### Academic Calendar

**MILAN C-2 SCHOOL DISTRICT**  
2019-2020  
373 South Market Street - Milan, MO 63556  
Phone: 660-265-4414  
Fax: 660-265-4315

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Key
AUGUST-2019
• FIRST DAY - 8/15/19
• PD DAYS - 8/12-8/15/19
• NEW STAFF-8/9/19
SEPTEMBER-2019
• NO SCHOOL (LABOR DAY)
• -----9/2/19
OCTOBER-2019
• 1ST Q END-10/11/19
• 2ND Q START-10/14/19
• 10/17/19-PT CONF
• --------2 PM-7 PM
• --------RELEASE 12:45 PM
• 10/18 & 10/21-NO SCHOOL
• PD DAY 10/21
NOVEMBER-2019
• 11/26/19-RELEASE 12:45 PM
• 11/27-11/29/19-NO SCHOOL
DECEMBER-2019
• 12/20/19-RELEASE 12:45 PM
• 12/23-12/31/19-NO SCHOOL

JANUARY-2020
• 1/1-1/6/20-NO SCHOOL
• 1/6/20-PD DAY
• 1/7/20-SCHOOL RESUMES
• --------BEGIN 2ND SEM
• --------BEGIN 3RD QTR
• 1/20/20-NO SCHOOL-HOLIDAY (MLK DAY)
FEBRUARY-2020
• 2/17/20-NO SCHOOL-HOLIDAY (PRES. DAY)
MARCH-2020
• 3RD Q END-3/13/20
• 4TH Q START-3/16/20
• 3/19/20-PT CONF
• --------2 PM-7 PM
• --------RELEASE 12:45 PM
• 3/20-NO SCHOOL
• 3/23-PD DAY
APRIL-2020
• 4/10/20-NO SCHOOL HOLIDAY (GOOD FRIDAY)
• 4/13, 4/24 & 4/27 NO SCHOOL
MAY-2020
• LAST DAY-5/13/20
• --------END 4TH QTR
• --------END 2ND SEMESTER
• 5/14-5/15 PD DAYS
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.

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### Milan C-2 High School “Wildcat Pride” Behavior Matrix

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<th>All settings</th>
<th>Bathroom</th>
<th>Bus</th>
<th>Cafeteria</th>
<th>Classroom</th>
<th>Commons</th>
<th>Gym</th>
<th>Hallway</th>
<th>Library</th>
<th>Office</th>
<th>Parking Lot</th>
<th>Special Events/Assemblies/Field Trips</th>
<th>Stadium</th>
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- **Consequences**
  - Follow directions
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Accept**
  - Follow directions
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Take care of the school property**
  - Take care of other school property
  - Follow classroom procedures

- **Consequences**
  - Make good choices
  - Accept responsibility
  - Do your best
  - Follow classroom procedures

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- **Commons**
  - Keep hallways and rooms free of trash
  - Speak in an appropriate manner
  - Accept consequences
  - Accept responsibility

- **Gym**
  - Clean up after yourself
  - Use appropriate language
  - Report problems to appropriate authorities

- **Hallway**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Library**
  - Clean up after yourself
  - Use appropriate language
  - Report problems to appropriate authorities

- **Office**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Parking Lot**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Special Events/Assemblies/Field Trips**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Stadium**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

---

- **Bathroom**
  - Clean up after yourself
  - Use appropriate language
  - Report problems to appropriate authorities

- **Bus**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Cafeteria**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Classroom**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Commons**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Gym**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Hallway**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Library**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Office**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Parking Lot**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Special Events/Assemblies/Field Trips**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences

- **Stadium**
  - Accept consequences
  - Accept responsibility
  - Do your best
  - Make good choices
  - Accept consequences
A WORD TO PARENTS: The education of your children is maximized when 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 alumnae visits during their conference periods, unless those alumnae are making classroom presentations.

GENERAL POLICIES

ATHLETIC/EXTRA CURRICULAR 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 at registration and is also posted outside the principal's office. Questions should be referred to the Milan C-2 extra-curricular policy, the high school principal, or the athletic director.

STUDENT PARTICIPATION ELIGIBILITY: ATTENTION: 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 (MSHSSAA) for any sport or cheerleading and ending on the last day of student participation in that sport or cheerleading.
Procedures

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 the Name of Medical Center Doing the 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 the Name of Medical Center Doing the 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.

**Beginning with the 2013-14 school year, 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.**
**BELL SCHEDULE** - The bell schedule will be as follows:

<table>
<thead>
<tr>
<th>Regular Bell Schedule</th>
<th>Early-out Wednesday Bell Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:35 - 8:00 Breakfast Served</td>
<td>To be determined</td>
</tr>
<tr>
<td>7:48 - 8:12 CAT</td>
<td>To be determined</td>
</tr>
<tr>
<td>8:15 - 9:00 Period 1</td>
<td>Period 1</td>
</tr>
<tr>
<td>9:03 - 9:48 Period 2</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:51 - 10:36 Period 3</td>
<td>Period 3</td>
</tr>
<tr>
<td>10:39 - 11:24 Period 4</td>
<td>Lunch/HR</td>
</tr>
<tr>
<td>11:27 - 11:52 1st Lunch</td>
<td>Dismiss</td>
</tr>
<tr>
<td>11:27 - 12:17 Period 5 (A)</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>11:55 - 12:45 Period 5 (B)</td>
<td></td>
</tr>
<tr>
<td>12:19 - 12:44 2nd Lunch</td>
<td></td>
</tr>
<tr>
<td>12:47 - 1:32 Period 6</td>
<td></td>
</tr>
<tr>
<td>1:35 - 2:20 Period 7</td>
<td></td>
</tr>
<tr>
<td>2:23 - 3:00 A.W.A.R.E.</td>
<td></td>
</tr>
</tbody>
</table>

**BULLETINS** - Bulletin will be read daily during second period to keep all students 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 8:00 a.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 and make arrangements for work to be collected for the student. 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.
- All late assignments will be turned in by 7:55 the following day and will be worth a maximum amount of 75%. If students fail to turn in missing assignments on the following day, they will have the opportunity to turn it in for no more than 60% credit. Assignments later than two days will not be accepted and the student will receive a 0% on the assignment.

- **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 will be provided at the beginning of the school year.

**CAT Time** - “Formally known as Home Room” This time (7:58-8:12) is the starting point of a student’s day and is set in place for students to utilize for finishing any assignments they might have and for teachers to make first contact with their students and create a positive start to the day. This beginning part of the day students and teachers will focus on C-collaboration, A-accomplishments, T- team work. We will work on all of these building relationships and making a family like atmosphere.

**AWARE** - This is the last 37 minutes of the day that serve as a student intervention. Teachers request to have this time with students who are struggling with the classes they teach and student come in for additional assistance during this time. Students who have a 90% attendance, no less than an 85% in all their classes have the opportunity to go to the gym at this time if they choose.
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.

QUARTER FINALS - The Quarter Final will be a comprehensive test administered each quarter to evaluate student progress. Quarter Finals will account for 10% of each quarter's grade except for classes that will have an End of Course Exam administered during the second semester. For these specific classes, 5% of the quarter grade will come from the 3rd quarter, Quarter Final and 20% will be allotted for the End of Course Exam for 4th quarter.

END OF COURSE EXAM - End of Course Exams will be administered in certain core classes as determined by DESE. 20% of the 4th quarter grade will be allocated toward this test.

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 -

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>2015</th>
<th>2016 and ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>96-100</td>
<td>4.00</td>
<td>4.00</td>
</tr>
<tr>
<td>A+</td>
<td>96-90</td>
<td>4.33</td>
<td>4.33</td>
</tr>
<tr>
<td>B+</td>
<td>87-90</td>
<td>3.33</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>80-86</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2.67</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.33</td>
<td>2.33</td>
</tr>
<tr>
<td>D</td>
<td>67-70</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.67</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>60-67</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

GRADUATION REQUIREMENTS -

Information regarding graduation & course offerings is available through the guidance office and is included in the General Information and Enrollment Guide. Due to the change from a seven-period schedule to an eight period schedule, graduation requirements for the Class of 2010 and beyond will be as follows:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>2015</th>
<th>2016 and ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore</td>
<td>28.5</td>
<td>27</td>
</tr>
<tr>
<td>Junior</td>
<td>25.5</td>
<td>27</td>
</tr>
<tr>
<td>Senior</td>
<td>18.5</td>
<td>18.5</td>
</tr>
<tr>
<td>Electives</td>
<td>9.5</td>
<td>9.5</td>
</tr>
<tr>
<td>Local Requirements</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**All students must take 1.5 units of American History with .5 unit 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

<table>
<thead>
<tr>
<th>On Campus Offerings</th>
<th>AC/DC-See Dual Credit Handbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting II</td>
<td>College Trigonometry</td>
</tr>
<tr>
<td>Calculus</td>
<td>Physiology/Anatomy</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Psychology</td>
</tr>
<tr>
<td>College Algebra</td>
<td>Sociology</td>
</tr>
<tr>
<td>College Prep English</td>
<td>Spanish III</td>
</tr>
</tbody>
</table>

ESOL Credits Needed
Transfer students from another state or country or a home school may be graduated 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 be graduated 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

2 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

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 to create 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**

<table>
<thead>
<tr>
<th>Required</th>
<th>NHS ACADEMIC SCHEDULE</th>
<th>Specific Courses Recommended For National Honor Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Communication Arts</td>
<td>LA I, LA II, LA III or College Prep English, LA IV or College English I and II, Creative writing/speech</td>
</tr>
<tr>
<td>3</td>
<td>Math</td>
<td>Algebra I, Algebra II/Geometry, Algebra III/Trig, College Algebra, College Statistics, Calculus</td>
</tr>
<tr>
<td>3</td>
<td>Science</td>
<td>Biology I, Biology II, Chemistry, Anatomy/Physiology, College Biology, Physics, College Physics</td>
</tr>
<tr>
<td>3</td>
<td>Social Studies</td>
<td>American History I, World History, Geography, College Psychology, Psychology/Sociology, History of War, Government</td>
</tr>
<tr>
<td>1</td>
<td>Fine Art</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Practical Art</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>PE</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Health</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>American Govt.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Personal Finance</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Word Processing</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Foreign Language</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Local Requirements</td>
<td></td>
</tr>
</tbody>
</table>

**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 student’s teacher, 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.

**7&8th Grade Retention**

To be promoted from the 7th or 8th grade a student must pass 6 of the 8 qtrs 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).

In order to achieve excellence in education, students must put forth effort in their studies. Interventions will be in place for students who need additional support, both during the school day and after school. Interventions include, but are not limited to:

- AWARE: All Wildcats Achieving Rigor in Excellence—an in-school intervention that includes reading and math instruction, study hall, and extra-curricular;
- Tutoring: Students may seek tutoring before and after school hours with their teachers;
- Extended Learning Opportunities: This format provides students a place to work quietly on homework before leaving for the day.

Commented [JW1]: Retention Policy Updated
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.

BEVERAGE CONTAINERS: For students, the only beverage container can be clear, and can only contain plain water. They will be confiscated and repeat offenders will be subject to disciplinary action.

ELECTRONIC DEVICES: Electronic devices such as cell phones pagers, music/entertainment devices, “game boys”, laser pointers, etc. may not be used or displayed during the school day. 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.

Student cell phones will be banned during the instructional day, as well as in bathrooms, dressing areas and during extracurricular activities. Violation of this policy will result in in-school suspension, while second offenses will result in 1 day out-of-school suspension being imposed. Phones will be confiscated for each offense and may only be retrieved by a parent/guardian from the building principal.

PHONE USAGE: Students will not be allowed to use the desk phones in the classroom. The phone in the office can be used for emergencies only and with permission of the principal/office staff. Cell phone usage is prohibited on the school premises during regular school hours (7:45am-3:00pm).

DRINKS AND FOOD: Students bringing lunch should be kept in their locker, unless other arrangements are made. *Parents may bring carry in lunches 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 in the first floor in the elementary building. If it is determined that a student needs to go home because of illness the nurse or the office 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. By request, locks will be issued through the office free of charge. If the lock is not returned at the end of the school year, the student will be assessed a charge of $10.00 to replace the lock. Students may provide their own lock if desired, but are required to give the office 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. A waiver must be signed by a parent if a student chooses not to use a lock. 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 box is located in various locations throughout 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 $10.00 for lunches, a la carte items cannot be charged. **All students who accrue $10.00 in lunch debit will not be allowed to charge additional food to their accounts.** Students who reach the $10.00 limit will be served a peanut butter sandwich in place of a lunch. Letters will be sent to parents when account show a debt of $2.00 and call will be made to parents at $10.00 or accrued debt.

**Breakfast and Lunch Fees - LUNCH**

1. Staff - $3.00
2. HS - $1.80
3. EL - $1.75
   
   **ii. Breakfast - $1.75**
   
   **iii. Reduced - $.40 for Lunch and $.30 for Breakfast**
   
   **iv. Extra Milk - $.25**

   **v. Ala Carte –**

   1. Snack - $.50
   2. Beef Stick - $1.00
   3. Bottled Water - $.75
   4. French Fries - $.75
   5. Gatorade - $1.00
   6. Jumbo (Second Serving) - $1.00
   7. Side Dish - $.25

**Gate Fees for Athletic Events**
*(Baseball, Basketball, Football, Softball)*

<table>
<thead>
<tr>
<th>Varsity Adults</th>
<th>$4.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>$3.00</td>
</tr>
<tr>
<td>JV Adults</td>
<td>$3.00</td>
</tr>
<tr>
<td>Students</td>
<td>$2.00</td>
</tr>
<tr>
<td>Track Adults</td>
<td>$4.00</td>
</tr>
<tr>
<td>Students</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

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 extracurricular 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.

ENROLLMENT: All students who live within the school district may enroll through the guidance 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 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.

GUIDANCE COUNSELING: A guidance counselor is available for 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.

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

- KIRX, KIRKSVILLE
- KRES, MOBERLY
- KTTN, TRENTON
- KLTE, KIRKSVILLE
- KTVO-TV, KIRKSVILLE

*Students should not call the stations, school or staff members. They should tune in to the above stations.

TARDIES: We must insist that students be on time for school and for all classes, even EPN courses. 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 by 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 pupils from classroom learning experiences disrupts the continuity of the learning process. The benefit of regular classroom is lost and cannot be regained. Teachers cannot teach pupils 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 pupils 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 pupil 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:

- **ELO’s begin at 3:05 and end at 3:51 daily.** ELOs will be academic in focus (not completing chores for staff) unless permission is granted by the principal. They must be completed with the assigned ELO advisor.
- ELOs can also be attended during 2nd Shift Thursdays from 3:00 to 7:00 pm.
- 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 a 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 comprised 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.

**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.
- The school day is divided into eight (8) forty-five (45) minute class periods. 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 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 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 ELO’s caught up.

Initiatives-
The 6 Most Important Decisions You Will Ever Make.
This is an extension from the 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 futures.

The 6 Most Important Decisions

In The 6 Most Important Decisions You’ll Ever Make, Sean Covey, author of the international bestseller 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 not only survive but thrive during their teen years and beyond.

The Power of ICU-

ICU is a program designed to assist in ending student apathy and increase school culture by setting in place a system of checks and balance between student and a staff team to eliminate the amount of O’s earned by students. Students that fail to complete homework assignments will be placed on a list turned over to a teacher/lifeguard where actions will then begin in assuring the assignment is completed.
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?

- 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 complete 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: 660-265-4415 ext. 1402    Email: myocom@milan.k12.mo.us
Milan C II 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-II 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. Attend a designated A+ School for three consecutive years prior to high school graduation
2. Graduate from high school with a grade point average of 2.5 or higher on a 4.0 scale
3. Have at least a 95% attendance record for the four years of high school
4. Perform 50 hours of unpaid tutoring or mentoring
5. Maintain a record of good citizenship and avoidance of the unlawful use of drugs and alcohol.
6. 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)
7. 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-II 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 Year of 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.
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.

___________________________________________________________________________________________________________

__________________________________________________________________________________________

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___________________________________________________________________________________________________________

Parent/Guardian Signature: _____________________________

Date received by the Appeals Committee: ________________

Approved ________________
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 must 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 must be no shorter than 5 inches above the knee.
- 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 neck lines, racer backs, low riding pants, are not permitted.
- 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 insure 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 the 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.

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 3:05 until 3:51 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) require a student to report to the assigned room by 3:05 p.m. and serve detention until 3:51 p.m. on the day detention is held. 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 Monday through Friday and certain early-out days. ELOs will not be held during inclement weather and early-outs preceding vacation or a holiday.

2nd Shift is provided once per week 3:50 to 7:00. 2nd shift school is utilized for tutoring, credit recovery and discipline issues. Rules and expectations for student conduct are the same as during the regular school day. Administration may change the day per week it is offered to best suit student needs and the school calendar.

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

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 IN ISS OR OSS WILL NOT BE ALLOWED TO PARTICIPATE IN ANY SCHOOL ACTIVITY DURING THE DAY OF THE ISS OR OSS. ALL PARENTS OF STUDENTS RECEIVING OSS OR ISS WILL BE OFFICIALLY NOTIFIED BY LETTER.

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.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Definition</th>
<th>1st Offense-Options</th>
<th>2nd Offense-Options</th>
<th>3rd Offense-Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Possession of or presence under the influence of alcohol during school, or a school event</td>
<td>• 1-10 days OSS and possible referral to the superintendent for 11-180 days &lt;br&gt; *Additional penalties will apply through activities/athletics</td>
<td>• 1-10 days OSS and possible referral to the superintendent for 11-180 days &lt;br&gt; *Additional penalties will apply through activities/athletics</td>
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</tr>
<tr>
<td>Arson</td>
<td>Intentionally causing or attempting to cause a fire or explosion</td>
<td>• 1-10 days OSS, 11-180 days OSS &lt;br&gt; restitutioin, law enforcement report</td>
<td>• 1-10 days OSS, or 11-180 days OSS &lt;br&gt; restitutioin, law enforcement report plus referral to superintendent for additional consequences</td>
<td>• 1-10 days OSS &lt;br&gt; restitutioin, law enforcement report plus referral to superintendent for additional consequences</td>
</tr>
<tr>
<td>Academic Dishonesty/Cheating</td>
<td>The act of taking credit for school work that is not your own. This shall include copying answers on homework or tests, cheating</td>
<td>• Zero on assignment &lt;br&gt; 1-3 ELOs</td>
<td>• Zero on assignment &lt;br&gt; 1-3 days ISS</td>
<td>• Zero on assignment &lt;br&gt; 1 day OSS</td>
</tr>
</tbody>
</table>
### Drugs/Controlled Substance on or off of school property.

**Possession or presence at school/school transportation of a student**
- 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

**Controlled substance while at school, on the school playground, on the school parking lot,**
- 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

(Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

### Disruptive Behavior

**Conduct which has the intentional effect of disturbing education or the safe transportation of a student.**
- ISS
- 1-10 days OSS
- Referral to Superintendent for 11-180 days OSS
- Referral to law and/or enforcement/juvenile authorities or referral to BOE for expulsion

(Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

### Defiance/Disrespect of Authority –

**Refusal to obey directives or defiance of staff authority**
- Conference, ELOs
- 1-3 days ISS
- 1-10 days OSS OR
- Referral to Superintendent for 11-180 days OSS

*Referral to law enforcement and parents

**Other penalties may apply based on nature of the discipline report**

(Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

### Bullying/Vehicular Missuse

**Disorders or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.**
- Warning
- Loss of driving privileges
- Revocation of parking privileges
- ISS
- Loss of driving privilege for 10 days OR
- Revocation of parking privileges OR
- ELOs OR
- 1-3 days ISS
- 1-10 days OSS

### Fighting – Physical striking another in a mutual contact as differentiated from an assault, (not horseplay)

**Warning, ELOs**
- 1-3 days ISS
- 1-10 days OSS or
- Referral to Superintendent for 11-180 days OSS

*Referral to law enforcement and parents

**Other penalties may apply based on nature of the discipline report**

### Assualt

**Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.**
- 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

(Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

### Disruptive Behavior

**Conduct which has the intentional effect of disturbing education or the safe transportation of a student.**
- ISS
- 1-10 days OSS
- Referral to law enforcement
- Additional administrative consequences
- ISS
- 1-10 days OSS
- Referral to Superintendent for additional time out of school
- Referral to law enforcement
- Additional administrative consequences

### Drug/Controlled Substance

**Possession or presence at school/school transportation 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.**
- 10 days OSS
- 10 days OSS
- 10 days OSS

### Disruptive Behavior

**Conduct which has the intentional effect of disturbing education or the safe transportation of a student.**
- ISS
- 1-10 days OSS
- Referral to Superintendent for additional time out of school
- Referral to law enforcement

(Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)
### School or Distribution of a Controlled Substance or Substance Represented to Be a Controlled Substance While at School or Any of the Locations Described Above

- Notification to law enforcement
- Additional athletic/activity consequences
- Referral to superintendent for additional time out of school (11-180 days) or refusal to BOE for expulsion
- Notification to law enforcement
- Referral to superintendent for additional time out of school (11-180 days) or refusal to BOE for expulsion

### Prescription Medication—Possession

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

- 1-10 days ISS
- 1-10 days OSS
- Recommendation to superintendent for 11-180 days or expulsion
- Notification to parents and law enforcement officials
- Notification to parents and law enforcement officials

### 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.

- 1-10 days ISS
- 1-10 days OSS
- Recommendation to superintendent for 11-180 days or expulsion
- Notification to parents and law enforcement officials

### Harassment

- Warning/EOs
- 1-10 days OSS
- Referral to superintendent
- Notification to parents and law enforcement officials

### Extortion

- Warning/EOs
- 1-10 days OSS
- Referral to superintendent/board
- Notification to parents and law enforcement officials

### Firearms and Weapons—Refer to Policy 2130—Firearms and Weapons in School

- 10 days OSS &
- Referral to superintendent/board

### Misconduct—Verbal Threats or Physical Conduct Designed to Obtain Money or Other Valuables

- Warning/EOs
- 1-10 days OSS
- Referral to superintendent/board

### Hazing

- 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 athletic/activity participation.

### Improper Display of Affection—Consensual Kissing, Fondling, or Embracing

- Warning & 1 day ISS
- 1-3 days OSS
- 3 days OSS

### Improper Language—Obscene or Vulgar Language

- Warning, 1-3 ELOs
- 1-10 days ISS
- Referral to superintendent for 11-180 days or expulsion
- Possible referral to law enforcement

<table>
<thead>
<tr>
<th>Possible referral to law enforcement</th>
<th>3 days ISS</th>
<th>3-3 days OSS (CR)</th>
<th>3 days OSS</th>
<th>3 days OSS (CR)</th>
<th>Referral to superintendent for 11-180 days or expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible referral to law enforcement</td>
<td>1-10 days ISS</td>
<td>1-10 days OSS</td>
<td>Recommendation to superintendent for 11-180 days or expulsion</td>
<td>Recommendation to superintendent for 11-180 days or expulsion</td>
<td>Recommendation to superintendent for 11-180 days or expulsion</td>
</tr>
<tr>
<td>Misconduct</td>
<td>Description</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Level 4</td>
</tr>
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<td>------------</td>
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</tr>
<tr>
<td>Improper Language/Demographic Demanding Language/Conduct</td>
<td>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.</td>
<td>Warning, 1-3 ELOs</td>
<td>1-10 days OSS</td>
<td>10 days OSS</td>
<td>180 days OSS</td>
</tr>
<tr>
<td>Inappropriate Sexual Conduct (Refer to Policy and Regulation 2130 – Harassment)</td>
<td>Use of sexually intimidating language, objects, or pictures.</td>
<td>Warning, 1-10 days ISS</td>
<td>1-10 days OSS</td>
<td>10 days OSS</td>
<td>180 days OSS</td>
</tr>
<tr>
<td>Inappropriate Sexual Conduct</td>
<td>Physical touching of another student in the area of the breasts, buttocks, or genitals</td>
<td>Notification of parents and law enforcement officials</td>
<td>1-10 days OSS AND</td>
<td>Recommendation to superintendent for 11-180 days of OSS or expulsion</td>
<td>Notification of parents and law enforcement officials</td>
</tr>
<tr>
<td>Inappropriate Sexual Conduct</td>
<td>Inappropriate Sexual Conduct</td>
<td>1-3 days OSS</td>
<td>1-10 days OSS</td>
<td>10 days OSS</td>
<td>180 days OSS</td>
</tr>
<tr>
<td>Technology Violation</td>
<td>Sharing passwords</td>
<td>Warning</td>
<td>Possible technology suspension for 1-2 weeks</td>
<td>Referral to law enforcement</td>
<td></td>
</tr>
<tr>
<td>Technology Violation</td>
<td>Inappropriate Use</td>
<td>Warning</td>
<td>Possible technology suspension for 1-2 weeks</td>
<td>Issuance of technology handbook</td>
<td></td>
</tr>
<tr>
<td>Theft – Nonconsensual taking or attempt to take the property of another</td>
<td>Return or restitution for 1-10 days OSS</td>
<td>Return or restitution for 1-10 days OSS</td>
<td>5-10 days OSS</td>
<td>Referral to law enforcement</td>
<td></td>
</tr>
<tr>
<td>Tobacco</td>
<td>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</td>
<td>Conference &amp; confiscate tobacco product OR</td>
<td>1-10 days ISS</td>
<td>1-10 days</td>
<td>1-10 days</td>
</tr>
<tr>
<td>Tobacco</td>
<td>Use of tobacco products, E-cigarettes, vaping, or juuling paraphernalia on school grounds, school transportation or at any school activity</td>
<td>Conference &amp; confiscate tobacco product OR</td>
<td>1-3 days OSS</td>
<td>1-10 days</td>
<td>1-10 days</td>
</tr>
<tr>
<td>Truancy / Out of Assigned Area</td>
<td>Absent or tardy from class or classes without authorization (See also Policy and Regulation 2240 - Truancy and Educational Neglect.)</td>
<td>Conference and 1-3 days ISS</td>
<td>ELOs OR</td>
<td>3-10 days OSS</td>
<td>Referral to law enforcement</td>
</tr>
<tr>
<td>Unauthorized Entry</td>
<td>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.</td>
<td>Principal/student conference</td>
<td>ELOs OR</td>
<td>1-10 OSS or</td>
<td>1-10 days OSS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Conference</td>
<td>Recommendation to superintendent for 11-180 days of OSS or expulsion</td>
<td>Notification of parent and law enforcement officials</td>
</tr>
</tbody>
</table>

Note: ISS = Issuance of Suspension for Technology Violation.
Vandalism - Intentional damage or attempt to damage property belonging to the staff, students, or the District

- Restitution
- Conference, 1-10 days OSS
- Recommendation to Superintendent for 11-180 days OSS or expulsion

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

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 § 566.083, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 569.100, 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 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, students will be required to have parents sign disciplinary referrals and return them to the principal, and/or parent will be notified by mail. At least two attempts will be made to contact parents by phone in cases involving out-of-school suspension. In all cases of suspension parents will be notified by mail.

**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) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

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 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.
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 an 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, and 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.)

504 Public Notice

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.

The Milan C-2 School District 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 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 incidences, 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 contacted.

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 high school- Do not mix in MS or 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,
Mike Hostetter
Milan C-2 High School Principal
General Information
The general information contained in this publication is to enable students and parents to make informed decisions concerning the academic future of the student.

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

QUARTER FINALS
Quarter Finals will be administered. The Quarter Final will be a comprehensive test administered each quarter to evaluate student progress. Quarter Finals will account for 10% of each quarter’s grade except for classes that will be have an End of Course Exam administered during the second semester. For these specific classes, 5% of the quarter grade will come from the 3rd quarter, Quarter Final and 20% will be allotted for the End of Course Exam for 4th quarter.

END OF COURSE EXAM
End of Course Exams will be administered in certain core classes. 20% of the 4th quarter grade will be allocated toward this test.

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 student’s teacher, 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.

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 CLASS OFFERINGS

<table>
<thead>
<tr>
<th>On Campus Offerings</th>
<th>AC/DC Classes-See Dual Credit Handbook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>College Algebra</td>
</tr>
<tr>
<td>College Prep English</td>
<td>College Algebra</td>
</tr>
<tr>
<td>Calculus</td>
<td>College Prep English</td>
</tr>
<tr>
<td>Chemistry</td>
<td>College Prep English</td>
</tr>
<tr>
<td>College Statistics</td>
<td>College Prep English</td>
</tr>
<tr>
<td>College Music</td>
<td>College Prep English</td>
</tr>
<tr>
<td>Algebra III</td>
<td>College Trigonometry</td>
</tr>
<tr>
<td>Calculus</td>
<td>Physiology/Anatomy</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Psychology</td>
</tr>
<tr>
<td>College Algebra</td>
<td>Sociology</td>
</tr>
<tr>
<td>College Prep English</td>
<td>Spanish III</td>
</tr>
<tr>
<td>College Prep English</td>
<td>Spanish III</td>
</tr>
</tbody>
</table>

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.

- Denotes Weighted Classes- No weight shall be awarded to a grade lower than C+. The addition of 1 point on a 12 point scale shall be awarded for approved courses.

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 cadet teach 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.
Prerequisites:
Required: scientific calculator

• 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

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, Archaeabacteria, 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
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 percepts 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 Grade 11
Requirements: Basic Calculator

FOREIGN LANGUAGE

Spanish I-066300
Course Description-Spanish 1 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 statement. 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
career in business take this course.
Grade: 10-12
Requirement: Pencils and Basic Calculator
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.
Required- Grade11
Requirement: Basic Calculator

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.
Grade: 11 This course when combined with Personal Finance may qualify for articulation through NCMC as Business Math and Employment Strategies.

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 designs 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 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

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

Agricultural Business 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.
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.
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 seminar 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 ART: 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 them selves 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 - Music Appreciation
Music appreciation 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.

Course Description - Choir
Choir is for the student with a casual interest in learning to read/write music. 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.
Grade: 7-12
Prerequisites: beginner band and middle school band or 1 semester of Foundations of Music Class
Required: Provide their own instruments if possible, baritones and tubas are the two exceptions

Course Description - Percussion
Percussion is for percussionists 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.

Course Description - Fundamentals of Music
Fundamentals of Music 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.

Course Description - Band
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.
Grade: 7-12
Prerequisites: beginner band and middle school band or 1 semester of Foundations of Music Class
Required: Provide their own instruments if possible, baritones and tubas are the two exceptions

Course Description - Percussion
Percussion - 125599
Percussion is for percussionists 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.

Course Description - Fundamentals of Music
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.
Grade: 9th - 12th graders
Required: spiral note book and binder for notes and handouts

Course Description - Choir
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.
Grade: 9th - 12th graders
Prerequisites: none

Course Description - 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 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: body building, 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 then there our 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.