Milan High School Student Handbook.

2026-2027 School Year

Part 1: General Information

Dear students and parents/guardians:

I would like to welcome you to the 2026-2027 school year. While focused on preparing you for your future successes, this year will be one that offers a variety of opportunities for personal growth. At Milan High School, we are constantly working to create the best possible educational experience for our students. Through the support of staff, parents, and peers, we expect our students to enrich and extend our fine traditions at Milan High School. We hope that parents and students have an ultimately rewarding experience at Milan High School during their personal quest for development. We are here for our students first and foremost and we want to make sure that all students are adequately challenged and motivated. For parents, we look forward to partnering with you in the educational endeavors of your student(s). Let us all work together to make this year the best ever at Milan High School.

Go Big Reds!
Principal Aaron Shinn

Notice

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

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

Milan Area Schools – Mission Statement

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

Milan Area Schools: Founded on Tradition - Focused on Excellence

School Colors Red & Black

School Directory

Milan High School
200 Big Red Drive
Milan, MI 48160
Main Line: 734- 439-5000
Fax: 734- 439-5084
Attendance: 734- 439-5085

Milan High School Administrators

Aaron Shinn	Principal
Kristyn Pierfelice	Assistant Principal
Herb Morelock	Athletic Director
Jamie Whittaker	School Counselor (Grades 9-10)
Christina Barbara	School Counselor (Grades 11-12)
Julia Mata	Social Worker

Milan High School Office Staff

Jennifer Bussell	Athletic Contact
Rochelle Giasi	Office Secretary
Jessica Spangler	Office Secretary
TBD	Student Services Secretary

Central Office 734-439-5050

Superintendent	Ryan McMahon
Assistant Superintendent	Jennifer Bookout

Milan Middle School	920 North St.	734-439-5200
Paddock Elementary	707 Marvin St.	734-439-5100
Symons Elementary	432 S. Platt Rd.	734-439-5300
Community Education	920 North St.	734-439-5272

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

Board of Education

Andrew Cislo	Gabriel Burdette
Thomas Faro	Carrie Karvonen- Gutierrez
Sara Meray	Cassie Prior
Michelle Heikka	

Closed Campus – Rules and Regulations

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

Cafeteria

The school cafeteria is maintained to encourage good nutrition. Students are restricted to the cafeteria at lunch. We appreciate your cooperation in:

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

Lack of cooperation may result in discipline which could include assisting with lunchroom clean up. Students may pay cash as they come through the lunch line or use their lunch debit account number. Free and reduced lunches are available to students who qualify. Applications are available in the principal's office or online at www.lunchapp.com.

Lunch Period Rules

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

Vending Machines

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

Cell Phone possession and Use

Parents needing to contact students must call the main office, not their child's cell phone. Milan High School allows students to have cell phones in possession while at school. Milan Area Schools are not responsible for lost, stolen, or damaged cell phones. Cell phones are not allowed to be used in classrooms. All students will be asked to keep their phones in their backpacks. Phones are not allowed to be taken out of the bag during class or bathroom breaks. Phones can be used in the hallway only during passing times, and in the lunchroom.

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

*Air pods and headphones should not be seen in classrooms from bell to bell.

Closing of School

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

Drills

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

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

Safety Drill (Lockdown)
The reason school would go into a lockdown is because of an external threat or an internal threat. In the event of an external threat the building will be in lockdown and no one will be allowed to enter or exit the building. The classroom door will be locked and the teacher may continue teaching. In the event of an internal threat teachers and students should use the A.L.I.C.E. protocol.

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

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

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

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

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

STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"



Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"



Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"



Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"



Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

"State Hazard and Safety Strategy"



Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

Lockers

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

Lost and Found

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

Media Center

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

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

Medication

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

No over the counter medication will be given without a parent/guardian signature and

confirmation by a licensed physician.

News to Share

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

Announcements - Announcements are updated daily and posted on the school website. Anyone wishing to share information through announcements should turn proposed announcements into the office one day prior to publication for approval.

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

Parental/Community Concerns

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

Parking/Driving Privileges

Students are reminded that driving to school is a privilege, not a right. Students must be licensed drivers. Students parking on school property must park in the student lot. Students who drive a motor vehicle to school MUST KNOW AND OBEY the following rules:

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

Policy available at the district website for additional information.

Security

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

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

Special Education

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

Time Schedule

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

Visitors

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

Part 2: Academic Requirements

Milan High School Graduation Requirements

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

Participation in the Michigan Merit Examination

English.....4
- English 9 - 1 Credit
- English 10 - 1 Credit
- English 11 - 1 Credit
- English 12 - 1 Credit

Math..... 4
- Must have a math experience their senior year

Science.....3
- Biology - 1 Credit
- Chemistry - 1 Credit
- Elective - 2 Credit (1 credit in Physics is recommended)

Social Studies.....3
- Civics/Economics - 1 Credit
- US History/Geography - 1 Credit
- World History/Geography - 1 Credit

Physical Education.....0.5

Visual, Performing, and Applied Arts.....1
- The superintendent or designee will annually publish the courses that will satisfy this requirement.

Health.....0.5

Foreign Language ……..... 2.0

State Testing Participation Required for Graduation

All students must participate in the state required assessment process (MME or equivalent). Students are required to take the appropriate tests during their junior year.

Guide for Class/Grade Promotion

Freshman promoted to Sophomore minimum 6 credits
Sophomore promoted to Junior minimum 12 credits
Junior promoted to Senior minimum 18 credits

Grading Policies

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

Schedule Changes

Schedule changes will be considered through the first Friday of each semester for the following reasons, provided they are educationally sound and have parent/counselor permission. See course handbook for specific guidelines. All changes must include parent contact and attendance at a meeting.

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

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

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

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

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

Testing Out of High School Classes

A student who desires to fulfill requirements for a high school course without enrolling in the course may do so by attaining a grade of not less than a C+ for the final exam and/or other comprehensive paper, portfolio, presentation, project, or assessment in the course. Successfully attained competency will earn credit counted toward the total credits required for graduation. Testing out competency may be used to fulfill prerequisites for other courses and/or subject area credit requirements for graduation. Students will be given only one opportunity to test-out of any semester curricula offered during their high school experience. Students may not test out of a class they have been/or are currently enrolled in. Milan High School will administer testing out finals twice a year. Please contact your counselor for more information.

Academic Honors

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

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

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

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

Advanced Placement (AP) Courses

Advanced Placement Courses are available for students entering the 10th, 11th, and 12th grades at Milan High School. Students who elect to take the AP exam for each course may be eligible for college credit depending on the score earned and the college selected for enrollment. Students who take the AP exam for each enrolled AP course are excused from taking the final exam for that course while students who do not take the AP exam for the enrolled class are required to take the final exam for said class. All AP classes taken in-person at the high school are graded on a weighted 5.0 scale. **AP classes taken through an online provider are graded on a standard 4.0 scale.**

Student Services

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

Work-Based Learning Courses

Students interested in Work-Based Learning must see their counselor to learn more about this opportunity.

Dual Enrollment

Effective April 1, 1996, Public Act 160 created the Post secondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges and universities. There are several conditions that are set in accordance with this law, but Milan Area Schools have always taken a progressive attitude toward student acceleration and providing a diverse offering of curriculum.

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

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

Other key requirements are:

1) Students must be enrolled in both the school district and post secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.

2) The college courses cannot be a hobby, recreation course, or in the subject of physical education, theology, divinity, or religious education.

3) Districts are required to pay the lesser of:
a. the actual charge for tuition, mandatory course fees, materials fee and registration fees; or b. the state portion of the student's foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.
For Milan High, generally students dual enroll for a 3-credit, 100/200 level college course that fulfills two hours per semester of MHS coursework. Each semester of enrollment generally equates up to $450 of reimbursement from the school for cost of credit. If the course is a 4 or 5-credit course, or a 300-level course or higher, please contact the high school guidance office for reimbursement levels. If a student fails to successfully complete a post-secondary course, they will be responsible for the fees/tuition of the course.

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

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

Part 3: Absences and Attendance

Attendance Philosophy

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

Michigan Compulsory Attendance Law requires students to attend school from age 6 through age 18 unless otherwise exempt under state law. Regular school attendance is required throughout the school year. See website for relevant laws.

Truancy and Chronically Absent Description:
School administrators will regularly monitor attendance records for signs of Chronic Absenteeism and Truancy.
"Chronically Absent": When a student is absent for 10% or more of the days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences. Students are considered chronically absent when any of the following occurs:

- Missing 3 or more days (18 class periods) of school within the first month
- Missing 8 or more days (48 class periods) of school in the first semester
- Missing 18 or more days (108 class periods) of school in the entire year

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

"Truant": When a student has 10 or more unexcused absences **(See definition below)** at any

point in the school year they are considered to be truant. A referral to ChildProtective Services for educational neglect may also be considered if determined necessary.

State and federal reporting requirements define chronic absenteeism based on all absences, regardless of reason, including excused, unexcused, suspensions, and medical absences.

MILAN AREA SCHOOLS ATTENDANCE POLICY

This policy outlines the steps followed by MHS in communicating with a student's parent/guardian regarding their student's attendance.
A student's first 9 absences from school (in any class period) are considered excused only when documentation of the reason for the absence has been submitted and approved by a designated staff person. A student's 10th and subsequent absence(s) from school are considered excused only for the following reasons when documentation has been submitted and approved.

Excused Absences after a student exceeds the above…

Medical (MD) - Absence due to a student's illness/medical reason or medical appointments (including, but not limited to, medical, counseling, dental, or optometry). Documentation must be provided.
Religious (R) - Absence due to student's observance of a religious holiday
Funeral (FN) - Absence due to death in the student's family (Documentation upon request)
Court (CT) - Absence due to mandatory court appearance or placement by Juvenile Court in detention, shelter care, foster care, or residential placement Documentation must be provided.
School Business (SB) - Absence due to school business or activity approved by school administration (including extraordinary educational opportunities as determined and pre-approved by district administrators)
Military (MT) - Absence due to student's parent/guardian's military service
Homelessness (H) - Absence due to a student's status as homeless (communicated by the district's McKinney-Vento liaison)

Unexcused Absences

Unexplained Absence (AU)- Is an absence that is not one of the excused absences above and the parent/guardian did not call in on behalf of the student
Absence (A)- Called in by a parent/guardian but not excused according to the list of excused absences

Late Arrivals, Early Pick-Ups, and Tardies

At the secondary level, a student is considered to be tardy when they arrive to class late, but within the first 10 minutes of the start of the class period. A student is considered absent when they did not report to class at all or when they have missed more than 10 minutes of the class period. 3 tardies (in any hour) will count as one absence in that class period.

Student/Parent Responsibilities

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

When a student is absent from school, parents/guardians must call the attendance line (734-439-5085) to report the reason for the absence **WITHIN 24 HOURS**. This can be done 24 hours a day. This must be done every day that the student is absent. If a phone call cannot be made, a written note must be brought when the student returns to school. Absences may also be reported by parent or guardian using the online absence reporting form located on the school's website. *All other absences are unexcused.*

Every attempt should be made to schedule dental and medical appointments after school hours. Parent(s)/guardians should avoid scheduling vacations that will take a student out of school or leave a student home without supervision.

A student who leaves during the day must have parental permission given to staff in the main office, prior to students checkout in the Main Office. If this procedure is not followed by the student, the absence will be unexcused.

Attendance Documentation

School Business - Students who participate in school sponsored activities should also make sure that the attendance office has received proper documentation to excuse the absence from classes. A student may be denied participation in school activities on the basis of academic performance or poor attendance. Juniors and seniors may be excused for college visits when approved in advance and verified by the institution.

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

Sickness at School

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

In case of a medical emergency Milan High School personnel will call for professional medical assistance based on parent request or Milan High School personnel assessment of the situation. Students who report to the office with mild complaints such as headache or stomach ache may be sent back to class if they are unable to reach their emergency contacts. The rule of practice at Milan High School is that a student must be well enough to be in class or sick enough to go home.

Attendance Violation Status

A student who accumulates 9 unexcused absences (as defined above) during a semester will be placed on Attendance Violation Status (AVS)- Unexcused absences include Absence (A), Unexplained Absence (AU), and absences resulting from excessive tardiness. **For students in AVS, participation in extracurricular and co-curricular activities not related to coursework (including, but not limited to: non-curricular field trips, school dances, field day, athletics, clubs, celebrations, reward incentives, etc.) will be restricted or denied. Administration will review individual circumstances and make exceptions when warranted due to documented medical, family, or other extenuating circumstances.**

Consequences for students in AVS status will include:

- Parent communication
- Attendance conferences
- Attendance contracts
- MTSS intervention supports
- Loss of privileges (as outlined above

Missing/Make Up Work (Please see above for definitions of absences and truancy)

1) Teachers are not required to provide make-up opportunities for work missed due to unexcused or unexplained absences.

2) Students will be provided one school day for each excused absence to complete missed assignments for full credit. Teachers may establish additional expectations through their course syllabus. Unless otherwise approved by the administration, make-up work submitted more than two weeks after the original due date will not receive credit.

Please see the Milan High School website for the complete attendance policy.

Part 4: Technology Use

As part of the PowerSchool registration process, students and parent(s)/guardians must read and agree to abide by the MAS technology acceptable use and Internet safety agreement before the student is able to have access to Milan High School computers:

Technology Acceptable Use & Internet Safety Agreement Grades 9-12 Introduction: Use of the district owned technology, our internal network, Email, and Internet access at Milan Area Schools is not a right but a privilege extended to students for collaboration, enhanced educational information exchange, and to foster 21st century learning experiences.
This agreement is designed to ensure that all technology users will comply with all network, equipment, Email, and Internet acceptable use policies approved by the district. Prior to gaining access to our network, Email, or the Internet, all technology users are required to read the Technology Acceptable Use & Internet Safety agreement in its entirety and then, located on the last page of the agreement, sign the Agreement & Permission section. Students must review this policy with their family and obtain a parent signature.

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

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

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

Email User Agreement

Acceptable uses of email are devoted to activities which support teaching and learning. I understand the school email environment is actively scanned and monitored with services like Gaggle and Securly to prevent unauthorized use and inappropriate messages. I want to use my Google Apps account so I agree:

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

Online Safety Pledge

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

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

Disciplinary Action

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

- Users will be required to make full financial restitution for any damages or unauthorized expenses that the District incurs from violation of this agreement.
- Users violating any of the responsibilities may face additional disciplinary action deemed appropriate in accordance with the District disciplinary policy.
- Users found in violation of the Technology Acceptable Use & Internet Safety agreement may be subject to the following disciplinary actions as deemed appropriate by the building administration:

    - o suspension or revocation of access privileges
    - o the loss of District technology for 3 days. The offense will be recorded in the user's file. The user will review the Technology Acceptable Use & Internet Safety agreement and re-sign it before privileges are reinstated.
    - o the loss of District technology for up to 9 weeks. The offense will be recorded in the user's file. The user will review the Technology Acceptable Use & Internet Safety agreement and re-sign it before privileges are reinstated.
    - o the loss of all technology privileges for the remainder of the school year.

- The District is not liable for any interference to school work as a consequence of the disciplinary measure.

Web Publishing

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

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

Safety Procedures:

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

Part 5: Student Behavior and Discipline

In addition to the following behavior guidelines, all students must abide by the district board policies which are located in the main office and on our main district website. Administration reserves the right to amend any provision in this handbook that s/he deems to be in the best interest of the educational process. Further, administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as necessary.

Rights, Responsibilities, and Regulations

The success of public education is based on the concepts of self-discipline and the rights of individuals. Self-discipline enables persons to be successful in a changing world. Individual rights, guaranteed by our Federal and State Constitutions, need to be balanced with a respect for the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers or administrators, and the community. Standards for student conduct take into account both self-discipline and individual rights. The Milan Board of Education delegates to responsible officials the responsibility for developing and enforcing regulations to protect the rights of individuals. The purpose of discipline is to help create the best possible environment for all involved in the educational process. No student has the right to interfere with the education of others. An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is an objective of all school personnel. School staff members make every effort, individually, collectively, and cooperatively, along with appropriate available community resources to help each student gain acceptable self-discipline standards.

Assault

Student to Adult Assault (Physical)

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

Student to Adult Assault (Verbal)

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

Assembly Guidelines

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

Bullying and Other Aggressive Behavior Toward Students

In accordance with state law, the Board of Education for Milan Area Schools has adopted a policy that protects all students from bullying/aggressive behavior. A complete copy of the policy is available in the high school office as well as on the district website. Any student that believes they are or have been a victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or board official. Complaints against a building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the board president.

Cheating

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

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

- First incident of cheating- “F” or “0” grade for the assignment or test
- Second incident- “F” or “0” grade for the assignment and possible result of “F” for the semester
- Third incident- automatic “F” grade for the semester.

Dress Code

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

As general guidelines, the administration requires that students wear footwear and clothing which meets standards of decency, safety and cleanliness. Apparel and appearance deliberately planned to disrupt will not be tolerated. The principles of good grooming are a part of each student's education:

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

Examples of unacceptable dress:

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

Hall Passes

No student is to leave a class, the principal's office, the counselor's office or the media center to go to another part of the building without first obtaining a hall pass from the staff in charge. Students in the halls without a pass will be subject to disciplinary action. Passes will be issued for emergency needs only. Classroom time is vital to learning. If a student wishes to work with a staff member during BRT they must obtain a pass from that staff member to present to their BRT teacher before being permitted to leave.

Recording people

A student shall not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e., audio) or images (i.e., photographs or videos) of any person while at school or school-related events, unless the student is given express consent by that person.

Sexual Harassment and Intimidation

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

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

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

Transportation

Students transported by the School District or transported to a School District-related event must abide by the driver’s direction, the Student Code of Conduct, and, if applicable, the School District’s Athletic Code of Conduct, Extracurricular Code of Conduct, or similar documents. Violators face the loss of transportation privileges and possible disciplinary action. Examples of misconduct that may lead to temporary or permanent suspension of transportation privileges or other possible disciplinary action include, but are not limited to: insubordination, smoking, fighting, profane or foul language, and destruction of property.

Code of Student Conduct

Students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, that will damage property, or that will impede orderly conduct of the school program. Students found guilty of the following offenses will be subject to one of the following disciplinary actions: suspension, and/or expulsion.

This Student Code of Conduct balances Milan Area Schools' obligation to maintain safety and a conducive educational environment with the obligation to teach appropriate behavior to students who engage in misconduct and appropriate behavior.

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of the school's individual rules and regulations, or other types of conduct which interfere with the good order of the school, the proper functioning of the educational process, or the health and safety of the students. A full list of MAS board policies are located in the main office, or at https://www.milanareaschools.org/Page/79

The following offenses are prohibited when they occur on school grounds, on school buses, and in connection with any and all school related activities:

- Insubordination
- Failure to comply
- Rude, abusive, and/or inappropriate behavior
- Loitering in or on school property
- Inappropriate language/behavior
- Tardiness
- Vapor devices
- Falsifying signatures
- Prank phone calls
- Trespassing - Returning to school grounds during suspension
- Driving to consortium without permission
- Reckless driving on school property
- Skipping class or lunch
- Leaving the building without authorization
- Refusal to identify self
- Possession/use of tobacco products including lighters, matches, or papers
- Drug paraphernalia
- Gambling paraphernalia
- Hazing/ bullying
- Student demonstrations
- Disruptive or other misconduct
- Gang activity, dress accessories, graffiti, behavior
- Possession/unauthorized use of cutting devices.

Illegal Behaviors

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

Suspension and/or Expulsion is required.

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

Substance Abuse Policy

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

Definition/Description of Illegal/Unauthorized Substances

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

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

Category I Substances

- marijuana, THC, or synthetic variations
- cocaine and derivatives
- hallucinogens, i.e., LSD, etc.
- stimulants, i.e., amphetamines, speed
- depressants, i.e., barbiturates and alcohol
- heroin and other narcotics

- anabolic steroids
- look-alike substances
- over the counter controlled/uncontrolled, legal/illegal drugs

Category II Substances

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

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

- Tobacco and Nicotine products (ie: cigarettes, e-cigarettes, vape pens, smokeless tobacco, etc.)
- caffeine concentrates, i.e., "No-Doz", etc.
- diet pills
- glue and other inhalants
- look-alike substances
- drug paraphernalia
- smoking paraphernalia - matches, lighters

Range of Discipline

Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. MHS will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student:

- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle, including one being used for a school-related purpose;
- Engages in a prohibited act at a school-related activity, function, or event;
- Engages in a prohibited act en route to or from school;
- Engages in a prohibited act involving another student who is en route to or from school;
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in Milan Area Schools or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in Milan

Area Schools.

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

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

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

For purposes of this handbook:

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

Due Process

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

Classroom Snap Suspension

- Teachers can suspend students for unruly or disruptive behavior from a class/subject/activity
- All K-12 students are subject to this- Reference Board Policy available at the district website for additional information.

School Suspension Procedure

- The student shall be informed of specific information which is the basis of disciplinary action to be taken against him/her.

• The student will be given due process to present to the principal any relevant information that will support his defense.
• When the student is suspended, the principal or designer will notify the parents of the suspension, the reason for it, and the steps necessary to facilitate the student's return to school. Notification will be attempted through a personal phone call. In the event that the parent or guardian cannot be reached, the notification may be by recorded message or e-mail if necessary.
• If the parent or guardian is dissatisfied with the action, they may appeal to the Principal, Superintendent or designee.
• Suspended students are not allowed on school district property or at any extracurricular activities during the suspension period.

Expulsion

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

Formal Hearing Procedure: Suspension and Expulsion

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

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

Police Investigations- notice to families

The School District cooperates with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question their student in school. The timing of parental notification will depend on the circumstances, taken as a whole.

Part 6: Extracurricular Activities and Organizations

Eligibility requirements: enrollment in at least five classes at MHS and in good standing with attendance.

Athletics

The athletic program is a very important part of the overall education of the student. Athletics offer many opportunities for the total development of each individual. **Participation in the Milan athletic program is a privilege, not a right**. If a student decides to participate in the athletic program he or she must understand that there are specific obligations and responsibilities by which they must abide that are greater than those expected of other students. The athletic code defines acceptable behavior and conduct. The Milan Area Schools Athletic Code is available on the website. A copy of the code is available through the athletic office upon request (734-439-5088). All Michigan Athletic Association (MHSAA) rules and policies apply to any Milan Area Schools students who participate in the athletic program. Sports cancellations and updates can be found at schedulestar.com. Many organized teams and sport activities are part of the athletic program. Try-outs for the teams are open to all students who meet eligibility requirements. To be able to participate, the student must be enrolled as a full time student. Coaches will enforce all the school rules and policies.
See the Athletic Director for NCAA eligibility requirements.

Student Council

Student Council is the school's student governing body. It is composed of a group of dedicated students who are elected by the students and represent the student body. Below is a description of the Student Council membership and a brief list of some of the activities Student Council is involved with throughout the school year. Members: President, Vice President, Treasurer, Secretary, Vice President of each class, five representatives from each class. Activities: Homecoming, Coming Home, Fundraisers/Philanthropy, Class Elections.

National Honor Society - This organization is affiliated with and follows the rules of the national organization. Any 10th, 11th, or 12th grade student maintaining an accumulative average of 3.5 or higher is eligible for membership. Eligible students may choose to complete an Evaluation Profile to promote their association with the virtues of NHS and to assist staff with the evaluation process. Evaluation Profiles will be made available with the eligibility list in the second semester.

A student seeking this membership must keep up good scholarship, be of good character, be of service to his/her school and community, and display qualities of good leadership in school and the community. Excellent academic achievement alone does not guarantee membership. Members should understand fully that they may be dismissed if they do not maintain the standards of scholarship, leadership, service and character that were used as the basis for their original selection.

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

Dances

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

Part 7: Annual Notifications

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA)

Rights Under FERPA

The federal law known as the Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

These rights are:

● The right to inspect and review the student's educational records within 30 days after the day the district receives a request for access.

● The right to request the amendment of education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

● The right to provide written consent before the district discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes the disclosure without
consent.

NOTICE OF ASBESTOS

Each school building within the School District has been inspected for the presence of asbestos-containing materials as required by the Asbestos Hazard Emergency Response Act (AHERA).

PESTICIDES

The Board of Education has adopted a policy to provide students and staff with an environment that is free of pests, pesticides, and harmful chemicals to the extent required by law. The Integrated Pest Management Program (IPM) includes routine inspections or surveys of all school facilities and various strategies to prevent pests from becoming a problem. Pesticides are used only as a last resort and parents will be notified prior to a pesticide application in a school building or on school grounds.

DRUG-FREE ENVIRONMENT / PROTECTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event.

DISCRIMINATION AND HARASSMENT

No person may be denied admission to any school in Milan Area Schools, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other district program or activity based on the person's sex (including sexual orientation, gender identity, and gender expression), religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of harassment and discrimination within the district. Any person who believes they have been the victim of discrimination may seek resolution of their complaint

through the procedures that have been established by the district. A person wishing to pursue a complaint may also contact the School District's Civil Rights Compliance Officer/Title IX Coordinator, Mr. Smith at 734-439-5000.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The federal McKinney-Vento Homeless Assistance Act guarantees that students who are in temporary living situations or homeless have equal access to the same appropriate public education provided to all. Resources are available to ensure this. Please contact the main office for additional information.

PARENTAL INSPECTION OF INSTRUCTIONAL MATERIALS

Parents have the right to inspect, upon request, any instructional material used as part of the School District's educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

SCHOOL PROPERTY

The Board acknowledges the need for a reasonable degree of in-school storage of student possessions and will provide storage places, including desks and lockers, for that purpose. Where lockers are provided, students may lock them against incursion by other students, but lockers remain School District property. Students do not have a reasonable expectation of privacy with respect to School District personnel or their designees in lockers or other in-school storage places provided by the School District.

SEARCH AND SEIZURE

The Board also authorizes the use of canines trained in detecting the presence of drugs or devices. Canines are used to determine the presence of drugs in locker areas and other places where such substances may be concealed. Canine detection is usually conducted in collaboration with law enforcement authorities or other certified organizations and is not used to search individual students without legally sufficient suspicion, or unless a warrant or parental permission has been obtained. School authorities are authorized to take reasonable steps to safeguard the safety and well-being of the students by, among other things, implementing the School District's Student Code of Conduct. Within the discharge of their responsibilities, School District personnel may search students, student property, and school property in the manner permitted by law.

SPECIAL EDUCATION AND SECTION 504

The School District is required, by law, to locate, identify and evaluate all children with disabilities, including children with disabilities attending private schools located within the School District, as well as homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. Child find extends both to children who may be eligible for special education under the federal Individuals with Disabilities Education Act (IDEA) and those who may be eligible under Section 504 of the Rehabilitation Act of 1973 (Section 504). If you believe your child may qualify under either the IDEA or Section 504, please contact the District's Director of Special Services.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

Under the federal Protection of Pupil Rights Amendment (PPRA), no student will be required as a part of the school program or the School District's curriculum, without prior parental consent, to submit to or participate in any survey, analysis or evaluation that reveals information concerning: Political beliefs or affiliations; mental or psychological problems of the student or student's family; sexual behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals; legally-recognized privileged and analogous relationships; religious practices, affiliations, beliefs; income.

CHILD NUTRITION PROGRAM

The School District participates in the National School Lunch Program, School Breakfast Program, and Special Milk Program. The participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found in the office of each school building, as well as in the MHS main office. To apply for reduced-price or full-price meals at any time during the school year, please complete the application at https://milanarea.familyportal.cloud/.

WELLNESS POLICY

The School District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The Board's policies and/or administrative regulations can be found at: https://www.milanareaschools.org/Page/79.

HEALTH CURRICULUM

Science and health curriculum in the high school contain subject matter concerning human growth and development and were approved by the Sexual Education Advisory Board according to the State of Michigan requirements. Michigan law permits that you have the right to excuse your child from participating in the human growth and development discussions, upon written request. If you wish to review the materials used in these courses, or desire additional information, please contact the middle school office.

PHYSICAL EXAMINATIONS AND SCREENINGS

In the absence of an emergency or an IEP or Section 504 plan, the School District does not provide physical examinations and screenings on school premises.