

Milan High School

2025 - 2026 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
Assistant Principal: Kim Taylor
Guidance Director: Zarah Hileman
Athletic Director: Susan Fidler

“The Milan Way...Your Best Effort”



Table of Contents

The Milan High School Student Handbook may not provide all of the information you are looking for regarding policies and procedures at Milan Community Schools. Use the links below to find other pertinent information.

[MHS Academic Handbook](#)

[Milan Indians Athletic Handbook](#)

[MCSC Random Drug Testing Policy](#)

[MCSC Chromebook Policy](#)

Nondiscrimination Policy	Page 2
Daily Schedule	Page 3
Academic Information	Page 4
Southeastern Career Center	Page 5
Attendance	Page 6
Discipline Plan	Page 14
Detentions	Page 20
Isolated Time Out and Physical Restraint	Page 21
Personal Communication Device Usage Policy	Page 22
Possession of a Firearm	Page 25
Bullying	Page 26
Out-of-School Suspension	Page 28
Passes	Page 29
Bus Discipline	Page 30
School Dance Policy	Page 31
Dress Code	Page 32
Health, Illness, and Injury	Page 33
Search and Seizure	Page 34
Hand Held Detector Use	Page 36
Possession of a Controlled Substance	Page 37
Locker Information	Page 38
Drivers' License Policy	Page 39
Sexual Harassment	Page 41
Cheating/Plagiarism	Page 44
Library Media Center Information	Page 46
Scholastic Awards	Page 47
Education Records	Page 48

“The Milan Way...Your Best Effort!”



609 N Warpath Drive, Milan, IN 47031

www.milan.k12.in.us

T: 812-654-3096

F: 812-654-2368

Annual Public Notification of Nondiscrimination

Milan Community School Corporation does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Milan Community School Corporation's Career and Technical Education department does not discriminate in enrollment or access to any of the programs available in the Career and Technical Education program. The lack of English language skills shall not be a barrier to admission or participation in the activities and programs. The Milan Community School Corporation also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the building principals at each school, or the corporation office at 412 E. Carr St., Milan, Indiana, 47031, telephone 812-654-2365.

“The Milan Way...Your Best Effort!”



Daily Schedule

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

1st Lunch: 11:02 – 11:32 (lunch); 11:36 – 12:32 (class)

2nd Lunch: (Middle School)

3rd Lunch: 11:06 – 12:02 (class); 12:02 – 12:32 (lunch)

6 th	Period	12:36	1:22
7 th	Period	1:26	2:12
8 th	Period	2:16	3:02

Early Dismissal (Wednesday) Schedule

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

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

2nd Lunch: (Middle School)

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

6 th	Period	12:06	12:52
7 th	Period	12:56	1:42
8 th	Period	1:46	2:32

“The Milan Way...Your Best Effort!”



Academic Information

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 their designee.
2. Fulfill all financial obligations to the school.
3. Attend practice for graduation unless excused by the principal or their 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. If the student fails to pass the course, they will be held responsible for repayment of the \$200 to Milan Community Schools.
3. Student portion of the tuition is due to Ivy Tech 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.

State Law Regarding Attendance

Compulsory Attendance Law

- An individual is required to attend school from the fall term the individual becomes seven years of age until the date on which the individual graduates, legally withdraws or reaches at least eighteen years of age.
- A child commits a delinquent act when failing to attend school as required by law and is within the jurisdiction of the Juvenile Court. A child who is habitually absent from school may be reported to the Juvenile Court. Juvenile Court proceedings can result in probation, out-of-home placement, community service, psychological services and/or curfew.
- It is unlawful for a parent/guardian to fail, neglect or refuse to send his or her child to school in compliance with this law.

Educational Neglect

- Indiana Juvenile Law categorizes educational neglect within the scope of child neglect. Neglect is the impairment or endangerment of a child's physical or mental condition as a result of the inability, refusal or neglect of the parent/guardian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision.
- A person who knowingly or intentionally deprives a dependent of the education required by law commits Neglect of a Dependent, a Class D felony. This law does not require that a person intend for the child not to receive an education, only that he or she knows that there is a high probability that his actions or inactions are preventing the child from getting an education. Such a violation is punishable by up to three years confinement and a fine of up to \$10,000.

“The Milan Way...Your Best Effort!”



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 the school attendance line on the morning of the absence 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 lynn.lillis@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 (will count towards parent call ins): 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 (Sophomores, Juniors and Seniors Only): Post high school exploration trips include colleges, technical schools, career/job visit, and any other post high school training facilities. Sophomores are permitted (1) exploration visit each year. 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. Students must meet criteria of school sponsored trip to be approved.

When reporting an absence, the parent or guardian should give the following information:

- a. Their name and relationship to the student
- b. Student's name and grade in school
- c. Reason for absence
- d. The date of the absence

“The Milan Way...Your Best Effort!”



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 permitted 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. For the first period, if a student missed more than 15 minutes of class, they will be considered absent. Students leaving school before 2:47 pm will be counted absent for period 8 as well. Students leaving the building without approval will be disciplined and can be considered truant.

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. Parent call -ins - up to 32 periods (4 days)
2. 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.
3. 511 IAC 4-1.5-9 Section 9 (b). Parents of students with injuries and temporary or chronic illnesses that preclude their attendance in school must provide the school corporation a written statement from a licensed healthcare provider with prescriptive authority that states one of the following:
 - a. The student has a temporary illness or injury that will require the student's absence from school for a minimum of 20 consecutive instructional days.
 - b. The student has a chronic illness or other medical condition that will require the student's absence for an aggregate of at least twenty (20) instructional days over the period of the school year.
 - c. The student has an illness or injury that will require the student's absence for the remainder of their school year if there are fewer than twenty (20) instructional days remaining in the school year.

Milan High School will require the parent to provide written consent for the school to consult with the licensed healthcare provider concerning the student's ability to attend school, required limitations on the student's activities, the student's anticipated date of return to school attendance, or any other matter affecting the student's ability to receive instruction.

4. Death and funerals of members of the household and/or immediate family
5. Court/Probation/Legal appointment
6. School sponsored/authorized activities. Provided the student meets criteria for approval to attend school sponsored trips.
7. Religious holiday
8. School related injury or student sent home by school personnel (for the day missed only)
9. Becomes incapacitated or suffers from a chronic illness (the Physician's Certificate of Student's Illness or Incapacity to Attend School should be completed by a physician)
10. Military training not to exceed 10 days per year
11. Administrative consideration may be given when an extenuating circumstance would indicate it would be in the best interest of the student or school.

"The Milan Way...Your Best Effort!"



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. Parent Call-ins after 32 periods (4 days) have been used
2. An absence that is not properly documented with the high school office within 48 hours
3. Failure to attend school prior to appointments or after appointments due to excessive travel time
4. A student works the same day of an absence from school due to illness, regardless of a parent phone call
5. A student who is absent due to illness and participates in an extracurricular event or attends an extracurricular event, regardless of parent phone call
6. If the number of student absences exceeds 80 periods
7. 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.
8. Unexcused absences on final exam days can result in the student receiving a zero for that exam.

Attendance Plan		
Percentage	Periods	Consequences
20%	16	Parent letter from MHS
40%	32	Parent letter from MHS
50%	40	Student/Parent Conference w/MHS and signed attendance contract
60%	48	Ripley Co Probation Warning Letter & ASD
80%	64	ISS/Friday School
90%	72	1 Day RCATS
100%	80	Meeting with Ripley Co Probation

*Ripley County Probation will be notified regarding any further absences past 10 unexcused days.
 **The attendance policy above is supported by the Ripley County Probation department. If a student transfers to another Ripley County school district, the attendance infractions already accrued for the school year will follow the student to their next school.



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 assigned on the day(s) of absence. 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.

In order to participate in and/or attend 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.

Co-curricular groups, which include, but are not limited to, band, choir and yearbook may have events that are not reproducible and count towards a student's grade. A student enrolled in these classes may be expected to attend scheduled events outside of normal school hours which may affect their grade. If a student is unable to attend a co-curricular event due to personal illness or family emergency, proper notification and documentation in the form of a doctor's note should be provided to the teacher.



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.”

Absences Not Counting Against Perfect Attendance

1. Death and funerals of members of the household and/or immediate family: father, mother, guardian, brother, sister, grandparent, spouse, child, aunt, uncle, step-parent, first cousin
2. Post High School Exploration Visits (Sophomores, Juniors and Seniors Only) - A letter from the college, tech. school, or other post high school training facility must be signed by a representative of the site visited and returned to the attendance secretary within 48 hours verifying that the student attended as planned.

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 80 periods of 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 in. 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.



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 1st 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, as opposed to "per class", per semester .

Tardy #1: No consequence/The student is responsible for checking PowerSchool for tardies.

Tardy #2: No consequence/The student is responsible for checking PowerSchool for tardies.

Tardy #3: Written Warning signed by student and parent notified

Tardy #6: First ASD

Tardy #8: Second ASD

Tardy #10: Third ASD

Tardy #12: 1 Day ISD

Tardy #14: 3 Days ISD

Tardy #16: 5 Days ISD

Tardy #18 or More: 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 1st period which must always have a pass from the office to be admitted) will be referred to the office for disciplinary action.

"The Milan Way...Your Best Effort!"



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.

“The Milan Way...Your Best Effort!”



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. All discipline for students with individualized education plans will follow each student's IEP or behavioral plan.

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. The administration reserves the right to skip levels of discipline depending upon the violation. In addition to disciplinary action taken by Milan High School, students committing violations of law could result in a student being issued a ticket or criminal charges being filed with the appropriate court by the SRO or local law enforcement.

Expulsion may be for one semester or for one year from the date of infraction. All expulsions after the 15th week of a semester may be enforced during the following semester.



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 of 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 - no food in hallways or classrooms with the exception of water.
7. Roller blades or skateboards on school property
8. Failure to tell the truth/deception
9. Students are not to bring backpacks, purses/handbags, duffle-type bags or other carrying cases to class besides chromebook cases. These must be left in the student's hallway locker from 8:00 am to 3:02 pm.

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 being in hallway without a bathroom pass or pass from classroom teacher.
6. Truancy - excessively staying away from school without good reason and without proper communication between school and medical provider (Section 1, 511-IAC 4-1.5-9). See attendance policy on page 9 for consequences.
7. Accidental damage/negligence
8. Altering or forging a pass; possession of a pass without permission; forging a parent note or phone call
9. Altering or installing a Chromebook device without permission.
10. 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.
11. Parking Lot Violations (Improper parking, reckless driving, excessive noise are prohibited) If the violation endangers the safety of other students, then driving privileges can be revoked and Level 3 penalties enforced.
12. Threats, harassment, profanity directed toward students
13. 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.
14. Academic dishonesty

Level 2 Penalties:

- 1st Report: 1 day ASD
- 2nd Report: 1 day ISS
- 3rd Report: 1 day RCATS
- 4th Report: 3 days RCATS
- 5th Report: 5 days RCATS, 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.

“The Milan Way...Your Best Effort!”



609 N Warpath Drive, Milan, IN 47031

www.milan.k12.in.us

T: 812-654-3096

F: 812-654-2368

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. Truancy - If a student continues to be truant after 10 days of unexcused absences, in-person parent/administration conferences will occur and additional consequences may be imposed including expulsion.
2. Battery, fighting or provoking/encouraging (videotaping with or without permission or sharing videos included) violence by gesture or words, including racial/ethnic slurs and objectionable epithets. 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.
3. Indecent Exposure
4. No student shall possess on their personal electronic devices or disseminate inappropriate images, videos, or messages of other MCSC students or staff to social media, other students' electronic devices or other public domain. For the purposes of this section of the MHS Student Handbook, inappropriate means, but is not limited to, images, videos, or messages sexual or pornographic in nature, fights, private conversations between others, videos that target or harass individuals or groups, or other distasteful or harmful material that may reflect negatively upon or cause embarrassment to MCSC students, staff or Milan Schools in general.
5. Possession or use of any chemical substances such as tear gas, etc. on school property or school sponsored event
6. Possession of smoking, chewing, or any other use of tobacco products; including lighters, matches, electronic cigarettes, including vape pens that may or may not contain nicotine, and nicotine and caffeine pouches are prohibited on school grounds. Vape pens containing THC will be considered drug paraphernalia and fall under Level 4, violation 2.
7. 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.
8. Theft
9. Threats, harassment, profanity directed toward or about school personnel
10. Vandalism – Restitution for all damages incurred and additional discipline as needed
11. Forgery or alteration of school forms.
12. Possession of objects, which could be considered look-alike weapons. (example, BB gun, pain, gun, pocket knives)

Level 3 Penalties:

1st Report: 3 day RCATS

2nd Report: 5 day RCATS

3rd 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.

“The Milan Way... Your Best Effort!”



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 (including vape pens containing THC), 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 their F 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.**
***NOTE: See page 32 of the MHS student handbook for reasonable suspicion of drug use.**
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. Physical attack on staff member
5. Use, possession, sale or distribution of any dangerous or caustic material.
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:

1st 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.



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.



Isolated Time Out and Physical Restraint

ISOLATED TIME OUT and PHYSICAL RESTRAINT Indiana Code 20-33-8-12(a)(1) requires school corporations to establish written discipline rules. Isolated time out and physical restraint shall be used only as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Use of isolated time out or physical restraint may also be a component of a behavioral intervention plan (BIP) or an Individual Education Plan (IEP). Neither isolated time out nor physical restraint shall be used as a form of punishment.

ISOLATED TIME OUT “Isolated time out” means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student’s ability to leave is restricted. Students may be placed in the conference room with an adult present if their behavior escalates to the point where intervention is needed.

PHYSICAL RESTRAINT “Physical restraint” means holding a student or otherwise restricting his or her movements. The school staff members will be using a method designed by CPI (Crisis Prevention Institute) when restraint is required. Only staff members certified in this method of nonviolent crisis intervention training will execute the CPI procedures.

1. Certified staff members will be called to the area where the situation is occurring
2. Alternative methods will be implemented according to special education students IEP prior to the implementation of CPI measures whenever possible.
3. Minimal CPI measures will be implemented to subdue the situation/subject beginning with verbal de-escalation techniques
4. Physical restraint and defensive techniques shall only be used in cases where the individual presents a danger to self or others
5. A written report will be filed with the Principal and/or their designee by the CPI team leader



Personal Communication Device Usage Policy

In accordance with IC 20-26-5-40.7, the School board believes that attendance at school should occupy a student's full attention and that the educational process should be safe and free from distraction and disruption. The use of personal communication devices while on school grounds is a privilege. As a general rule students are not permitted to use personal communication devices on school grounds during instructional time. A teacher may allow a student to use a personal communication device for educational purposes during instructional time. Students should place their personal communication device in the holder upon entering the classroom. However, MHS recognizes the educational value and ubiquitous nature of personal communication devices. Students are permitted to use personal communication devices in school, before and after school hours, on School Corporation property, during their lunch break, between classes, during after-school activities (e.g., extra-curricular activities), and at school-related functions as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of a personal communication device on Corporation property that results in a distraction, disruption or otherwise interferes with the educational environment shall not be tolerated. 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 a personal communication device will be considered insubordination and will result in disciplinary action. Students may use personal communication devices while riding to and from school on a Corporation bus or other Corporation vehicle, or on a Corporation bus or other Corporation vehicle during school-sponsored activities. Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of use of the personal communication device while on a Corporation bus or other Corporation vehicle. Milan High School assumes no liability for lost or stolen items. Items connected to cell phones, such as, but not limited to, ear buds and smart watches are considered to be personal communication devices.



If the personal communication 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 or administration until 3:02
 2. Teacher documents offense
- Second Offense:
1. Electronic device is confiscated and held by teacher or administration 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 administration until parent contact is made.
 2. Teacher documents offense
 3. ISS is assigned
- Fourth Offense:
1. Electronic device is confiscated and held by administration.
 2. Teacher documents offense
 3. RCATS is assigned OR administration holds the device for 5 school days. (Parents choice)
- Fifth Offense:
1. Electronic device is confiscated and held by administration until 3:02
 2. Teacher documents offense
 3. RCATS is assigned
- Sixth Offense:
1. Electronic device is confiscated and held by administration until parent comes in to pick up
 2. Teacher documents offense
 3. 3-5 days RCATS is assigned



Current Legal Issues Regarding Personal Communication 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 instructional time 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 personal communication 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(d), 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 18 years of age or who appears less than age 18.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, other sexual conduction, 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.

“The Milan Way...Your Best Effort!”



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 st Incident	2 nd Incident	3 rd Incident
A	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 RCATS, dependent upon seriousness
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 RCATS, dependent upon seriousness of incident. Develop behavior plan for improvement.
C	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 RCATS, dependent upon seriousness of incident. Develop behavior plan for improvement.
D	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 RCATS, dependent upon seriousness of incident. Develop behavior plan for improvement.
E	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 RCATS, dependent upon seriousness of incident. Develop behavior plan for improvement.
F	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 RCATS.	Conference with student. Parent contacted. Student serves 1-3 days RCATS. Hitting automatic 5 days RCATS.	Conference with student, parent contacted, 3-5 days RCATS, dependent on seriousness of incident. Hitting automatic 10 days RCATS pending expulsion.



Out-of-School Suspension Procedures

Being given an Out of School Suspension (OSS) is a very serious matter and can jeopardize a student's future at Milan High School. Students receiving OSS will be assigned to the Ripley County Alternative to Suspension (RCATS) program. 'Suspension' means any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33-8-23 pending expulsion.

If a student is suspended, the student is required to complete all assignments and school work assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the student receives notice of any assignments or school work due and teacher contact information in the event that the student has questions regarding the assignments or schoolwork. The student will receive credit, in the same manner as a student who is not suspended would receive, for any assignments or school work assigned during the period of the student's suspension that the student completes. The student shall be allowed to make up missed tests or quizzes when the student returns to school.

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.

Afer the First Suspension of the School Year

1. 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.
2. The student will not be allowed to hold any class or club offices.
3. Mandatory parent conference before the student may return to school.
4. Expulsion may be requested once the student has reached 10 days of suspension.

If a student is assigned RCATS during their out of school suspension and the parent decides to withdraw the student before the suspension is carried out, the student will be required to serve the suspension at the time he/she re-enrolls at Milan High School.

In case expulsion steps are necessary, parents will be notified via phone call and expulsion forms will be mailed via certified mail and/or hand delivered to the student's residence listed in PowerSchool. These documents will contain the date, time, and location as to which the due process hearing will take place.

Expulsion means that a student will not be allowed to attend Milan High School for a duration of up to one school year, depending on when the expulsion takes place.



609 N Warpath Drive, Milan, IN 47031

www.milan.k12.in.us

T: 812-654-3096

F: 812-654-2368

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.

“The Milan Way...Your Best Effort!”



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 their 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, vape pens, nicotine pouches, caffeine pouches, 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 personal communication 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.



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 and follow all guidelines. A link to Milan Community Schools' random drug testing policy can be found in the table of contents.
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 causing a distraction or disturbance, including but not limited to tops with straps too narrow or see through tops.
4. All clothing must properly cover undergarments.
5. No bare midriffs on ladies or gentlemen.
6. Excessively ripped or torn clothing is not appropriate.
7. Dresses/Skirts/Shorts are acceptable, however, they should not be so short or tight as to cause a distraction or disturbance.
8. 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.
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. Students are not to bring backpacks, purses/handbags, duffle-type bags or other carrying cases to class besides chromebook cases. These must be left in the student's hallway locker from 8:00 am to 3:02 pm. 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.**

“The Milan Way...Your Best Effort!”



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 THEIR 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 their 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.
- Search of a student with a hand-held metal detector

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

School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

Student’s Person and Possessions

Prior to a search of a student’s person and personal items in the student’s immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator’s individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Refusal to comply with a search request may result in the assumption of guilt and/or insubordination. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student’s parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Vehicle

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

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:

- 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;
- 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.
- The student possesses drug paraphernalia, alcohol, marijuana, synthetic drugs or any controlled substance.
- 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.



Milan Community Schools Hand-Held Metal Detector Use Policy

Milan Community Schools' number one priority is the safety and security of students and staff. As a part of that safety and security, the search of a student may be required if the student is suspected of being in possession of a weapon or other objects or materials that are in violation of law or school policy. As a means of performing a less intrusive search, Milan Community Schools has adopted this policy to provide guidelines for the use of hand-held metal detectors.

The following guidelines will be followed during the search of student with a hand-held metal detector:

1. Only a law enforcement officer, school resource officer, or school administrator will conduct a search with a hand-held metal detector.
2. The student will be asked to empty his/her pockets of all objects and materials prior to the search.
3. The individual conducting the search need not be the same sex as the student being searched however, if the individual conducting the search is the opposite sex of the student being searched, a staff member of the same sex as the student should be present to witness the search.
4. The metal detector should not come in contact with any part of the student's body or clothing during the search.
5. If the metal detector indicates a metal object is present, the student will be asked to remove the object. If the student refuses to remove the metal object, the student's parent or guardian will be notified. The student may be escorted to a private area where the student may be patted down only in the area where the metal detector indicated a metal object was present. It is preferable to conduct the pat down in a private area where a surveillance camera is present to record the pat down if such area is available for use. The pat down of the student must be conducted by a school official of the same sex as the student. If a metal object is located during the pat down and the student still refuses to remove the object, the school official may remove the metal object. A second scan of the person may be conducted to determine if any other metal objects are present.
6. Under reasonable suspicion, if a student refuses to remove objects and is uncooperative during a search or pat down, they will be considered guilty and in violation of the Milan High School student handbook.
7. If a personal item of a student is scanned and the metal detector indicates a metal object is present, the student should be asked to open the personal item, or the student may be asked what is in the item and to remove the object from the item, or the person conducting the search may search the item for the metal object. Once the metal object is found, the search of the item should not continue.
8. Searches may be conducted on a random basis, but the criteria used must be neutral and nondiscriminatory. Some examples are every third person is searched when coming into the building, or on a bus, or a classroom is picked by a random draw.

This policy is adopted in conjunction with recommendations and guidelines from the Indiana Department of Education and Indiana School Board Association.

"The Milan Way...Your Best Effort!"



Possession of a Controlled Substance

If reasonable suspicion exists that a student has committed an illegal substance-related offense during school hours on school property, the student will be transported to Ripley County Court Services (Juvenile Probation Division) for the administration of a Detention Screening Assessment. Said transportation will be conducted by the Ripley County Sheriff, or as otherwise designated by the Court. School Administration will notify the student's parent/guardian/custodian of the alleged incident and provide contact information for Ripley County Court Services to discuss further legal proceedings.



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 their designees. An individual locker search may be conducted by the Principal or their 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.)

Varsity Locker Room Information

Varsity locker room usage will be restricted only to in-season athletes during the time period in which their season is in session. Athletes not participating in the sport will not be permitted to use the locker room for any reason. In-season coaches are responsible for the supervision and the care of the assigned locker room. Only athletes that are in season may use the varsity locker room for weight training or PE classes. Students involved in off Season Conditioning Programs for other sports will use the PE locker rooms. Exceptions would be those students that are still in season.



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

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:

1. Verbal or physical advances and/or comments regarding physical or personality characteristics of sexual nature.
2. The allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. In the situation involving sexual harassment of an elementary student, unwelcomeness of the harassment is to be presumed and is not a factor to be considered.
4. 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 in order 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
- (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

“The Milan Way...Your Best Effort!”



alleged victim's name will not be released to the public unless required by law.

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.



Cheating/Plagiarism

Academic dishonesty, such as but not limited to cheating, plagiarism, copying or photographing someone else's work or assessments, distributing your own work or someone else's work to other students, or allowing other students to copy or photograph your work, or using A.I.-generated work without the express consent of a teacher, is considered a serious offense by the faculty and staff of Milan High School. Any student who commits academic dishonesty may lose all credit for that assignment, receive a level 2 discipline referral and parents/guardians will be notified by the teacher and/or a school official. Please refer to individual teacher syllabi for further clarification.

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. Using A.I. generated work without permission from the teacher. (Please see the MSCS A.I. policy that is located in the corporation chromebook policy.)
10. Plagiarism
11. Sharing, taking pictures, emailing, airdropping, sending assignments to other students. It is also a violation to receive any hardcopy or electronic assignments from other students.



609 N Warpath Drive, Milan, IN 47031

www.milan.k12.in.us

T: 812-654-3096

F:812-654-2368

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.

Milan Community Schools is committed to providing our students with a high-quality education. We believe there is always an opportunity to improve and constantly pursue, investigate and research ways to provide our students with a better learning experience. Embracing all forms and advancements in technology will allow Milan students to compete in a global market. The use of AI in the classroom is just another example of how technology can enhance the learning experiences for all students as long as it's used responsibly and ethically. Please refer to the Corporation Chromebook Policy for an explanation of MCSC's use of AI in the classroom setting.

“The Milan Way...Your Best Effort!”



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 3.75 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. (Immediate family member funeral, school sponsored trips and college visits are the only exceptions)

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 during second 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

"The Milan Way...Your Best Effort!"



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.

"The Milan Way... Your Best Effort!"