



Milan High School Student Handbook.

2024-2025 School Year

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

### **Notice**

Milan High School will publish information considered directory information regarding its students. This information may contain name, address, birthday, honors, and awards, and other items as listed in the Family Rights and Privacy Act of 1974. In addition to usual lists that the school may publish, this information may be made available to various associations, alumni groups, trade schools, military services, colleges, and other organizations. Parents may request, in writing, that the directory information not be disclosed. The request is to be made to the building principal and must be received by October 15th of this school year.

## **Student Handbook 2024-2025 Milan High School Administrators**

Aaron Shinn  
Chris Sandberg  
Robert Hull  
Annie Kiser  
  
Christina Barbara

Principal  
Assistant Principal  
Athletic Director  
Guidance Counselor  
Social Worker  
Guidance Counselor

### **Milan High School Office Staff**

Ronda Cissney  
Rochelle Giasi  
Dawn Werstein  
Kirsti Hosler

Athletic Contact  
Office Secretary  
Office Secretary  
Student Services Secretary

## Principal's Welcome

Dear students and parents/guardians:

I would like to welcome you to the 2024-2025 school year. While focused on preparing you for your future successes, this year will be one that offers a variety of opportunities for personal growth. At Milan High School, we are constantly working to create the best possible educational experience for our students. Through the support of staff, parents, and peers, we expect our students to enrich and extend our fine traditions at Milan High School. We hope that parents and students have an ultimately rewarding experience at Milan High School during their personal quest for development. We are here for our students first and foremost and we want to make sure that all students are adequately challenged and motivated. For parents, we look forward to partnering with you in the educational endeavors of your student(s). Let us all work together to make this year the best ever at Milan High School.

Go Big Reds!

Aaron Shinn

Principal

## Milan Area Schools – Mission Statement

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

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

### School Directory

#### Milan High School

200 Big Red Drive

Milan, MI 48160

Main Line: 734- 439-5000

Fax: 734- 439-5084

Attendance: 734- 439-5085

#### Milan Middle School

920 North St.

734-439-5200

#### Paddock Elementary

707 Marvin St.

734-439-5100

#### Symons Elementary

432 S. Platt Rd.

734-439-5300

#### Community Education

920 North St.

734-439-5272

The Milan Board of Education meets twice a month. Please check the Milan Area Schools website for meeting dates and times. The Board of Education Offices are at 100 Big Red Drive.

**Board of Education**

Andrew Cislo

Thomas Faro

Sara Meray

Michelle Heikka

Betty Rosen-Leacher

Carrie Karvonen- Gutierrez

Cassie Prior

**Central Office**

734-439-5050

Superintendent

Bryan Girbach

**School Colors**

Red & Black

**The district shall not discriminate on the basis of race, color, religion, national origin or ancestry, sex, marital status or handicap in its educational programs or activities.**

## Academic

### Milan High School Graduation Requirements

Successful completion of the Michigan Merit Curriculum which includes the following:

Participation in the Michigan Merit Examination

English.....	4(5)*
English 9 - 1 Credit	
English 10 - 2 Credits*, 10A - 1 Credit	
English 11 - 1 Credit	
English 12 - 1 Credit	
Math.....	4
Must have a math experience their senior year	
Science.....	4
Biology - 1 Credit	
Chemistry - 1 Credit	
Elective - 2 Credit (1 credit in Physics is recommended)	
Social Studies.....	4
Civics/Economics - 1 Credit	
US History/Geography - 1 Credit	
World History/Geography - 1 Credit	
Government/Consumer Awareness - 1 Credit	
Physical Education.....	0.5
Visual, Performing, and Applied Arts	
.....	1
The superintendent or designee will annually publish the courses that will satisfy this requirement.	
Health.....	0.5
Foreign Language	
.....	2.0

### State Testing Participation Required for Graduation

All students must participate in the state required assessment process (MME or equivalent).

Students are required to take the appropriate test during their junior year.

### Guide for Class/Grade Promotion

Freshman promoted to Sophomore	minimum 6 credits
Sophomore promoted to Junior	minimum 12 credits
Junior promoted to Senior	minimum 18.5 credits

## **Grading Policies**

The grading system for each course should be explained to the students at the beginning of the course and each teacher shall provide a student with a copy of the syllabus and grading scale.

## **Schedule Changes**

Schedule changes will be allowed through the first Friday of each semester for the following reasons, provided they are educationally sound and have parent/counselor permission.

All changes must include parent contact and attendance at a meeting.

- 1) Academic acceleration or misplacement
- 2) AP, dual enrollment or online learning
- 3) New student
- 4) To meet the needs of Special Education IEP

All schedule changes after the first Friday of each semester must be approved by the administration.

The following criteria must be met before consideration will be given.

- Classroom teacher approval
- Counselor approval
- The change is educationally sound and in the best interest of the student

All classes dropped after the first Friday of each semester will be recorded on the student's semester transcript as an F.

## **Testing Out of High School Classes**

A student who desires to fulfill requirements for a high school course without enrolling in the course may do so by attaining a grade of not less than a C+ for the final exam and/or other comprehensive paper, portfolio, presentation, project, or assessment in the course.

Successfully attained competency will earn credit counted toward the total credits required for graduation. Testing out competency may be used to fulfill prerequisites for other courses and/or subject area credit requirements for graduation. Students will be given only one opportunity to test-out of any semester curricula offered during their high school experience. Students may not test out of a class they have been/or are currently enrolled in. Milan High School will administer testing out finals twice a year. Please contact your counselor for more information.

## **Academic Honors**

**Summa Cum Laude** - Graduating seniors who achieve a 3.9 cumulative GPA or higher at the end of the 7th semester, successful completion of 4 or more Advanced Placement Courses, and National College Readiness on the SAT will earn Summa Cum Laude honors signified by a red honor sash. The student earning the highest GPA will be recognized as valedictorian.

**Magna Cum Laude** - Graduating seniors, who achieve a 3.9 cumulative GPA or higher at the end of the 7th semester, and completion of two (2) or more AP courses will graduate with Magna Cum Laude signified by a Medallion. Magna Cum Laude is based on a cumulative GPA for seven semesters.

**Cum Laude** - Graduating seniors, who achieve a 3.75 to 3.89 cumulative GPA at the end of the 7th semester, graduate with High Honors (Cum Laude) signified by a gold cord.

**Honor** - Graduating seniors, who achieve a 3.5 to 3.74 cumulative GPA at the end of the 7th semester, graduate with Honors signified by a silver cord.

## **Student Services**

**Student Assistance and Support** - A Student Assistance Program which provides education, prevention, appropriate interventions and/or support to our students is provided at Milan High School. Services at Milan High School include, but are not limited to: curriculum, core team, special education, individual and group counseling, support groups, peer helping groups, alternative activities, and parent and community education.

**Peer Mediation** - The Peer Mediation Program trains and supports selected students (peers) who will help other student disputants solve conflicts peacefully.

Selected Peer Mediators receive a special 16-20 hour initial training and on-going training and evaluation as they do mediations. Peer mediators may be able to assist in training others in conflict resolution skills. Students interested in being a peer mediator should see their counselor for more information.

## **Experiential Learning Courses**

Students interested in experiential learning courses must see their counselor to learn more about this opportunity.

## **Dual Enrollment**

Effective April 1, 1996, Public Act 160 created the Post secondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges and universities.

There are several conditions that are set in accordance with this law, but Milan Area Schools have always taken a progressive attitude toward student acceleration and providing a diverse offering of curriculum.

Generally, students dual enroll in the junior or senior year of high school. If you feel your child is ready for a dual enrollment challenge prior to those years, make sure to see your child's grade level counselor for requirements a semester prior to enrollment.

There are additional requirements for students that wish to dual enroll in a core area course (math, English, science and social studies). In these areas, a student needs to participate in a standardized test (Compass, SAT, ACT or MME) and earn a set cut score from the state. The MME is for juniors and seniors only, and is offered in the spring of a student's junior year. The ACT and SAT have national test dates - all available on their websites. Likewise, a student cannot dual enroll with a reimbursement from the school if the high school offers a similar course. Exceptions can be made for situations where a student cannot access the course due to scheduling conflicts. For more information on this, including cut scores needed to qualify for dual enrollment, go to [www.michigan.gov/mde](http://www.michigan.gov/mde).

Other key requirements are:

- 1) Students must be enrolled in both the school district and post secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
- 2) The college courses cannot be a hobby, recreation course, or in the subject of physical education, theology, divinity, or religious education.
- 3) Districts are required to pay the lesser of:
  - a. the actual charge for tuition, mandatory course fees, materials fee and registration fees; or
  - b. the state portion of the student's foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.

For Milan High, generally students dual enroll for a 3-credit, 100/200 level college course that fulfills two hours per semester of MHS coursework. Each semester of enrollment generally equates up to \$450 of reimbursement from the school for cost of credit. If the course is a 4 or 5-credit course, or a 300-level course or higher, please contact the high school guidance office for reimbursement levels. If a student fails to successfully complete a post-secondary course, they will be responsible for the fees/tuition of the course.

Please review the contents of this with your student. If you believe that you are eligible for dual enrollment, that you qualify for tuition and fee support, and that you wish to participate next semester please schedule an appointment to meet with your grade level dean/counselor/assistant principal.

## **Age of Majority**

All policies, conditions, and standards will apply to all students regardless of age. Therefore, all students who reach the age of majority (18 years old) will be expected to abide by all school rules and policies.

## **Absences and Attendance**

### **Attendance Philosophy**

The staff and administration believe that regular attendance by all students is an essential component in their overall academic achievement. Regular attendance in the classroom exposes students to group interaction with teachers and peers, class discussion, projects, and lectures. It instills a sense of belonging and self-discipline. By emphasizing good attendance and punctuality, the school can be a major factor in developing productive students, good employees, and responsible citizens.

### **Michigan's Compulsory Attendance Law states that students must attend school from age six to 18 years of age.**

Mich. Comp. Laws Ann. § 380.1561 – Compulsory School Attendance Sec. 1561. (1) Except as otherwise provided in this section, for a child who turned age 11 before December 1, 2009, or who entered grade 6 before 2009, the child's parent, guardian, or another person in this state has control and charge of the child shall send that child to a public school during the entire school year from the age of 6 to the child's sixteenth birthday. Except as otherwise provided in this section, for a child who turns age 11 on or after December 1, 2009, or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child's parent, guardian, or another person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. In a school district that maintains school during the entire calendar year and in which the school year is divided into quarters, a child is not required to attend the public school more than 3 quarters in 1 calendar year, but a child shall not be absent for 2 or more consecutive quarters.

### **Truancy and Chronically Absent Description:**

School administrators will regularly monitor attendance records for signs of Chronic Absenteeism and Truancy.

"Chronically Absent": When a student is absent for 10% or more of the days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences. Students are considered chronically absent when any of the following occurs:

- Missing 3 days of school within the first month
- Missing 7-8 days of school within the first half of the year
- Missing 18 days of school in the entire year

Note: All absences for the school year should be counted, even if they occurred at a different school.

"Truant": When a student has 10 or more unexcused absences at any point in the school year. Students and families who have met this criterion will be reported to Washtenaw County's Prevention, Education, & Permanency Unit for additional support. A referral to Child Protective Services for educational neglect may also be considered if determined necessary.

**Excused vs. Unexcused Absences:**

The following describes excused versus unexcused absences according to the guidelines outlined by Washtenaw County's Intermediate School District and Washtenaw County's Juvenile Trial Court.

**MILAN AREA SCHOOLS ATTENDANCE POLICY**

This policy outlines the steps followed by each of the school buildings in communicating with a student's parent/guardian regarding their student's attendance.

A student's first 5 absences from school are considered excused when documentation of the reason for the absence has been submitted and approved by a designated staff person. A student's 6th and subsequent absence(s) from school are considered excused only for the following reasons when documentation has been submitted and approved.

**Excused Absences**

Medical (MD) - Absence due to a student's illness/medical reason or medical appointments (including, but not limited to, medical, counseling, dental, or optometry)

Religious (R) - Absence due to student's observance of a religious holiday

Funeral (FN) - Absence due to death in the student's family

Court (CT) - Absence due to mandatory court appearance or placement by Juvenile Court in detention, shelter care, foster care, or residential placement

School Business (SB) - Absence due to school business or activity approved by school administration (including extraordinary educational opportunities as determined and pre-approved by district administrators)

Military (MT) - Absence due to student's parent/guardian's military service

Homelessness (H) - Absence due to a student's status as homeless (communicated by the district's McKinney-Vento liaison)

**Unexcused Absences**

Unexplained Absence (AU)- Is an absence that is not one of the excused absences to the left, and the parent/guardian did not call in on behalf of the student

Absence (A)- Called in by a parent/guardian but not excused according to the list of excused absences

**Late Arrivals, Early Pick-Ups, and Tardies**

At the secondary level, a student is considered to be tardy when they arrive to class late, but within the first 10 minutes of the start of the class period. A student is considered absent when they did not report to class at all or when they have missed more than 10 minutes of the class period.

## **Attendance Notification Letters:**

### **Letter #1: 8 Days of Unexcused Absences**

At the secondary level, this could be 8 full days of school, 48 class periods, or a combination of the two. This letter is intended to inform a student's family of the number of absences their child has missed and serve as a reminder of the district's attendance policy.

### **Letter #2: 15 Days of Unexcused Absences**

At the secondary level, this could be 15 full days of school, 90 class periods, or a combination of the two. When a student has had 15 days of unexcused absences within a school year, the Washtenaw Intermediate School District's Education Project referral will be submitted for case review and additional support. In addition, a meeting should be scheduled with the school principal or vice principal, social worker or counselor, parent, and student (if applicable) to complete an Attendance Improvement Plan to discuss how the school and student's family can work together to improve student's attendance for the remainder of the school year.

### **Letter #3: 20 Days of Unexcused Absences**

At the secondary level, this could be 20 full days of school, 120 class periods, or a combination of the two. Once a student has had 20 unexcused absences within a school year, the student's parent/guardian should be notified by a third letter that the school will be filing for truancy. The student's information will be sent to Washtenaw County's Prevention, Education, & Permanency Unit for additional support.

### **Drop Policy: 15 Consecutive Unexplained Absences**

If a student has been absent for 15 days consecutively and the absences have been unexplained, with no communication from the student's parent/guardian, the student will be unenrolled from school. In addition, the building principal or assistant principal will file truancy with Washtenaw County's Prevention, Education, & Permanency Unit and a letter will be sent to notify the student's parent/guardian. Prior to dropping the student, a building representative should make a reasonable effort to contact the student's parent/guardian regarding the unexplained absences.

### **Notification of Excessive Absenteeism**

A letter will go home on the 8th unexcused absence (no doctor's note). A parent meeting will be held with the building representative upon the 12th unexcused absence. Students with 20 or more unexcused absences will be reviewed by school personnel to determine if there are any supports that can be provided by the school to help increase the students attendance. Also, students with 20 or more unexcused absences will be referred to the county attendance officer. If non compliance occurs at this stage, parent(s) or guardian(s) may be charged with a misdemeanor.

## **Student/Parent Responsibilities**

Attendance is the responsibility of students and parents. The responsibility of the school is to provide instruction and to inform parents of absences from classes.

When a student is absent from school, parents/guardians must call the attendance line (734-439-5085) to report the reason for the absence **WITHIN 24 HOURS**. This can be done 24 hours a day. This must be done every day that the student is absent. If a phone call cannot be made, a written note must be brought when the student returns to school. All other absences are unexcused. Parents should make dental and medical appointments after school hours **A student who leaves during the day must have parental permission given to staff in the main office, prior to students checkout in the Main Office. If this procedure is not followed by the student, the absence will be unexcused.**

Parents should avoid scheduling vacations that will take a student out of school or leave a student home without supervision.

## **Attendance Documentation**

**School Business** - Students who participate in school sponsored activities should also make sure that the attendance office has received proper documentation to excuse the absence from classes. A student may be denied participation in school activities on the basis of academic performance.

**Medical** - An on-going medical condition that causes a student to miss school should also be documented with a letter from the family physician, i.e. migraine headaches. The letter must be for the current school year.

## **Sickness at School**

Students who feel too ill to participate in class are expected to report to the main office. It is very important that the school has on record reliable emergency numbers and unique health concerns for each student in case of illness or injury. The student will be allowed to stay in the sickroom until the parent, guardian or their designated adult arrives to take the student home or for medical care.

In case of a medical emergency Milan High School personnel will call for professional medical assistance based on parent request or Milan High School personnel assessment of the situation.

Students who report to the office with mild complaints such as headache or stomach ache may be sent back to class if they are unable to reach their emergency contacts. The rule of practice at Milan High School is that a student must be well enough to be in class or sick enough to go home.

## Computer Use

The classroom teacher will provide to the student and parent(s) the following agreement that will need to be read, signed and returned to the classroom teacher before the student is able to have access to Milan High School computers:

### **Technology Acceptable Use & Internet Safety Agreement Grades 9-12**

Introduction: Use of the district owned technology, our internal network, Email, and Internet access at Milan Area Schools is not a right but a privilege extended to students for collaboration, enhanced educational information exchange, and to foster 21st century learning experiences.

This agreement is designed to ensure that all technology users will comply with all network, equipment, Email, and Internet acceptable use policies approved by the district.

Prior to gaining access to our network, Email, or the Internet, all technology users are required to read the Technology Acceptable Use & Internet Safety agreement in its entirety and then, located on the last page of the agreement, sign the Agreement & Permission section.

Students must review this policy with their family and obtain a parent signature.

## Network & Equipment Use Policies

In exchange for the use of the Network or District provided technology either at school or away from school, the Student understands and agrees to the following:

- The use of the Network is a privilege which may be revoked by the District at any time and for any reason. The District reserves the right to remove files, limit or deny access, and refer the Student for other disciplinary actions related to misusing the network or provided equipment.
- The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be objectionable. Students will not use district computer accounts/access to obtain, view, download, or otherwise gain access to such materials. **In compliance with the Children's Internet Protection Act (CIPA) and Michigan PA212, the District maintains an Internet filter that protects children from child pornography, obscene materials or materials harmful to minors, and adults from child pornography and obscene materials at schools and libraries.**
- All computers and network resources are intended for educational use. Any other use is expressly forbidden.
- The Student is responsible for the use of their account, password, and access privilege. Any problems which arise from the use of a Student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- The District is not responsible for any potential data loss as a result of hardware or network failures. The District does not guarantee the functions of the systems will meet any requirements the Student may have.

- Each Student will have a predefined amount of disk space on the student file server. The Student will delete old files from their network storage space to avoid excessive use of storage space and potential data loss.
- The District and/or Network reserve the right to log Internet use and to monitor electronic mail space utilization by users.
- The Student is permitted to transfer files from the internet and network resources, but understands the District is not liable for any data loss as a result of files infected with viruses or malware being copied onto the District network. Should the Student maliciously and purposely install a virus, the Student may be subject to disciplinary measures including liability for any and all resultant repair costs.
- The Student may not install or copy program files from the internet or other network services without express written consent from the Technology Director. Any software found that has been installed without consent will be immediately removed through a computer re-image and the district is not responsible for any data loss as a result of the computer re-image.
- The District reserves the right to log computer use and to monitor file server space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.
- The Student agrees to abide by the rules of copyright law and guidelines as well as trademark laws and licensing in the copying of text, images, or files from the internet or other resources.
- The Student agrees not to tamper with or modify the hardware provided by the district for educational use. Any student who attempts to do so will be subject to disciplinary measures as determined by the district. This may include being responsible for the costs associated with repairing any damaged equipment.
- The Student may not use personal technology within the District for inappropriate activities. This includes, but is not limited to, using personal technology like cell phones while in the vicinity of bathrooms or locker rooms.

## **Email User Agreement**

**Acceptable uses of email are devoted to activities which support teaching and learning.**

**I understand the school email environment is actively scanned and monitored with services like Gaggle to prevent unauthorized use and inappropriate messages. I want to use my Google Apps account so I agree:**

- To use the email account provided by Milan Area Schools solely for educational purposes.
- To protect the privacy of my username and password from others.
- To follow the rules of copyright law and guidelines as well as trademark laws and licensing agreements in the copying of text, images or other files from the Internet or other resources.
- To adhere to all items listed in the Online Safety Pledge (below)

## Online Safety Pledge

**I want to use the computer and the Internet. I understand that there are certain rules about what I should do online. I agree to follow these rules:**

1. I will not give my name, address, telephone number, school, or my teachers'/parents' names, addresses, or telephone numbers, to anyone I meet on the Internet.
2. I will not give out my email password to anyone (even my best friends) other than my teachers/parents.
3. I will not send a picture of myself or others over the Internet without my teachers'/parents' permission.
4. I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers/parents. This includes creating accounts of any nature.
5. I will tell my teachers/parents if I see any bad language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable online.
6. I will never agree to get together with someone I "meet" online without first checking with my teachers/parents. If my teachers/parents agree to the meeting, I will be sure that it is in a public place and that I am accompanied by an adult at all times.
7. I will not use any articles, stories, or other works I find online and pretend it is my own.
8. I will not use bad language online.
9. I will practice safe computing, and check for viruses whenever I borrow a disk from someone, download something from the Internet, or receive an attachment.
10. I will be a good online citizen and not participate in any activity that hurts others, bullies others, or is against the law or my school's policy.

### Disciplinary Action

**Users may be disciplined for violating any of the above Network & Equipment Use, Online Safety Pledge, or Email User Agreement items.**

- Users will be required to make full financial restitution for any damages or unauthorized expenses that the District incurs from violation of this agreement.
- Users violating any of the responsibilities may face additional disciplinary action deemed appropriate in accordance with the District disciplinary policy.
- Users found in violation of the Technology Acceptable Use & Internet Safety agreement may be subject to the following disciplinary actions as deemed appropriate by the building administration:
  - o suspension or revocation of access privileges
  - o the loss of District technology for 3 days. The offense will be recorded in the user's file. The user will review the Technology Acceptable Use & Internet Safety agreement and re-sign it before privileges are reinstated.
  - o the loss of District technology for up to 9 weeks. The offense will be recorded in the user's file. The user will review the Technology Acceptable Use & Internet Safety agreement and re-sign it before privileges are reinstated.
  - o the loss of all technology privileges for the remainder of the school year.
- The District is not liable for any interference to school work as a consequence of the disciplinary measure.

## **Web Publishing**

To publicize the achievements of our students, Milan Area Schools staff likes to occasionally publish students' names, photographs, and academic/extracurricular achievements in a variety of media formats. We take precautions and abide by the Safety Procedures below.

Formats may include:

- Photographs
- Videos
- Presentations - Parent Programs, Professional Development activities, fundraising, and newspaper
- Classroom or District Public Relations, Staff Blogs, Staff Webpages, Staff Facebook Pages

## **Safety Procedures:**

- Use only first names unless the parent/guardian has submitted written permission.
- Personal information (full names, address, phone number, etc.) about students will not be included anywhere online.

## **Student Behavior**

In addition to the following behavior guidelines, all students must abide by the district board policies which can be located on our main district website.

### **Rights, Responsibilities, and Regulations**

The success of public education is based on the concepts of self-discipline and the rights of individuals. Self-discipline enables persons to be successful in a changing world. Individual rights, guaranteed by our Federal and State Constitutions, need to be balanced with a respect for the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers or administrators, and the community. Standards for student conduct take into account both self-discipline and individual rights.

The Milan Board of Education delegates to responsible officials the responsibility for developing and enforcing regulations to protect the rights of individuals. The purpose of discipline is to help create the best possible environment for all involved in the educational process. No student has the right to interfere with the education of others.

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is an objective of all school personnel. School staff members make every effort, individually, collectively, and cooperatively, along with appropriate available community resources to help each student gain acceptable, self-discipline standards.

### **Bullying and Other Aggressive Behavior Toward Students**

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

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

## **Dress Code**

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

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

Outside wear including headgear and coats should be kept in lockers during the school day and not worn inside the building. Hats should not be worn in the building. Staff will reserve the right to have students keep outer wear and bags in their locker.

Dark glasses, unless prescribed by a doctor, are not to be worn in the building.

The principles of good grooming are a part of each student's education:

- Student dress shall not be allowed to disrupt a class or attract attention to one individual.
- Students must not wear offensive or inappropriate jewelry, emblems, badges, insignia, or clothing that promotes drugs, gangs, alcohol, smoking, profanity, obscenities, discrimination, illegal activities or illegal organizations.
- Student dress shall not be allowed to cause extra maintenance work and cost.
- Student dress shall not endanger the health and well-being of the students or others.
- No obscene or brief and revealing clothing will be tolerated.

### **Examples of unacceptable dress:**

- Tank tops/muscle shirts/Tops must have a 3" or greater shoulder strap.
- Sleeveless shirts with large armholes
- Undergarments must not be visible
- Sagging pants and shorts
- Bare midriff
- Lycras/boxers
- No slippers or shoes with wheels.

## **Gangs**

Any article of clothing and/or accessories (such as jewelry) promoting gang related activities is not allowed. There is zero tolerance and will result in a 10 day suspension.

## **Laser Pointers**

A reminder that Laser Pointers, which emit a beam of light cannot be brought to school or school events. They are a danger to the eyes and must stay at home. They will be confiscated if seen in school or at school events. Violators who shine the laser pointer will be removed from the school event.

## **Playing Cards, Wallet Chains, etc.**

- 1st infraction - Staff will confiscate the above items. Only a parent/guardian will be allowed to pick up the confiscated material from the teacher.
- 2nd infraction - Students will be referred to administration for insubordination.

## **Hall Passes**

No student is to leave a class, the principal's office, the counselor's office or the media center to go to another part of the building without first obtaining a hall pass from the staff in charge. Students in the halls without a pass will be subject to disciplinary action. Passes will be issued for emergency needs only. Classroom time is vital to learning.

## **Cheating**

This act may occur in a variety of forms. Usually it is defined as the use of another person's work to represent one's own work or efforts - plagiarism.

These guidelines are to be considered the extreme for each cheating incident. Teachers will be granted the flexibility to handle these matters in a less punitive manner. Parents and administrators must be notified of any loss of grade.

- First incident of cheating - "F" or "0" grade for the assignment or test.
- Second incident - "F" grade for the nine weeks.
- Third incident - "F" grade for the semester.

## **Computer Infractions**

### **(Unauthorized or Improper Use of Computer Equipment)**

- 1st Offense - Book work, temporary loss of computer use for one week.
- 2nd Offense - Two day suspension
- 3rd Offense - Removal from class

## **Code of Student Conduct**

Students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, that will damage property, or that will impede orderly conduct of the school program. The following offenses are prohibited when they occur on school grounds, on school buses, and in connection with any and all school related activities.

Building administrators may suspend a student for up to 10 school days. Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. Discipline may be administered for offenses that:

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

The building administrator may also suspend a student pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion. A suspension of greater than 10 school days, or an expulsion, will be referred to District Administration. A suspension of greater than 10 school days, or an expulsion, is, in most circumstances, presumed not to be warranted. Before imposing a suspension of more than 10 school days or an expulsion, District administration or the Board must rebut the presumption (i.e., explain why the suspension or expulsion is warranted despite the presumption).

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

- The student's age
- The student's disciplinary history
- Whether the student has a disability
- The seriousness of the behavior
- Whether the behavior posed a safety risk
- Whether restorative practices are a better option
- Whether lesser interventions would address the behavior

Additionally, before suspending a student for any length of time, the building administrator must provide the student due process. If the student is a student with a disability, the student's discipline is also subject to additional considerations.

For purposes of this handbook:

- Suspension means a disciplinary removal from school for less than 60 school days.
- Expulsion means a disciplinary removal from school for 60 or more school days.
- Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct.

### **Prohibited Behaviors**

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

- Insubordination
- Failure to comply
- Rude and abusive behavior
- Loitering in or on school property
- Inappropriate language/behavior
- Tardiness
- Vapor devices
- Falsifying signatures
- Prank phone calls
- Trespassing - Returning to school grounds during suspension
- Driving to consortium without permission
- Reckless driving on school property
- Cutting class or lunch
- Leaving the building without authorization
- Refusal to identify self
- Possession/use of tobacco products including lighters, matches, or papers
- Drug paraphernalia
- Gambling paraphernalia
- Hazing
- Student demonstrations
- Disruptive or other misconduct
- Gang activity, dress accessories, graffiti, behavior
- Possession/unauthorized use of cutting devices (list includes but is not limited to blade, exacto knife, razor blade, box cutter, or knife, including pocket knife).

## **Illegal Behaviors**

These are considered criminal behavior. Police will be called and prosecution will be considered:

Suspension and/or Expulsion is required.

- Threats of violence
- Fighting or physical violence
- Assault and Battery
- Possession of weapons, look alike weapons, or other dangerous objects (includes but not limited to a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. Dangerous substances (example mace, pepper gas) that would threaten health or safety of staff and students.
- Sale, use, possession or distribution of illegal drugs, materials, substances, or alcoholic beverages, vaping devices
- Burglary, theft, robbery, larceny
- Arson
- Gambling
- Extortion, coercion, blackmail
- Vandalism, defacing, or malicious destruction of property
- Harassment and/or intimidation of staff/students
- False alarms
- Interference with the movement of pupils in and out of schools, between schools, or between home and an assigned school
- Any and all conduct that constitutes an offense under city, state, or federal laws.
- Firecrackers/Smoke Bombs/Incendiary Devices- possession or use 3 days suspension

## **Substance Abuse Policy**

**Milan High School is a smoke free environment. Smoking is not allowed in any area of the building or grounds.**

### **Definition/Description of Illegal/Unauthorized Substances**

The use, sale, distribution or possession of controlled or illegal behavior-altering substances or drug paraphernalia is strictly forbidden. It is the policy of the Milan Board of Education that intervention be taken in case of policy violations which take place in the schools, on school property, or within 500 feet of school property during school hours, at school-sanctioned activities, or while in-route to and from any of the above by school approved transportation.

Controlled and/or illegal substances as defined by this policy include, but are not limited to, the following:

### **Category I Substances**

- marijuana, THC, or synthetic variations
- cocaine and derivatives
- hallucinogens, i.e., LSD, etc.
- stimulants, i.e., amphetamines, speed
- depressants, i.e., barbiturates and alcohol
- heroin and other narcotics
- anabolic steroids
- look-alike substances
- over the counter controlled/uncontrolled, legal/illegal drugs

### **Category II Substances**

The use, sale, distribution, or possession of tobacco products and imitation-controlled substances and over-the-counter stimulant concentrates and/or related substances is strictly forbidden.

Tobacco products, imitation controlled, and over-the-counter stimulant concentrates as defined by this policy include, but are not limited to the following:

- Tobacco products
- caffeine concentrates, i.e., "No-Doz", etc.
- diet pills
- glue and other inhalants
- look-alike substances
- drug paraphernalia
- smoking paraphernalia - matches, lighters

## **Substance Possession or Use by Students - Disciplinary Action**

If an investigation finds that the student is in possession of, using, or under the influence of, such behavior-altering substances, imitation-controlled substances, stimulant concentrates, and/or related substances, the following procedure will be followed.

### **First offense**

1. The student will be suspended from school
  - a. for ten (10) days for involvement with Category I substances and may be assigned up to 30 hours of community service work. (note #3 below)
  - b. for three (3) days for involvement with Category II substances and may be assigned up to 18 hours of community service work.
2. A recommendation will be made for the student to take part in an assessment evaluation from an approved licensed agency. The student will be expected to follow the recommendations of the licensed agency. Milan Area Schools incur no financial obligation for the evaluation and/or recommended services.
3. The suspension may be reduced from ten (10) days to five (5) days on a first offense category I substance use or possession offense if the student provides the administration with written confirmation of an appointment for an assessment evaluation from an approved licensed agency. The original ten (10) day suspension will be reinstated if confirmation of the assessment is not received by the administration.

### **Second offense**

1. The student will be suspended from school
    - for ten (10) consecutive school days for involvement with Category I substances.
    - for six (6) consecutive school days for involvement with Category II substances.
- In addition, Senate Bill 459, passed into law on 9/1/1993, prohibits all tobacco products on school property. Violation is a misdemeanor carrying a citation/fine. Students using tobacco on school property will be referred to law enforcement officials.
2. A recommendation will be made for the student to take part in an assessment evaluation from an approved licensed agency. The student will be expected to follow the recommendations of the licensed agency. Milan Area Schools incur no financial obligation for the evaluation and/or recommended services.
  3. Parents/Guardians must attend a meeting with a school administrator prior to the student's return to school.
  4. May be recommended for expulsion.

### **Third offense**

1. The administration will recommend the student for expulsion from the Milan Area Schools.
2. Senate Bill 459, passed into law on 9/1/1993, prohibits all tobacco products on school property. Violation is a misdemeanor carrying a citation/fine. Students using tobacco on school property will be referred to law enforcement officials.

## **Selling and/or Delivering Disciplinary Action**

### **No Prior Violations**

If the student has **no prior violations** of **any** of the school's substance abuse policy:

1. The student will be suspended from school
  - for ten (10) consecutive school days for involvement with Category I substances and may be assigned up to 60 hours of community service work.
  - For five (5) consecutive school days for involvement with Category II substances and may be assigned up to 30 hours of community service work.
  - Students will be recommended for expulsion for all Category I substance offenses.
2. Parents/Guardians must attend a meeting with an administrator prior to the student's return to school.
3. Subsequent violations of **any** of the substance abuse policies may result in the student being recommended for expulsion from Milan Area Schools.
4. School personnel will assist the student in gaining admission to a substance abuse treatment program if the student has the desire to do so. The Milan Area Schools incur no financial obligation for the treatment program.

### **With Prior Violations**

If the student has **any prior violations** of the substance abuse policy:

1. The student may be recommended for expulsion from Milan Area Schools.
2. School personnel will assist the student in gaining admission to a substance abuse treatment program if the student has the desire to do so. Milan Area Schools will incur no financial obligation for the treatment program.

### **Due Process**

Students must always be treated with fundamental fairness in the administration of discipline. Thus, students have the right to be informed fully about their alleged breach of behavior and must be provided with an opportunity to respond to such charges. Due process safeguards must apply in all instances where the behavior or rights of students are being evaluated. Student due process rights will be protected by the administration in all aspects of this policy. Administrators may exercise discretion in enforcement of consequences and/or referral process depending on the age, intent, and potential damage to students or others.

## **Sexual Harassment and Intimidation**

It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this district shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff, or student body through conduct or communications or sexual nature as defined in this policy. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

Definition: Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or
- Such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment. Reference Board Policy Number 5050 for additional information.

## **Assembly Guidelines**

- Students need to enter and exit in an orderly fashion.
- Remain seated in one seat for the duration of the event.
- Students are expected to be respectful and attentive during the assembly. Inappropriate behavior or comments will not be tolerated.

## **Theater Guidelines**

For Theater presentations, we will fill the front of the theater first. Absolutely no food or drink in the theater at any time. Keep feet on the floor- do not rest them on the railings or seats. Climbing over seats is also prohibited.

## **In-School Suspension**

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

## **In-School and Out of School Suspension Procedure**

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

## **Expulsion**

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

### **Formal Hearing Procedure: Suspension and Expulsion**

The formal hearing provided for in Board policy shall be conducted in accordance with the following procedures:

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

## **Assault**

### **Student to Adult Assault (Physical)**

- Requires permanent expulsion
- Requires districts to report expulsions to law enforcement
- Parents required to find a "**suitable educational program**"

### **Student to Adult Assault (Verbal)**

- Requires expulsion up to 180 days
- Includes oral or written threats plus threats against school buildings or property
- Requires districts to report expulsions to Michigan Department of Education

### **Classroom Snap Suspension**

- Teachers can suspend students for unruly or disruptive behavior from a class/subject/activity
- All K-12 students are subject to this Reference Board Policy Numbers 8241 and 8242 for additional information.

## **Parental/Community Concerns**

Any time there is a concern or complaint about the way our schools are functioning, that concern/complaint should be addressed **FIRST** to the staff member involved. If that doesn't solve the problem, the building administrator would be the **NEXT** in the chain of command. Most problems can be solved at their point of origin. If dissatisfaction remains once these steps have been taken, an appointment can be made with the superintendent or designee by calling 734-439-5050.

## **Athletics**

The athletic program is a very important part of the overall education of the student. Athletics offer many opportunities for the total development of each individual. **Participation in the Milan athletic program is a privilege, not a right.** If a student decides to participate in the athletic program he or she must understand that there are specific obligations and responsibilities by which they must abide that are greater than those expected of other students. The athletic code defines acceptable behavior and conduct. The Milan Area Schools Athletic Code is available on the website. A copy of the code is available through the athletic office upon request (734-439-5088). All Michigan Athletic Association (MHSAA) rules and policies apply to any Milan Area Schools students who participate in the athletic program. Sports cancellations and updates can be found at [schedulestar.com](http://schedulestar.com).

Many organized teams and sport activities are part of the athletic program. Try-outs for the teams are open to all students who meet eligibility requirements. To be able to participate, the student must be enrolled as a full time student. Coaches will enforce all the school rules and policies.

See the Athletic Director for NCAA eligibility requirements.

## **Extracurricular Activities and Organizations**

Eligibility requirements enrollment in at least five classes at MHS.

**Student Council** - Student Council is the school's student governing body. It is composed of a group of dedicated students who are elected by the students and represent the student body. Below is a description of the Student Council membership and a brief list of some of the activities Student Council is involved with throughout the school year.

Members: President, Vice President, Treasurer, Secretary, Vice President of each class, five representatives from each class.

Activities: Homecoming, Coming Home, Fundraisers/Philanthropy, Class Elections.

**National Honor Society** - This organization is affiliated with and follows the rules of the national organization. Any 10th, 11th, or 12th grade student maintaining an accumulative average of 3.5 or higher is eligible for membership. However, membership is achieved through a voting procedure by staff of the school and selected members of the community who have a clearly established association with student activities. These evaluators award points for the following virtues: **leadership, character, and service**. Eligible students may choose to complete an Evaluation Profile to promote their association with the virtues of NHS and to assist staff with the evaluation process. Evaluation Profiles will be made available with the eligibility list in the second semester.

The following guidelines apply:

- Students must be evaluated by at least 7 people.
- With fourteen or fewer evaluations, the high and the low score are thrown out and the GPA is added.
- With fifteen or more evaluations, the two highest and lowest scores are thrown out and the GPA is added.
- Finalists are presented to the NHS faculty council who recommends candidates to the administration.

A student seeking this membership must keep up good scholarship, be of good character, be of service to his/her school and community, and display qualities of good leadership in school and the community. excellent academic achievement alone does not guarantee membership.

Members should understand fully that they may be dismissed if they do not maintain the standards of scholarship, leadership, service and character that were used as the basis for their original selection.

Advisor -

**Fundraisers** - A necessity for each class. See your class advisor for ways you can be involved.

## **Closed Campus – Rules and Regulations**

- The Board of Education policy states that Milan High School operates a closed campus. Students must stay on school grounds from the time they arrive until dismissal or until they are picked up by a bus.
- Any student who comes to school after the beginning of the regular school day, for any reason, is to sign in at the Main Office.
- Any student leaving the school during the regular school day hours must sign out at the Main Office and must have parent or guardian consent prior to leaving the building. Failure to sign in or out will be considered an unexcused absence from class. Students are not allowed in the parking lot areas during the day without office permission.

## **Cafeteria**

The school cafeteria is maintained to encourage good nutrition. Students are restricted to the cafeteria at lunch. All lunches must be eaten in the cafeteria. No glass containers are allowed in the school. We appreciate your cooperation in:

- depositing all lunch litter in wastebaskets
- returning all trays and utensils to the dish washing area
- leaving the table and floor around your place in a clean condition for others

Lack of cooperation may result in discipline which could include assisting with lunchroom clean up. Students may pay cash as they come through the lunch line or use their lunch debit account number.

Free and reduced lunches are available to students who qualify. Applications are available in the principal's office or online at [www.lunchapp.com](http://www.lunchapp.com).

## **Lunch Period Rules**

### **To Maintain and Orderly and Proper Cafeteria**

- "Food Fights" will not be tolerated. A permanent part of the Milan High School rules and regulations will be "If you throw, you go!" Simply put, any student during lunch who throws ANYTHING will be subject to immediate discipline, up to and including a 3 day suspension. Repeat offenders will have that suspension doubled or referred to the board of education for expulsion proceedings.
- All students must be in the cafeteria within the class changing time.
- After the changing time students may not be in the hallways without a pass. If you need to go to your locker, office, etc. you must get a pass from a teacher, administrator or hall monitor.
- All food and drinks are to be consumed in the cafeteria.
- Cutting in line will result in disciplinary action.
- Students who misuse the cafeteria will be subject to disciplinary action.
- Food delivery not allowed during school hours from outside vendors
- Parents may bring in food for their student.

## **Vending Machines**

Vending machines are off limits during class time. Food will be confiscated from violators. During lunch all purchases must be consumed in the cafeteria.

## **Media Center**

The Media Center has an abundance of reading and audio-visual materials and serves as an educational resource and media center for both students and staff. Daily hours will be posted. Students using the Media Center are expected to follow all media rules which are as follows:

1. Student Handbook rules apply.
2. Students may enter the LMC if they have a pass that is filled out completely.
3. Students are expected to enter quietly and have work to do.
4. Students are expected to respect the needs of others in the library, students will not distract other students from their work.
5. Students are expected to bring their own necessary equipment such as pencils and paper.
6. Students will refrain from eating and drinking in the LMC.
7. Only students that have turned in their verification that parent(s) or guardian(s) have agreed to the acceptable Use Policy will be permitted to use the computers.
8. Most LMC material is due three weeks from the date it is checked out. Please be prompt when returning. Only students in good standing with the LMC will be permitted to continue to check material out.
9. LMC fines are calculated at \$.05 per day. If material is lost (or damaged beyond repair) the replacement price of the book plus a \$2.00 processing fee will be charged. Fines need to be cleared before the last week of school or they will double due to paperwork involved.

## **News to Share**

Milan High School has a limited open forum, announcements and postings must be approved prior to sharing. High School Newsletters are mailed in August and at report card times.

**Announcements** - Announcements are updated daily and posted on the school website.

Anyone wishing to share information through announcements should turn proposed announcements into the office one day prior to publication for approval.

**Website** - Milan's Website ([www.milanareaschools.org](http://www.milanareaschools.org)) includes daily announcements, email addresses of staff, home pages and other pertinent information.

## Parking/Driving Privileges

Students are reminded that driving to school is a privilege, not a right.

Students must be licensed drivers. Students parking on school property must park in the student lot.

Students who drive a motor vehicle to school MUST KNOW AND OBEY the following rules:

- Student parking will be allowed in the student parking lot.
- Student cars must be parked on the paved area within the white lines.
- Special permission to leave the parking lot prior to the end of the school day must be obtained from the administration.
- Parking will be on a first come first serve basis and special need.
- Students will not be allowed to sit in cars during the regular school day.
- Reckless driving will bring a suspension and referral to police.
- Parking lot's maximum speed limit is 15 miles per hour.
- Absolutely no parking on sidewalks or grass.
- Milan Area Schools retain the right to make regular patrol of the student parking lot.
- Reasonable suspicion of a car on the school property thought to contain illegal, unauthorized or contraband materials could result in a search of the vehicle and seizure of any illegal, unauthorized or contraband materials discovered in the search.
- **"Drug Free Zone, Search of vehicles by entering this area, the person driving any vehicle is deemed to consent to complete search of the vehicle for any reason. Such search may be conducted by school officials or by law enforcement officers at school request, this could include canine search. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian, the area of search will include the entire passenger compartment, engine compartment, trunk, undercarriage, and all containers therein locked or unlocked."**
- Students found violating Michigan driving laws or Milan High School rules, will be subject to towing at the owner's expense, suspension and/or referral to police.
- Any student found violating the parking rules will be disciplined accordingly and a loss of parking privileges may result.
- Violation for parking in the handicap zone will be referred to the police. Reference Board Policy Number 8130 for additional information.

## Time Schedule

School begins at 7:30 a.m. and ends at 2:14 p.m. each day.

## Visitors

Visitors should use the main entrance to the high school. Please sign in at the principal's office and receive a visitor's pass. Appointments are preferred when seeing school personnel, but a courtesy call is also acceptable. **Alumni and friends of currently enrolled students are not permitted to visit during the school day.**

## **Dances**

All dances at Milan High School are open to Milan High School student's only, with the exception of the Homecoming, Coming Home and Prom dances. Students wishing to bring a guest to the Homecoming, Coming Home and Prom dances must complete a guest pass and receive approval from administration. MHS office is not responsible for the faxing/mailing of incomplete guest passes. It is the responsibility of the MHS student to get the guest pass completed in its entirety and return to the office for MHS approval by the deadline listed on the form. All guests must be signed up and approved in the office prior to purchase of tickets. Guests must have a valid photo ID to attend a Milan High School dance. No middle school students or adults over the age of 21 are permitted to attend Milan High School dances.

## **Telephone Calls**

The office phone is used for school business only and is not for general student usage except for emergencies. The line must be kept open for incoming calls. Calls at all times should be brief. Students will not be called from classes for phone calls except for emergencies.

## **Cell Phone possession and Use**

Milan Area Schools District allows students to have cell phones in possession while at school. Parents needing to contact students must call the main office, not their child's cell phone. Milan Area Schools are not responsible for lost, stolen, or damaged cell phones.

## **Lockers**

The school cannot be responsible for personal valuables. Locks and lockers are provided for student use. If a lock or locker does not function properly, please contact the office or your gym teacher immediately. Lockers will be assigned during student registration. Students are expected to use their assigned lockers and will be held accountable for that locker. Lockers are not to be shared. Students will be held responsible for everything in their locker. Lockers may be searched at any time, including a canine search. Students should NEVER give their combination to others for their own protection. Memorize it and then destroy the paper on which it is written. Students should keep their locker clean, closed, and locked. No stickers, pictures, mirrors, etc. should be attached in any way to the locker, either inside or outside. Please do not store food, other than lunch, or open beverages in your locker.

## **Security**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, a student locker or desk under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's personal and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## **Medication**

Prescription medication must be kept in the principal's office. A Medication Consent Form must be filled out by the physician and signed by the parent and physician and filed in the high school office. Students should report to the office to be assisted and record medication usage. Unused medicine **MUST** be picked up by the parent at the close of the school year. Any unused medicine will be disposed of by staff after the end of the school year.

No over the counter medication will be given without a parent/guardian signature and confirmation by a licensed physician.

## **Lost and Found**

Items found are turned into the principal's office. Please check with the office personnel if you have lost something at school. All unclaimed items will be donated to charity at the end of the school year.

## **Driver Education**

Milan High School no longer offers drivers education, however, All Star Driver Education (734-665-7374) offers classes that are held at Milan High School. Information can be obtained in the main office.

## **Special Education**

Special Education questions should be directed to the student's case manager or the Student Services Office (734-439-5013).

## **Closing of School**

When the weather is very bad (cold and/or icy) and roads appear slippery, keep tuned to WJR(7600), WAAM(1600) radio stations and WXYZ (Channel 7) television stations from 6:00 AM. You may also access information on the school website [www.milanareaschools.org](http://www.milanareaschools.org). Snow day protocol will be posted on the MHS website.

## **Fire**

Teachers will explain which exit to use for each classroom. Walk, DO NOT RUN. Go quietly to the area designated by the teacher. These directions are posted in each room near the door. Class groups must stay together so the teacher can check the roll.

## **Tornado**

You will be notified over the school intercom when an alert is in effect. A plan for taking shelter has been developed. A list of instructions is posted near the door in each room. The teacher will direct you to the designated area.

## **Safety Drill (Lockdown)**

The reason school would go into a lockdown is because of an external threat or an internal threat. In the event of an external threat the building will be in lockdown and no one will be allowed to enter or exit the building. The classroom door will be locked and the teacher may continue teaching.

In the event of an internal threat teachers and students should use the A.L.I.C.E. protocol.

**A:** Alert; A PA announcement of the location of the intruder in the building.

**L:** Lockdown; if you cannot safely exit the building lock and barricade the door and look for another escape route.

**I:** Inform; using a cell phone or another communication device, report to the police the status of the situation.

**C:** Counter; if unable to barricade the door, prepare to create distractions with movement, sound or throwing objects at the person causing the threat.

**E:** Evacuate/Escape; if students and teachers are already outside when a threat is in progress do not re-enter the building. If students/staff are able to safely leave the building they should do so immediately and go to the designated off site evacuation point.

## **These Are Our Core Democratic Values**

- We believe the people, not the government, rule this country through their votes!
- We believe in POPULAR SOVEREIGNTY.
- We believe each of us has a duty to work with others to improve our communities and our country! We believe in THE COMMON GOOD.
- We believe each person has privileges no governments can take away! We believe in LIFE, LIBERTY, & THE PURSUIT OF HAPPINESS.
- We believe everyone should be treated fairly by our laws, our courts, and our government officials! We believe in JUSTICE.
- We believe every citizen should have equal rights and equal opportunities! We believe in EQUALITY.
- We believe our different backgrounds, races, and religions built this country and continue to make it strong! We believe in DIVERSITY.
- We believe our government and our citizens have a duty to be trustworthy and honest! We believe in TRUTH.
- We believe in respecting our democratic values and serving each other and our country!
- We believe in PATRIOTISM.

**These are our core democratic values**