

2022-2023

MILAN C-2 HIGH SCHOOL STUDENT HANDBOOK



373 South Market Street
Milan, MO 63556
(660) 265-4415
www.milan.k12.mo.us

OFFICE PERSONNEL

Principal: Mrs. Brooke Dodson
Assistant Principal/Activities Director: Mr. Tyler Clark
Counselor: Mrs. Jessica Smith
Secretary: Mrs. Sandy Richardson
Secretary: Mrs. Michelle Jeffries
A+ Coordinator: Mrs. Michelle Yocom
Special Education Director: Mrs. Ashley Gardner
ESOL Director: Mrs. Mary Jo Sawyer

Table of Contents

<u>Academic Calendar and PBS Behavior Matrix</u>	3-4
<u>A word to parents & visitors and COVID Info</u>	5
<u>General Policies</u>	6-16
<u>A+ Program</u>	17-19
<u>Initiatives</u>	20-22
<u>General School Behaviors</u>	23
<u>Discipline of Minor Offenses</u>	24-28
<u>Official Notices</u>	29-32
<u>Handbook Verification</u>	33
<u>College Prep Information</u>	34
<u>Enrollment Guide</u>	35-45



MILAN C-2 SCHOOL DISTRICT

2022-2023


Academic Calendar

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
					1	2		1	2	3	4	5	6						1	2	3						1			1	2	3	4	5				1	2	3		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		30	31					27	28	29	30				25	26	27	28	29	30	31		
31																																										

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
1	2	3	4	5	6	7					1	2	3	4					1	2	3						1			1	2	3	4	5	6				1	2	3		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
29	30	31					26	27	28					26	27	28	29	30	31		30						28	29	30	31				25	26	27	28	29	30				

Month	Student		Staff		Staff Days	16-Aug	New Staff	23-Aug	1st Day	Monday Academy	
August	6		10		17-Aug All Staff 18-Aug All Staff 22-Aug All Staff 19-Sep PD 24-Oct 1Q PT Conf 28-Nov PD 2-Jan PD 13-Feb PD 20-Mar 2Q PT Conf 17-Apr PD 15-May PD			14-Oct 1Q End	32 Days	12-Sep	
September	18		19			18-Oct 2Q Begin			23-Dec 2Q End	38 Days	17-Oct
October	16		17			3-Jan 3Q Begin			10-Mar 3Q End	40 Days	7-Nov
November	16		16			24-Oct 1Q PT Conf			14-Mar 4Q Begin		30-Jan
December	14		15			28-Nov PD			23-May 4Q End	41 Days	27-Feb
January	17		18			2-Jan PD					27-Mar
February	16		17			13-Feb PD					24-Apr
March	19		20			20-Mar 2Q PT Conf			Breaks		
April	16		16			17-Apr PD			Thanksgiving	11-23---11/25	
May	13		15			15-May PD			Winter	12/26---12/30	
	151		163						Spring	4/7---4/10	

ELEM	7.3889	STUDENT DAYS x HOURS			12 New Staff Days
HS	7.2112	151	7.3001	1102.3151	11 All Staff Days
AVE	7.3001	7:45 a.m.	3:34 p.m.	***1080 Hours REQ/1044 Min Attend***	





WELCOME!

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty, the administration and the Board of Education. This information has been carefully reviewed and presented with the sincerest wishes to assist parents and students to become an important part of the Milan C-2 High School Community.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to successfully participate in the world of tomorrow. We hope that your participation in our school will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

MISSION STATEMENT- The purpose of Milan C-2 High School's school-wide discipline plan is to teach behavior procedures in order to create an environment conducive to learning, which includes establishing consistent expectations and accountability in a manner relevant to the students and faculty to develop positive community relations.

Milan C-2 High School "Wildcat Pride" Behavior Matrix

All settings	Bathroom	Bus	Cafeteria	Classroom	Commons	Gym	Hallway	Library	Office	Parking Lot	Special Events Assemblies Field Trips	Stadium
Keep hands and feet to self Stay in assigned area Use furniture and supplies appropriately Speak at an appropriate level Know emergency procedures Walk in appropriate manner	Walk Wash hands with soap and water Dry hands Flush	Remain seated Face forward Keep hands and objects in the bus at all times Wait in a safe area Listen to and read instructions	Keep hands and feet to self Sit upright in seat Walk Remain in cafeteria until dismissal	Push in chair Maintain personal space	Stay in assigned area Pick up any of your items that have fallen on the floor Speak at an appropriate level Walk in appropriate manner	Stay in approved areas Use equipment appropriately	Walk on right side of hall Walk facing forward Walk in appropriate manner Pick up any of your items that have fallen on the floor	Make good choices Walk in library Sit in chairs properly Push in chairs Enter & exit library properly	Stay in front of the counter	If driving, watch for other drivers and pedestrians Use appropriate speed If walking: watch out for other drivers and stay out of driving lanes Follow proper entrance and exit procedures Obey signs Wear safety belt	Walk Remain in assigned areas	Walk Remain in assigned areas
Use appropriate language Be polite Report problems to appropriate authorities	Give others privacy Report problems to appropriate authorities	Respect the driver Talk quietly Be polite to others Clean up after yourself	Stay in your spot in line Speak in a controlled volume	Be honest Have an open mind and be ready to learn	Use appropriate language	Use appropriate language Clean up after yourself	While class is in session remain quiet	Listen to all directions Study, read, compute Work quietly Speak in Library voices	Wait patiently for your turn Tell purpose of visit Use manners Treat office personnel with respect Talk at appropriate times	Watch for other drivers Clean up after yourself	Stand and sit at appropriate times Be attentive Listen for instructions	Stand and sit at appropriate times Be attentive
Follow directions Accept Consequences Bring all necessary materials Do your best	Follow bathroom procedures Clean up after yourself Keep walls clean	Follow directions Make good choices Accept consequences Be on time Be in assigned seat (if applicable) Be in your seat and ready when bus is ready to leave.	Bring your lunch card Clean your own area by removing all food, trash, trays, and utensils from table and floor Keep food & drinks in the cafeteria	Make good choices Come to class with all necessary materials Return all classroom materials used.	Follow directions Accept consequences	Return equipment appropriately	Go directly to destination Carry hall pass/agenda	Have a pass with a purpose Treat books properly Return books on time Follow the rules of Internet agreement Use book sticks appropriately Locate needed materials Accept consequences	Accept consequences Enter office at appropriate times Return to class promptly	Take care of the school property Take care of other students' property Park in assigned areas Allow enough time to properly park before school	Follow directions and make good choices	Make good choices

A WORD TO PARENTS- The education of your children is maximized when a mutually cooperative relationship exists between you, your student and the Milan C-2 staff. Your children are our most prized resource for the continued success of our communities and country. Parents and students are encouraged to work together to assure that:

- Your child attends school regularly.
- Your child has sufficient time at home for rest and study.
- Your child's grade reports are read and studied by you at the end of each grading period (every three weeks).
- You display a positive attitude towards the school so your child can follow your good example.
- You, as a parent, show interest in your child's educational pursuits including academic, extra-curricular activities and organizations.

VISITORS- Parents are welcome visitors to our school at any time. Parents must notify the principal's office of their presence at school. No other visitors are allowed without the principal's consent. All visitors must receive a visitor pass from the office. Visitor passes will be issued to alumni and former students who are beyond high school age. No visitor passes will be issued to dropouts of school age or students from other schools (unless approved in advance). **ALL VISITORS ARE REQUIRED TO REGISTER IN THE OFFICE. Teachers should schedule alumni visits during their conference periods, unless those alumni are making classroom presentations.**

Health Information

In an effort to continue to protect the health of our students and staff, Milan C-2 has implemented the following guidelines:

1. Hand Hygiene:
 - a. Hand sanitizer will be available to all students upon arrival as well as frequent opportunities for hand sanitizer/handwashing throughout the day.
2. Exclusion from school if exhibiting Flu-like symptoms
3. Disinfecting of frequently touched surfaces
 - a. All door handles, desks, chairs, sink handles, drinking fountains, playground equipment, etc
 - b. Buses will be cleaned after routes.
 - c. Use of ozone generators in high traffic areas at all times
 - i. rotated through classrooms on a schedule/as needed

GENERAL POLICIES and INFORMATION

The general policies and information contained in this publication is to enable students and parents to make informed decisions concerning the academic future of the student.

ATHLETIC/EXTRACURRICULAR ELIGIBILITY- All students must establish their eligibility under the guidelines established by the Missouri State High School Activities Association and the Extra-curricular Policy of the Milan C-2 High School. To be eligible a student must have passed seven of the eight classes from the previous semester.

Information regarding eligibility will be available online. Questions should be referred to the Milan C-2 extra-curricular policy, the high school principal, or the athletic director.

STUDENT PARTICIPATION ELIGIBILITY- Students must carry specified levels of attendance and grades to be eligible to attend and participate in school activities. (i.e. ball games, dances, etc.)

1. Students must maintain 90% attendance for the semester.
2. Students must successfully pass at least 7 of the 8 classes.
3. Students must avoid disciplinary probation.
4. Students who obtain more than 5 disciplines classified as majors over the course of the school year will no longer be able to attend extracurricular activities for the remainder of the school year.
5. All final decisions will be decided on by the Administration

* Any student unable to obtain any of these expectations will be ineligible for participation at all school events and activities.

STUDENT DRUG TESTING- The Milan C-2 School District will conduct a random drug-testing program for all student athletes and students who participate in extracurricular activities in grades 7-12. For this purpose any student participating in athletic practices and/or contests, including cheerleading and dance squad, and under the control and jurisdiction of the school district will be subject to random testing, during the period commencing with the first day of practice authorized by the Missouri State High School Activities Association (MSHSAA) for any sport or cheerleading and ending on the last day of student participation in that sport or cheerleading.

Consent -- The parent or guardian and the student/athlete will be encouraged to attend one district conducted information session and both the student and the parent or guardian will be required to sign a written consent for random testing prior to participating in the athletic program. Upon refusal to be tested, the athlete will not be allowed to participate in any Milan High School athletic programs for the remainder of the school year.

Selection -- All student athletes, cheerleaders, and dancers participating in a given season will be placed in a random selection pool. A number of participants not less than five percent (5%) of the total pool or five (5) participants, whichever is greater, will be selected for random testing. The district will determine the number of testing dates for each season.

Testing -- A testing agency will be selected by the Milan C-2 School District. Testing method will be administered by urine drug testing. Appropriate steps will be taken to respect the privacy of students while at the same time preventing falsification of the testing. Testing procedures shall be conducted according to procedures designed to ensure the integrity of specimens and chain of custody of the specimens. Testing laboratories will not be given a student's name. All students randomly selected during a season will be tested for the same substances. Students will be given reasonable notice under the circumstances of the time, place and manner in which they will be required to provide an adequate sample. Test results will remain confidential, and will only be released on a need-to-know basis in accordance with applicable law. The superintendent may provide for regulations governing the testing process that are consistent with this policy.

Positive Test -- The identification number of students testing positive will be provided by TOMO Drug Testing to the superintendent of schools. The superintendent will contact the student and his/her parent or guardian. Prior to any action being taken by Milan C-2, the parent or guardian and student will be given an opportunity to discuss the results with a medical review officer provided by the drug testing agency.

Consequences -- Consequences for positive test results will be suspension from participation in athletic and/or cheerleading performances and competition for the period of 45 days. The student can regain eligibility only after he/she has completed the 45-school day suspension and a follow up test with negative results. If a student tests positive for a second time during a random test in one school year, the student will be suspended from all athletic, cheerleading, and dance squad practices, performances and

competitions for the next 180 school days. All tests subsequent to the random test will be at the expense of the student, parent or guardian and will be conducted by TOMO Drug Testing.

AUTOMOBILES- Students who drive to school must observe the general rules of safety.

- Absence caused by malfunctioning or inoperative vehicles will be considered **unexcused**.
- Student drivers will be allowed to park in the north parking lot only.
- Any student driving in a careless and or dangerous fashion will have their driving privileges taken away. This could include a time of 1 week up to the entire school year.

STUDENTS WILL NOT BE ALLOWED TO GO TO THEIR CARS DURING THE SCHOOL DAY WITHOUT PERMISSION FROM THE HIGH SCHOOL OFFICE. ALL STUDENT VEHICLES MUST REMAIN UNMOVED UNTIL THE STUDENT IS PROPERLY EXCUSED.

Students will be required to register any cars they drive on campus with the office. For each vehicle registered, the student will receive one identification tag to be displayed in the vehicle. This prevents calls to outside agencies to help identify cars in case they need to be moved throughout the school day.

FACILITIES USE- Student use of school facilities is restricted to those times at which students are **under direct faculty supervision**. The gym, weight room, library, etc. are restricted to students unless a faculty member is present to supervise. This includes summer, over school vacations, and weekends.

BELL SCHEDULE- The school building will be open to students by 7:15 am. The bell schedule will be as follows:

Regular Bell Schedule	12:45 Release Bell Schedule	10:00 AM Delayed Start Bell Schedule
7:30-7:50 Breakfast Served	7:30-7:50 Breakfast Served	10:00-10:39 1st Period
7:41 Warning Bell	7:41 Warning Bell	10:42-11:17 2nd Period
7:45-8:35 1st Period	7:45-8:22 1st Period	11:20-11:43 CAT (3rd)
8:38-9:28 2nd Period	8:25-8:58 2nd Period	11:43-12:03 Lunch Shift A
9:31-9:56 CAT Time (3rd)	9:01-9:19 CAT (3rd)	12:06-12:45 4th Period A
9:59-10:49 4th Period	9:22-9:55 4th Period	11:46-12:25 4th Period B
10:52-11:42 5th Period	9:58-10:31 5th Period	12:25-12:45 Lunch Shift B
11:42-12:02 Lunch Shift A	10:34-11:07 6th Period	12:48-1:23 5th Period
12:05-1:01 6th Period A	11:10-11:43 7th Period	1:26-2:01 6th Period
11:45-12:41 6th Period B	11:43-12:03 Lunch Shift A	2:04-2:39 7th Period
12:41-1:01 Lunch Shift B	12:06-12:45 8th Period A	2:41-3:16 8th Period
1:04-1:54 7th Period	11:46-12:25 8th Period B	3:19-3:34 Flex Time (9th)
1:57-2:47 8th Period	12:25-12:45 Lunch Shift B	
2:50-3:34 Flex Time (9th)		

BULLETINS - Bulletin will be sent daily on Tyler SIS to keep all students, parents, and faculty informed of upcoming school events and special announcements. Students who wish to have announcements placed in the bulletin must have the announcement signed by the proper sponsor and submit it to the principal's secretary. All announcements should be given to the principal's secretary at least **1 day in advance** and no later than 8:00a.m. on the day of the announcement.

HOMEWORK EXPECTATION PROCEDURES- All assignments are expected to be complete and submitted to the teacher on time. If homework is not presented to the teacher on time, the following is the Procedure that will be followed:

- If/When a student is absent from school the student or guardian should contact the school to let the office know of the absence. Students should check their Google Classrooms to see what assignments teachers have assigned during their absence. Students will be given **1 day** to turn in homework from their missed day. Students will receive 1 additional day for every day that they miss.
- Any and all homework not completed on time will be worth the following maximum percent.
 - 1 Day Late- 90%
 - 2 Days Late- 75%
 - 3 or 4 Days Late- 60%

All work must be turned in no later than one week after the due date for credit

CONFERENCES- Parents are encouraged to closely monitor their child's progress in school. Parents may arrange a conference with teachers or the principal by calling the office at 265-4415 ext. 1406. A list of all teachers' telephone extensions and e-mail addresses can be found on the school's website under staff.

CAT Time- "Formally known as Home Room" This time (9:31-9:56) is set in place for students to review the "6 Decisions" lessons, complete grade checks with their teacher, review Digital Citizenship and other tech-related lessons, and or finishing any assignments they might have and for teachers to make help close a student's day with a positive note. During this time students and teachers will focus on C-collaboration, A-accomplishments, T- team work. We will work on all of these by building relationships and making a family-like atmosphere.

GUIDANCE COUNSELING- A guidance counselor is available for all students. The counselor is provided to assist students with academic or personal problems. The counselor has information on a variety of occupations as well as college programs and scholarships. The counselor will aid the student in planning a course of study to best meet the present and future needs of the student. Parents are encouraged to contact the counselor should they have any questions or suggestions regarding their child's course of study.

ICAP - The Individual Career and Academic Plan (ICAP) is created in collaboration with each student in the eighth grade. This plan helps students set personal goals, research pathway options, and plan for their post-secondary education or career. The ICAP allows students to gain the knowledge and skills necessary to be successful in the post-secondary path they choose. The ICAP advisor will assist students with post-secondary planning.

Interventionist Specialist- The Intervention Specialist is an individual who will be a key player in leading/assisting the classroom teachers in efforts to collect data, identify problems, and create a plan of intervention for students needing assistance with items from academics to mental health with a focus on improving reading and writing.

The Intervention Specialist will build a meeting calendar and facilitate meetings with HS teaching staff, directors, and administration to provide feedback on student performance and bring new ideas and strategies to in-cooperate for struggling students.

The Intervention Specialist will have both small-group and individual contact with students on a daily basis depending on the number of students needing a specific intervention throughout the year. The student intervention groups will be evaluated periodically (every 3 weeks) in order for students to get the most support as possible.

The Intervention Specialist will oversee the Intervention process in the high school by using collected data from the classroom teachers' assessments including benchmarks, smart goals, STAR or other reading assessments, and daily classroom content assessments. The Intervention specialist will then collaborate with those teachers to develop a plan of intervention support. This data is what will drive the schedule for students and where each student may go for Flex Time.

ELO's- ELO's (extended Learning opportunity) is a time after school from 3:40-4:25 each day. ELO's may be used as a consequence/detention for students not following classroom procedures or a tutoring opportunity for students. ELO's are supervised by high school teaching staff.

END OF COURSE EXAM- End of Course Exams will be administered in certain core classes as determined by DESE. In the event EOC data is available before the school year ends, teachers may choose to use the score as a test in their gradebook for the 4th quarter.

CLASS STANDING AND GRADUATION- The principal or the counselor will notify the parents of any student who is in danger of not graduating with his/her class as soon as possible so that arrangements for summer school, correspondence work or other alternatives can be made.

GRADING SCALE-

A 100%-96%	B- 82%-80%	D+ 69%-67%
A- 95%-90%	C+ 79%-77%	D 66%-63%
B+ 89%-87%	C 76%-73%	D- 62%-60%
B 86%-83%	C- 72%-70%	F 59%-0%

7th & 8th Grade Retention- To be promoted from the 7th or 8th grade a student must pass 6 of the 8 semesters. The required core courses (English, Language Arts, Math, Science, and Social Studies) for the year. Any student that doesn't meet this requirement is eligible for the mandatory summer school program. Any student that is unable to complete the mandatory summer school program could be retained. The final decision to promote or retain shall remain with the principal, guidance counselor, and teacher(s).

GRADUATION REQUIREMENTS- Information regarding graduation & course offerings is available through the guidance office and is included in the **General Information and Enrollment Guide**.

Class of	2023
Communication Arts	4
Math	3
Science	3
Social Studies	3
Fine Art	1
Practical Art	1
PE	1
Health	.5
Personal Finance	.5
Word Processing	.5
Foreign Language	1
Total Required	18.5
Electives	8.5
Local Requirements	27

****All students must take 1.5 units of American History with .5 units being American Government and pass the U.S. and MO. Constitution tests before graduation.**

WEIGHTED GRADES- No weight shall be awarded to a grade lower than C+. The addition of 1 point on a 4 point (11 divisions) shall be awarded for the following approved courses:

WEIGHTED CLASSES-

On Campus Offerings		AC/DC Offerings
Calculus	College Trigonometry	See Dual Credit Handbook
Chemistry	Physiology/Anatomy	
College Algebra	Spanish III	
College Statistics		

ESOL Credits Needed

Transfer students from another state, country, or a home school may graduate upon successful completion of an individualized program of studies which school officials, parents and students agree will allow the student to graduate college or career ready, even though the program of studies may not include 24 units of credit as defined in Missouri. Seniors transferring from other states or countries may graduate without meeting the requirements of Section 170.011, RSMo.

Four Year Plan-

Communication Arts - 4 credits
Writing - 2 credits
New Comer - 2 credits
Elective - 4 credits
Science - 3 credits
Social Studies - 3 credits
Math - 4 credits

Total: 22 credits

Two Year Plan-

Communication Arts - 2 credits
Writing - 2 credits
New Comer - 2 credits
Elective - 2 credits
Social Studies - 2 credits
Math - 2 credits

Total 12 Credits

Distance/Remote Learning:

Period	Time	Virtual Green	Virtual Gold
1st	8:00-8:30	ELA Science AG Arts PE/Health EL	Math History Business Fm Language SpEd Alt
2nd	8:35-9:05	Math History Business Fm Language SpEd Alt	ELA Science AG Arts PE/Health EL
3rd	9:10-9:40	ELA Science AG Arts PE/Health EL	Math History Business Fm Language SpEd Alt
4th	9:45-10:15	Math History Business Fm Language SpEd Alt	ELA Science AG Arts PE/Health EL
6th	10:20-10:50	Math History Business Fm Language SpEd Alt	ELA Science AG Arts PE/Health EL
7th	10:55-11:25	ELA Science AG Arts PE/Health EL	Math History Business Fm Language SpEd Alt
8th	11:30-12:00	Math History Business Fm Language	ELA Science AG Arts

In the event the Milan C-2 School District is unable to hold traditional classes within our facility, we will utilize electronic technologies to access educational curriculum. Remote learning provides an opportunity for students and teachers to remain connected and engaged with the content while working from their homes.

AMI - Alternate Methods of Instruction/Remote Learning expectations can apply to any circumstance requiring school building closure.

The expectations for students include but are not limited to:

- Spending an average of 30 minutes per class per day on videos, assignments, projects, etc.
 - Actual time required to complete assignments will vary with each student's study habits, academic skill, selected course load and unfinished class assignments.
 - Using Google Classroom and other platforms to access and submit assignments
 - Spending an average of 3.5 hours per day on school work
 - Remaining in consistent contact as assigned by the class teacher
 - Failure to login/attend video conferences (or alternate method) will result in loss of attendance hours towards earning necessary credit
 - Completing all assignments to a high quality standard
 - Completing assignments on time with the understanding that communication with teachers will be critical for extenuating circumstances
- Teachers will follow modifications and accommodations for students with IEPs, LEPs, and/or 504 Plans.
- Grading Procedures:
 - Are subject to change based on information provided by the Missouri Department of Elementary and Secondary Education (DESE) and/or the Milan C-2 Administration.

- Behaving in an academic manor, following all school rules and procedures
 - Failure to do so will result in disciplinary action

Being responsible for keeping their Milan C-2 issued Chromebook in working order; problems with Chromebooks should be reported to Mrs. Ashley Hoerrmann, Instructional Tech Director, immediately for assistance/repairs.
ahoerrmann@milan.k12.mo.us or 660-265-1421.

The “Remote Learning Team Task Force” established the shortened class day times in order to assist in keeping students learning while off-campus from moving too quickly and not having students keep up with the instructor, becoming bored/and reduce discipline problems during the remote instruction.

Content Area	Regular day Time schedule	IEP/LEP Minutes TBD per student	Remote Day time Schedule	IEP/LEP Minutes TBD per student
ELA	50 minutes	TBD per-plan	30 minutes	TBD per-plan
Math	50 minutes	TBD per-plan	30 minutes	TBD per-plan
Science	50 minutes	TBD per-plan	30 minutes	TBD per-plan
Social Studies	50 minutes	TBD per-plan	30 minutes	TBD per-plan
Non-Core Classes-3	50 minutes	TBD per-plan	30 minutes	TBD per-plan
Total time Per Day	350 minutes	TBD	210 minutes	TBD

Extra and Co-curricular activities/practices would continue if and when possible while students are on campus. These will include; all athletics, FBLA, FFA, and all other clubs/organizations.

NATIONAL HONOR SOCIETY

Information and Guidelines- National Honor Society is a prestigious organization that recognizes outstanding junior and senior students, who excel in leadership, scholarship, service and character. NHS members plan and conduct the induction ceremony for new members. National Honor Society members also participate in various service projects throughout the year including Jr. High enrollment, start of school cleanup, community cleanup, and other projects selected by the group.

Juniors and seniors who have the qualifying grade point average (cumulative) and have no major discipline write-ups and have followed the required academic schedule are asked to complete an information sheet outlining their leadership, service, and character activities. A Faculty Council designated by the High School Principal then selects the members. Students with major write-ups will have their discipline record reviewed by the faculty council prior to selection to determine if offenses violate the “character” requirement of membership.

Selection of National Honor Society members is based upon scholarship, service, leadership, and character.

1. **Scholarship:** Prospective members, Juniors or Seniors, must follow the Academic Course Schedule (listed on back.) The cumulative GPA must be at least 3.33 or higher at the end of first qtr of the current school year when the induction ceremony takes place.
2. **Service:** Minimum recommendation: Potential Members should have been involved in at least one (1) service project during high school. Service Projects can be done with a group either in or out of school. Activities performed out of school with a school group can be counted as a service project. Examples of Service Projects: Community clean-up, blood drives, canned food drive, church activities, Community

Center activities, Current members (seniors elected as juniors) must continue involvement in NHS service projects (2) to maintain member status.

3. **Leadership:** Minimum recommendation: Members and potential members must be involved in two (2) school activities. School activities include all school extra-curricular activities. Involvement in community organizations can also be considered as criteria for membership. Community activities or organizations include: Church, 4-H, Scouts, Youth Groups, Sullivan Co. Country Club, hobby or interest groups.*
4. **Character:** In general, the student of character exemplifies desirable qualities of behavior, upholds principles of morality and ethics, observes instructions and rules, projects a positive attitude, and demonstrates high standards of honesty and reliability. The principal will review prospective members' discipline records for potential issues with major discipline violations before those members are invited to apply for membership.

*** The faculty council has discretion in the area of service, leadership, and character.** Per the national by-laws, a member may be placed on probation by the faculty council and principal for violating any of the above expectations (e.g. drop in grades, major behavior referrals). Additionally, a member may also be removed for a major discipline event, especially if it involves law-enforcement, or has the risk of creating a potentially negative image for the school. If this occurs, the faculty council will convene and review the situation and assign either probation for the rest of the student's high school career or recommend removal from NHS. Removals will follow due process as explained in the NHS national charter.

NHS ACADEMIC SCHEDULE-

Required 2022-2023	NHS ACADEMIC SCHEDULE	Specific Courses Recommended For National Honor Society
4	Communication Arts Three courses from the following:	LA I, LA II, LA III or College Prep English, LA IV or College English I and II, Creative writing/speech
3	Math Two courses from the following:	Algebra I, Algebra II/Geometry, Algebra III/Trig, College Algebra, College Statistics, Calculus
3	Science Two courses from the following:	Biology I, Biology II, Chemistry, Anatomy/Physiology, College Biology, Physics, College Physics
3	Social Studies Two courses from the following:	American History I, World History, Geography, College Psychology, Psychology/Sociology, History of War, Government
1	Fine Art	
1	Practical Art	
1.5	PE	
.5	Health	
.5	American Govt.	
.5	Personal Finance	
.5	Word Processing	
1	Foreign Language	

8	Electives
27	Local Requirements

CHANGE OF CLASS SCHEDULE- Any change of classes must be made during the first two days of the semester and approved by the student's parent, the guidance counselor, and the principal. No changes will be made after this time except in circumstances agreed upon by the principal and the teachers involved. Class changes that are made after the allotted time could result in a grade of "F" recorded on the student's transcript.

HALL PASSES- All students are to have a **hall pass** assigned by a teacher if they wish to go from one location to another during class time. Students may not be in the halls during class time without a hall pass. Students who do not obtain a hall pass will be subject to disciplinary action for being outside of the assigned area. **Students must be referred by a teacher to the office before going to the nurse or the elementary building and must SIGN OUT in the HS office before going.**

BEVERAGE CONTAINERS & BOOKBAGS- For students, beverage containers must be clear, and can only contain plain/flavored water. Water bottles not meeting the above requirement will be confiscated and repeat offenders will be subject to disciplinary action. Book bags/backpacks may be used to carry books, chromebooks, and student belongings in school. Any and all bags/backpacks may be subject to inspection/search by a principal or other administrator at any time.

ELECTRONIC DEVICES- Electronic devices such as cell phones, pagers, smart watches, music/entertainment devices, "game boys", laser pointers, etc. may not be used during the school day unless it is under teacher instruction. Abuse of this guideline will result in confiscation and/or disciplinary action. Students who are court-ordered to wear ankle monitors will be accommodated.

CELL PHONES- Development in cell phone technology in recent years has resulted in enhanced communication opportunities. However the use of cell phones in schools poses increasing risk of school disruptions, bullying, criminal activity, and academic dishonesty. No cell phones will be used during class time unless it is under teacher instruction, this includes but is not limited to photographing or videoing others without permission. Phones may be accessed during passing time and during lunch for all students and during Flex Time for GOLD status students. **Phones will be confiscated for each offense and may only be retrieved by a parent/guardian from the building office.**

HEADPHONES/EARBUDS- Wired headphones and earbuds are the only listening devices allowed during class time. **Bluetooth headphones/earbuds will be confiscated if being used during class or passing periods and may only be retrieved by a parent/guardian from the building office.** Bluetooth headphones/earbuds may be used during lunch by all students or during Flex Time for GOLD status students.

DESK PHONE USAGE- Students will not be allowed to use desk phones in the classroom. The phone in the office can be used for emergencies only and with permission of the principal/office staff.

DRINKS AND FOOD- Students bringing lunch should be kept in their locker, unless other arrangements are made. Parents may bring carry-in lunches or drinks in clear containers for their child, but it must be brought to the high school office. They must be served during the student's regular lunch time, unless there is a medical issue to be accommodated.

FUND RAISING- All fund raising activities using the name of "Milan C-2 Schools", or one of its teams, organizations or clubs must have approval of the principal.

BUS MISCONDUCT- Any offense committed by a student in a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. Misconduct will be treated the same as school building misconduct.

ILLNESS & MEDICATIONS- Any student who becomes ill during the school day should request a pass from the office before proceeding to the nurse. The nurse's office is located across from the office in the elementary building. If it is determined that a student needs to go home because of illness the nurse will contact the student's parents. Students who are ill are not allowed to linger in the restroom or leave the building.

All oral medication to be taken at school is to be dispensed by the school nurse. To avoid any error in receiving the proper prescribed medication, the student should take the medication to the nurse in the original container marked with: 1) the student's name; 2) date prescribed; 3) dosage; and 4) time of day medication are to be given.

LOCKERS- Students will be assigned a locker by the office. Most students will share a locker with another student. Lockers are the property of the school and may be inspected at any time. No fee will be charged for their use. The cost for repairing damage by students will be the responsibility of the student. Students should contact the office if their locker fails to function properly. Students may provide their own lock if desired, but are required to give the office and their locker partner, if applicable, either a key or the combination. The school is not responsible for items stolen from lockers including any resources provided by the school i.e. textbooks. **The choice to not use a lock severely limits the ability of administration to successfully resolve any allegations of theft.** Students are strongly encouraged to use a locked locker at all times to prevent thefts.

LOST & FOUND- A lost and found bin is located outside the office of the high school. Inquiries should be made at the office.

LUNCH POLICY- Milan C-2 School District participates in the Free and Reduced Lunch program established by the Department of Agriculture. Annually, the Department of Agriculture establishes the financial criteria for eligibility and sets forth the basic guidelines of the program.

At the beginning of each school year application forms for the Free and Reduced Lunch program will be distributed to all students. It is the responsibility of the family to complete and return the application to the Superintendent's office as soon as possible. Benefits from the prior year will remain in place for the first 30 days of the school year or until a new application has been processed. The forms will be processed expeditiously, however it will take 3-5 working days. A letter of approval or denial will be sent to the parent or guardian listed on the application.

Our school district uses a debit card system. Each student must deposit money into his or her account weekly, monthly, or yearly. To ensure that your student's account is properly credited, please submit payment (check or cash) in a sealed envelope with the student's name, grade, ID or card number, amount of payment on the outside of the envelope. If you write one check for more than one student, please make sure it is broken down on the front of the envelope correctly so that the appropriate amount is credited to your children's account. This money will be deposited into the student's account, NO CHANGE will be returned to the students. Students are prohibited from loaning their cards to other students. Lost cards may be replaced for a \$5.00 fee.

This district will limit a student's line of credit to \$20.00 for lunches, a la carte items cannot be charged. **All students who accrue \$20.00 in lunch debt will not be allowed to charge additional food to their accounts.** Students who reach the \$20.00 limit will be served a peanut butter sandwich in place of lunch. Letters will be sent to parents when the account shows a debt of \$5.00 and calls will be made to parents at \$20.00 of accrued debt.

Breakfast and Lunch Fees-

LUNCH –

- Staff - \$3.50
- HS - \$2.50
- EL - \$2.25

BREAKFAST -

- Staff - \$2.50
- HS - \$2.00
- EL - \$1.75
- Reduced - \$0.44 for Lunch and \$0.33 for Breakfast
- Extra Milk - \$0.35

Gate Fees for Athletic Events

(Baseball, Basketball, Football, Softball)

- Varsity- Adults - \$4.00
- Students - \$3.00
- JV- Adults - \$4.00
- Students - \$3.00
- Track- Adults - \$4.00
- Students - \$3.00

Debts from previous years or from previous enrollments will remain the responsibility of the student or student's parents or guardians. Also, any remaining balances in a student's lunch account will rollover into their account for the next school year.

OBLIGATIONS DUE- All fines from the current or previous school year, whether due to library fines, book fines, debts for property damage, lost equipment or uniforms, etc. must be paid or equipment returned before the student will be eligible for any class or extra-curricular activities. Grade cards and records will be held until all obligations are met.

SPECIAL SERVICES- Milan High School provides a wide range of services for special needs students under the direction of Mrs. Mary Jo Sawyer for ELL and Mrs. Ashley Gardner SpEd.

ENROLLMENT- All students who live within the school district may enroll through the office with the approval of the principal. New students and the parent or guardian enrolling during the school year will be given an orientation to our school when they enroll. The Milan C-2 School District does not accept nonresident students per Board Policy 2240.

DIRECTORY INFORMATION- Student's name or photograph may be used in the school's yearbook, on the school's website, in the local newspaper, or on local radio or television stations. Please contact the high school office within 10 days from the current date of enrollment if you DO NOT want your child's picture published.

WEATHER REPORTS & SCHOOL CANCELLATIONS- When it becomes necessary to cancel school due to bad weather, the following radio & TV stations will be notified:

KTUF, KIRKSVILLE

KRES, MOBERLY

KTVO-TV, KIRKSVILLE

KTTN, TRENTON

KMZU, CARROLLTON

***Students should not call the stations, school, or staff members. They should tune in to the above stations. Weather cancellations will also be publicized via text, on the school website, and the Milan C-2 Schools Facebook page.**

TARDIES- It is imperative that students be on time for school and for all classes. If you are late to class, you are tardy. **The office considers all tardies to be unexcused, with the exception of a late bus.** Tardies are recorded on a semester basis. Following the third tardy per semester, students will serve an ELO for any further tardies during the current semester. A student tardy to school will first check into the office, receive an admit slip and report to class. Frequent tardies can result in ISS or OSS.

ATTENDANCE- The frequent absence of students from classroom learning experiences disrupts the continuity of the learning process. The benefit of a regular classroom is lost and cannot be regained. Teachers cannot teach students who are not present. The total process of education requires a continuity of instruction, classroom participation, learning experience and study in order to obtain the maximum educational benefit for each individual student. The regular contact of students with each other in the classroom and their participation in a well-planned instructional program under the direction of a competent teacher are vital to this purpose.

Regular attendance is one of the main responsibilities of the pupil and communication with the school when your child is absent is crucial. If physically able, the students should attend school every day that school is in session. Absences due to minor causes are inexcusable. **Students who fall below 90% attendance without excusable documentation during the semester may not participate in any school activities, including dances, sports etc.** Due process will be followed and an appeal may be made to the attendance committee in writing.

Attendance Guidelines- If a Student is absent from school in excess of five (5) days per semester due to a non-school related reason, he/she will not receive credit for that class for that semester. They still can go before the attendance committee.

Students who are absent more than five (5) and less than ten (10) times will be forwarded to the Milan C-2 High School attendance committee for review. The attendance committee will give a recommendation to the Principal of their findings and this will be reviewed with the parent and student. **Options for students may include:**

1. Completion of Extended Learning Opportunities (ELO) to earn credit
2. Granting of Extenuating Circumstances
3. Denial of Credit.

Students granted the opportunity to make up excessive absences will follow the following guidelines for ELOs:

- **ELOs begin at 3:40 and end at 4:25 daily.** They must be completed with the assigned ELO advisor.
- Reasonable time will be granted by the attendance committee to complete all ELOs. The committee will set a completion date. Failure to complete on time will result in loss of credit for the semester, unless an appeal is granted
- For absences that occur at the end of the semester without adequate time to make up the absence, the student will be required to make this time up during summer school or lose credit.

Any student who exceeds five (5) absences will be placed on academic probation until the attendance committee can submit a ruling. Any student who exceeds ten (10) absences will be placed on academic probation and will receive a NC (no credit) for all classes exceeding this standard.

Appeals

A student and parent may appeal this policy, in writing within ten (10) school days of official notification from the HS Principal, to the attendance committee, which will be composed of the High School Principal and four staff members selected by the principal. This decision may be appealed to the Superintendent and then to the Milan C-2 Board of Education. Students who miss five (5) or more days of school due to extended illnesses (confirmed by doctor), serious accidents, or any other extenuating circumstances, are examples of cases suitable for appeal. Appeal decisions will be reviewed within the last two weeks of the semester.

Attendance Committee- The attendance committee consists of the principal, asst. principal and 5-6 other teaching staff members. This committee meets monthly or when needed on a case by case basis to discuss, investigate, and assist students in being more successful in keeping up with a good attendance rate.

Official verification; i.e. (Doctor's report, Verified Court Document) of extenuating circumstances must be provided with the letter of appeal. **ALL doctor notes should be given to the office by a physician, student, or parent, within 3 days after the student's appointment.**

- With the student's third (3rd) absence in any class period, the school will notify the parents in writing that the student is in danger of failing to earn credit in the specific class periods due to excessive absence.
- With the student's fifth (5th) absence, the parent or legal guardian will be informed in writing by the principal that the student will receive no credit upon the next absence in any class period that semester.
- Students arriving to class 20 minutes late or leaving class 20 minutes early will be considered absent for the entire period.
- Any student who exceeds the fifth absence and receives a "no credit" decision by the attendance committee may appeal this decision, in writing, to the Superintendent within ten (10) school days of notification of "no credit".
- When a planned extended absence may occur, please contact the HS Principal in writing, 10 days in advance if possible, detailing the reason for absence. Absences beyond 5 days per semester, even if prearranged, will need to be made up through ELOs and will be counted
- Students who reenter school after an absence must provide a note or a phone call from their parent or guardian concerning their reason for absence. Failure to provide this will result in no grade for the periods affected. A grade will be entered upon receiving notification only during the quarter the absence occurred.
- **TRUANCY:** Truancy is defined as any unauthorized absence from school or class. A student will be considered truant if his absence is not legitimate, if he leaves the building during school hours without proper authorization, or if he fails to attend class. Those students who have not yet attained the age of sixteen, who are habitually truant, will be referred to the county juvenile officer. **EDUCATIONAL NEGLECT IS NOW CONSIDERED AN ACT OF CHILD ABUSE UNDER MISSOURI LAW.**

COLLEGE, POST SECONDARY AND CAREER VISITS- Seniors are allowed two (2) college visit days and juniors are allowed one (1) day that may be used during the school year. A note from the parent or guardian granting permission is required and a college visit form must be obtained from the counselor and properly filled out prior to approval of any college visit. When the student returns, he/she must present the completed college visit form to the office from the college indicating that the student had visited their school. If properly verified, these absences do not count against the student. Any students participating in a college or career visit must be on track to do so. Students **MUST** be passing all core classes and have their attendance and ELOs caught up.

LEAVING SCHOOL DURING THE SCHOOL DAY- Special permission to leave the building during the school day must be secured from the principal and parent approval must be obtained before a student may be released. **Once the school day begins, all students must check in at the office when arriving or returning to school.** If it is necessary for the student to leave during regular school hours, the parent must contact the principal's office prior to departure time. Milan C-2 supports a closed lunch and students are expected to attend lunch during their assigned lunch period on campus. A student must never leave the campus before his regular dismissal time without first obtaining permission from the office and then writing his/her name, reason and time he/she leaves in the "sign out" book provided for that purpose. Anyone leaving the building without permission will be disciplined in accordance with the discipline policy (outside of assigned area or truancy). This regulation applies to the passing period as well as any other time.

GENERAL SCHOOL BEHAVIOR- In order to serve the needs of all parties involved, the following student behaviors are expected:

DRESS CODE- The dress code takes into consideration the value of student expressions as well as the necessity of protecting student health and safety while maintaining an atmosphere conducive to student learning.

- No Hats permitted with exception of special days approved by the office for spirit weeks or fundraisers.
- Tank top straps need to be at least 2 inches wide, with a finished edge
- Dress that materially disrupts the educational mission of the school or promotes the use of drugs, alcohol, tobacco, criminal or sexual activity will be prohibited.
- Stomachs, backs, underarms, midriffs, etc. must be covered at all times.
- Shorts/skirts/dresses must be fingertip length or longer. To check whether shorts, skirts, or dresses meet criteria, students should stand with their feet shoulder width apart and put their hands straight down their sides. If the garment is longer than all of their fingers, then the garment is school appropriate, if it is not then the garment should not be worn.
 - Jeans with hole/tears/fashionable wear and tear should not show skin above fingertip length.
- Students will not be allowed to wear gang paraphernalia, headbands, chains, saggy pants, etc.
- Bandanas may be worn as a hair piece.
- Spaghetti straps, tube tops, see-through clothing, plunging necklines, racer backs, low riding pants, are not permitted.
 - All undergarments should be covered at all times.
- Clothing containing offensive language or slogans, or anything else the administration determines as a distraction to the learning environment cannot be worn to school.
- Masks and face paintings will not be worn in school without prior permission from the principal.

Students who wear inappropriate clothing to school will be asked to change and will face disciplinary action if they are non-cooperative. The administration will be the final judge on what is appropriate clothing.

INTERNET SAFETY POLICY- It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

STUDENT DISCIPLINE POLICY- Self-discipline is the most effective kind and students are expected to assume responsibility for their behavior. Self-respect and pride in one's school naturally results in good behavior. When a student's behavior is not acceptable, necessary action will be taken.

The discipline policy at Milan C-2 is designed to maintain a proper learning environment, foster respect towards authority and property, and to ensure the orderly operation of the school district. In cooperation with parents, teachers, students and principal, we institute guidelines to be used to insure consistent disciplinary action.

According to state law, the teacher or school administrator shall have the same right as a parent to control or discipline a student during the time such student is in attendance or in transit to or from school or any school-sponsored function. No code can be expected to list each and every offense which may result in disciplinary action.

TEACHERS have the right to establish a classroom structure and routine that provides an appropriate learning environment in light of their own strengths and weaknesses. Determine and request appropriate behavior from students. Ask the principal, parents or any other appropriate party for help when they need assistance with a student.

STUDENTS have a right to a learning environment that is safe, free from unnecessary distraction and disruption, and conducive to learning.

PARENTS have the right to expect the principal and teachers to provide such an environment for their children.

The Milan A+ Program

1. What is the Milan A+ Program?

In 1993 the Missouri State legislature established the Outstanding Schools Act which includes the provisions for the A+ Schools Program. The program, intended to enhance educational opportunities for Missouri high school students, established requirements and goals schools must meet in order to become an A+ designated school. Once a school is designated as an A+ School, the graduates of that school, who also must meet certain requirements, may be eligible for reimbursement for the cost of tuition, general fees and up to 50% of the book cost subject to legislative appropriation when they attend a public community college, vocational or technical school in the state.

The Milan C-II efforts to become a designated school have included improvements in curriculum development, updated technology, career awareness, at-risk intervention and challenging academics. After a rigorous review in March of 2000, Milan C-II achieved A+ Designation on April 20th, 2000. As long as Milan C-II maintains A+ designation, eligible Milan graduates can now take advantage of the financial incentives provided by the State A+ Program.

2. What requirements must a student meet for the A+ Schools Program?

- Be a United States Citizen
- Attend a designated A+ School for three consecutive years prior to graduation
- Have a grade point average of 2.5 or higher on a 4.0 scale
- Have at least a 95 percent attendance record
- Perform 50 hours of unpaid tutoring or mentoring
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs/alcohol
- Achieved a score of proficient or advanced on the official Algebra I end of course exam, or completed the first semester at a postsecondary institution with a minimum of (12) hours or the equivalent and a 2.5 grade point average prior to receiving a A+ tuition reimbursement.

- Attend a Missouri community college or post-secondary vocational-technical school on a full-time basis and maintain a GPA of 2.5 or higher
- Attempt to secure federal post-secondary student financial assistance funds that do not require repayment (file the FAFSA form)
- Register for selective service if applicable

The incentive funds are available for eligible students for two years (6 semesters) during the four-year period immediately following graduation subject to funding by the Missouri General Assembly. The student must also maintain a cumulative 2.5 GPA (4.0 scale) and be a full-time student.

3. How can I find out more about the Milan C-II A+ Program?

If you have questions concerning the Milan C-II A+ Program or would like more information, please contact the A+ Coordinator, Michelle Yocom.

School: 660-265-1402

Email: myocom@milan.k12.mo.us

Milan CII High School **A+ Participation Agreement**

I have been fully informed of the conditions for eligibility for the A+ Student Financial Incentives in accordance with the A+ Schools Program at Milan C-2 High School. I understand that in order to be eligible for the financial incentives offered by the State of Missouri's A+ Schools Program, I must enter into this written agreement with Milan C-II and I must meet the following requirements: *

1. Students must be a US Citizen
2. Attend a designated A+ School for three consecutive years prior to high school graduation
3. Graduate from high school with a grade point average of 2.5 or higher on a 4.0 scale
4. Have at least a 95% attendance record for the four years of high school
5. Perform 50 hours of unpaid tutoring or mentoring
6. Maintain a record of good citizenship and avoidance of the unlawful use of drugs and alcohol.
7. Make a good faith effort to first secure all available postsecondary student financial assistance funds that do not require repayment. (Required submission of Free Application for Federal Student Aid or FAFSA)
8. Register for selective service if applicable.

Be it understood that in exchange for meeting or exceeding the stated criteria that the above named student may be eligible for reimbursement as established in the *Outstanding Schools Act of 1993*. Said reimbursements are the responsibility of the Missouri General Assembly and the Department of Elementary and Secondary Education and not the Milan C-2 School District.**

Reimbursements are described as: The cost of tuition and general fees subject to legislative appropriation to attend any public community college, vocational or technical school in the State of Missouri. Provided state funds are appropriated by the legislature, the student financial incentive will be available for eligible students to claim two years (6 semesters) of education during the four-year period immediately following

graduation. To maintain eligibility, each participating student must attend on a full-time basis, a Missouri public community college or vocational/technical school and maintain a grade point average of 2.5 or higher on a four-point scale.

Student Signature: _____ **Date:** _____

Student Name: _____ **Date of Birth** _____ **Student's Social Security Number** _____

Freshman Year _____ **Expected Graduation** _____ **Parent/Guardian Signature** _____

***The detailed explanation of requirements and the Milan C-II position on requirements is available in the A+ Office.**

****Eligibility requirements and incentives may be subject to change by the State of Missouri.**

*****The student financial incentive program is dependent upon Milan C-II High School maintaining designation as an A+ School and is dependent upon funding from the Missouri General Assembly**

Milan C-2 Schools A+ Appeals Process

The A+ Appeals Committee shall be composed of the following: *Milan High School Principal, Counselor, A+ Coordinator, and three Milan High School teachers.*

- The student must notify the A+ Coordinator in writing of their intent to appeal.
- The A+ Coordinator will then convene an A+ Appeals Committee Meeting for consideration of the appeal.
- The A+ Advisory Committee will hear the appeal and return its decision.
- The student and parents have the option, within 10 days, to appeal to the Milan C-2 Superintendent if they choose not to accept the A+ Appeals Committee's decision. However, the school must also adhere to the Missouri Department of Higher Education A+ Program Requirements.

A+ Appeal Certification Form

Student Name: _____ Today's Date _____

Parent/Guardian Name: _____

Contact Phone Number: _____

This request is to appeal the ATTENDANCE Certification of my son/daughter for this school year.

In the space below, please indicate the basis of your appeal concerning the attendance qualifications. If additional space is needed, please attach another sheet of paper.

Parent/Guardian Signature: _____

Date received by the Appeals Committee: _____

Approved _____

Initiatives

ICIA:

The Milan High School has worked under the PLC process. We will continue to do this with some changes in order to continue to increase student performance and successfulness. In the 2022-2023 school year, we will be even more focused on Intervention, Curriculum, Instruction, and Assessment, (ICIA).

ICIA Process

MISSION (Driven) — *Striving for Excellence in EVERYTHING!*

VISION — *We will constantly improve in every facet and seek excellence EVERY DAY!*

CSIP— 1) Student Performance and Achievement of Excellence; 2) Resource, Staff and Facility Improvement; 3) Parent, Student and Community Engagement.

KEYS—

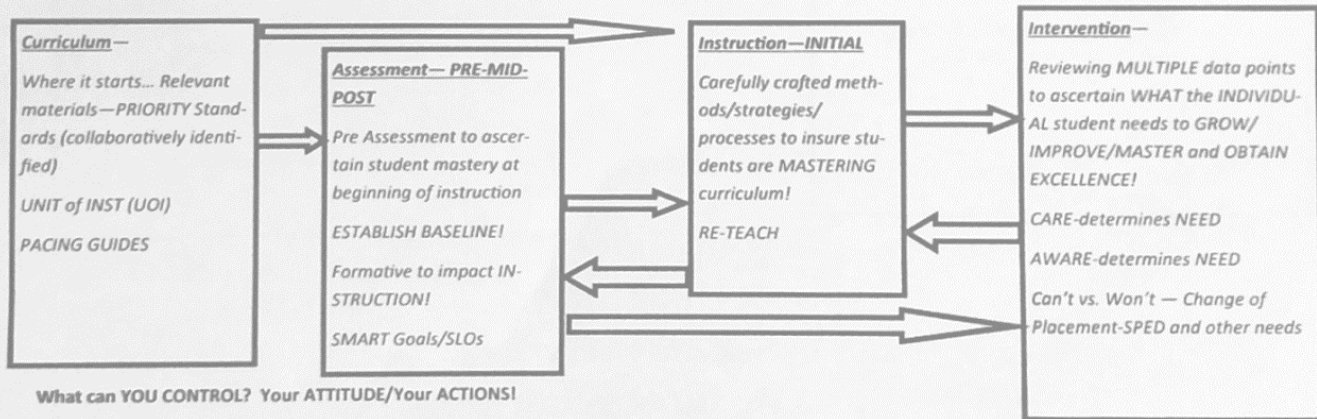
CONTINUAL IMPROVEMENT

INTERVENTIONS (Systemic process to RESPOND to student performance — ENRICHMENT/REMEDIATION)

CURRICULUM (Sound and Viable material—that ALIGNS with Local, State and National Objectives)

INSTRUCTION (Authentic and Proven INSTRUCTIONAL strategies that IMPACT student MASTERY/LEARNING)

ASSESSMENT (Formative, Skill-Based opportunities for EVALUATING student MASTERY/LEARNING)



We will work to improve specific intervention time with ELA, Math, Science, and Social Studies, which will include specific EOC tested classes along with the ACT assessment.

With this process, we will continue to look at assisting the whole student with Attendance, Discipline, Literacy, Numeracy, (ADLN).

We will continue to set aside specific dates and time throughout the week, month, year for (teacher) teams to collaborate, set goals, celebrate goals, and learn through professional development (PD) to better serve our student body. This data will be shared out with students so they can be part of the goal making and goal meeting celebrations.

The 6 Most Important Decisions You Will Ever Make:

This is an extension of Leader in Me. The 6 Decisions is a study to help teens cope and make good decisions on 6 different and very important parts of their life.

*School

*Friends *Parents *Dating

*Addictions

*Self-Worth

The information in this study will be shared with students in individual classrooms during CAT time. The 6 Decisions will be covered over a time span of 7 months within the school year with a different decision being focused on each month with weekly lessons along and a wrap up during month 7.

Description: The challenges teens face today are tougher than at any time in history; academic stress, parent communication, media bombardment, dating drama, abuse, bullying, addictions, depression, and peer pressure, just to name a few. And, like it or not, the choices teens make while navigating these challenges can make or break their future.

The 6 Most Important Decisions: In the 6 Most Important Decisions You'll Ever Make, Sean Covey, author of the international best seller The 7 Habits of Highly Effective Teens, gives teens the strong advice they need to make informed and wise decisions. Using real stories from teens around the world, Sean shows teens how to succeed in school, make good friends, get along with parents, wisely handle dating, avoid or overcome addictions, build self-esteem, and much more. Jam-packed with original cartoons, inspiring quotes, and fun quizzes, this innovative book will help teens to not only survive but thrive during their teen years and beyond.

Milan C-2 High School Tutoring:

Purpose-

The tutoring program is designed to help Milan C-2 HS Students complete the following;

- Catch up on incomplete and missing assignments
- Make up or serve ELO's for attendance issues
- Have an adequate place to complete homework/assignments
- Study for upcoming assessments
- Credit recovery or current failing classes
- Students listed in the Bronze category two or more times for the ADLN P(Attendance, Discipline, Literacy, Numeracy)

When/Who

The tutoring days are set for Tuesdays and Thursdays from 3:40 PM - 4:40 PM OR Wednesdays and Fridays from 6:30 AM - 7:30 AM. Tutoring will begin after the first three weeks of the school year.

ASSIGNED STUDENTS: Students found to be Bronze two or more times will be assigned to stay for tutoring twice a week for the next three week rotation. Students failing 1 or more classes will be assigned to stay on Tuesday (Or Wednesday AM) and students failing 2 classes or more will be assigned to stay on Thursdays (Or Friday AM). Students unable to stay after school may make arrangements to stay the following morning. Parents will be notified of the student(s) situation and given notice that their student will be staying and the reason why. Students will be placed with a teacher for specific reasons to receive help they need.

Students who volunteer to stay will also be welcomed and assisted academically where needed.

Teachers: We have content teachers that will stay during this time to assist students.

Teachers may be available throughout the year and will vary on who can be present at one time or another.

Tutoring Rules and Procedures-

Students staying for tutoring will be in the designated classroom by 3:40 PM (or 6:30 AM for morning attendance) and ready to work on missing and/or upcoming assignments from a given class. Work will NOT be provided by the supervising teacher. Tutors are there to assist students, not create students' work. When a student completes work, they should alert the teacher to what was done and for what class.

Students are to conduct themselves with the same expectations during tutoring as the normal school day. Be on time, work quietly, and be respectful to other students and teachers.

After school tutoring takes precedence over extra and co curricular activities.

The mandatory tutoring list will be pulled on Tuesday and Thursday morning each week, students and parents will be communicated with and assigned by the Assistant Principal or the HS Interventionist.

Students placed on the tutoring list based on their grades Tuesday/Thursday morning WILL attend tutoring based on that grade pull. Students cannot expect teachers to grade work and update their grades the same day. Late assignments will be credited the week after it's turned in to the respective teacher.

Attendance-

Attendance will be taken each day tutoring is in session and tracked by the office. Students that do not complete their assigned tutoring hours during the school week will be assigned a Monday session for double the time (up to 4 hours). Students who skip a Monday session will be assigned a Saturday session. Skipping after this point will result in disciplinary action.

Transportation-

Students will need to make arrangements to have transportation home after tutoring. Parents that are picking up students should be on the west side of the high school building by the Ag doors at 4:20 PM as students will exit at that point from the building.

Flex Time (Intervention & Enrichment)



MILAN HIGH SCHOOL ADLN AWARE GUIDELINES

GOLD

- No unexcused absences
- No discipline referrals
- All A's and B's on grade report
 - Students will have privilege time during AWARE, gym time or study hall to complete homework assignments.

SILVER

- 1 unexcused absence
- 1 discipline referral (major or minor)
- At least 1 (one) C or D on the grade report
- Students will be drafted by a teacher(s) for this
 - These students will focus on academics with teacher support

BRONZE

- 2 or more discipline referrals (major or minor)
- 2 or more tardies
- At least 1 F on the grade report
 - Intervention will be provided in a small group setting

Students' assigned locations for Flex Time will be driven by the ADLN (Attendance, Discipline, Literacy, and Numeracy) Report from Pulse SIS as well as STAR Scores, SMART Goal Data, and Benchmark Data provided by assessments done by classroom teachers.

It is possible that a student is a GOLD level student, but still gets pulled in a core area for EOC/MAP practice. This should not be considered a punishment, but is instead designed as a time for students to get extra assistance on specific standards they may be struggling with and that have been deemed a priority for the tested area.

GOLD student privileges include:

- being able to use phones/bluetooth headphones during Flex Time
- students-choice for enrichment opportunities
 - Examples: Gym, Library, Study Hall, Archery, Maker Space, etc

SILVER and BRONZE students will be placed by the Intervention Specialist based on area of need.

- Areas of need may include, but are not limited to:
 - Study Hall
 - Reading Intervention
 - MAP/EOC Standard Review and Practice
 - Time with the Counselor
 - Time with the Assistant Principal/Principal

GENERAL SCHOOL BEHAVIORS

STUDENTS WILL:

- Be respectful
- Make an honest effort to learn
- Practice self-discipline
- Respect the rights of others
- Behave in an appropriate manner
- Dress appropriately for school
- Abide by school policy

Bus Misconduct

Any offense committed by a student in a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. Misconduct will be treated the same as school building misconduct.

DEFINITION OF DISCIPLINARY TERMS:

In-School Suspension (ISS) will result in the placement of a student in a designated area away from the normal classroom. ISS students will be required to complete all work and behave in a cooperative manner. Students assigned to ISS will **NOT** be allowed to attend extra-curricular activities until the ISS has been served. Parents will be notified if a student is or will be serving ISS.

Out-of-School Suspension (OSS) will result in a student not being allowed on the school premises. Students assigned to OSS will **NOT** be allowed to attend any extra-curricular activities. All homework and/or tests will be recorded as zeroes and work cannot be made up. Parents will be notified if students will be serving OSS.

Detention: Will require students to remain after school from **3:40 until 4:25 p.m.** with an assigned teacher. Students will be allowed one day, if necessary, to provide appropriate transportation. Providing transportation will be the responsibility of the student. Teachers may assign detention to be served for minor classroom offenses, and document this with a discipline form.

Extended Learning Opportunities (ELO): Students assigned and ELO as a detention are required to report to the assigned room by 3:40 p.m. and serve detention until 4:25 p.m. Tuesday through Friday. Students serving detention during morning offerings (Wednesday/Friday) must report to the assigned room by 7:00 a.m. and will serve detention until 7:45 a.m. The student, if possible, will be given at least a one-day notice so that arrangements for transportation can be made. This is the responsibility of the student. ELO's will be provided Tuesday through Friday and certain Mondays. ELOs will not be held during inclement weather and early-outs preceding vacation or a holiday.

Corporal Punishment: shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Corporal punishment will only be administered by the principal and in the presence of a witness. **(Policy JGA)**

Disciplinary Schedule Change: The student is removed from one class and placed in another due to disciplinary reasons and at the discretion of the principal.

Disciplinary Probation: Probation occurs when a student has a disciplinary schedule change and/or students who are frequent offenders.

Expulsion: is the permanent suspension of a student from school. Expulsion deals with safety issues that are serious in nature and cannot be corrected through normal disciplinary procedures.

Summary Suspension: The superintendent reserves the right to extend any suspension upon the recommendation of the principal.

PRINCIPAL'S DISCLOSURE STATEMENT

The High School Principal reserves the right to treat any offense individually and may choose to use a substitute consequence for any offense due to unique situations.

STUDENT DUE PROCESS RIGHTS- All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

Discipline of Minor Offenses

The following list of offenses is not all-inclusive, and are classified as Minor Offenses.

Class disruption, backtalk (not abusive), dress code, hall conduct, failing to prepare for class, talking out of turn, throwing objects, horseplay, possession of nuisance items (water guns, toys, radios, etc.), inappropriate signs of affection, continued failure to do homework, running in the halls, failure to follow teacher's directives, bus misconduct.

Common Offenses are offenses that are to be handled by the classroom teacher and discipline will be administered by the classroom teacher and will follow classroom expectations. However, if a student is sent to the office for a Major Offense, the principal may require detention, ISS, or OSS.

STUDENTS ARE NOT ELIGIBLE TO PARTICIPATE IN ANY SCHOOL ACTIVITY UNTIL ISS OR OSS HAS BEEN SERVED. ALL PARENTS OF STUDENTS RECEIVING OSS OR ISS WILL BE OFFICIALLY NOTIFIED.

FREQUENT OFFENDERS- Students who are frequent offenders will be referred to PBS Tier II team for additional strategies as well as discipline.

DISCIPLINE OF MAJOR OFFENSES- **Any offense, which constitutes a “serious violation of the District’s discipline policy” will be documented in the student’s discipline record.*

Offense/Definition	1 st Offense-Options	2 nd Offense-Options	3 rd Offense-Options
Alcohol – Possession of or presence under the influence of alcohol during school, or a school event	<ul style="list-style-type: none"> 1-10 days of OSS and possible referral to the superintendent for 11-180 days <i>*Additional penalties will apply through activities/athletics</i>	<ul style="list-style-type: none"> 1-10 days of OSS and possible referral to the superintendent for 11-180 days <i>*Additional penalties will apply through activities/athletics</i>	<ul style="list-style-type: none"> 1-10 days of OSS and possible referral to the superintendent for 11-180 days <i>*Additional penalties will apply through activities/athletics</i>
Arson – Intentionally causing or attempting to cause a fire or explosion	<ul style="list-style-type: none"> 1-10 days OSS, 11-180 days OSS restitution, law enforcement report 	<ul style="list-style-type: none"> 1-10 days OSS, or 11-180 days OSS restitution, law enforcement report <i>plus</i> referral to superintendent for additional consequences 	<ul style="list-style-type: none"> 1-10 days OSS restitution, law enforcement report <i>plus</i> referral to superintendent for additional consequences
Academic Dishonesty/Cheating The act of taking credit for school work that is not your own. This shall include copying answers on homework or tests, sharing answers, copying text from another source without proper citation, etc.	<ul style="list-style-type: none"> Zero on assignment 1-3 ELOs 	<ul style="list-style-type: none"> Zero on assignment 1-3 days ISS 	<ul style="list-style-type: none"> Zero on assignment 1 day OSS
Assault Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.	<ul style="list-style-type: none"> 1-3 days ISS OR 1-10 days OSS OR Referral to superintendent for 11-180 days OR Referral to BOE for expulsion Referral to law enforcement/juvenile authorities <i>(Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)</i>	<ul style="list-style-type: none"> 1-10 days OSS Referral to superintendent for 11-180 days and/or Referral to law and/or enforcement/juvenile authorities or referral to BOE for expulsion <i>(Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)</i>	<ul style="list-style-type: none"> 1-10 days OSS Referral to superintendent for 11-180 days and/or Referral to law and/or enforcement/juvenile authorities or referral to BOE for expulsion <i>(Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)</i>
Assault- Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.	First Offense: <ul style="list-style-type: none"> Law Enforcement Referral 10 days OSS & Refer to Superintendent for additional 11-180 days & referral to BOE for consideration of expulsion <i>(Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)</i>	See First Offense	See First Offense
Automobile/Vehicle Misuse Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials,	Warning <ul style="list-style-type: none"> Loss of driving privileges Restitution (if necessary) ISS 	Loss of driving privilege for 5 days OR <ul style="list-style-type: none"> Revocation of parking privileges OR ELOs OR 1-3 days ISS 	<ul style="list-style-type: none"> Loss of driving privilege for 10 days OR Revocation of parking privileges OR ELOs OR

failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.		<ul style="list-style-type: none"> 1-10 days OSS 	<ul style="list-style-type: none"> 1-3 days ISS 1-10 days OSS
Bullying/Threats – Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655).	<ul style="list-style-type: none"> Warning/ELOs 1-3 days of ISS 1-10 days OSS or Referral to superintendent for 11-180 days OSS <p>*Referral to law enforcement and parents</p>	<ul style="list-style-type: none"> 3 days ISS OR 1-10 days of OSS OR Recommendation to superintendent for 11-180 days OSS <p>*Referral to law enforcement and parents</p>	<ul style="list-style-type: none"> 5-10 days of OSS OR Recommendation to superintendent for 11-180 days OSS <p>*Referral to law enforcement and parents</p>
Fighting – Physically striking another in a mutual contact as differentiated from an assault. (not horseplay)	<ul style="list-style-type: none"> Conference, ELOs 1-3 days ISS 1-10 days OSS OR Recommendation to Superintendent for 11-180 days <p>*Referral to law enforcement and parents</p>	<ul style="list-style-type: none"> 1-10 days OSS OR Recommendation to Superintendent for 11-180 days <p>*Referral to law enforcement and parents</p>	<ul style="list-style-type: none"> 1-10 days OSS OR Recommendation to Superintendent for 11-180 days <p>*Referral to law enforcement and parents</p>
Defiance/Disrespect of Authority – Refusal to obey directions or defiance of staff authority	<ul style="list-style-type: none"> Conference/ELOs 1-3 ISS 1-10 days OSS <p>Other penalties may apply based on nature of the discipline report</p>	<ul style="list-style-type: none"> 3 days of ISS 1-10 days OSS <p>Other penalties may apply based on nature of the discipline report</p>	<ul style="list-style-type: none"> 1-10 days ISS 1-10 days of OSS Recommendation to superintendent for 11-180 days or expulsion <p>Other penalties may apply based on nature of the discipline report</p>
Dishonesty- Not being truthful or refusing to share facts.	<ul style="list-style-type: none"> Conference/ELOs 1-3 ISS 1-10 days OSS Other penalties may apply based on nature of the dishonesty 	<ul style="list-style-type: none"> 3 days of ISS 1-10 days OSS Other penalties may apply based on nature of the dishonesty 	<ul style="list-style-type: none"> 1-10 days ISS 1-10 days of OSS Recommendation to superintendent for 11-180 days or expulsion. Other penalties may apply based on nature of the dishonesty
Disruptive Behavior – Conduct which has the intentional effect of disturbing education or the safe transportation of a student	<ul style="list-style-type: none"> Warning/ELOs 1-3 days ISS 1-10 OSS 	<ul style="list-style-type: none"> 1-3 days ISS 1-10 OSS or Recommendation to superintendent for 11-180 days OSS 	<ul style="list-style-type: none"> 1-10 days ISS 1-10 OSS or Recommendation to superintendent for 11-180 days OSS or Expulsion
Drugs/Controlled Substance Possession or presence at school/school events under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.	<ul style="list-style-type: none"> ISS 1-10 days OSS Notification to law enforcement Additional athletic/activity consequences 	<ul style="list-style-type: none"> ISS 1-10 days OSS Referral to superintendent for additional time out of school (11-180 days) Notification to law enforcement Additional athletic/activity consequences 	<ul style="list-style-type: none"> 1-10 days OSS Referral to superintendent for additional time out of school (11-180 days) or referral to BOE for expulsion Notification to law enforcement
Drugs/Controlled Substance Sale or distribution of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.	<ul style="list-style-type: none"> 10 days OSS Notification to law enforcement Additional athletic/activity consequences 	<ul style="list-style-type: none"> 10 days OSS Referral to superintendent for additional time out of school (11-180 days) or referral to BOE for expulsion Notification to law enforcement 	<ul style="list-style-type: none"> 10 days OSS Referral to superintendent for additional time out of school (11-180 days) or referral to BOE for expulsion Notification to law enforcement
Prescription Medication-Possession Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.	<ul style="list-style-type: none"> 1-10 days ISS 1-10 days OSS Recommendation to superintendent for 11-180 days or expulsion <p>Notification to parents and law enforcement officials</p>	<ul style="list-style-type: none"> 1-10 days OSS Recommendation to superintendent for 11-180 days or expulsion <p>Notification to parents and law enforcement officials</p>	<ul style="list-style-type: none"> 1-10 days OSS Recommendation to superintendent for 11-180 days or expulsion <p>Notification to parents and law enforcement officials</p>

Prescription Medication- Distribution Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.	<ul style="list-style-type: none"> 1-10 days ISS 10 days OSS Referral to law enforcement Additional athletic/activity consequences Notification to parents and law enforcement	<ul style="list-style-type: none"> 1-10 days OSS Referral to superintendent for additional time out of school (11-180 days) or referral to BOE for expulsion Notification to parents and law enforcement	<ul style="list-style-type: none"> 1-10 days OSS Referral to superintendent for additional time out of school (11-180 days) or referral to BOE for expulsion Notification to parents and law enforcement
Extortion - Verbal threats or physical conduct designed to obtain money or other valuables	<ul style="list-style-type: none"> Warning/ELOS 1-10 days of ISS Restitution, if applicable 1-10 days of OSS if physical contact used to extort Notification to parents and law enforcement	<ul style="list-style-type: none"> 1-10 ISS 1-10 OSS Recommendation to superintendent for 11-180 days or Expulsion Notification to parents and law enforcement	<ul style="list-style-type: none"> 1-10 ISS 1-10 OSS Recommendation to superintendent for 11-180 days or Expulsion Notification to parents and law enforcement
Firearms and Weapons (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)	<ul style="list-style-type: none"> 10 days OSS & Referral to superintendent/board <i>May be modified on a case-by-case basis upon recommendation of the district superintendent, if the Superintendent determines that circumstances justify such a modification.</i>	<ul style="list-style-type: none"> 10 days OSS & Referral to superintendent/board <i>May be modified on a case-by-case basis upon recommendation of the district superintendent, if the Superintendent determines that circumstances justify such a modification.</i>	<ul style="list-style-type: none"> 10 days OSS & Referral to superintendent/board <i>May be modified on a case-by-case basis upon recommendation of the district superintendent, if the Superintendent determines that circumstances justify such a modification.</i>
Harassment (Refer to Policy 2130 - Harassment)	<ul style="list-style-type: none"> Warning, 1-10 days of ISS 1-10 days OSS <i>Other penalties may apply based on nature of the discipline report</i>	<ul style="list-style-type: none"> 1-10 days of OSS or Referral to Superintendent for 11-180 days of OSS <i>Other penalties may apply based on nature of the discipline report</i>	<ul style="list-style-type: none"> 1-10 days of OSS or Referral to Superintendent for 11-180 days of OSS <i>Other penalties may apply based on nature of the discipline report</i>
Hazing <ul style="list-style-type: none"> Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension or expulsion from school and from activity/athletic participation. 	<ul style="list-style-type: none"> 1-10 days ISS 1-10 days OSS Referral to superintendent for 11-180 days Expulsion Removal from athletic/activity participation 	<ul style="list-style-type: none"> 1-10 days ISS 1-10 days OSS Referral to superintendent for 11-180 days Expulsion Removal from athletic/activity participation 	<ul style="list-style-type: none"> 1-10 days ISS 1-10 days OSS Referral to superintendent for 11-180 days Expulsion Removal from athletic/activity participation
Improper Display of Affection - Consensual kissing, fondling, or embracing	<ul style="list-style-type: none"> Warning & 1 day ISS 	1-3 days of ISS	3 days of ISS
Improper Language--Threatening Language-Use of verbal, physical or written threats to do bodily harm to person or personal property.	<ul style="list-style-type: none"> Warning, 1-3 ELOs 1-10 days ISS 1-10 days OSS Recommendation to Superintendent for 11-180 days or expulsion Possible referral to law enforcement	<ul style="list-style-type: none"> 1-10 days ISS 1-10 days OSS Recommendation to Superintendent for 11-180 days or expulsion Possible referral to law enforcement	<ul style="list-style-type: none"> 1-10 days ISS 1-10 days OSS Recommendation to Superintendent for 11-180 days or expulsion Possible referral to law enforcement
Improper Language-- Obscene or Vulgar Language- Language which depicts sexual acts, human waste, and blasphemous language	<ul style="list-style-type: none"> Warning, 1-3 ELOs 1-10 days ISS 1-10 days OSS (OR) Recommendation to superintendent for 11-180 days of OSS or expulsion 	<ul style="list-style-type: none"> 3 days ISS 1-3 days OSS (OR) Recommendation to superintendent for 11-180 days of OSS or expulsion 	<ul style="list-style-type: none"> 1-10 days OSS (OR) Recommendation to superintendent for 11-180 days or expulsion
Improper Language-- Disruptive/ Demeaning Language/Conduct Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.	<ul style="list-style-type: none"> Warning, 1-3 ELOs 1-10 days ISS 1-10 days OSS (OR) Recommendation to superintendent for 11-180 days of OSS or expulsion 	<ul style="list-style-type: none"> 3 ELOs 1-10 days ISS 1-10 days OSS Recommendation to superintendent for 11-180 days of OSS or expulsion 	<ul style="list-style-type: none"> 1-10 days ISS 1-10 days OSS Recommendation to superintendent for 11-180 days of OSS or expulsion

Inappropriate Sexual Conduct (Refer to Policy and Regulation 2130 – Harassment) Use of sexually intimidating language, objects, or pictures.	<ul style="list-style-type: none"> Warning, 1-10 days ISS 1-10 days OSS 	<ul style="list-style-type: none"> 1-10 days OSS AND Recommendation to superintendent for 11-180 days of OSS or expulsion <p>Notification of parents and law enforcement officials</p>	<ul style="list-style-type: none"> 1-10 days OSS AND Recommendation to superintendent for 11-180 days of OSS or expulsion
Inappropriate Sexual Conduct Physical touching of another student in the area of the breasts, buttocks, or genitals	<ul style="list-style-type: none"> 1-3 days OSS <p>Notification of parents and law enforcement officials</p>	<ul style="list-style-type: none"> 1-10 days OSS AND Recommendation to superintendent for 11-180 days of OSS or expulsion <p>Notification of parents and law enforcement officials</p>	<ul style="list-style-type: none"> 1-10 days OSS AND Recommendation to superintendent for 11-180 days of OSS or expulsion <p>Notification of parents and law enforcement officials</p>
Inappropriate Sexual Conduct Indecent Exposure Includes display of breasts, buttocks and genitals in a public location	<ul style="list-style-type: none"> 1-10 days OSS OR Recommendation to superintendent for 11-180 days of OSS or expulsion <p>Notification of parents and law enforcement officials</p>	<ul style="list-style-type: none"> 1-10 days OSS OR Recommendation to superintendent for 11-180 days of OSS or expulsion <p>Notification of parents and law enforcement officials</p>	<ul style="list-style-type: none"> 1-10 days OSS OR Recommendation to superintendent for 11-180 days of OSS or expulsion <p>Notification of parents and law enforcement officials</p>
Technology Violation-Sharing passwords	<ul style="list-style-type: none"> Warning, Possible technology suspension for 1-2 weeks ISS (see technology handbook) 	<ul style="list-style-type: none"> Technology suspension for 2 weeks-end of quarter 	<ul style="list-style-type: none"> Technology suspension through end of year
Technology Violation-Inappropriate Use	<ul style="list-style-type: none"> Warning, Possible technology suspension for 1-2 weeks ISS (see technology handbook) 	<ul style="list-style-type: none"> Warning, Possible technology suspension for 1-2 weeks 	<ul style="list-style-type: none"> Warning, Possible technology suspension for 1-2 weeks
Theft – Nonconsensual taking or attempt to take the property of another	<ul style="list-style-type: none"> Return of/restitution 1-3 days OSS 	<ul style="list-style-type: none"> Return of/restitution of property & 5-10 days OSS 	<ul style="list-style-type: none"> 5-10 days OSS Restitution (unless property is returned in original condition) Referral to law enforcement
Tobacco Possession of tobacco or tobacco products also including E-cigarettes, vaping, and any type of juuling device or paraphernalia on school grounds, school transportation or at any school activity	<ul style="list-style-type: none"> Conference & confiscate tobacco product OR 1-10 days ISS 	<ul style="list-style-type: none"> confiscate tobacco product ELOs 1-10 days ISS 1-10 days 	<ul style="list-style-type: none"> confiscate tobacco product ELOs 1-10 days ISS 1-10 days
Tobacco Use of tobacco products, E-cigarettes, vaping, or juuling paraphernalia on school grounds, school transportation or at any school activity	<ul style="list-style-type: none"> Conference & confiscate tobacco product OR 1-3 days OSS 	<ul style="list-style-type: none"> Warning & confiscate tobacco product OR 1-10 days OSS 	<ul style="list-style-type: none"> Warning & confiscate tobacco product OR 1-10 days OSS
Truancy / Out of Assigned Area– Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)	<ul style="list-style-type: none"> Conference and 1-3 days ISS 	<ul style="list-style-type: none"> ELOS OR 3-10 days OSS <p>Notification of parents and law enforcement officials</p>	<ul style="list-style-type: none"> ELOS OR 3-10 days OSS <p>Notification of parents and law enforcement officials</p>
Unauthorized Entry- Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized personnel to enter a district facility through any entrance.	<ul style="list-style-type: none"> Principal/student conference ELOs 1-10 ISS 1-10 OSS or Recommendation to superintendent for 11-180 days of OSS or expulsion 	<ul style="list-style-type: none"> 1-10 OSS or Recommendation to superintendent for 11-180 days of OSS or expulsion <p>Notification of parent and law enforcement if deemed necessary</p>	<ul style="list-style-type: none"> 1-10 OSS or Recommendation to superintendent for 11-180 days of OSS or expulsion <p>Notification of parent and law enforcement if deemed necessary</p>

Vandalism - Intentional damage or attempt to damage property belonging to the staff, students, or the District	<ul style="list-style-type: none"> • Restitution • Conference, 1-10 days OSS • Recommendation to Superintendent for 11-180 days OSS or expulsion 	<ul style="list-style-type: none"> • Restitution • Conference, 1-10 days OSS • Recommendation to Superintendent for 11-180 days OSS or expulsion Notification of parent and law enforcement if deemed necessary	<ul style="list-style-type: none"> • Restitution • Conference, 1-10 days OSS • Recommendation to Superintendent for 11-180 days OSS or expulsion Notification of parent and law enforcement if deemed necessary
---	---	--	--

Reporting to Law Enforcement

It is the policy of the Milan C-2 School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

IT IS THE INTENT OF THIS POLICY FOR STUDENTS THAT ARE INVOLVED IN SEVERAL "MAJOR" DISCIPLINE MATTERS TO BE DEALT WITH MORE SEVERELY THAN THOSE THAT ARE INVOLVED IN THEIR FIRST INCIDENT.

PRINCIPAL'S DISCLOSURE STATEMENT- The High School Principal reserves the right to treat any offense individually and may choose to use a substitute consequence for any offense due to unique situations.

SEARCH AND SEIZURE- The school will remain covenant of the school lockers and may conduct routine searches for missing property or disorderly or unsafe conditions. Searching of students, their property, and their possessions and the seizing of property deemed dangerous or disruptive to other students or to the orderly maintenance of the educational program or seizure of stolen property may be done under the direction of the Milan C-2 Administration.

Searches for particular items or information or searches of particular individuals must be based on reasonable suspicion.

DISCIPLINARY SCHEDULE CHANGE- The student is removed from one class and placed in another due to disciplinary reasons and at the discretion of the principal.

DISCIPLINARY PROBATION- Probation occurs when a student has a disciplinary schedule change and/or students who are frequent offenders.

PARENT NOTIFICATION: In all cases involving disciplinary referrals, parents will be notified by the school.

OFFICIAL NOTICES

Directory Information- Student's name or photographs may be used in the school's yearbook, on the school's website, in the local newspaper, or on local radio or television stations. Please contact the high school office within 10 days from the current date of enrollment if you DO NOT want your child's picture published.

Annual Notification Required by AHERA

The Asbestos Hazard Emergency Response Act (AHERA) (40 code of Federal Regulations 763) requires the Milan School District to inspect its buildings for asbestos, and to develop a management plan for those asbestos-containing materials that were located within its buildings. The initial inspection has been completed. The law also requires a re-inspection of these materials every three years. Milan School District is in compliance with these requirements.

Each of our school buildings has been inspected for asbestos-containing materials by EPA- accredited inspectors. The results of these inspections/re-inspections are included in the management plans that are on file in each school's administrative office and at the district's main office.

No Child Left Behind Act of 2001 (Public Law 107-110)

- The Milan C-2 is required to inform you of certain information that you, the parent, have a right to know.
- Upon your request, the district is required to provide to you in a timely manner, the following information:
- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.
- In addition to the information that you, the parent, may request, districts must provide to each individual parent:
- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and

- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified

Complaints and Grievances-

It is the intent of the Milan C-2 Board of Education that complaints or grievances will be identified and corrected at the earliest possible time and at the lowest level of supervision. Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion.

Family Educational Rights and Privacy Act (FERPA)-

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
2. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as and administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

(NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.)

SPECIAL EDUCATION

Section 504 I-125-S

Public Notice: The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty. The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations. The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Director of Special Education, 373 South Market Street, Milan, MO. Alternative times are available by request. This notice will be provided in native languages as appropriate.

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Milan C-2 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with developmental delay.

The Milan C-2 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

Milan C-2 assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA).

The Milan C-2 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurance that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's Office or the Department of Special Education Office, 373 S. Market, Milan, MO 63556 from 9:00 a.m. to 3:30 p.m., Monday through Friday.

R 1300 Prohibition Against Harassment, Discrimination and Retaliation

Harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.

This Regulation governs and outlines the procedure for filing a complaint of harassment or discrimination based on a protected classification by students, employees, parents, and patrons of the District. Students with a complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 of the Rehabilitation Act of 1973 should be filed in accordance with the procedures outlined in Regulation 2110.

P 2655 Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying

may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contact.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

Milan C-2 Handbook Verification

The following document is an acknowledgement that the following student and parent have read the handbook and are aware of the policies, procedures and regulations that will govern the school and its constituents. Signing indicates that students and parents have been made aware of the Board, Administration, and Faculty Expectations for all students.

Only use if your student or students are in the 7-12 high school- Do not mix in Elementary Students

Student #1: _____ Grade: _____ Date: _____

Student #2: _____ Grade: _____

Student #3: _____ Grade: _____

Student's Signature

Student's Signature

Student's Signature

Parent/Guardian's Name

Parent/Guardian's Signature

****Please sign, tear out and return to the office.**

Thank you,
Brooke Dodson
Milan C-2 High School Principal

College Preparatory Studies Certificate

The Missouri State Board of Education awards the College Preparatory Studies Certificate to Missouri students who successfully complete a rigorous academic program in high school. The certificate is awarded in addition to the regular high school diploma granted by local school districts. This certificate was designed to recognize those students who not only exceed the state's minimum graduation requirements, but who also demonstrate a commitment to good school attendance. Because the certificate is awarded by the state, local schools may not add additional requirements for students to qualify.

Awarding the College Preparatory Studies Certificate is voluntary on the part of school districts, and meeting the requirements is voluntary on the part of the students. School officials are encouraged to use the program to encourage all students to pursue excellence in their high school studies.

To be eligible for the certificate, a student must meet these requirements.

- Complete a rigorous personal plan of study cooperatively developed by the school, the student and the student's parents. The personal plan of study should be developed around a career path or cluster and must include at least these units of credit.
- Earn at least a 3.0 grade point average (GPA), on a 4.0 scale, in the combined subject areas of English/language arts, mathematics, science and social studies. The school may calculate GPAs for its students at the end of the seventh or eighth semester of high school.
- Score above the prior year's national composite average mean on the American College Test (ACT) or on the Scholastic Aptitude Test (SAT). This criterion is revised annually to reflect the latest national averages from the ACT and SAT. Check the current year's certification forms for the required minimum scores.
- Maintain a 9-12 attendance rate of at least 95 percent.
- Complete a strong academic program, as specifically outlined in the DESE Graduation Handbook.

ENROLLMENT GUIDE

The Milan C-2 High School Enrollment Guide is provided to assist students when enrolling for classes.

Cadet Teaching-999915

Course description- This class is designed to allow A+ students to complete the 50 hour mentoring requirement necessary to become A+ eligible. Students will be placed in a classroom by the A+ coordinator. Students will work directly with other students in academic areas. In order to be a cadet, students must have an A+ contract on file in the A+ office, must maintain a 2.5 grade point average, and maintain an attendance rate of 95%.

LANGUAGE ARTS

Language Arts I-054800

Course Description-Students in Language Arts I will be exposed to selections of literature ranging from short stories to novels to plays. An emphasis will be placed on the understanding of literary concepts and interpretation of author's purpose and audience. In addition, students will be expected to complete several forms of composition including but not limited to personal narratives, informative, and research. Students are required to pass Language Arts I before advancing to the next levels of Language Arts.

Language Arts II-054800

Course Description-In Language Arts II students will be exposed to multiple styles and genres of literature, composition and grammar in their text and selected novels. LA II will serve as preparation for the following courses of LA III and LA IV, or College Prep., College English 101 and College English 102, which all students will be required to take to graduate. Students will become familiar with the topics outlined here: Plot and Setting; Character; Narrator and Voice; Irony and Ambiguity; Symbolism and Allegory; Poetry; and Drama, as well as complete a research project.

Prerequisites: Passing grade in Language Arts I

Language Arts III-054800

Course Description-In Language Arts III students will be exposed to multiple styles and genres of literature, composition and grammar in their text and selected novels. LA III will serve as preparation for the following courses of LA IV or College English 101 and College English 102, which all students will be required to take in order to graduate. Students will focus on selected readings in accordance with literary time periods as follows: American Romanticism; American Masters; The Rise of Realism; The Moderns; Contemporary Literature, as well as complete a research project.

Prerequisites: Passing grade in Language Arts II

College Preparatory English- 054861

Course Description-Students electing to take College Preparatory English will be exposed to various genres of American Literature ranging from short stories to poetry to novels. An emphasis will be placed on college level reading and thinking skills. This class is more analytical and interpretative. Students are expected to develop strategies that will enable them to succeed in college. In addition to American Literature, students will be asked to write numerous forms of persuasive writing including but not limited to editorial, opinion, and research papers. This class is weighted.

Prerequisites: Language Arts I, Language Arts II. Students should have maintained at least a B average in these two classes.

Language Arts IV-054800

Course Description-In Language Arts IV students will be exposed to multiple styles and genres of literature, composition and grammar in their text and selected novels. LA IV is intended not only to meet the CLE for this age-group, but also to prepare students for life after high school, whether that be college or the workplace. Students will use a variety of readings from specific time periods, similar to LA III, as follows: The Anglo-Saxons; The Middle Ages; the Renaissance; The Restoration and the Eighteenth Century; The Romantic Period; The Victorian Period; and The Modern World, as well as complete a research project.

Prerequisites: Passing grade in either LA III or College Prep.

Contemporary Novels - 054800

Course Description-Students electing to take Contemporary Novels will be exposed to various genres and writing styles from the current time period. The emphasis is on reading and students will learn to accurately analyze what they read. Students signing up for this course should be juniors or seniors. Contemporary Novels is a semester course that will be worth .5 credits for Language Arts.

Prerequisites: Students should have successfully completed Language Arts I and Language Arts II.

Yearbook -054803

Course Description-The purpose of this class is to create and market the MIHISCO Yearbook. Students will be expected to sell advertising to businesses throughout our community, to sell yearbooks to students and patrons of the school district, and to utilize various Adobe computer programs to create the yearbook.

Prerequisite: Students must complete applications to be considered for this class. Staff selections are made during the previous school year. Only students selected for the class may enroll. Students must have reached junior or senior status to be considered for this class.

Mass Media -054809

Course Description-The purpose of this class is to create "The Cat's Meow," which is published on a bi-monthly basis in "The Milan Standard." Students will be exposed to Adobe applications and will utilize these applications when creating the newspaper. In addition, students in this class are responsible for publishing "Stall Talk," a bi-monthly publication that is distributed throughout the high school.

Prerequisites: Students must have obtained sophomore status, and they must be approved by the advisor to enroll in the class.

Creative Writing-054805

Course Description- The Creative Writing course is designed for students who enjoy writing as a form of art and personal expression. In this course, students will explore the elements of numerous literary genres (short fiction, poetry, drama, film) and the power of both print and multimedia formats.

Speech- 056500

Course Description: Students will demonstrate an understanding and application of the techniques used in formal public speaking including listening skills, speech preparation and research methods. Activities involve preparing speeches to inform, entertain and persuade as well as panel discussions and oral interpretation of literature.

College English 101 (Dual Credit)-054800

Course Description-An introduction to expository and argumentative writing skills. Several short papers are assigned, with emphasis on the writing process.

Prerequisite: Senior standing; Three previous high school English credits; ACT score 17 required for initial placement; other requirements determined by cooperating college. **Weighted grading scale- E.P.N., Dual Credit Tuition**

College English 102 (Dual Credit)-054800

Course Description-A continuation of writing skills from College English 101. Research process and writing research paper are main emphasis.

Prerequisite: Senior standing; Three previous high school English credits; Grade of C or better in College English 101; ACT score 17 required for initial placement; other requirements determined by cooperating college.

Weighted grading scale- E.P.N., Dual Credit Tuition

MATHEMATICS

Pre-algebra-115815

Course Description-This course is designed to build a strong foundation in Algebra while preparing students for future study of geometry and probability.

Math Connections-115825 (Applied Math)

Course Description-This course is designed to connect basic mathematical concepts to real life situations.

Algebra I-115810

Course Description-Algebra I includes the study of functions and how they can be used to represent situations, graphing, solving systems of equations, polynomials, algebraic techniques, and problem solving strategies. Other topics include modeling situations and interpreting them using functions, solving problems using a variety of methods, graphing equations and writing the equation of a graph, and interpreting graphs.

Required: scientific calculator Grade: 8-9

Algebra II-115810

Course Description-This course is a comprehensive extension of Algebra I integrating geometry and trigonometry with algebra.

Prerequisite: Algebra I

Required: graphing calculator

Algebra III-115810

Course Description-This is a pre-calculus course covering advanced algebra topics including logarithms, probability, sets, complex numbers, and rational functions. Topics covered also include geometry, trigonometry, and statistics concepts. Limit and derivative concepts are also introduced paving the way for success in college mathematics courses.

Prerequisite: Algebra II

Required: graphing calculator

Calculus- 115866

Course Description- This course is designed to give students an overview of Calculus topics such as limits and continuity, derivatives, anti-derivatives, integrals and differential equations.

College Algebra-115810

Course Description-Upon successful completion of this course, students will be able to understand and solve problems involving: fundamental concepts of algebra, equations, inequalities, and mathematical models, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, and systems of equations and inequalities.

Prerequisite: *Algebra II* (This is a dual credit course with credit offered by Central Methodist University. Students must have a 3.0 gpa to take this course for *dual credit*.) **Dual Credit Tuition**

Required: graphing calculator

Elementary Statistics-115875

Course Description-Upon successful completion of this course, students will be able to: identify types of data, classifications of data, types of statistics, organize raw data using stem-and-leaf plots, frequency distributions, graphs, determine measures of central tendency and variation, compute permutations and combinations and apply the techniques to determine the probabilities of events, use normal probability distributions and z-scores to determine the probability of an event, perform simple hypothesis tests on sample populations, and use descriptive and inferential statistics to analyze data.

Prerequisite: Algebra II (This is a dual credit course with credit offered by Central Methodist University. Students must have a 3.0 gpa to take this course for *dual credit*.) **Dual Credit Tuition**

Required: graphing calculator

Plane Trigonometry-115860

Course Description-Upon successful completion of this course, students will be able to: define the trig ratios and find their values for any right triangle, define the trig functions and find their values using the calculator, define inverse trig functions and find their values, graph any trig function and its inverse, solve trig equations and application problems involving trig equations, and use the Law of Sines and Law of Cosines to solve trig equations and application problems.

Prerequisite: *Algebra II* (This is a dual credit course with credit offered by Central Methodist University. Students must have a 3.0 gpa to take this course for *dual credit*.) **Dual Credit Tuition**

Required: graphing calculator

Geometry- 115830

Course Description- This course is designed to emphasize the study of the properties and applications of common geometric figures in two and three dimensions. It includes the study of transformations and right triangle trigonometry.

SCIENCE

Aviation Science

Course Description- This course serves as an introduction to the principles of aviation. Topics include fundamentals of flight, propulsion, aerodynamics, and weather theory. Students must be able to perform basic calculations. Some lab activities will be included.

Physical Science-135010

Course Description-This course serves as an introduction to both chemistry and physics. Students will learn about the physical and chemical behavior of matter and its association with energy. Topics include atomic structure, organization of matter, physical and chemical properties, the metric system, heat, light, electromagnetism, motion, forces, and science applications. The use of math, charts, and data tables are included and laboratories will be performed with most units.

Grade: 9

Prerequisites: None

Required: scientific calculator

Biology-134200 (Biology I)

Course Description-A scientific study of living things including organism of the plant, animal, and protist kingdoms. Emphasis is given to cell structure and function, biological processes, and genetic basis of inheritance. In addition, the characteristics, structure, reproduction, and activities of general life forms are studied. This is a laboratory class.

Prerequisite: Physical science

Biology-134200 (Biology II/ Zoology)

Course Description-A continuation of Biology I. Students will briefly study classification of living organisms, structure, and functions of Viruses, Archaeobacteria, Eubacteria, Protists, and Invertebrate and Vertebrate Animals. This is a laboratory class.

Prerequisite: Biology I

Chemistry-134600

Course Description-Chemistry involves the learning of elements, compounds, and fundamental chemical laws. Students develop an understanding for writing and balancing chemical equations. Basic calculations are also done to satisfy given problems. This is a laboratory class. This is a weighted class.

Prerequisite: Physical science

Required: scientific calculator

Ecology-134215

Course Description-Ecology is the study of the interactions between organisms and their environment. This course provides a background in the fundamental principles of ecological science, including concepts of natural selection, population and community ecology, biodiversity, and sustainability. Students will acquire an “ecological literacy” about how the natural world works, and develop an understanding of how scientific

methods are used to construct ecological knowledge. The course will also explore some of today's major ecological challenges, and the important research that is being done to address these concerns.

Physiology/Anatomy-134221

Course Description-This class is an in depth study of the 11 major body systems and how they work. This class will also include a unit on forensic studies, which will require students to study a mock crime scene and try to solve the crime. Some lab will be incorporated. This is a weighted class.

Physics-135900

Course Description-Physics is a science that utilizes mathematics and laboratory activities to describe the relationships between matter and energy. The topics covered include mechanics, energy, heat, wave motion, optics, electricity, magnetism, and nuclear physics. Students planning to pursue education beyond high school are encouraged to enroll in physics.

Grade: 11-12

Prerequisites: Physical Science, Algebra II **Required:** scientific calculator

SOCIAL STUDIES

World History-156663

Course Description-A survey course of World History covering the periods from the Middle Ages through the modern period.

American History-156661

Course Description-An 11th grade level survey course that will cover American History from the conclusion of the American Civil War through the modern period

Psychology-156100

Course Description-An introductory study of the basic precepts of Psychology. Students will study how the person learns, remembers, how the brain works, his perceptions, emotions, how he develops, how his personality forms, how he is affected by stress, and the abnormal person.

Prerequisite: Junior-Senior standing

Sociology-156670

Course Description-A semester class for advanced Junior-Senior intro-survey course about people. How people act, react, and interact both in everyday lives and under extraordinary circumstances. It is about their thoughts, feelings and ideas. It is also about groups, neighborhoods, and even whole societies. Sociology is about social life itself.

Prerequisite: Junior-Senior standing

American Government-156651

Course Description-This class takes an in-depth look at the American Constitution and the Missouri Constitution and prepares the student to take the two constitution tests at the end of the course. This is a required class for all freshmen, and is two semesters long.

Geography-156640

Course Description-This class is the second half of the American Government semester. It will take a look at the 5 themes of Geography, different cultures, climates, the U.S., Latin America, Europe, and helps build map skills, and is one semester long.

The U.S. at War-156664-67

Course Description-An advanced course that takes an in-depth look at each war the United States has participated in, from the Revolutionary War to the War in Iraq. Successful completion of World history or American History is required to take this course.

Prerequisite: Junior-Senior standing

Current Events-156620

Course Description-This class takes a look at hot topic news stories at the federal, state, and local levels.

Personal Finance-996400

Course Description-Understanding and managing personal finances are key to one's future financial success. This one-semester course is based on the Missouri Personal Finance Competencies and presents essential knowledge and skills to make informed decisions about real

world financial issues. Students will learn how choices influence occupational options and future earning potential. Students will also learn to apply decision-making skills to evaluate career choices and set personal goals. The course content is designed to help the learner make wise spending, saving, and credit decisions and to make effective use of income to achieve personal financial success.

Required- Basic Calculator, Grade 11

FOREIGN LANGUAGE

Spanish I-066300

Course Description-Spanish I is an introductory course in Spanish. The student will study pronunciation, basic grammar, vocabulary and idioms with emphasis given to communication. The students will study the culture of various Spanish-speaking countries. The student will be able to practice basic conversation and essential phrases in Spanish by the conclusion of the class.

Spanish II-066300

Course Description-Spanish II is a continuation of Spanish I. Spanish II will go into more depth in the areas of grammar, reading, and writing. The student will be expected to read and communicate in the main language of Spanish for the majority of assignments and class discussion.

Prerequisite: Spanish I

Spanish III-066300

Course Description-Spanish III is a course where the emphasis is on correct Spanish grammar, in writing, reading, and spoken language. The students will complete an entire semester devoted to grammar, which will then be followed by a semester of reading classical Spanish Literature, the modern novel, and a variety of other books chosen by the instructor.

Prerequisite: Spanish II

ESOL

ESOL Beginning English/Language Acquisition-054865

Course Description-An introduction to the four modes of language: reading, writing, listening, and speaking; for English Language Learners.

ESOL Intermediate English-054865

Course Description-An intermediate level of English language skills, addressing the four modes of language: reading, writing, listening, and speaking; for ELLs.

Prerequisite: Successful completion of 1-2 years ESOL Beginning English and/or appropriate score on English proficiency assessment.

ESOL Advanced English-054865

Course Description-A course for ELLs who are nearing native-like proficiency in English. Continues to address the four modes of language: reading, writing, listening, and speaking.

Prerequisite: Successful completion of 1-2 years ESOL Intermediate English and/or appropriate score on English proficiency assessment.

ESOL Language Arts-054865

Course Description- A continuation of English language education for ELLs with a curriculum that parallels reading and writing skills found in the mainstream English I, II, and III courses.

Prerequisite: Successful completion of 1-2 years ESOL Intermediate English and/or appropriate score on English proficiency assessment.

ESOL Practical English- 054802

Course Description-This course is designed to provide students with basic instruction and practice in a wide variety of oral communication activities that expand their language skills in understanding and using high-frequency English vocabulary. It focuses on increasing students' active vocabulary, pronunciation, and basic listening comprehension.

PRACTICAL ARTS

- **Business**

Word Processing (Computer Applications)-034352

Course Description-This course will begin with a review of keyboarding techniques increasing speed and accuracy. The class will provide students the opportunity to develop basic skills in word processing (MS Word), spreadsheets (MS Excel), database (Access) and visual presentations (MS PowerPoint). A unit of basic business communications will also be provided (formatting of letters, memos, faxes, etc.). This class will also include mastering Google Suites skills.

Grade: 9-12

Requirement: USB Storage Device

Accounting I-034310

Course Description-This course is designed to help a person to understand the principles of accounting and why accounting is necessary for every business and for every individual. Double-entry accounting will be covered using the complete accounting cycle in its simplest form. The accounting cycle will then be expanded by using special journals, subsidiary ledgers, and more detailed financial statements. Topics covered include financial statements, journalizing, payroll and checking. Students will learn to apply the principles learned to problems, projects, and simulations. It is recommended that all students planning a career in business take this course.

Requirement: Pencils and Basic Calculator, Grade: 10-12

This course combined with Accounting II may qualify for articulation through NCMC as Accounting I (student must be in grade 11 or 12 for the course to articulate).

Accounting II-034312

Course Description-This course prepares students for an accounting position following high school graduation and also serves students who desire advanced preparation for the study of accounting in college. In this course topics covered are the accounting profession and its framework, commonly accepted accounting concepts, accounting cycles for a departmentalized merchandising business organized as a corporation, review of first-year accounting procedures and concepts, management accounting, cost accounting, accounting for partnerships and non-for-profit organizations, and the organizational structure, acquisition of additional capital and financial analysis, and financial statements for a corporation.

Grade: 11-12 Prerequisite: Accounting I This course combined with Accounting I may qualify for articulation through NCMC as Accounting I

Business & Personal Law - 034321

Course Description-This course will give students an understanding of both business and personal law and their impact on business and personal decisions. Some of the topics that will be covered include understanding the law, ethics, and the courts, contracts, consumer law, employment law, law regarding money, business law, and family law.

Prerequisite: 10-12

Personal Finance-996400

Course Description-Understanding and managing personal finances are key to one's future financial success. This one-semester course is based on the Missouri Personal Finance Competencies and presents essential knowledge and skills to make informed decisions about real world financial issues. Students will learn how choices influence occupational options and future earning potential. Students will also learn to apply decision-making skills to evaluate career choices and set personal goals. The course content is designed to help the learner make wise spending, saving, and credit decisions and to make effective use of income to achieve personal financial success.

Requirement: Basic Calculator, Grade 11

Business Technology-034330

Course Description-This one semester course is designed to help students develop the qualities, knowledge, and skills necessary for employment. The course includes units in career development, technology, communication and the performance of office tasks. In addition, this course provides training or skills many employers find deficient: dealing with other people, using the telephone, organizing work, and handling other crucial tasks.

This course when combined with Personal Finance may qualify for articulation through NCMC as Business Math and Employment Strategies.

Grade: 11

Business Communication- 034320 In this course, students will explore the process of communication as it relates to the business world and discover all of the ways people communicate in today's business environment. Building keyboarding skills are an important element in this class since the assignments are to be keyboarded.

Desktop Publishing-034353 This class focuses on gaining professional skills and knowledge. You'll be exposed to different design techniques, and discover how to use the essential building blocks of design in new and creative ways. You'll learn how to use resources such as graphics and scanned art. You'll learn to think about the audience and how those affect the way you craft your message. And you'll also be learning to use new technical tools to create those effective messages

Publications Media- This Multimedia Publications is a one-credit course designed to provide students with the ability to utilize digital equipment and multimedia digital imaging software, produce interactive media projects, and develop publication layouts.

Senior Seminar- 996300 Senior seminar is a comprehensive course for 12th grade students. The course focus is on postsecondary education and workforce. Students will explore and thoroughly plan and prepare for life after high school. Planning and applying to colleges will be the primary goal of the semester.

Technology Internship-991010 Computer Tech Intern

Course Description-Grades 10-12/Semester or Full Year-Repeatable-REQUIREMENTS: 2.8 GPA (or higher) and 90% attendance (or higher). The Student Technology Internship prepares students for real world jobs in the field of information and education technology. Students will provide first-line technical support resolving general device problems. Students will be trained to support students and teachers to ensure that all tickets and problems are dealt with quickly and effectively. Troubleshooting hardware, basic network concepts, supporting new technologies, and repairing devices will be taught in a hands-on class atmosphere. When not engaged in a tech help role, students will have the opportunity to work on a self-directed pathway of their choice. These pathways will be used to help prepare students for career readiness and certifications. Students may also be actively involved in using Google Suite, creating and editing videos, LIVE video announcements, and more! Students in this course must be self-starters, good independent workers, and be able to communicate in a professional manner with fellow students, as well as teachers. Note: Students do not receive monetary compensation for this internship. Positions for this course are competitive and limited, students are not guaranteed a position. Teacher references may be required for admission.

● Agriculture

Agricultural Science I – 016710 (Ag Science I)

Course Description-A course designed for instruction in animal science, agricultural mechanics, career exploration, leadership and personal development, and supervised agricultural experience. Units may include agribusiness, natural resources, and food science. **Prerequisite:** Freshman and Sophomores

Agricultural Science II – 016760 (Ag Science II)

Course Description-A course designed for instruction in plant and crop science, soils, entomology, horticulture, and forestry, and additional instruction in agricultural mechanics, career development, leadership, and supervised agricultural experience. **Prerequisite:** Ag Science I

Agribusiness Sales and Marketing and Management – 016741 (Ag Business)

Course Description-This course includes human relations, personal inventory, careers in selling, and other experiences necessary for employment in agribusiness engaged in marketing, purchasing, storing, grading, and transporting supplies and products.

Prerequisite: Ag Science I and II

Agricultural Communications and Leadership – 016742 (Ag Communications)

Course Description-This course will enable students to develop the knowledge, attitudes and skills to demonstrate positive leadership for agriculture. Areas of focus include public speaking, extemporaneous speaking, impromptu speaking, written communication, meeting people, good first impressions, personal goals, team work, team/organizational goals, organizing groups to take action and evaluation of team/organizational actions.

Prerequisite: Ag Science I and II

Agricultural Construction – 016770 (Welding Project Construction)

Course Description-This course utilizes welding in the development and construction of major metal and wood projects. (CD 016720, CIP 01.0201)

Course Rationale- Agriculture encompasses the food fiber, conservation and natural resource systems, employing over 20% of the nation's workforce. Advanced skills in welding, woodworking, and project construction provide students with entry level agricultural construction skills.

Prerequisite: Ag Science I and II

Agricultural Structures – 016720 (Ag Structures)

Course Description-This course includes electrical wiring, electrical motors, concrete, masonry, plumbing and sewage disposal, farm fences, product handling and processing equipment, and farm buildings. (CD 016720, CIP 01.0201)

Course Rationale – Agriculture encompasses the food, fiber conservation and natural resource systems, employing over 20% of the nation's workforce. Basic construction skills and knowledge in electricity, plumbing, concrete, and masonry are necessary for the building of agricultural structures

Prerequisite: Ag Science I and II)

Animal Science – 016711 (Advanced Livestock)

Course Description-Advanced study in animal production, management, marketing, nutrition, breeding, production records, selection, animal health, waste management, and biotechnology may be included in this course.

Prerequisite: Ag Science I and II)

Conservation of Natural Resources – 016759 (Fish and Wildlife Management)

Course Description-This course prepares students for activities in the conservation and/or improvement of natural resources such as oil, water, air, forests, fish and wildlife for economic and recreational purposes.

Prerequisite: Ag Science I and II

Food Science and Technology – 016790 (Food Science)

Course Description-This course includes the areas of food chemistry and nutrition, food additives, food packaging and labeling, evaluation of foods, food microbiology, food processing, food fermentation, principles of sanitation and quality control.

Prerequisite: Ag Science I and II

Greenhouse Operation and Management – 016765 (Greenhouse)

Course Description-This course develops a basic understanding of greenhouse techniques. The production of greenhouse crops will be used to demonstrate procedures such as plants started from cuttings, seeds, grafts, and layering. Students will manage their own crop as a greenhouse project.

Prerequisite: Juniors and Seniors only

General Agriculture-014000

Course Description- **This course will revolve around seminars in Career Development Events which will include, but not limited to, public speaking, career preparation and independent study of the career field of agriculture.**

Required: FFA Member in good standing

Landscape Management- 016764

Course Description- This course includes the basic techniques of landscape design, landscape construction, installation, and maintenance.

Course Rationale-Agriculture encompasses the food, fiber, conservation and natural resource systems, employing over 20% of the nation's workforce. Design, construction, installation, and maintenance are essential skills for a landscaping business.

Personal Finance – 996400

Course Description-Students will study all aspects of planning for a successful financial future. Financial goal setting, career explorations, paychecks, spending and savings plans, and investing choices will be discussed. Students will be presented with conceptions such as saving early, the importance of education for a sound financial future, and wise use of credit

Required: Grade 11

Fine Arts

Rationale-Fine Arts education benefits both the student and society. It cultivates the whole child, gradually building many kinds of literacy. This process requires not merely an active mind, but a trained one. The intellectual demands placed on students develop problem solving skills and the powerful skills of analyzing, synthesizing and evaluating. A comprehensive, articulated fine arts education program cultivates self-expression, engaging students in a process that develops self-motivation necessary for success in life.

● Art

Art I – 024100

Course Description- Art I provides in-depth concentration on techniques, composition and the evaluation process of art. The student will demonstrate control of art media in a way that emphasizes good craftsmanship and successfully demonstrates a variety of art techniques. This course also provides the basis for all future art courses offered at Milan C-2.

Course Description: The main units of study include: cartooning, drawing, watercolor, and printmaking.

Art II – 024100

Course Description- Art II provides students with further education in art and the use of techniques learned in Art I. This class is for the student with above average ability and interest in art. Problem solving activities encourage the student to express themselves in the choice of materials and mediums.

Course Description: Main units of study include: Cartooning, drawing, advertisement design, calligraphy, watercolor painting, acrylic painting, and other collaborative projects.

Prerequisite: Art I

Art III – 024100

Course Description- Art III provides the advanced/gifted art student the opportunity to expand and sharpen their skills and techniques. These students may be displaying an interest in art as a possible career. Individual art styles will be developed.

Course Description: These students will develop their own curriculum with the guidance of the art instructor. They must be highly self-motivated to be successful in this class.

Prerequisite: Art I and Art II

Painting (Painting I and II) – 024160

Course Description-Painting is an advanced art class designed for the accomplished Junior or Senior artist. It is taught in a studio type format. It is of the utmost importance that each artist use his/her time wisely in order to accomplish the requirements of this course.

Course Description: During the 1st Semester, the minimum requirements of each student is to complete the watercolor techniques review sheet, two watercolor paintings, one acrylic painting, one oil painting, and an optional 3rd opaque painting.

Prerequisite: Art I, and preferably Art II. Besides this, a student needs to be at least a junior. A junior that successfully completes Painting I may repeat the class as a Painting II student.

Photography- 024130

Course Description- During the 2nd semester, students will spend the 3rd quarter learning the basics of photography; how to work a camera, the composition of a photograph, and information on famous photographers. Over the 4th quarter students will learn how to work in Photoshop. Students will be required to manipulate images in the many different ways taught in class. In addition, each student will be required to have their own digital camera and preferably their own portable storage device for images.

Prerequisite: Art I, and preferably Art II. Besides this, a student needs to be at least a junior.

• Music

Band -125510

Course Description-It is assumed that all students who participate in this class have been through the beginner and middle school levels of the program. All students are expected to be able to read music (all notes and rhythms), to produce a good tone on their instrument, and to function in a large ensemble setting. This class makes up the two main ensembles at Milan, the Emerald Regiment and the Milan Concert Band.

Emerald Regiment-The ER will perform at all designated pep rallies, football games, parades, festivals, and contests. The members are expected to be at all events! The ER is expected to be the biggest fan at all football games and should add a level of excitement to the game-day experience! All members are expected to be 100% in uniform at all events.

Milan Concert Band-The MCB begins meeting at the end of marching season (fall) to begin rehearsing for the Christmas concert. The members are expected to be at all events! In the spring, the MCB will give two concerts; a themed concert and a band repertoire concert.

Prerequisites: beginner band and middle school band or 1 semester of Foundations of Music Class, Grade- 7 –12

Required: Provide their own instruments if possible, baritones and tubas are the two exceptions

Percussion- 125599

Percussion is for percussionists who are interested in further developing their ability in the percussive arts. Emphasis is placed on the fundamentals of comprehensive percussion performance (snare drum, timpani, keyboards, marching percussion, and drum set), including tonal concepts, technical skills, rehearsal skills, aural skills, and rudimentary music theory.

Fundamentals of Music- 126910

Course Description-This class will be in the fall. This is designed to teach students all the basics that they need to read and perform music. This class has two purposes. The first is as a prerequisite to joining the choir or the band for students who have not been in the beginner and intermediate levels first. It is designed to help these students contribute to a full ensemble. The second purpose is for the student with a casual interest in learning to read/write music.

Required: spiral notebook and binder for notes and handouts Grade- 9th - 12th graders

Choir-126960

Course Description-The objectives of this class are to pursue musical proficiency in vocal technique, to achieve a high degree of music literacy, and to gain enjoyment through being in a performance group. This course will include basic music notation, vocal technique fundamentals, choral techniques, and participation in scheduled concerts.

Prerequisites: none Grade- 9th - 12th graders

Music Appreciation-126920

Course Description-The Purpose of this class is to introduce the students to a wide variety of music, with the hope that some people or topics will spark a desire for further study (outside of class). The class will cover art music in the fall and popular music in the spring. In the art section we will cover a little music history, orchestral music, band music, musical theatre, opera, film music, and the basics of reading/writing music notation. The spring will be a historic overview of American popular music in the 20th century. It will cover jazz, pop (50's –today), rock, blues, country, hip-hop, and dance music.

Grade- 9- 12

Required: none

Health and Physical Education

P.E. and Health Combination- 086045

Course Description-This course is designed for students in the 9th grade. Students will enhance their ability to perform well in a variety of activities dealing with individual and team sports. Each student will participate in the President's Challenge Physical Fitness Test. Each student will participate in Health class, which will apply processes and knowledge learned to gain more efficient use of the body in daily activities. Also, students will learn skill related fitness and health related fitness.

Physical Education- 086000

Course Description-This course is designed for students in grades 10th, 11th, or 12th. Students will learn to develop a desire to adopt an active lifestyle on a daily basis. Each student will be introduced to a variety of individual, team, and fitness activities which contribute to their overall health and wellness.

Lifetime Sports- 086030

Course Description-This course is designed for students to gain knowledge of sports and games which can be played with team play or individual play that can be continued throughout adulthood.

Body Conditioning- 086025

Course Description-This course is designed for 10th, 11th, or 12th grade students. Students will perform stretching exercises in a warm-up period, perform plyometric exercises in a cardiovascular period, and perform designed workouts which concentrate on the student's individual interests such as: bodybuilding, football, basketball, baseball, softball, track and field, and dance/cheerleading. Each sport demands certain exercises, which stress the muscle groups, and the design of each workout depends on in-season, post-season, off-season, or pre-season.

Virtual Class Information

See the following: Form 6190 & 6190.1. Denial form and parent appeal form

A student is eligible to take a virtual class(es) if the student meets the following requirements:

- Student is on track to graduate. Not failed/failing classes being taken.
- No attendance issues.
- Student has completed any and all prerequisites leading into the class.
- No students may take more classes than there are hours (periods) available within the school day.
- The rigor of the course must be at the "appropriate rigor" as compared to the district courses.
- Student(s) may not take classes already offered by the district.
- A course may be denied where the subject is one where a regular in-person interaction is crucial to learning.

All and any student desiring to take virtual classes will do so by making their request known to the high school counselor. The counselor will then fill out the appropriate paperwork and then present it to the AC/DC Coordinator along with the high school principal. That team will then make a determination on whether or not to allow the student to take the virtual classes. If the team would decide to not allow the student to take the classes. The team would then complete form 6190 with explanation for why the

classes are not being allowed. At that time, the student/parent would have an opportunity to appeal the decision by filling out form 6190.1 and be given an opportunity for a hearing to the Board of Education