

# Milan High School

## 2018- 2019 PARENT/STUDENT POLICY HANDBOOK



### Milan High School Mission

Milan High School will provide caretakers of the future who will be skilled, responsible, and independent lifelong learners.

Principal: Ryan Langferman  
Athletic Director: John Prifogle  
Guidance Director: Tina Mutz

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## **NONDISCRIMINATION POLICY**

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

Inquiries regarding compliance with 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.



## Daily Schedule

1 <sup>st</sup>	Period	8:00	8:46
2 <sup>nd</sup>	Period	8:50	9:36
3 <sup>rd</sup>	Period	9:40	10:26
4 <sup>th</sup>	Period (GP)	10:30	11:02
5 <sup>th</sup>	Period	11:02	12:32

1<sup>st</sup> Lunch: 11:02 – 11:32 (lunch); 11:36 – 12:32 (class)

2<sup>nd</sup> Lunch: (Middle School)

3<sup>rd</sup> Lunch: 11:06 – 12:02 (class); 12:02 – 12:32 (lunch)

6 <sup>th</sup>	Period	12:36	1:22
7 <sup>th</sup>	Period	1:26	2:12
8 <sup>th</sup>	Period	2:16	3:02

## Early Dismissal (Wednesday) Schedule

1 <sup>st</sup>	Period	8:00	8:46
2 <sup>nd</sup>	Period	8:50	9:36
3 <sup>rd</sup>	Period	9:40	10:26
5 <sup>th</sup>	Period	10:30	12:02

1<sup>st</sup> Lunch: 10:28 – 10:58 (lunch); 11:02 – 12:02 (class)

2<sup>nd</sup> Lunch: (Middle School)

3<sup>rd</sup> Lunch: 10:30 – 11:30 (class); 11:32 – 12:02 (lunch)

6 <sup>th</sup>	Period	12:06	12:52
7 <sup>th</sup>	Period	12:56	1:42
8 <sup>th</sup>	Period	1:46	2:32

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# Academic Information

## Milan High School Grading Scale

100-97 A+	96.9-93 A	92.9-90 A-	89.9-87 B+	86.9-83 B	82.9-80 B-
79.9- 77 C+	76.9-73 C	72.9-70 C-	69.9-67 D+	66.9-63 D	62.9-60 D-
59.9-0 F					

A = Audit

I = incomplete

P = Pass

WF = Withdrawal while failing

WP = Withdrawal while passing

**Weighted Courses (GPA)** - College Credit and AP courses will be weighted courses.

**Grade Point Average (GPA)**- To establish a class ranking for each student, Milan High School operates on a 4.0 system. Each alpha grade is converted into a numeric value.

	Weighted Classes	Non-weighted Classes
A+	5.0	4.0
A	5.0	4.0
A-	4.7	3.7
B+	4.3	3.3
B	4.0	3.0
B-	3.7	2.7
C+	3.3	2.3
C	3.0	2.0
C-	2.7	1.7
D+	2.3	1.3
D	2.0	1.0
D-	1.7	.7
F	0	0

The GPA is calculated by the total number of points obtained each semester divided by the total number of credits attempted.

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609 N Warpath Drive, Milan, IN 47031

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## **Grade Configuration**

Quarter Grades will be calculated as follows:

35% Formative Assessment with a minimum of 9 grades (homework, classwork, participation, etc)

65% Summative Assessment with a minimum of 6 grades (tests, projects, performances)

Semester Grades will be calculated as follows:

42.5% First Quarter + 42.5% Second Quarter + 15% Final Exam = 100%  
Semester Grade

## **Make-Up Courses/Retake**

Students who do not pass required courses in English, Math and Science will be required to retake the course or make up the course work with online internet courses using the PLATO or INDVA learning systems.

A student may audit a class if they received a D+ or lower in that class and feel they did not learn enough to move on to the next class, or if they were unsuccessful in the class and did not pass one of the semesters. The student may audit the class, which means retake it for a better grade but not receive another credit, by doing one of the following; taking summer school online classes through the Indiana Virtual Academy or retaking the class the following year provided there is room in the class and the student's schedule. Both grades will show on the student's transcript but will average together for the grade point average.

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## Graduation Requirements/ Diplomas

Students are encouraged to strive for one of the following: Indiana Core 40 Diploma, Core 40 Academic Honors Diploma or Technical Honors Diploma. Students may also opt out of the Core 40 Requirement and pursue a regular diploma, but students with an Indiana Core 40 diploma better prepare themselves for college and career opportunities. Students should consult with the guidance counselor concerning diploma options.

### Indiana Core 40 Diploma

- English/Language Arts:..... 8 credits
- Mathematics:..... 6 credits
- Science:..... 6 credits
- Social Studies:..... 6 credits
- Directed Electives:..... 5 credits
- Physical Education:..... 2 credits
- Health and Wellness:.....1 credit
- Other Electives:..... 6 credits

\*40 Total State Credits Required

### Core 40 Academic Honors Diploma

An Indiana High School Core 40 Academic Honors Diploma is the highest diploma offered to a student in Indiana. This diploma requires additional credits in Math, Foreign Language, Social Studies, and Fine Arts. Any student who receives this diploma has achieved one of education’s highest awards. The requirements for this diploma are listed below. The following areas and courses are required:

- |                                 |                     |
|---------------------------------|---------------------|
| 8 credits Language Arts         | 8 credits Math      |
| 6 credits Social Studies        | 6 credits Science   |
| 6 or 8 credits Foreign Language | 2 credits Fine Arts |
| 2 credits Physical Ed           | 1 credit Health     |

\*47 Total State Credits Required

Only courses in which a student has earned a grade of a “C” or above may count and the student must have a G.P.A. of “B” or above.

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### **Core 40 with Technical Honors Diploma**

Complete requirements for Core 40 Diploma. Complete a career-technical program and earn eight or more related credits. Earn a grade of “C” or better in courses that count toward the diploma. Have a GPA of “B” or better. Complete two of the following - one must be A or B: (A) Score at or above the following levels on WorkKeys: Reading for Information -Level 6; Applied Mathematics – Level 6; Locating Information – Level 5 (B) Complete dual high school/college credit courses in a technical area (six college credits (C) Complete a Professional Career Internship course or Cooperative Education course two credits (D) Complete an industry-based work experience as part of a two year technical education program [minimum 40 hours] (E) Earn a state approved, industry recognized certification.

### **Grade Level Definitions**

A student’s grade level will be defined by the number of semesters enrolled in school.

Grade 9 (Freshman)	1-2 Semesters
Grade 10 (Sophomore)	3-4 Semesters
Grade 11 (Junior)	5-6 Semesters
Grade 12 (Senior)	7 or more Semesters

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## Early Graduation Waiver

### Six Semester Graduate

A student may apply to graduate after 6 semesters if they meet the following criteria:

1. The student must meet all graduation requirements by the end of their junior year (included any state mandated assessments).
2. The student must be eligible for the Mitch Daniel's Scholarship.
3. The student has been accepted and is enrolled into an accredited postsecondary educational institution in pursuance of a 4-year bachelor degree.

OR

The student is furthering their education through military enlistment and the student has an enlistment contract that contains an education component.

A decision by the high school principal to deny a request for an early graduation waiver may be appealed to the superintendent and a decision of the superintendent to deny a request for a waiver may be appealed to the school board.

It is also understood that an early graduate will not be eligible for senior privileges or awards.

### Seven Semester Graduate

A student may graduate in less than eight semesters provided all requirements are fulfilled. For a student and their parents/guardians to make this decision, it is important that they understand the consequences of their decision.

A student who plans to graduate in December after their seventh semester will be eligible to participate in the graduation ceremony and associated functions at the end of the school year. They will also be eligible to attend and/or participate in any awards or scholarship recognition programs.

A student who plans to graduate in December after their seventh semester will not be eligible to participate in extracurricular activities during the subsequent spring semester. They will also not be eligible for valedictorian/salutatorian or any other awards or scholarships that require eight semesters of high school attendance.

To be eligible for graduation after seven semesters, a student must meet the following requirements:

1. Apply by May 1<sup>st</sup> of junior year.
2. Complete all graduation requirements by the end of the first semester of their senior year,  
to include passing any state-mandated assessments.
3. The student has been accepted and is enrolled into an accredited postsecondary educational institution in pursuance of a 4-year bachelor degree;

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OR

The student is furthering their education through military enlistment and the student has an enlistment contract that contains an education component;

OR

The student is experiencing extreme health issues or hardship.

4. If applicable, be in receipt of any transfer credits from other accredited schools or approved online courses before the commencement of the eighth semester.

### **Graduation Ceremony Policy**

Participation in the graduation ceremony is an activity that can be denied. For a student to be eligible to participate in graduation ceremonies, he/she must have completed ALL of the following requirements:

1. Fulfill all academic credits or all requirements in their special education individual education plan (IEP), and have all credentials on file at Milan High School on the day before the ceremony. Students who complete all requirements for credits and testing as prescribed by state statute and board policy will receive a diploma. All other students will receive an appropriate certificate as prescribed by state statute and board policy and/or IEP. Diplomas and certificates will be given at a time during the ceremony as dictated by the Principal or his/her designee.
2. Fulfill all financial obligations to the school.
3. Attend practice for graduation unless excused by the principal or his/her designee.
4. Dress appropriately for the ceremony. Students should be aware that until the ceremony ends, they are still governed by school rules and any violation of those rules may put their participation in jeopardy.
5. A student who is assigned an ASD must serve the detention before he/she will be allowed to go through graduation exercises.
6. If a student is suspended or expelled at the time of graduation, he/she may not attend or participate in the graduation ceremony.



### **Southeastern Career Center**

The Southeastern Indiana Career Center provides students with an opportunity to pursue a variety of vocational interests. Students who successfully complete the rigorous course of study will be qualified to step into the workforce directly from graduation. Students must plan their schedules so that all required courses at Milan High School can be taken in addition to those at the Career Center.

1. Students attending the Southeastern Career Center are under the same attendance policy as other students at Milan High School.
2. A student that is suspended or expelled from the Southeastern Career Center is also suspended or expelled from Milan High School.
3. Unless given permission by an administrator, a student may not drive to the Southeastern Career Center. A student may not ride to or from the Southeastern Career Center with another student unless given permission to do so.
4. Permission to drive or be a passenger in a car either to/from the Southeastern Career Center can be revoked at any time by the school administration.
5. A student given permission to drive to the Southeastern Career Center will not be allowed to have passengers unless:
  - a. Permission is given by the administration.
  - b. The driver and passengers have submitted a parent permission form to the office.

### **Ivy Tech Dual Enrollment Students**

1. Students must meet Ivy Tech enrollment qualifications.
2. Milan Community Schools will pay \$200 of tuition fees for each Ivy Tech course taken.
3. Student portion of the tuition is due to Milan Community Schools prior to the start of the semester.
4. Students will be responsible for the purchase of their books.



## Attendance

A good attendance record is important not only to the student, but also to the school. Students with a poor attendance record often lose interest in school, tend to feel left out, and are commonly school dropouts. Evidence indicates that grades and class records of prospective employees are of concern to business and industry. These guidelines have been implemented in order to attain a dual purpose: To (1) provide daily interaction in the classroom, and (2) help the student achieve a high level of academic performance. A very high correlation exists between school attendance and productive learning just as in the workforce a high correlation exists between attendance and productivity.

Each student with a full schedule is allowed a maximum of 80 periods of absences (10 days) from school per year (excluding excused absences). Students with a partial schedule will have an adjusted attendance allotment.

### Morning arrival

The school doors will be unlocked at 7:30 a.m. Students are not to be in the school building prior

To 7:30 a.m. unless they are directly involved in a staff supervised activity or meeting. Students are expected to be in their first period class when the 8:00 a.m. bell rings. Students who arrive after the 8:00 a.m. bell must sign in at the office. Do not go directly to class without obtaining a pass from the office.

### Procedures to Report an Absence

Parent phone call to school the morning of school explaining the reason for absence OR documentation of activity that was the reason for absence (doctor, dentist, driver's license appointment, funeral, etc.) ALL DOCUMENTATION MUST BE RECEIVED WITHIN 48 HOURS. You can reach the office at 812-654-3096 or email the Guidance Department Secretary at [bonnie.walker@milan.k12.in.us](mailto:bonnie.walker@milan.k12.in.us). A call is needed each day a student is absent.

1. Attendance is mandatory during the 3 days of final exams at the end of each semester. Unexcused absences on final exam days can result in the student receiving a zero for that exam.
2. Pre-arranged Absences (Maximum 5 days per school year): Vacations and/or personal time are defined as at least one parent or guardian accompanying a student. Vacation and/or personal time that must be taken for any reason related to missing any time of the normal school day for personal reasons including, but not limited to: weddings, vacations, extended trips, air travel, etc. A parent must call school prior to absence and notify administration of the intended absences.
3. Post High School Exploration/College Visits (Juniors and Seniors Only): Post high school exploration trips include colleges, technical schools, career/job visit, and any other post

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high school training facilities. Juniors and Seniors are permitted (2) exploration visits each year. A letter from the appropriate institution must be filled out, signed, and turned in within 48 hours of the student's exploration visit. If this is done properly, the student will be excused without the absence being counted toward the attendance policy. Student must meet criteria of school sponsored trip to be approved.

### **Sign In Sign Out Procedure**

Any student who needs to leave early or arrives late must sign in/out in the attendance office. Students need both parent and administrative permission to leave school early. Students will be allowed to sign out if the proper authorities (school administration, staff) have received a parental notification stating the reason the student needs to leave school, or after a parent has been telephoned by the office for permission regardless of the student's age. If a student missed more than 15 minutes of class, they will be considered absent. Students leaving the building without approval will be disciplined and can be considered truant.

In order to participate in an extracurricular event, a student must attend at least five classes the day of the event. If the absence is excused, the minimum period requirement may be disregarded. A student not meeting the five period requirement the day before a weekend or non-school day extracurricular event may not participate in the event unless the absence is excused or with approval by the administration.

### **Excused Absences: Count Toward 80 Period Limit**

1. Personal illness not under a physician's care
2. Driver's Test
3. Funeral of a non family member
4. Pre-arranged absences (vacations)
5. Court/Probation/Legal appointment
6. Administrative consideration may be given when an extenuating circumstance would indicate it would be in the best interest of the student or school.

### **Excused Absences: Do Not Count Toward 80 Period Limit**

In accordance with Indiana State Law, students may be excused from school attendance for only the following reasons:

1. Personal illness requiring a physician's statement. Statement must indicate complete time/date(s) being excused by physician. Students are expected to attend school on the days in which they have appointments.
2. Death and funerals of members of the household and/or immediate family
3. School sponsored/authorized activities. Provided the student meets criteria for approval to attend school sponsored trips.
4. Religious holiday

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5. School related injury or student sent home by school personnel (for the day missed only)
6. Becomes incapacitated or suffers from a chronic illness
7. Military training not to exceed 10 days per year

## **Unexcused Absences**

Any absence that falls outside the guidelines of an excused absence previously listed will be considered unexcused and will count towards the 80 period limit. An unexcused absence may include but is not limited to:

1. An absence that is not properly documented with the high school office within 48 hours
2. Failure to attend school prior to appointments or after appointments due to excessive travel time
3. A student works the same day of an absence from school due to illness, regardless of a parent phone call
4. A student who is absent due to illness and participates in an extracurricular event or attends an extracurricular event, regardless of parent phone call
5. If the number of student absences exceeds 80 periods
6. Milan High School, along with the Indiana Department of Education, does not recognize senior skip day as an excused absence. Therefore, a student who participates in a skip day will be considered unexcused.

Unexcused absences on final exam days can result in the student receiving a zero for that exam.



**Consequences for Violations if Absent 80 Periods or More:**

An attendance plan between the student and school will be assigned to a student during an informal meeting once the student has reached 80 or more periods of absence. At that time the plan goes into effect. The student will be presented with a copy of the attendance plan as well as a document explaining the number and categories of absences. The student is expected to take the attendance plan home to be signed by a parent or guardian. Upon the signature by a parent or guardian, the student is responsible for returning the attendance plan to the Guidance secretary the next school day. The parent and student signature acknowledges that the student has been placed on the attendance plan. Students will be placed on an attendance plan even when the parent refuses signature. **The next absence that counts toward the 80 period limit will result in the following:**

Periods of Absence	Consequences
20	Parent Letter
40	Parent Letter, Ripley Co Probation Notified
60	Parent Letter, Ripley Co Probation Notified, Parent Conference
80	Attendance Plan and Ripley Co Probation Notified
Attendance Plan	
1st Occurrence after 80 Periods	ASD
2nd Occurrence	Ripley Co Probation Notified and DCS Notified if student under 18
3rd Occurrence	1 Day RCATS
4th Occurrence	Work Permit Revoked
5th Occurrence	3 Days RCATS
6th Occurrence	Suspension of Driving Privileges is sent to BMV
7th Occurrence	5 Days RCATS
8th Occurrence	Expulsion

An UNEXCUSED absence or TRUANCY may result in further disciplinary action including, but not limited to a 3-day suspension, 5-day suspension, and/or possible recommendation for expulsion.

Note: The next absence is defined as all or part of the student's schedule.

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## **School Make Up Work**

A student will be permitted to make up work if he/she is absent. If the student wishes to make up work he/she must request it of the teacher. A student will be given one school day for each missed day to complete the makeup work, plus an additional calendar day if needed. Extended illness (beyond five school days) will be handled on an individual basis. Administrative consideration to extend the make-up work deadline may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.

It is the responsibility of the student to keep up to date on absences by communicating with each of his/her teachers and the attendance officer. Students should utilize their school email account or Google classroom to make contact with each individual teacher when absent from school to receive all coursework.

Students who are truant or are suspended from school are not allowed to make up missed schoolwork for credit.

## **Truancy**

Truancy is defined as a student missing all or part of a school day without the consent or knowledge of the parents and/or school officials. A student who is truant from school will be disciplined and will not receive credit for school work missed on those days. Indiana State Law defines a habitually truant student as a student who is chronically absent, by having unexcused absences from school for more than ten days of school in one school year. Truancies are considered a Level 2 offense and can be handled with expulsion with due process and/or referral to the Ripley County Probation Department and/or Children's Protection Services. Days of suspension due to truancy will count toward the 80 period limit. Students who have failed three or more of their scheduled classes due to the accumulation of absences may forfeit their right to stay in school for the semester due to violation of the State Compulsory Attendance Law.

## **Perfect Attendance**

Perfect attendance is awarded at the end of the second semester. To attain this honor, a student must be in attendance every day for the entire school year (no tardies) with no exceptions. School sponsored or school-related activities are considered "daily attendance."





## Outstanding Attendance

Outstanding attendance is awarded at the end of the second semester. To attain this honor, a student may miss 1-3 days for the entire year. Suspensions from school are not acceptable absences for this honor. Students receiving this distinction may have no more than three tardies for the entire year.

## School-Sponsored Trips

School-sponsored trips or field trips are activities that can be revoked. If a teacher or administrator feels a student should not attend a field trip, permission for the student to attend may be denied. Permission must be granted by the Principal for any school-sponsored trips, whether taken on school days or non-school days.

A student may be ineligible to participate in a school sponsored trip if:

- They have a total of 10 excused or unexcused absences in a semester.
- They have been suspended two or more times during the school year or one 10 day suspension.
- They are not in attendance at school during the periods leading up to the field trip departure unless the absence is excused.
- They are not in attendance on a Friday prior to a weekend (Saturday or Sunday) field trip unless the absence on Friday was excused.
- The student has any outstanding balances or book bills.
- The student (or parent/guardian) does not agree to participate in the random drug testing policy.
- They are failing a core subject course (Math, English, Social Studies, Science). The administration will determine a cut-off date for grades to determine eligibility.

Parent permission is given (or not given) for a student to attend school-sponsored trips during registration. Any student who goes on a school sponsored trip or field trip that requires a student to miss that school day or more than one school day will be required to make up any school work that is missed. Any variance from the policy must have administration approval. No trips will be scheduled in the last two weeks of any semester. Students will be expected to follow the dress code and all policies found in the student handbook.

## Visitors

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

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## **Tardy to School or Class**

Tardiness, unless a staff member detains a student, is defined as any unexcused appearance of a student beyond the scheduled time that a class begins. Any student who is not in the classroom when the bell rings will be counted tardy. Teachers have the right to count a student tardy based on their own tardy policy provided to the students. Teachers may require students to be in the seats when the bell rings as a classroom management strategy. Almost all tardiness is avoidable. Tardiness disrupts not only school functions, but also the progress of class. It interferes seriously with the educational atmosphere. Habits of punctuality and promptness are the chief elements of reliability. Lack of such habits cannot help but be detrimental to a successful life. Future employers and college entrance boards, have a high regard for promptness. Plan to arrive early. Allow for emergencies. Students are expected to report to school and to each class on time and be prepared for class according to each teacher's classroom management plan. Students who arrive to school after 8:00 a.m. must enter through the main entrance and report to the high school office to receive a pass and will be counted tardy to 1<sup>st</sup> period. Students who are more than 15 minutes late to any class will be counted absent and considered unexcused. Students are responsible for being aware of and keeping track of their tardies.

A student is considered tardy to a class if they fail to arrive in their classroom prior to the bell. Tardies are cumulative. (Total as opposed to "per class")

4 Tardies per semester: Warning

6, 8,10 Tardies per semester: After School Detention

12 Tardies per semester: 1 Day OSS

14 Tardies per semester: 3 Day OSS

16 Tardies per semester: 5 Day OSS

18 or more Tardies per semester: Possible Expulsion with due process

These rules refer to the first 5 minutes of class. Any student that comes to class more than 5 minutes late (with the exception of 1<sup>st</sup> period which must always have a pass from the office to be admitted) will be referred to the office for disciplinary action.



# Discipline Plan

The Milan Community School Corporation (MCSC) is committed to programs that will ensure the development of students who have self-respect, respect for others, and who comply with existing laws and accept their corresponding rights and responsibilities. To accomplish this, the MCSC must formulate clear expectations for individual students, as well as for groups of students, and the legal processes that guarantee and regulate them.

The following behaviors are prohibited on school property and school activities because they are considered not to be in the best interest of student welfare and/or counter productive to the maintenance of a good educational environment. This plan is in effect at school, on the way to and from school, and for all school activities, and the penalties are assigned according to the degree in which the educational process is disrupted or has potential for disruption and to the potential for endangering the health and safety of students and staff.

The rules of conduct at Milan High School are few. In general, the rules of conduct may be summed up as follows: Students are to be in attendance at school and on time, unless excused. Students are expected to treat our staff, school property, and their peers with respect. This philosophy should be observed at all times in and about the school and school sponsored activities.

## Student Responsibilities

1. Attend school regularly, arrive on time, be prepared, bring appropriate materials to class, participate in class, and complete homework.
2. Strive for academic growth.
3. Respect the rights, feelings, and property of fellow students, parents, school personnel, visitors, guests, and school neighbors.
4. Conduct myself properly on school grounds, en route to and from school, at bus stops, at any school-related activity, and in the classroom, so as not to interfere with the rights of another student to learn.
5. Accept the consequences of my own actions, and follow discipline guidelines adopted by the school and district.

## Student Rights

1. Receive a copy of the guidelines for student behavior.
2. Discuss educational concerns with teachers and other school staff members.
3. Receive special help, as needed, from professional staff members.
4. Receive fair discipline without discrimination in every aspect of the educational system.
5. Study and learn in a positive atmosphere free from verbal and physical threats and abuse.
6. Review their records within the appropriate guidelines.

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## **PROGRESSIVE DISCIPLINE PLAN**

This progressive discipline code for Milan High School is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline imposed shall be based on the severity of the misbehavior.

These examples do not encompass all potential violations of the Discipline Code. Some example infractions and normal penalties are shown. Known facts of a violation may alter the final penalty assessment. A school administrator, in advance of the student serving the time, will assign detention hours. Expulsion may be for one semester or for one year from the date of infraction. All expulsions after the 15<sup>th</sup> week of a semester may be enforced during the following semester. The administration reserves the right to skip levels of discipline depending upon the violation.



### **Level 1 Discipline:**

Level 1 discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Most Level 1 infractions are expected to be taken care through student compliance with teacher requests and expectations. If a student fails to follow basic teacher directives in the classroom then they will be referred to the office for further intervention.

#### **Level 1 Violations**

1. Failure to follow established teacher, handbook, school, & classroom expectations.
2. Dress Code Violation
3. Failure to sign in and/or sign out in the office
4. Inappropriate behavior, language, or gesture
5. Public Display of Affection (simple hand holding is acceptable)
6. Food or drink in the hallway or classroom without permission
7. Roller blades or skateboards on school property
8. Failure to tell the truth/deception

#### **Level 1 Penalties:**

Teachers will assign consequences for Level I violations. These consequences can include but are not limited to: parent contact, verbal warning, assigning an after school or morning detention in their classroom, or office referral for repeated violations.

*REMINDER – A second suspension or expulsion may affect a student's driving privileges. Students on probation will also be referred to Probation officials when MHS Discipline Code violations occur.*



## Level 2 Discipline:

Level 2 discipline offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehaviors directed against persons or property but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided.

### Level 2 Violations

1. Major Classroom/Cafeteria Disruption
2. Failure to attend ASD or removal from ISS
3. Insubordination
4. Test and/or Individual or Group assignment Irregularities. The student may also receive a zero for that assignment or test.
5. Leaving building/classroom/school grounds without permission. This includes Truancy.
6. Accidental damage/negligence
7. Altering or forging a pass; possession of a pass without permission; forging a parent note or phone call
8. Altering or installing to Chromebook device without permission.
9. Altering, tampering with, destroying, defacing, or misuse of safety and/or security equipment and/or alarms. Students will also be liable for any damage that occurred to equipment, and possible police notification.
10. Parking Lot Violations (Improper parking, reckless driving) If the violation endangers the safety of other students, then driving privileges can be revoked and Level 3 penalties enforced.
11. Threats, harassment, profanity directed toward students
12. Disorderly conduct - Any act of any person(s) to interfere with the lawful use of school premises or to thwart their purposes is unlawful and in violation of Board policy. Examples may include but are not limited to: unlawful student assemblage; a group act of violence, disruption, vandalism, or building seizure; or interference with the functioning of school personnel or any student or group of students.

### Level 2 Penalties:

- 1<sup>st</sup> Report: 1 day ISS
- 2<sup>nd</sup> Report: 1 day OSS
- 3<sup>rd</sup> Report: 3 days OSS
- 4<sup>th</sup> Report: 5 days OSS
- 5<sup>th</sup> Report: Up to 10 days OSS, possible expulsion

*REMINDER – A second suspension or expulsion may affect a student’s driving privileges. Students on probation will also be referred to Probation officials when MHS Discipline Code violations occur.*

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### Level 3 Discipline:

Level 3 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal. Offenses that threaten the health, safety, or well being of others will result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 2004 Individuals with Disabilities Education Act.

#### Level 3 Violations:

1. Fighting, instigating a fight, or physical attack on student (If attack is extremely violent, police will be called and the student suspended 10 days and expulsion may be requested. If a student is attacked without provocation and they use minimum force to defend themselves, leniency may be given.)
2. Indecent Exposure
3. Possession of deadly weapons which are designed to inflict bodily harm or ammunition or Any explosive devices on school property or school sponsored event. (If a student inadvertently brings a weapon on school property, the student should bring it immediately to the office. Leniency may be given to students who make a legitimate mistake and the student reports the violation to school administration before the infraction is discovered.)
4. Possession or use of any chemical substances such as tear gas, etc. on school property or school sponsored event
5. Possession of smoking, chewing, or any other use of tobacco products; including lighters, matches and electronic cigarettes
6. Any form of Sexual Harassment. Prohibited sexual harassment consists of sexual Violence, unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature. Examples of sexual harassment include verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, pressure for sexual activity, and suggesting or demanding sexual involvement accompanied by implied or explicit threats.
7. Theft
8. Threats, harassment, profanity directed toward or about school personnel
9. Vandalism – Restitution for all damages incurred and additional discipline as needed

#### Level 3 Penalties:

- 1<sup>st</sup> Report: 3 day suspension
- 2<sup>nd</sup> Report: 5 day suspension
- 3<sup>rd</sup> Report: 10 day suspension due process for expulsion

*REMINDER – A second suspension or expulsion may affect a student's driving privileges. Students on probation will also be referred to Probation officials when MHS Discipline Code violations occur.*

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### Level 4 Discipline:

Level 4 discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well being of others will result in immediate suspension of the student from the school. Student and parent/guardian participation in a conference with the principal is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 2004 Individuals with Disabilities Education Act.

#### Level 4 Violations:

1. Alcohol/drug use, possession or under influence
2. Possessing, using, selling, transmitting, or being under the influence of any narcotic drug, legend drug, hallucinogenic drug, amphetamine, stimulant-depressant, barbiturate, marijuana, drug paraphernalia, alcoholic beverage, inhalant drug, caffeine-based pills, Phenylpropanolamine (PPA) intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items. Use of a drug authorized by medical prescription from a physician is not a violation of this subdivision. No student is to carry any medication unless authorized by the school.  
**\*NOTE: All prescriptions are to be placed in the care of the nurse or designee during the school day.**  
**\*NOTE: If there is reasonable suspicion of alcohol use, a breathalyzer test will be given. Refusal to submit to this test will result in actions taken as if a positive test occurred.**
3. Use/threat with weapon or firearm possession
4. Physical attack on staff member
5. Possession of deadly weapons which are designed to inflict bodily harm, ammunition or any explosive devices on school property or school sponsored event *with intent to use*.
6. Engaging in voluntary or consensual sexually related contact by oneself or with another person.
7. False fire alarms, bomb threats, arson, or false calls to 911.
8. Felonies
9. **IC20-33-8-15 Unlawful activity by student**  
Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:
  - (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
  - (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
10. Violation of MCSC Student Code of Conduct for expulsions.

#### Level 4 Penalties:

1<sup>st</sup> Report: 10-day suspension; possible police notification; and/or due process for expulsion

*REMINDER – A second suspension or expulsion may affect a student's driving privileges. Students on probation will also be referred to Probation officials when MHS Discipline Code violations occur.*

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## Detentions

After School Detention (ASD) is a disciplinary step taken as a way of correcting inappropriate behavior, yet allowing the student to remain in his/her regular classes. Students are to report to ASD on the appointed date and time. The following rules will be observed:

ASD starts at 3:15. Anyone late will not be permitted and will not receive credit for that session.

1. Student Code of Conduct applies to all students
2. No outside food or drink
3. Bring work/study materials for the 45 minutes.
4. Seating will be assigned by ASD monitors.
5. All electronic devices must be turned off the entire duration of ASD.
6. No talking/sleeping during ASD.
7. Restroom breaks may be granted by ASD monitors.
8. Students who do not comply with established procedures will be asked to leave and will receive "No Credit" for that session. The decision of the monitor is final."
9. Failure to report to assigned detention will result in ISS. The only valid reason for missing detention would be non-attendance to school the day of the detention, administration removal, or an excused absence for the afternoon of the detention. In these cases, the student will be reassigned to the next available ASD.
10. A senior student who is assigned an ASD must serve the detention before being allowed to go through graduation exercises. An underclassman who does not serve an assigned ASD before the end of the school year will make up the ASD the following school year.



## Electronic Device Usage Policy

The use of electronic devices while on school grounds is a privilege. As a general rule students are not permitted to use electronic devices on school grounds during school hours without the permission of a staff member. However, MHS recognizes the educational value and ubiquitous nature of electronic devices. Therefore, students are allowed to use these devices before school, during passing periods, during lunch, and after school unless directed otherwise by a staff member. Students may use electronic devices in the classroom at the discretion of the classroom teacher. Students are not permitted to use such devices to engage in an activity that violates school rules or state or federal law. Failure at any time to comply with a staff member's request to store or turn over an electronic device will be considered insubordination and will result in disciplinary action. Milan High School assumes no liability for lost or stolen items.

If the teacher's electronic device policy is not followed OR you are using your phone for non-academic reasons, you will receive the following consequences:

- First Offense:
1. Electronic device is confiscated and held by teacher until 3:02
  2. Teacher documents offense
- Second Offense:
1. Electronic device is confiscated and held by teacher until 3:02
  2. Teacher documents offense
  3. Parents are called and notified
  4. ASD is assigned
- Third Offense:
1. Electronic device is confiscated and held by Mr. Langferman until parent contact made.
  2. Teacher documents offense
  3. ISS is assigned
- Fourth Offense:
1. Electronic device is confiscated and held by Mr. Langferman.
  2. Teacher documents offense
  3. OSS is assigned OR Mr. Langferman holds the device for 5 school days. (Parents choice)
- Fifth Offense:
1. Electronic device is confiscated and held by Mr. Langferman until 3:02
  2. Teacher documents offense
  3. OSS is assigned
- Sixth Offense:
1. Electronic device is confiscated and held by Mr. Langferman until parent comes in to pick up
  2. Teacher documents offense
  3. 3-5 days OSS is assigned



# Current Legal Issues Regarding Personal Electronic Devices

Milan High School encourages the use of technology as an instructional and learning tool. As previously stated, to maintain a learning environment, all personal communication devices must be powered off during normal academic hours unless given approval. Milan High School also recognizes the role of technology and communication devices in our daily lives. Communication initiated outside of school, which is later brought into school, may cause educational and legal consequences. The following is an informational legal opinion supported by Milan High School concerning student cell phone usage and current issues.

\*Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device is subject to disciplinary action.

### Please be aware:

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Level 6 felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) 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 the Milan school system.



## Possession of a Firearm

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the U.S. Code:
  1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  2. The frame or receiver of any weapon described above
  3. Any firearm muffler or firearm silencer
  4. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, firecrackers or any similar device. This includes ammunition such as bullets and shotgun shells and other projectile devices.
  5. Any explosive device such as firecrackers and smoke bombs.
  6. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  7. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

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

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

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.



## Bullying

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

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

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

Treatment options for the victim may include:

- Counseling from the Guidance Counselor
  - \*Teasing Tips - ignore, walk away, change the subject, agree, tell a joke
  - \*The 5 Plan - Try a teasing tip 3 times, warn the person to stop or you will report, report to an adult
  - \*Keep the Power don't give it to someone else
- Make a plan on how they can handle the situation differently next time
- Meet with the student once a week for two weeks and more if additional counseling is needed.
- Encourage reconciliation with the bully if both students are ready and willing.

Remediation for the bully may include:

- Educate the student on the definition of bullying and why their actions were inappropriate
- Attempt to identify why the student is participating in bullying behavior
- Bully education video
- Role play a different way they could have handled the situation or/and make amends with victim written or verbally
- Meet with the student once a week for 2 weeks and more if additional counseling is needed.
- Recommend outside counseling if the student is not making progress.



# Bully Rubric

Code	Behavior	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident
<b>A</b>	Name calling, teasing or making fun of in a hurtful way. Includes all cyber devices.	Student placed on Bully Rubric. Discipline dependent upon seriousness of incident.	Conference with student. Parent contacted. Student serves ASD	Conference with student, parent contacted, 1-5 days ISS or OSS, dependent upon seriousness
<b>B</b>	Social exclusion, threatening, or forcing another student to do something against their will.	Student placed on Bully Rubric. Parent contacted. Discipline dependent upon seriousness of incident.	Conference with student. Parent contacted. 1-3 days of ISS.	Conference with student, parent contacted, 1-5 days ISS or OSS, dependent upon seriousness of incident. Develop behavior plan for improvement.
<b>C</b>	Spread rumors or lies to make others dislike specific person or persons. Includes all cyber devices.	Student placed on Bully Rubric. Parent Contacted. Discipline dependent upon seriousness of incident.	Conference with student. Parent contacted. 1-3 days of ISS.	Conference with student, parent contacted, 1-5 days ISS or OSS, dependent upon seriousness of incident. Develop behavior plan for improvement.
<b>D</b>	Used names or made comments about a specific person or persons because of their race or color. Includes all cyber devices.	Student placed on Bully Rubric. Parent contacted. 1 day ISS, or more dependent upon seriousness of incident.	Conference with student. Parent contacted. 1-3 days of ISS or more dependent upon seriousness of incident.	Conference with student, parent contacted, 1-5 days ISS or OSS, dependent upon seriousness of incident. Develop behavior plan for improvement.
<b>E</b>	Made inappropriate comments or gestures with a sexual meaning. Includes all cyber devices.	Student placed on Bully Rubric. Parent contacted. 1 day ISS, or more dependent upon seriousness of incident.	Conference with student. Parent contacted. 1-3 days of ISS or more dependent upon seriousness of incident.	Conference with student, parent contacted, 1-5 days ISS or OSS, dependent upon seriousness of incident. Develop behavior plan for improvement.
<b>F</b>	Intimidating, hitting, kicking, pushing or shoving a student	Student placed on Bully Rubric. Parent contacted. 1 day ISS, or more dependent upon seriousness of incident. Hitting automatic 3 day OSS.	Conference with student. Parent contacted. Student serves 1-3 days OSS. Hitting automatic 5 days OSS.	Conference with student, parent contacted, 3-5 days OSS, dependent on seriousness of incident. Hitting automatic 10 days OSS pending expulsion.



# Out-of-School Suspension Procedures

Being given an Out of School Suspension (OSS) is a very serious matter. An OSS can jeopardize a student's future at Milan High School. When the Principal or his/her designee determines that a student should be suspended, the following procedures will be followed:

## First Suspension of the Year

1. Any work due or assigned on days when a student is suspended can be made up but the student will receive a zero for that work.
2. Students who are suspended may not be on school property or attend or participate in school-related functions until the first day of school after the end of a suspension. For example, a student who is suspended on a Friday may not be on school grounds nor participate in or attend a school-related function until the following Monday.

## Second Suspension of the Year

1. All of the above are in effect.
2. Names of students under 18 years of age can be sent to the Bureau of Motor Vehicles. According to state law, a student's license may be revoked. According to state law, a suspended student who does not have a license will not be allowed to get one until the student is 18 years old.
3. The student will not be allowed to hold any class or club offices.

## Third Suspension of the Year (and any Subsequent Suspension)

1. All of the above will be in effect.
2. Mandatory parent conference before the student may return to school.
3. Expulsion may be requested.

# Passes

If a student wishes to leave any class to which he/she is assigned for that time, he/she must secure a pass. Students will receive 18 passes per semester. This pass is issued and signed by the teacher under whose supervision he/she will be and it is returned at the end of the period. The supervisory teacher should designate the time of departure on the pass. During class time, which includes the activity period, students are not to be in the hallways without a pass. Passes are issued by teachers and office staff only. NO PASSES for tardy students will be written by the office, except for sign-ins. If a student wishes to see a teacher during the teacher's conference period, he/she must arrange for this in advance. That teacher must issue him/her a pass granting him/her permission to be excused from a study period. This regulation holds true for visiting more than one teacher during the same period.



## Bus Discipline

Milan Community School Corporation 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 will tape 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 at all times is expected. A student who refuses to adhere to the bus rules will be subject to the bus disciplinary policy. This can and will result in the student being denied bus-riding privileges, depending on 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 by IC 20-33-8-0.2 as “overt, repeated acts or gestures including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.”
4. **Students should be waiting at the bus stop when the bus arrives**, and wait his/her turn to load/unload without pushing or shoving. **The bus does not stop at empty bus stops.**
5. Students should be seated in their assigned seats immediately upon entering the bus and remain seated throughout the trip. Windows or doors 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 and keep all belongings out of the way of other students. Do not extend arms or body parts out of the windows.
8. Refrain from loud, boisterous, or profane language or indecent conduct.
9. Treat the bus with respect – do not mark or damage seats, windows, or any part of the bus. Keep feet off the seats. Do not throw anything in or out of the bus.
10. Students must refrain from teasing, scuffling, tripping, holding, hitting, or using their hands, feet or body in any objectionable manner.
11. The schools discourage students from riding a bus to which they are not assigned. If a student must ride an unassigned bus, the driver must have a parent note that has been authorized by the principal or designee. If such a note is not presented to the driver, the child will not be permitted to ride. This is also required for an assigned rider to get off the bus at an unauthorized stop.
12. The following items are not permitted on the bus: chewing gum, food, smokeless tobacco, cigarettes, lighters, alcohol, or controlled substances, inflated balloons, firearms, knives, or weapons of any kind. (Exception: food or drink brought for school lunch and remains closed, also food or drinks supplied by driver for special occasions.)
13. Use of electronic devices is at the discretion of the bus driver.
14. Roller blades, skate shoes (i.e. “Heelies”) and/or skateboards are not prohibited on the bus.

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## School Dance Policy

All dances and proms are for Milan High School students only. At some dances, students may be allowed one guest from outside the school provided the guest is at least a freshman, not older than 20 years of age, and has been previously registered in the office. An announcement will be made prior to the scheduled dance if guests are welcome to attend. Guests attending the dance are subject to the same rules and regulations as Milan High School students. In addition, the following procedures will be followed for all dances and proms

1. All school rules apply.
2. Students must have a signed agreement to participate in the random drug testing policy of MCSC.
3. Proper dress is required.
4. No student will be admitted more than 1 hour past the starting time of the dance without being pre-approved by the administration.
5. Once students leave the dance they are to leave the school grounds.
6. If you are suspended, expelled, or absent without an approved excuse from school on the day of the dance, or the last school day before the event, you are not permitted to attend.

## Prom

Only those Milan students in grades 11 and 12 are permitted to purchase tickets for the prom. A student in grade 9 or 10 may attend if invited as a guest of a Junior or Senior. Other persons wishing to attend may do so with prior permission from the school administration (e.g. college students, high school students from other schools, graduates, etc.) must be approved seven days prior to the Prom. No one 21 or over is allowed to attend. Outstanding financial obligations must be met to attend the prom.



## Dress Code

The administration and staff of Milan High School consider a neat appearance and proper clothing an important factor in both indicating a good school attitude and maintaining an effective and desirable atmosphere for learning. The purpose of a dress code is not to stifle any student's creativity or free speech but to promote a safe and positive environment for all students. It is the responsibility of the parent to ensure that their student is in compliance with the dress code at all times. If a student or parent is unclear whether a particular article of clothing is acceptable at Milan High School, please contact the administration prior to the student wearing the clothing to school.

1. All forms of headgear (hats, scarves, bandannas, etc.), are to be removed upon entering the building and may be put back on only upon leaving the building.
2. No off-the-shoulder tops
3. No tops with straps too narrow to properly cover undergarments
4. No bare midriffs on ladies or gentlemen.
5. Excessively ripped or torn clothing is not appropriate.
6. Dresses/Skirts/Shorts are acceptable. However, they should not be so short as to cause a distraction or disturbance. Shorts should be fingertip length. Skirts/Dresses should fall within three inches of the top of the knee cap.
7. Clothing/tattoos with vulgar or indecent slogans or insignias, pictures that show violence, alcohol, tobacco, sex, or drug-related characters or advertisements are not permitted. Clothing that portrays, promotes, pertains to, or implies racism, inappropriate language, sex slang, etc. may not be worn. Clothing that contains messages that can be construed to be inappropriate are prohibited as well.
8. Students are permitted to wear earrings in the ear or a stud in the nose... Students may be asked to remove or cover the piercing.
9. No chains (worn or on wallets), dog collars, spiked rings or collars, and/or bracelets are to be worn or brought to school or to school events.
10. No bulky, long, or oversized coats may be worn during the school day.
11. Backpacks must be left in lockers during the school day. Gym bags with athletic or gym clothing may be carried only to the courses requiring the use of the attire.
12. Shoes are to be worn at all times.
13. No other clothing otherwise too revealing on ladies or gentlemen. Students may not wear unusual costumes, clothing, or hairstyles that attracts attention and detracts from the learning environment.

**\* Any student found in violation of dress code may be required to wear school-issued apparel for the remainder of the school day.**

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## Health, Illness, and Injury

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

### **Elevator Usage**

If a student has a physical injury that requires the use of the elevator, a medical excuse from the doctor or school nurse is needed. Students are not to use the elevator without special permission.

### **Medication**

Medication will be kept in the clinic. Students should report directly to the clinic when time for medication. No medication will be given to any student unless it is with the written consent of the parents. Medication shall be provided to school personnel in the original container from the pharmacy. Non-prescription medication (aspirin, etc.) must also be given to school personnel in the sealed container, plainly marked with the name of medication, dosage, and name of the student. Upon receipt of parent permission and instructions from the physician (forms will be provided by the school), medication will be administered by the nurse or staff members designated by the Principal. Upon request by a parent to administer medication at school, a copy of this policy shall be furnished to the parent to secure appropriate permission outlined herein. Permission may be withdrawn at any time.



## Search and Seizure

The principal or his designee may search the person of a student during a school activity if there is reasonable cause. Searches of the person of the student shall be limited to:

Searches of the pockets of the student

Any object in the possession of the student such as a purse, book bag or briefcase

A “pat down” of the exterior of the student’s clothing. Searches of the person of the student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer.

Any item found during the search which is in violation of school rules, will be seized.

### Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on School property. The dogs may be allowed to examine School property such as lockers or students and items in their possession, but any search of a student’s person will be based upon individualized reasonable suspicion in addition to any information resulting from the dogs examination.

### Reasonable Suspicion Drug Testing

The administration shall have the authority to require **any student** to submit to a chemical test of the student’s breath or urine if the administration has “reasonable suspicion” (as defined below) that the student is using or is under the influence of alcohol, marijuana or any controlled substance while:

1. On school grounds, immediately before, during and immediately after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function or event; or traveling to or from school or a school activity, function or event utilizing school transportation or personal car. Reasonable suspicion may arise from the following:

A student’s behavior, in conjunction with physical appearance and/or odor indicates the possible use of alcohol, marijuana or any controlled substance.

1. The student possesses drug paraphernalia, alcohol, marijuana, synthetic drugs or any controlled substance.
2. Information communicated to an administrator by a teacher, parent, other adult or a student indicating a student is using, possessing or under the influence of alcohol, marijuana or any controlled substance. (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.)

In the event of “reasonable suspicion” that a student is under the influence of alcohol, marijuana or any controlled substance, the parent will be notified and a drug test will be mandated. The drug test mandated by “reasonable suspicion” will be conducted by a certified laboratory within a specified time frame communicated to the parent. If the drug test is not completed within the specified time frame, the student will be suspended from school per the school policy. This drug test will be the financial responsibility of the parent.

If the drug test comes back “negative” the school will reimburse the parent for the cost of the test.



## Locker Information

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education classrooms, and the locker rooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school; but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules

These lockers are the property of the Milan Community School Corporation and the student has no right to privacy in that locker or its contents. A general search of lockers may be conducted by the Principal or his/her designees. An individual locker search may be conducted by the Principal or his/her designee for purposes including, but not limited to searching for contraband such as drugs, alcohol, weapons, stolen goods, and unreturned library books, or for cleaning purposes. Individual searches will be conducted with the student present when possible. Pictures, posters, etc., placed in lockers must not violate any school rules. Lockers must not be written on with ink, magic marker or any substance that will not wash off. Students are not to change lockers without authorization from the office. Individual lockers are to be cleaned out by the student at the end of the school year (including pictures, posters, etc.)



# Drivers' License Policy

## STUDENT AUTOMOBILES

Driving to school is a privilege and can be denied. Students who plan to drive an automobile or motorcycle to school should carefully observe this section because these rules will be strictly enforced. Violating these rules can cause your driving privilege to be denied.

To protect student vehicles from vandalism and property damage, student drivers are to park in their designated spot. The school will not be responsible for any damage to a student's car or its contents when it is driven to and parked at school. Students who are repeatedly tardy to school, or cause others to be tardy because of their driving, are subject to forfeiture of their driving privileges.

A student's car may be searched if there is a reasonable suspicion to believe that the car contains material forbidden by school rules. Students must agree to allow the vehicle to be searched when asked to do so by a school administrator or police officer. The school will exercise the same authority for a vehicle search as it does for a locker search and inspection.

Students are not allowed in the parking lot except when arriving or leaving with proper permission. Violators will be penalized as follows:

- First offense - ISS
- Second offense and all succeeding ones - one day suspension from school and loss of all credits for that day.

All state and local laws regarding operating a vehicle should be followed. Reckless driving such as spinning tires, figure eights, speeding and fishtailing will result in the revocation of driving privileges for two weeks. If circumstances warrant, the revocation of driving privileges may be extended up to one semester. This list of reckless driving violations is not all-inclusive.

Any student who drives a vehicle to school MUST agree to participate in the MCSC random drug testing policy. A student must also obtain a parking permit for their vehicle and register that vehicle in the office. This tag should be properly displayed. Unauthorized vehicles may be towed or ticketed. If there is a special case involving temporary driving, then arrangements through the office should be made.



**Violation of this policy:**

Step 1 - 2 week driving suspension.

Step 2 - Driving suspension for 9 weeks.

Step 3 - Driving privilege suspended for remainder of the school year.

In addition to these penalties, cars may be towed at owner's expense.

**DRIVER'S LICENSE**

Indiana law requires education officials to report to the Bureau of Motor Vehicles (BMV) any student under the age of eighteen verifying that a student is habitually truant, under a second suspension or expelled from school. A student under eighteen years of age who has a learner's permit or a driver's license shall have that license or permit invalidated by the BMV upon notification by the Principal that the student has been expelled from school for misconduct or suspended from school for the second time in the school year. The student's driver's license or permit shall be invalidated until the earliest of the following:

- the student becomes eighteen years of age
- one hundred twenty (120) days after the student is suspended
- one hundred eighty (180) days after the student is expelled for misconduct.

A "habitually truant" student is one who willfully refuses to attend school in defiance of parental authority in any one of the following circumstances:

- Absence for two days of any period of thirty school days.
- Absence for three days in a semester.
- Absence for four days in any two-semester period, or
- Absence for four days in a period of three or more semesters.

Any student, age thirteen or fourteen, cannot be issued an operator's license or learner's permit until the age of eighteen, if he/she is declared "habitually truant."

Additionally, a person less than eighteen years of age cannot be issued an operator's license or learner's permit if the student is expelled from school for misconduct, or receives a second suspension from school for the school year.

Any student whose license or permit is invalidated may appeal pursuant to Indiana Code 9-2.1



## Sexual Harassment

It is the policy of Milan Community Schools to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of the Milan Community Schools to harass another employee or student through conduct or communications of a sexual nature as defined in the following paragraph. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in the next paragraph. The use of "employee" also includes non-employees or volunteers who work subject to the control of school authorities.

**The definition of sexual harassment:** The types of sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by an employee to another employee, or when made by any student to another student.

When:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- (2) Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
- (3) Conduct that has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment.
- (4) Denial of employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher, which results favorably for that particular employee or student.

The above four types of harassment shall cover any volunteer in which the Milan Community School Corporation has some degree of control of their behavior while on school property.

Unwelcome conduct of a sexual nature may include verbal or physical advances and/or comments regarding physical or personal characteristics of sexual nature. The above unwelcome sexual conduct becomes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome. This notice must be given for any such subsequent conduct to be deemed unwelcome.

Sexual harassment may include, but is not limited to, the following:

- (1) verbal harassment or abuse;
- (2) repeated remarks to a person with sexual or demeaning implications;
- (3) unwelcome touching;
- (4) pressure for sexual activity; and

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(5) suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, or salary increase.

### **Specific Prohibitions**

- (1) Administrators and Supervisors – it is sexual harassment for an administrator to use his/her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- (2) Administrators or Supervisors who engage in sexual harassment or tolerate such conduct by other employees or students shall be subject to disciplinary actions as described in this policy.

### **Procedure for Filing a Complaint**

- (1) Any person who alleges sexual harassment by an employee or student in the school corporation may use the complaint procedure as outlined in this policy or may complain directly to his/her immediate supervisor. The complaint forms will be located in the high school office. Filing a complaint or reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- (2) The right of confidentiality, both of the complainant and the accused will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective actions when this conduct has occurred.

### **To Report Sexual Harassment:**

All reports of sexual harassment shall be handled in the following manner:

- (1) Reports must be in writing of forms supplied by the Milan Community School Corporation (If a verbal complaint is made, the school official receiving the complaint will file the written report).
- (2) Reports must name the person(s) charged with sexual harassment and state all facts.
- (3) Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the Superintendent of the report.
- (4) The building principal who received the report shall thoroughly investigate the alleged sexual harassment.
- (5) The report and the results of the investigation will be presented to the Superintendent and then to the Board of School Trustees in executive session by the Superintendent.
- (6) The Board of School Trustees will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.



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**Sanctions for Misconduct:**

- (1) A substantiated charge against an employee in the Milan Community School Corporation shall subject the employee to disciplinary action including but not limited to, reassignment, suspension, or discharge.
- (2) A substantiated charge against a student in the Milan School Corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with State guidelines.

**False Reporting:**

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the disciplinary action consistent with Sanctions for Misconduct.

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## Cheating/Plagiarism

Classroom supervisors have the authority to discipline students for test and/or assignment misconduct to maintain order as well as the security of the test and testing room. If a student's behavior during a testing situation, in the classroom supervisor's opinion, prevents the violating student and/or other students from doing his/her/their best work, the classroom supervisor may give a warning or file a disciplinary action. Classroom supervisors may also expand this definition because some classroom activities involve unique supervision, testing, individualized and group assignments.

The following are examples of irregularities subject to the MHS discipline code unless the classroom supervisor gives permission in advance for students to ignore or violate any of the following:

1. Cheating - giving or receiving assistance of any kind as perceived by the classroom supervisor. Evidence can be either a physical or a visual account by the classroom supervisor.
2. Using a prohibited or unapproved aid. This may include the use of a translator in a foreign language class.
3. Disturbing other students.
4. Working on the wrong portion of the test.
5. Removing any part of the test from the testing room.
6. Working longer on the test than permitted.
7. Refusing to adhere to any other testing regulation.
8. Unauthorized talking.
9. Plagiarism

At Milan High School, instructors assume that an assignment with a student's name on it represents his/her effort on the assignment—not sentences copied from any passage in print or audio (including books, magazines, Internet, videos, etc.), not passages from another student's paper, not words that someone else wrote, and not a joint effort (unless otherwise approved). When applicable, citations and attributions must accompany all words that are not the student's. This is not an offense confined solely to writing, but an offense on any project or assignment. If any student is in violation of this policy, he/she has committed plagiarism. The consequences for plagiarism are 0% on the assignment and a Level 2 discipline referral.



## Library Media Center Information

1. Library books are checked out for three weeks. A date due slip is in the book.
2. Fines for overdue books are \$.05 per school day, per book. Being absent or attending part of a school day does not excuse the fine.
3. The maximum fine for overdue books is \$5.00. For overdue books, once the maximum is reached, the student will be given a ten-day period to return the book and pay the fine. If the book is not returned, it is declared lost and the student is responsible for the replacement cost of the book.
4. Library behavior rules will be posted in the library.
5. Library books may be returned before school, after school, between classes or during classes.
6. If library materials are lost, you will be charged the replacement cost of the book. Please notify the library as soon as possible about lost books. If a paid lost book is found, the student will be reimbursed the cost of the book, minus the \$5.00 fine.
7. All overdue books must be returned and fines must be paid in full before continuation of library checkout privileges.



# Scholastic Awards

## Honor Roll

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

## National Honor Society

To be eligible for consideration for membership for the Chieftain Chapter of the National Honor Society, a student must have a 3.5 G.P.A and attend a minimum of three semesters at Milan High School. In addition to this basic academic requirement, participation in school and community activities are very important factors in determining selection. Membership in the National Honor Society is based upon excellence in four areas: Scholarship, Leadership, Service, and Character. A student transferring to Milan who is a member of the National Honor Society will enter under a probationary period of one semester. New candidates will be submitted to a faculty committee review to make a recommendation for each student nominated for selection. All members will comply with the by-laws of the Chieftain Chapter to keep in good standing.

## Perfect Attendance

A student will be eligible for a perfect attendance award if he/she is present all eight periods each day during the entire year. Please note that any excused absences/tardies make a student ineligible for a perfect attendance award. (School sponsored trips are the only exception)

## Outstanding Attendance

A student will be eligible for an outstanding attendance award if he/she has 3 or less excused absences during the entire year and 3 or less tardies.

## Best Effort Day

In an effort to reward students who are giving their "Best Effort" each and every day, we will have one day each semester dedicated to recognize those students who meet all of the following criteria:

1. Have no D's or F's
2. No unexcused absences
3. No detentions or suspensions

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## Work Permits

Minors who are 14, 15, 16, and 17 years of age and are gainfully employed, will be required to obtain work permits (employment certificates) and will be restricted by the hours they can work. Work permits issued under the Indiana Laws may be revoked by the school corporation if it is determined there has been a significant decrease in a student's grade-point average since the issuance of the permit or if the student becomes involved in any disciplinary action that results in suspension or expulsion from school.

Intent-To-Employ forms will be provided by the employer. This form is then brought to the Guidance or Main office at MHS and a work permit will be issued at that time. Work permits in Indiana include the following restrictions:

### **Ages 14 and 15 – Restricted to:**

3 hours per day on a school day

no work BEFORE 7:00 a.m. or after 7:00 p.m. except 9:00 p.m. from June 1 through Labor Day

18 hours per week on a school week

8 hours per day on a non-school day

40 hours per week on a non-school week.

### **Age 16 – Restricted to:**

8 hours per day

9 hours per non-school day \*

30 hours per school week

40 hours per week\*

48 hours per non-school week \* - No work before 6:00 a.m. - Until 10:00 p.m. on school nights -

Until 12:00 midnight on non-school nights \* - No more than 6 working days per week

### **Age 17 – Restricted to:**

8 hours per day

9 hours per non-school day \*

30 hours per school week

40 hours per week \*

48 hours per non-school week \* - No work before 6 a.m. - Until 10:00 p.m. on school nights -

Until 11:30 p.m. on non school nights \* - Until 1:00 a.m. on school nights, but not on consecutive nights and not more than two school nights per week \* - No more than 6 working days per week.

**\*Requires written permission of parents on file with employer.**

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# Education Records

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) of 1994

1. Parents have the right to inspect permanent records with school officials.
2. No information contained in school records will be released without the written permission of the parent or by the student if the student is eighteen or older.
3. Parents have the opportunity for a hearing to correct or remove inaccurate, misleading, or other inappropriate data. The following information is included on the permanent record:
  - Student name, address, birth date, name of parents, student's health record.
  - Classes taken, semester grades, number of credits earned, attendance record, date of graduation, final rank in class.
  - Test scores including IQ, achievement, PSAT, SAT, ACT, ASVAB, or any other standardized tests.

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 in 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. Any parent or student not wanting to be included in these announcements may request a waiver form during enrollment. The waiver form must be signed and returned by the parent and student within ten school days of the date of enrollment.



## School Songs

### Milan Athletics

All hail to black and gold of Milan High  
To you we raise our praise forever  
We stand for sportsmanship and honors high  
To you we always raise our colors to the sky  
And on the baseball field we'll fall in line  
Basketball will have a jolly time  
So be sure to fight for everyone, have lots of fun  
At Milan High  
I-N-D-I-A-N-S  
Indians, Indians are the best

### Milan Football

We're going to fight the team across the field show them that Milan's here.  
We're going to send the team re-ver-ber-ating with a mighty cheer.  
RAH, RAH, RAH!  
Hit them hard and see how they fall.  
Never let that team have the ball.  
Hail! Hail! The gang's all here.  
And we're going to beat the (Opponent mascot) bad this year.

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