiting	• Learn from mistakes
<u>Respect</u> Show consideration, appreciation, and acceptance! • Follow the MOP Rules • Respect yourself • Respect others • Respect property • Use appropriate language & behavior	• Respect yourself • Respect others • Respect classroom property • Respect adults	• Voice level 0-1 • Keep hands and feet to self and off the wall • Walk on the right side of the hallway in a straight line	• Voice level 0-2 • Follow adult directions properly and at your table • Eat food inside café • Place silverware into container • Empty tray into trash cans	• Voice level 0-1 • Flush toilets • One per stall • Return to class promptly • Put paper towel in trash can	• Voice level 0-2 • Follow adult directions • Stay in seat facing forward • Respect school property • Take all garbage with you	• Always be on your best behavior • Report all bullying or harmful behavior immediately
<u>Integrity</u> Follow the MES 5 Plan • Be responsible • Do your own work • Be trustworthy & trust others	• Do your own work • Complete all assignments • Be trustworthy & honest • Be responsible • Follow classroom directions	• Walk attentively • Report all bullying or harmful behavior immediately	• Say "please" & "thank you" • Use good manners • Report all bullying or harmful behavior immediately	• Wash hands correctly • Report accidents or problems to your teacher	• Always be on your best behavior • Report all bullying or harmful behavior immediately	• Always be on your best behavior • Report all bullying or harmful behavior immediately
<u>Discipline</u> Achieve goals and meet expectations! • Strive for consistency • Attend class daily • Be on time • Meet deadlines	• Attend daily • Be on time • Be prepared • Complete & return homework on time	• Be non-disruptive--keep eyes forward • Food, gum, drink free zone • Keep items close and quietly at your side	• Clean your area • Keep hands and feet to self • Stay seated until excused	• Use time wisely • Have permission to be in the restroom • Use appropriate restroom • Keep hands and feet to self	• Keep hands and feet to self and out of aisle • Food, gum, drink, glass, animal free zone	• Keep hands and feet to self and out of aisle • Food, gum, drink, glass, animal free zone
<u>Excellence</u> Act with the highest quality! • Do your personal best • Exceed expectations • Inspire excellence in others	• Be the Best Version of Yourself • Cooperate with others	• Keep hallways clear • Smile and be polite	• Use appropriate language	• Use appropriate language	• Use appropriate language • Be a good example	• Use appropriate language • Be a good example

# Milan Elementary School

## P.R.I.D.E. EXPECTED BEHAVIOR PLAN

<b>PRIDE</b>		Assemblies	Playground	Before School	After School Activities
<u><b>P</b></u> <b>Perseverance</b> Never give up! <ul style="list-style-type: none"> <li>Stay positive</li> <li>Set goals</li> <li>Learn from mistakes</li> </ul>	<ul style="list-style-type: none"> <li>Focus</li> <li>Listen</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn for equipment</li> </ul>	<ul style="list-style-type: none"> <li>Attend daily</li> <li>Come to school healthy</li> </ul>	<ul style="list-style-type: none"> <li>Be positive</li> <li>Show support</li> </ul>	
<u><b>R</b></u> <b>Respect</b> Show consideration, appreciation, and acceptance! <ul style="list-style-type: none"> <li>Follow the MOP Rules</li> <li>Respect yourself</li> <li>Respect others</li> <li>Respect property</li> <li>Use appropriate language &amp; behavior</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0-2</li> <li>Clap when appropriate</li> <li>Stay seated in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult direction</li> <li>Follow game rules</li> <li>Know expectations</li> <li>Respect others</li> <li>Take care of equipment</li> </ul>	<ul style="list-style-type: none"> <li>Use TERRIFIC Character</li> <li>Dress for the weather</li> </ul>	<ul style="list-style-type: none"> <li>Be respectful of adult direction</li> <li>Respect school facilities</li> </ul>	
<u><b>I</b></u> <b>Integrity</b> Follow the MES 5 Plan <ul style="list-style-type: none"> <li>Be responsible</li> <li>Do your own work</li> <li>Be trustworthy &amp; trust others</li> </ul>	<ul style="list-style-type: none"> <li>Make good choices</li> </ul>	<ul style="list-style-type: none"> <li>Have fun and include others</li> <li>Report all bullying or harmful behavior immediately to person on duty</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0-2</li> <li>Keep backpacks with you</li> <li>Walk in all areas</li> <li>Wait in café until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>Always show PRIDE</li> <li>Pay attention to the event</li> </ul>	
<u><b>D</b></u> <b>Discipline</b> Achieve goals and meet expectations! <ul style="list-style-type: none"> <li>Strive for consistency</li> <li>Attend class daily</li> <li>Be on time</li> <li>Meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Enter and leave in order</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0 before entering building</li> <li>Line up as soon as you hear the whistle</li> <li>Stay in designated areas</li> <li>Play safely</li> </ul>	<ul style="list-style-type: none"> <li>Be on time (no earlier than 7:30)</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit through appropriate doors</li> <li>Stay in appropriate areas</li> <li>Always be where there is adult supervision</li> </ul>	
<u><b>E</b></u> <b>Excellence</b> Act with the highest quality! <ul style="list-style-type: none"> <li>Do your personal best</li> <li>Exceed expectations</li> <li>Inspire excellence in others</li> </ul>	<ul style="list-style-type: none"> <li>Be a good example</li> </ul>	<ul style="list-style-type: none"> <li>Get along</li> <li>Share</li> </ul>	<ul style="list-style-type: none"> <li>Come prepared to learn, including homework, pencils, equipment and supplies</li> </ul>	<ul style="list-style-type: none"> <li>Follow all school expectations</li> <li>Be a good example</li> </ul>	

## SCHOOL-WIDE PRIDE REWARDS

Rewards for one or fewer marks will be given **periodically** in the classroom. Rewards for outstanding behavior may include:

- special privileges
- verbal praise
- “Lunch Bunch” with counselor
- special notes home
- certificates
- positive calls home
- weekly rewards

## CONSEQUENCES FOR NOT MEETING EXPECTATIONS

### BEHAVIOR CHECKLIST

At MES, it is important to keep parents informed about their child’s school experience. In order to communicate with parents of **kindergarten** and first grade students, we will send home information in a binder for your child that explains his/her weekly activities. In grades **2-4** we will send home an assignment book daily that includes behavior information. Grades **3-4** will use Class DoJo to recognize positive and negative behavior choices. Parents may view student’s progress and current percentage throughout each school day. Classroom teachers will give further explanation.

In Grades K-2, if your child chooses to misbehave or is not prepared, he/she will receive a mark (pull a card). By pulling a card when receiving a mark, students will be able to see the consequences of their actions. Students will miss recess to walk as a consequence. Teachers will adequately warn the student before the first mark. The following is a list of the different colored cards and their consequences.

Reminder Card	-	Warning
Green	-	Mark + walk 5 minutes of recess
Yellow	-	Mark + walk 10 minutes of recess
Orange	-	Mark + walk 15 minutes of recess
Pink	-	Mark + phone call home

Inside the binder or assignment book will be a Behavior/Work Habit checklist describing the different undesirable behaviors and where this behavior occurred. (example: *not following directions in a special class would be 2e*) These undesirable behaviors include:

<b>Behavior</b>	<b>Location</b>
1—talking	a = classroom
2—not following directions	b = hallway
3—incomplete work	c = cafeteria
4—unprepared	d = playground
5—excessive unexplained absences or tardies	e = special classes
6—other	f = restroom
	g = bus

## CRIMINAL GANG POLICY AND BULLYING / TEASING PREVENTION AND INTERVENTION

The definition of teasing is to make fun or attempt to provoke someone to make them feel uncomfortable.

Bullying is aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power with the intent to cause harm. The Milan Community School Corporation Criminal Gang Policy and the Bullying Policy can be found on the corporation website. School Officials will investigate all bullying allegations or any other cases where bullying is suspected. Discipline actions for confirmed bullying cases will follow the Bully Rubric. Purposeful false accusations of bullying will be considered a disciplinary offense.

Our students are taught to use the MES Teasing Tips:

- Ignore
- Walk away
- Change the subject
- Agree
- Tell a joke

Students are asked to follow the "5" Plan at MES when another student is being unkind.

1. Try a Teasing Tip.
2. Try another Teasing Tip.
3. Try another Tip
4. Warn the person to stop or you will report.
5. Report it to an adult.

## **HOMEWORK-PARENT RESPONSIBILITIES**

Homework is a necessary part of each child's educational program. Some assignments are long-range in nature and require planned study time for their completion. Students will have an assignment sheet (grades K & 1) or an assignment book (2-4) to help them in remembering their assignments and for communication between teacher and parent. Parents are asked to check this daily.

For the benefit of children, parents have a responsibility to encourage their child's career in school by:

- Supporting the school in requiring that the children observe all school administrative guidelines, and by accepting responsibility for their children's willful in-school behavior;
- Upholding the school behavior and dress codes;
- Sending children to school with proper attention to their health, personal cleanliness, and dress;
- Maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- Reading all communications from the school, signing, and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information about the child's progress in school.
- Keeping in mind that poor school academic performance may result in the student becoming ineligible to participate in extra-curricular activities including choir, open swim and sports.

## **STUDY TABLE**

At MES, we believe that every student should come to school prepared to learn, which means having all required homework finished. Each student should also finish all required work given in the classroom. We want to instill responsibility in our students, so all work should be completed before going to recess. If all work is not completed, the student will go to Study Table. This is a quiet room where the student can finish his/her work. This room will have an adult to supervise and assist the student.

## **OTHER CONSEQUENCES**

MES believes that self-discipline is the ultimate goal, and every effort will be made to help each student attain acceptable self-discipline standards. However, in the absence of self-discipline, any administrative personnel, teacher or staff member of the school corporation shall be authorized to take any reasonably desirable action necessary to help the student to correct unacceptable behavior. At the Principal's discretion, these actions may include the use of an isolated time out in the office area during which time the student will be supervised by the Principal or a designee. In extreme cases when the student is a physical threat to himself or others, the use of physical restraint by persons trained in such techniques may be utilized until the student ceases presenting the unsafe behavior. These measures shall be used only as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others, not as a punishment. The use of such measures will be documented and the parent will be notified. Repeated incidents may require a parent meeting to devise a behavior plan for the student or to review/revise an existing plan.

When a student consistently displays inappropriate behavior by not following the expectations of the school, that student will go to a detention area where he/she will eat lunch and miss recess. This is not meant to be a study time or a fun time. This is taken seriously by the teachers and the principal. After this, the student will go back to the classroom for the afternoon classes. If this becomes a frequent occurrence by a student, this will be considered a severe infraction. The consequences for that are listed as follows.

## **SEVERE INFRACTIONS**

Severe infractions (for example fighting, hitting, stealing, defacing property (personal or school), using inappropriate language, threatening/intimidating others, bringing weapons to school, or consistent time spent in the Detention Room) will be handled in an expeditious manner by the principal or designated adult.

Options may include but are not limited to:

1. Reprimand.
2. Counseling with a student or group of students.
3. Conferences with a parent.
4. Assigning additional work.
5. Requiring a student to remain in school after regular school hours to do additional work or for counseling.

6. Restricting extracurricular activities.
7. Removal of a student by a teacher from that teacher's class for a period not to exceed one school day if the student is assigned regular or additional school work to complete in another school setting.
8. In-School Suspension. (The student is not totally separated from school attendance. The student is not allowed to attend classes but is on the school premises and must complete the regular academic requirements.)
9. Suspension. (The student is separated from school attendance for a period of ten days or less. Does not constitute an expulsion.)
10. Expulsion. Expulsion is a disciplinary action whereby a student:
  - a. is separated from school attendance for a period in excess of ten days; or
  - b. is separated from school attendance for the balance of the current semester or current year. Should the student be expelled/excluded during the second semester, the School Board can cause the expulsion/exclusion to remain in effect for the first semester of the following school year, provided that the student's case is reviewed before the beginning of the new school year.
11. Assignment by the principal of:
  - a. a special course of study;
  - b. an alternative educational program; or
  - c. an alternative school.
12. Assignment by the principal of not more than 120 hours of service with a non-profit organization in/near the community with parent approval following guidelines established by Senate Enrolled Act 73. Assignment of service suspends the implementation of a student's suspension or expulsion and a student's satisfactory completion of this service terminates the student's suspension or expulsion.
13. Removal of a student from school sponsored transportation.
14. Referral to the juvenile court having jurisdiction over the student.

Student misconduct specifically prohibited includes, but is not limited to, the following:

1. Committing any act which violates the provision of the Indiana Juvenile Code (Indiana Code Title 31-6);
2. Disrupting any class, study hall, or educational function, or any lawful meeting or assembly on school property;
3. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where such failure constitutes an interference with school purposes or an educational function;
4. Being willfully absent or truant from school without the knowledge or consent of the parent or the school;
5. Leaving school grounds without the required permission of school officials;
6. Using or knowingly possessing tobacco or tobacco products;
7. Repeatedly displaying affection in the school setting;
8. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving property of small value;
9. Intentionally causing or attempting to cause substantial damage to valuable private property, on school grounds or during an educational function or event off school grounds; or repeatedly damaging or stealing private property on school grounds, or during an educational function or event off school grounds or when such student is traveling to or from school or such educational function or event;
10. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not however, constitute a violation of this provision;
11. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student;
12. Bullying any student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. For a more in-depth explanation please see "Bullying/Teasing Prevention and Intervention" below.
13. Using and/or having possession of firearms on school property or within 1000 feet of school property. This is a criminal offense which will be reported to law enforcement officials;
14. Possessing weapons or other devices designed to inflict bodily harm. This shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition;
15. Distributing, dispensing, possessing, using, being under the influence of, or unlawfully manufacturing any alcoholic beverage, any drug or any other controlled substance, that could be considered a "look-a-like" controlled substance, including mint "tobacco" and non-alcoholic beer;
16. Knowingly possessing or using on school grounds during school hours electronic devices or telephones in a situation **not** related to a school purpose or an educational function;

17. Engaging in the unlawful selling of narcotics or other violation of criminal law which constitutes a danger to other students, or constitutes an interference with school purposes or an educational function.

This misconduct referred to may happen:

1. at school or on school property at any time;
2. on school buses or school-provided transportation;
3. at any school sponsored event, activity, or function at any location;
4. off the school ground if it interferes with school purposes or an educational function.
5. while using property or equipment provided by the school.

Anything not covered previously will follow the Indiana State Law and the recommendations of the Milan Community School Board.

## **HANDGUNS, FIREARMS AND DEADLY WEAPONS**

The use and possession of handguns, firearms, live ammunition, bullets, Ninja paraphernalia, and/or deadly weapons is not permissible on school property. A firearm is any weapon that is capable of, or designed to, or may be converted to, expel a projectile by means of an explosion. A deadly weapon means a loaded or unloaded firearm; a weapon, device, laser or electronic stun weapon, equipment, chemical substance or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury. Pretending to have or use a gun or other dangerous object is also against school rules. A deadly weapon is also an animal that is capable of causing serious bodily injury and is used in the commission or attempted commission of a crime.

## **HOMEWORK EXPECTATIONS**

This time includes study time (ex. reading independently, studying for tests) as well as written assignments. On nights no homework is given 20 minutes of independent reading is recommended.

## **REPORTING STUDENT PROGRESS**

We believe that parent/teacher communication is essential to a student's educational success. Report cards will be issued every nine weeks with an interim progress report sent home at the end of the fourth week in each grading period. Parents are asked to sign this and return it to your child's teacher. In addition, an Academic Standards Progress Report will be sent home at the end of each semester.

All parents/guardians are asked to attend the scheduled Fall Conferences. We also encourage you to keep in close contact with your child's teacher throughout the school year, as we ask our teachers to be in close communication with parents/guardians.

Grade K uses a skills checklist. Grades 1-4 use a combination of skills checklist and the following grade scale:

<b>Letter</b>	<b>Numerical</b>	<b>Letter</b>	<b>Numerical</b>
A+	97.0 - 100	C+	77.0 - 79.9
A	93.0 - 96.9	C	73.0 - 76.9
A-	90.0 - 92.9	C-	70.0 - 72.9
B+	87.0 - 89.9	D+	69.0 - 69.9
B	83.0 - 86.9	D	66.0 - 68.9
B-	80.0 - 82.9	D-	65.0 - 65.9

## **RESPONSE TO INSTRUCTION**

Milan Elementary offers RTI in math, language arts and behavior. Students requiring additional interventions are selected using test scores and teacher observations. The remediation instructors work with the classroom teachers to review skills and concepts being learned by the students. Title I assistance is part of the RTI process. Teachers may make accommodations to help students and/or may give students other chances or additional instruction to be sure the student is successful.

## **PROMOTION AND RETENTION**

Milan Elementary School believes that students need to possess certain essential skills in order to be successful at each grade level. If a student does not successfully exhibit these skills, the teacher may make the professional decision to consider retention. The following plan will be implemented:

The parents will be notified during the second semester if retention is being considered for their child. A list of concerns will be presented at that time. Criteria for retention will include, but not be limited to:

- Academic performance
- Attendance
- Maturity
- Age
- Standardized achievement test results

A conference with parent, child, teacher and principal/designee will be arranged after the notification. Following this conference, the case may be presented to an educational review team.

In all cases, parental input will be sought. Success in retaining students depends heavily on parent/home cooperation. However, the final decision concerning retention rests with the professional educators. By state law, third graders who don't pass the I-READ3 test may not be promoted.

## GUIDANCE

Elementary students experience a variety of problems such as family changes, peer issues, questions of self-worth, and academic difficulties. The guidance counselor is available to all Milan Elementary students to assist them in coping with these difficulties and in making a smooth transition through the grade school years. A child can be referred to the counselor by a teacher, administrator, parent, or the child himself/herself. Information on parenting skills is also available for parents/guardians upon request.

## SPEECH AND HEARING THERAPY

The Speech/Language Pathologist is a specialist in speech and language disorders. The program allows children to remain in regular classes while seeing the SLP at school to develop basic communication skills.

The SLP calls upon the classroom teachers to help recognize and refer students with speech/language differences.

The SLP will annually conduct a screening test to determine the hearing efficiency of all school children in the first and fourth grades, all transferred students, and all students suspected of having hearing defects.

A written statement must be submitted if you do not want your child to participate in the speech or hearing screening.

## PHYSICAL EDUCATION

All students are required to take physical education and furnish their own gym shoes. Gym shoes must be worn on the gym floor; therefore, it is necessary that students have them available on their scheduled gym day. Girls should not wear thick-soled platform gym shoes. A schedule will be established so that students will know when to wear appropriate gym clothes. No special clothing is required, but jogging suits are nice for winter and shorts for when it's warm. Girls should NOT wear dresses on gym class days. **Students need to wear hair off their face by putting it in a ponytail keeper for gym.**

Swimming is a part of the adopted P.E. curriculum at MES. Students are required to furnish their own equipment. Your child will need a swimsuit and towel, and some type of plastic bag to carry them in. **Students need to wear their hair off of their face by putting it in a ponytail or using a cap.** Students may not have tattoos or stickers while in the pool as these may cause allergic reactions. Students are not to bring shampoo, mousse, or hair spray because there is not enough time to wash or style their hair. Please have your child wear something they can easily take off and put on (no pantyhose). If your child swims in the afternoon he/she should bring a hat when it gets cooler outside. If your child forgets his/her swimsuit, he/she will have to borrow a clean suit and towel from the school.

If your child is injured or too ill to participate in gym or swimming, a doctor's note should be sent explaining the illness or injury and expected time of returning to the activity. **Please note that all physician-ordered activity restrictions will be observed/enforced during recess as well as during gym and swimming.** For the students to fully benefit from these two physical education programs, it is important that they have the required attire here on the scheduled day: gym = white-soled or non-marking gym shoes and comfortable clothing; swimming = swim suit, towel, bag and swim cap/ponytail holder (if needed).

## BIRTHDAY RECOGNITION AND PARTIES

**BIRTHDAYS:** Birthdays are recognized in a variety of ways at MES: morning announcements, displaying names in the cafeteria area, and joining the principal for lunch and birthday cake at the monthly birthday celebration. We ask that no birthday treats (refreshments) balloons or flowers be sent to school. **BALLOON DELIVERIES WILL NOT BE ACCEPTED.** Any deliveries, other than balloons, will be held in the office until dismissal and will not be delivered to the classroom during the school day. If your child is going to bring invitations to school for a party at home or elsewhere, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute invitations.

**SCHOOL PARTIES:** All students will, as a grade level, celebrate three parties with refreshments and game/activity time in the cafeteria. The following parties will be held: Fall Party; Winter Party; and a **Spring Carnival (last day of school)**. In addition, Valentine's Day will be celebrated with a Valentine card exchange in each individual classroom.

In accordance with the school wellness policy, refreshments must be healthy snacks and be limited to small quantities.



## FIELD TRIPS

Field trips will be utilized by teachers as a teaching tool to enhance classroom education. When necessary, a slight fee will be charged to cover any costs that may be incurred during the trip and/or your child might need to bring a packed lunch from home. Although parents are sometimes needed to accompany the students as chaperones, due to liability coverage, younger siblings may not accompany students on field trips nor should parents who are not acting as chaperones plan to meet the group at their destination.

A field trip is a privilege that may be taken away if the student's personal conduct during the school year is questionable.

Students will receive a Field Trip Permission Form upon enrolling in school and at the beginning of each school year to be completed and returned to school. Your signature on this form gives your child permission to participate in any out-of-school field trips taking place during regular school hours during the current school year.

## MEDIA

Many times, student achievement and success in athletics, academics, music, art, etc. is printed in the media or noted on radio or television. This achievement is noted in such ways as interviews, pictures, video, printed matter, etc. These are wonderful ways to point out the great successes of our students and to give them the credit they deserve. Unless informed in writing by a parent or guardian, the school will allow the media to publicize such information.

## STUDENT USE OF TELEPHONE

Due to the fact that many students have to call long distance to contact home, the use of the school phone by students will be limited. Calls will not be made for forgotten books, swimsuits, or extracurricular activities. Students will need a pass from a teacher in order to use the phone.

## POWERSCHOOL

Milan Community School Corporation uses an online information system that you can take advantage of to help you be more aware of the progress of your child. You can access information about your child's progress by visiting the Milan School Corporation website @ [www.milan.k12.in.us](http://www.milan.k12.in.us) (from there click on the PowerSchool link). If you wish to use this system, you will need to give us a user ID and password before you will be able to access the system.

Once established, parents will keep the same user name and password for the duration of their child's enrollment in Milan schools. A separate ID and password is needed for each child that is attending any Milan school. Parents are advised to please keep these user ID's and passwords confidential.

## VISITORS/VOLUNTEERS

MES welcomes visitors at any time; however, we ask that you **enter only through the front doors and report to the office to pick up a visitor's pass**. We request this for student security and also because it is important that classes not be interrupted except for emergencies. Minor concerns such as the delivery of lunches, homework, projects, money, coats, etc. will be handled other than at class time and must be dropped off at the office. Also, the office will notify the classroom teacher at the end of the day regarding parents who are picking up students. Parents should not go to the classrooms to meet their children.

Every effort will be made by the office staff to answer your questions, and/or make appointments or contacts with faculty and staff. If you need to speak with your child's teacher, please send a note with the student or call the school office to set up an appointment.

According to Milan School Board policy #8020, Milan Elementary School will verify the safety of all volunteers, chaperones, and school helpers. **If you are interested in volunteering at our school this year, please contact the school office for a Volunteer/Chaperone application and complete and return it to the school or corporation office within thirty (30) days.**

## PTO

We have an active PTO at Milan Elementary School. The primary purpose is to create a liaison between parents/guardians of students and the teachers to benefit the students academically. The PTO meets frequently throughout the school year. Meeting dates and times will be announced. Each year the PTO sponsors a fundraiser. The proceeds are used to buy educational materials and equipment for the school and playground and to help pay for creative arts programs and admission to school field trips. They also provide quarterly honor roll certificates, popcorn and supplies for room parties and many valuable items that the school would be unable to provide for the students.

## MOVING MES FORWARD

Moving MES Forward is an educational foundation associated with the Ripley County Community Foundation to provide long-term giving opportunities to benefit Milan Elementary students and programs. Meetings are held **regularly**. Interested parents and community members are invited to attend.

## **FAMILY EDUCATION/PRIVACY RIGHT ACT**

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. If you do not want Milan Elementary School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing within two weeks of your receipt of this notice. The following is designated as directory information:

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

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

## **SMOKE FREE CAMPUS**

The Milan Community Board of School Trustees adopted a policy on January 15, 2007 proclaiming all buildings, facilities, school grounds, athletic grounds, parking lots and all vehicles owned, leased, rented, or chartered by the Milan Community School Corporation shall be maintained as tobacco free/smoke free environments. This policy shall be strictly enforced.

## **INTERNET USE POLICY**

Students routinely have access to the internet in their educational pursuits. A complete copy of the Milan Community School Corporation's policy on corporation-provided access to electronic information, services, and networks is available on the school website at <http://es.milan.k12.in.us> under the Information/School Information tab.