

***This agenda belongs to:***

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STUDENT NO. \_\_\_\_\_



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## **Administration**

<b>RON TESCH</b>	<b>PRINCIPAL</b>
<b>GENE DUNN</b>	<b>ASSISTANT PRINCIPAL</b>
<b>JERI GROVES</b>	<b>ASSISTANT PRINCIPAL</b>
<b>CLIFF JONES</b>	<b>ASSISTANT PRINCIPAL</b>
<b>PAULA THOMPSON</b>	<b>ASSISTANT PRINCIPAL</b>

## **Counselors**

NORMANDEE JONES (9 <sup>TH</sup> GRADE)	A-Z
DON MACLEOD . . . . .	A-C
CARA MCDONALD . . . . .	D-HI
MARY FERGUSON . . . . .	HJ-MOR
MARK ELLIS . . . . .	MOS-SL
SANDY OWENS . . . . .	SM-Z

## **ATHLETICS**

All questions about athletics should be directed to Jamie Dixon, Athletic Director 770-740-7000 x 304, [dixonj@fultonschools.org](mailto:dixonj@fultonschools.org)

### **Eligibility for Extra-curricular Activities**

Students participating in any interscholastic competition sanctioned by the Georgia High School Association must also meet the eligibility requirements of that body, which include the following:

- No Pass/No Play applies to competitive activities only
- A student must have passed at least five out of six courses during the previous grading period
- A student must be considered “on track” towards graduation. 5 credits – *sophomore*, 10 credits – *junior*, 16 credits – *senior*

For further questions about eligibility, contact the athletic director or the organization sponsor.

## **ATTENDANCE**

### **CALLING IN**

PARENTS (NOT STUDENTS) MUST REPORT ABSENCES BY 9:00 A.M. THE SAME DAY AS THE ABSENCE IS EXPECTED TO OCCUR. PARENTS MAY CALL 770-740-7004 OR 770-740-7000 EXT. 142 AND MAY LEAVE A VOICE MAIL MESSAGE.

**Excused Absences:** Students are encouraged to request missed work due to an excused absence. For absences fewer than 2 days, the student should take the initiative to secure the work. For absences over 2 days, the student or parent should contact the child’s teachers by e-mail. Students will have the length of the absence in which to complete the work. Make-up work

following an excused absence may be made up for 100% credit. Absences for more than 2 days must be approved by the principal with at least three days' notice.

**Unexcused Absences:** Students are encouraged to request missed work due to an unexcused absence. Students or parents may contact teachers via e-mail. Students will have the length of the absence in which to complete the work. Make-up work following an unexcused absence will be penalized by 10%. A student must be in attendance for three full periods in order to be counted present for the day. A student may not participate in after school activities/sports if he/she is not present for three full periods.

**Checking in:** If you are arriving to school **after 1<sup>st</sup> period**, proceed to the Attendance Office to check in.

**Checking Out:** Students may bring notes to the Attendance Office before school to receive check out slips for pre-arranged absences. If a student is driving himself from campus, instead of being picked up by a parent, permission to drive must be verified with a parent before the student can leave campus. Please provide as many contact and emergency numbers as possible, so a parent may be easily reached. Students being picked up are to be met at the Attendance Office by their parents (parents should be prepared to show ID). **Students will not be released unless a parent or emergency contact can be reached.**

**Leaving Campus:** Once arriving on campus, students are to remain on campus at all times, unless they have arranged with the Attendance Office to check out or unless they are participating in an approved school program. Students who need to retrieve something from their car must receive a ***PARKING PASS*** from the Attendance Office.

**Tardies to Class:** Students are to comply with the rules established by individual classroom teachers. Students who are consistently tardy may be assigned discipline on a progression basis. This may include a private detention with a teacher and could advance to administrative discipline. A typical progression may be as follows: **1<sup>st</sup> Tardy:** Warning. **2<sup>nd</sup> Tardy:** Parent contact. **3<sup>rd</sup> Tardy:** Private Detention. **4<sup>th</sup> Tardy or more:** Administrative Discipline.

**Final Exam Make-ups:** Principal Ron Tesch is the only person at Milton who can approve absences during final exams. In order to get an absence approved, parents must submit a letter to the principal requesting permission for their child to miss finals and to make them up during the exam make-up period. If a student is ill on the day of the final, the parent must call the Main Office to report the absence. Students who are absent for approved reasons, for illnesses, or for other reasons may make their finals up according to the final exam make up schedule which is distributed before final exams. (Teachers still have the right to schedule a private make-up with a student). The teacher will average a grade of "0" into the semester grade until the exam is made up. (Note: Students who have an unexcused absence on the day of the final will have the final penalized by 10%).

## **ATTENDANCE AND THE DEPARTMENT OF MOTOR VEHICLE SAFETY (DMVS)**

**School Attendance Required** – No individual under the age of 18 can obtain a driver's license or instructional permit unless he or she is attending a public school, a private school or is enrolled in home schooling authorized by law; or has graduated from high school, received a certificate of high school completion; or has completed his or her secondary education and is

enrolled in a post-secondary school. (P.1 DMVS, “What You Need to Know About School”) A student’s driver’s license will be suspended for 90 days if the student is suspended from school for threatening, striking or causing bodily harm to any school personnel, possession or sale of drugs or alcohol on school grounds, possession or use of a weapon on school grounds, or ten unexcused absences during a semester.

**ATTENDANCE INCENTIVES** – **Senior Final Exam Exemptions:** For spring semester only, seniors may exempt their final exams in each class where they have no more than two (2) absences or in classes where they have at least a grade of 90 at the end of the semester. More than 3 tardies to a class constitutes an absence. Seniors may not exempt exams in courses that have End of Course Tests.

## **BEHAVIOR**

Students must demonstrate safe, responsible behavior at school, on the bus, to and from school, and at school-sponsored activities. Failure to do so will result in progressive discipline consequences such as student warning, parent notification, private detention, administrative conference, before or after school detention, ISS, OSS or even a disciplinary tribunal hearing. *The administration reserves the right to exercise its judgment in handling discipline matters on a case-by-case basis, where extenuating circumstances exist.*

Students will be placed on Milton’s Discipline Cycle initially. If the infraction is a **major infraction**, students may be advanced to Fulton County’s Discipline Cycle. Additional information regarding student behavior and disciplinary measures may be retrieved from the following sources: the **Fulton County Student Code of Conduct Discipline Handbook**, which is distributed at the beginning of the year or Fulton County Schools’ web-site, [www.fultonschools.org](http://www.fultonschools.org)

## **CONSEQUENCES**

**Private Detention:** Teachers may require students to come before or after school for misconduct. Failure to attend will result in administrative discipline.

**Public Detention:** Public detention will be held on Monday and Tuesdays from 3:30 – 4:30 a.m. and on Wednesdays and Thursdays from 7:20 am – 8:20 am.

**ISS:** Students are held in a self-contained setting for the entire day, where a licensed teacher supervises them. There, they receive regular classroom work from their teachers. Failure to follow ISS rules may result in OSS.

**OSS:** Students suspended out-of-school are restricted from the school campus and from school-sponsored activities. Failure to adhere to these guidelines will result in trespassing charges being filed.

**Stop the Acts of Violence:** For four (4) sessions, students learn alternatives for dealing with conflicts and anger. Students are required to attend with a parent or guardian and may not miss

any of the sessions. This program may be assigned in conjunction with a suspension and waived suspension days.

**Insight Drug Prevention Program:** This is an eight (8) hour drug and alcohol intervention and prevention program for students and their parent/guardian, who is required to attend. It is assigned for first offenses involving drugs or alcohol. Part of the suspension time may be waived if a student participates in this program. None of the sessions may be missed. If a session is missed, the suspension time that was waived will be reinstated.

### **CAFETERIA**

The cafeteria provides both a breakfast and a lunch program. Those interested in free or reduced lunches may obtain an application from homeroom at the beginning of the school year. Students are not allowed to leave campus for lunch, nor are they permitted to bring food/drink with them into the hallways and classrooms.

### **CLUBS AND ORGANIZATIONS**

Milton offers a variety of clubs and organizations and encourages both students and faculty to be involved. See brochures in room 1340 for more information.

### **CLINIC**

Our Clinic is open from 8:00 a.m. to 3:00 p.m. daily. Upon notifying a teacher of the need to go to the Clinic, students should report there with a pass and should sign in immediately. When leaving the Clinic, students should sign out. Students may also go to the Clinic during their lunch period.

### **COMPUTER NETWORK**

These policies are taken from the Fulton County School Board Policies and Procedures Manual and will be strictly enforced. **Internet usage is solely in support of the school's educational mission.** Any other use is strictly prohibited (e.g., transmissions relating to the user's personal activities or business). Therefore, no one should use personal e-mail, the Internet, or download or utilize computer games, music, graphics, or video unless it is directly related to school work.

Any computer network or Internet vandalism (such as intentional damage or alteration to a computer) may be considered a **major** disciplinary infraction. Students and teachers should assume that any material procured from the Internet is the property of another and is therefore restricted by copyright law. Students who send instant messages or who trespass insecure areas on the network will be disciplined severely. **This discipline may include suspension from school. Repeat offenders may be referred for a disciplinary tribunal.**

### **DRESS CODE**

Clothing worn to school should not interfere with the educational program. Clothing should be clean, neat, modest and discrete:

- Shirts/dresses must display modest necklines.

- Straps must be at least 3” wide on each shoulder; students must cover shirts with smaller straps with an additional shirt or jacket
- Tops must be long enough to cover the waistline of jeans, pants, skirts, or shorts, i.e., no bare midriffs.
- Tops must completely cover undergarments.
- Pants must completely cover undergarments.
- Shoes are required

The following are not permitted:

- Clothing with holes above the knees.
- Skirts or shorts more than 6 inches above the knee while standing
- Tops made with see-through or mesh material
- Clothing or accessories with the confederate flag, rebel messages, swastika, Malcolm X, or other racially inflammatory messages
- Hats/hoods, bandanas, “do-rags”, or sweat bands
- Clothing or accessories that depict references to drugs, alcohol. Tobacco products, the act of sex, or any disrespectful messages toward any group.

If possible, the administration will give students who violate the dress code alternate clothing to wear.

### **Consequences:**

**1<sup>st</sup> violation** Warning, contact of parents and change of clothes

**2<sup>nd</sup> violation** Public Detention, contact of parents and change of clothes

**3<sup>rd</sup> violation** ISS

**Students must observe the dress code throughout the entire school day.**

### **ELECTRONIC DEVICES**

Neither boom boxes nor laser pointers may be brought to school, unless school personnel specifically approve their use. **Cell phones, pagers, and/or other electronic devices may not be used during the school hours of 8:25 a.m. – 3:25 p.m. anywhere on campus.** Cell phones should be powered down during the school day. Electronic games may only be used during the lunch period. The first time one of these devices is confiscated, it will be returned to the student after school. After the first infraction, the device will be confiscated and returned to a parent after school. Repeat offenders will receive administrative discipline and will have the item confiscated until the end of the semester. It is the student’s or parent’s responsibility to retrieve the item from the office.

### **FLEX TIME GUIDELINES**

Students should have a pass when leaving the classes for legitimate reasons (see below). Students should have a pass indicating time, date, destination and reason when returning to or leaving their flex time classrooms. Legitimate reasons to be out of flex time may include: to complete make up work with a teacher (homework, quiz, test); to receive extra help with a teacher; to go to the counseling office; to go to the media center for independent study; to talk with an administrator; to participate in other teacher directed or club sponsored activities such as selling tickets, fundraising or advertising a school event

## **GRADUATION REQUIREMENTS**

The Georgia Board of Education establishes graduation requirements for all students in public schools. The Fulton County School System bases its requirements on the state requirements. Local school systems must meet state requirements, but may go beyond those requirements. Please see your designated counselor for specific information.

## **HONOR CODE**

Honesty is expected of all students at Milton. All students and their parents will sign a copy of the Eagle Honor Code at the beginning of the year. Cheating in any one of the following areas will result in a grade of zero on the assignment and an Honor Violation Form being placed in the discipline folder. Several clubs, organizations, and prospective colleges and universities consider honesty and integrity as a characteristic required for acceptance. Any Honor Code Violation may result in ineligibility for some clubs and organizations. The possibility exists that colleges will request honor code violations and, if requested, this information will be provided by the school.

**Test-taking:** giving or receiving information from any unauthorized source

**Homework:** copying any item of another's work or allowing another student access to one's work

**Plagiarism:** failing to document or cite sources properly

## **IDENTIFICATION**

Students must carry their Milton picture IDs with them at all times while on the school premises or while at school-sponsored activities. Failure to identify oneself properly to school personnel may result in administrative discipline being assigned.

## **LOCKERS**

Each student may rent a locker for the storage of books and equipment. Students should not share their combination. The school is not responsible for the loss or theft of items from lockers. All lockers are school property and remain at all times under the control of the school. School authorities, without the student's consent and without a search warrant, may conduct periodic inspection of lockers if reasonable suspicion of any wrongdoing exists.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the Attendance Office or Clinic. Items can be claimed before or after school.

## **MATERIALS DISTRIBUTION**

Milton High School has a "closed forum" relative to the distribution of materials. It is for this reason that flyers, brochures and/or other materials may not be handed out on campus prior to, during or following the school day. We do provide school clubs and organizations a restricted opportunity to promote membership or share appropriate information during "Club Fair" days. This event is usually held before school and at the beginning of the school year. Such events are

held during student lunch hours. Clubs and school approved organizations may distribute flyers, brochures or other promotional materials during this designated period only.

### **MEDIA CENTER**

The Media Center is open before and after school. During school hours students may use the Media Center unaccompanied by their classroom teacher if the teacher issues an official Media Center Independent Study pass. In order to gain entrance to the Media Center using a pass, the student **MUST** have a current Milton High School ID in his possession. Failure to present a current ID will result in Media Center admission being denied. No food or drink is allowed in the Media Center. The student's photo identification card is *required* to check out materials and use computers. Additional Media Center policies will be posted in the Media Center.

### **MEDIA RELEASE**

Media release forms are found in the "Code of Conduct and Discipline Handbook" which will be distributed to the students at the beginning of school. Parents should return the forms to school with an indication as to whether or not they want their child photographed or interviewed during the school year.

### **MEDICATION**

If medication (**prescription and non-prescription**) must be given during school hours, an Authorization To Give Medication At School form must be completed. These forms are available in the clinic. An authorization form must be filled out each school year. The administration of medication to students is recognized as a responsibility of the **nurse on site at your school** when prescribed by a licensed prescriber (*Georgia Registered Nurse Practice Act* section 43-26-30 through 43-26-42). Therefore, Fulton County Board of Education policy permits **only clinic and specifically designated staff members** to administer medication to students. In certain cases, students are permitted to carry medication for self-administration within proper guidelines. More information about these guidelines may be obtained from the nurse on site.

Medications, both **prescription and non-prescription**, must be in the original labeled container (no baggies, foil, etc.). Parent/guardian must provide specific instructions, as well as the medication and related equipment to the principal or clinic personnel. It will be the responsibility of the parent/guardian to inform the school of any changes. New medication or new doses will not be given unless a new form is completed. Any unused medication will be disposed of unless picked up within two days of the end of the school year.

School employees will not assume any liability for supervising or assisting in the administration of medication. Students may not give or sell medication to other students or discipline will occur.

### **NATIONAL HONOR SOCIETY**

Junior and senior students who meet the required standards set by the national office in four areas of evaluation (scholarship, leadership, service, and character) will be invited to join the Milton Chapter of the National Honor Society. Membership in the national organization represents both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Selection to NHS offers the student an

opportunity to continue and expand an established leadership role. If selected, the student ***will be expected to be an active participant in the local organization.***

**For the scholarship criterion**, an average of 92 will be necessary on the first day of the fall semester of the junior year.

**Leadership** may be demonstrated in both the school and community. Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea contributors, dependable, and persons who exemplify positive attitudes.

**Service** is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.

**Character:** A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship. In addition, it can be said that the student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls and general policy.
- Regularly shows courtesy, concern and respect for others.
- Observes instructions and rules. Is punctual.
- Manifests truthfulness in acknowledging obedience to rules, avoids dishonesty, and demonstrates a high degree of personal integrity.

Interested students will be asked to complete a Student Activity Information Form to provide the Faculty Council with information regarding the candidate's leadership, service background, and experience.

Faculty evaluation forms will also be used to determine a candidate's strength. A faculty selection committee will make final recommendations. Those students selected for membership will be invited to attend an induction ceremony to be held in the fall.

## **NIGHT SCHOOL**

Night school is held at Independence High School. There, four nine-week sessions are held during the year. It is possible to earn 4 credits per year. Additional information may be obtained from any Counseling Office.

## **PARENT CONNECT**

Milton now has the capacity to provide parents an opportunity to access student information on-line with ***ParentConnect***, a new software program that allows parents to view the attendance, discipline, and grades earned for their child. One feature allows parents to receive instant e-mails about absences, discipline, and failed grades received by their child. If you have Internet capability, and are interested in having such direct access, you may begin the process by pre-

registering on-line. Simply go to the website at <http://miltonpc.fultonschools.org>. Click on “register” and enter requested data. After you have completed the form, click “submit.” Passwords will be processed immediately. Because of security reasons, you will need to bring a picture ID (driver’s license) so we can release your own unique password. We will also furnish information on how you can change the assigned password to one of your choosing. Once you have your password, you will be able to return to the *ParentConnect* website and login to view your child’s school information.

## **PARKING**

Parking permits will be issued as a **senior** privilege. The cost for parking is **\$100.00** per year or **\$50.00** per semester.

- Only seniors who possess a Class C or D driver’s license will be issued a permit.
- Valid permits must be displayed in the proper place. If a valid permit is not displayed on an automobile parked on campus, it will be booted. Removal of the boot will cost \$50.00.
- Seniors who qualify for a parking permit must present a valid driver’s license and registration for the car before they will be allowed to purchase a parking permit.
- Parking permits are non-transferable. Anyone found buying, selling, exchanging, altering or counterfeiting permits or leaving campus without permission will have their parking privileges permanently revoked and will be subject to suspension with no parking fees refunded. This rule includes temporary permits.
- Confederate or other inflammatory automobile accessories are not permitted. Additional information about parking fees and policies will be available at the beginning to the school year.
- Temporary permits will only be issued to seniors who have a permit to park on campus.
- Those who park illegally, or who violate campus traffic laws may be booted. **NO parking hardships will be accepted this year. If you have a medical hardship, you should attempt to obtain a STATE HANDICAPPED PARKING PERMIT.**

## **POSTER GUIDELINES**

For the purpose of this document flyers are 8 ½” x 11”, posters are larger than 8 ½” x 11” up to 3’ x 4’, and banners are greater than 3’ x 4’. The Principal, or designee, must approve all posters, flyers, or banners. A copy of the flyer or a description of the poster or banner should be submitted to Mr. Cliff Jones or placed in his mailbox. Approval/denial will be returned to the club/organization sponsor within 24 hours. Upon approval, flyers may be duplicated or posters/banners may be created and posted. Items put up without approval will be discarded. No poster, flyer, or banner will be approved if the content is determined to be inappropriate. No poster, banner, or flyer will be allowed which fosters commercial ventures by out of school groups or institutions. The maximum number of posters, flyers, or banners will be limited to 15.

## **PROGRESS REPORTS**

Grading periods will end every six weeks. Report cards will be distributed at the end of each semester. Credits will be earned at the end of each semester. Grades are a means by which a student’s academic progress is communicated by the teachers to the student and parent. The

policy for each teacher is contained in the course syllabus issued by each teacher the first week of the semester. Parents as well as students should familiarize themselves with each teacher's policy. Parents should also make frequent inquiries about student progress by registering and utilizing **ParentConnect**. Many teachers have students record each grade they earn to keep them apprized of their progress. Parents are encouraged to have a teacher call if there is concern about a student's academic progress. Parents may have a teacher call by sending a note by the student or leaving a message at school or by sending an e-mail. When a student's progress falls below passing at any point during the semester the teacher will make every effort to make the parent aware of the deficiency.

### **PROMOTION/RETENTION**

Students will **STAY WITH THEIR CLASS** for all school activities for their freshman year only. The number of credits the student earns will determine homeroom assignments beyond the freshman year. To be promoted to the next level, freshmen must have earned five credits, sophomores must have earned 10 credits, and juniors must have earned 16 credits. **Once the school year has begun, homeroom assignments will only be changed if a student is moving from a junior to a senior homeroom.** Students who do not complete high school within the traditional four years shall be classified as fifth year seniors and, after a conference including the student, parent(s)/guardian(s), and appropriate school staff, they will be assigned to the alternative school if this is deemed to be in the best interest of the students. ***It should be noted that a student must complete all graduation requirements before he/she may participate in graduation exercises.***

In order to earn a diploma from a Georgia public high school, a student must pass all five components of the Georgia High School Graduation Test. Students take the test for the first time in the spring of their junior year. Students who do not pass the test during their junior year are responsible for retaking the failed portions at a later date. The five parts of the GHSGT include English, mathematics, writing, social studies, and science.

### **RECOVERY**

The purpose of the Fulton County Recovery Policy is to afford students who attend school regularly and complete their work the opportunity to learn the objectives they did not learn on the first try. In other words, students have the opportunity to recover those objectives. Recovery opportunities will be allowed if a student's performance indicates a significant decline in achievement or a failing cumulative grade. Recovery work must be directly related to the course objectives. **All recovery must be student initiated.**

### **SCHEDULE CHANGES**

To help insure that all students have the opportunity to take the appropriate classes, schedule changes may only be granted for one of the following reasons:

- Student has had the teacher previously and has failed the class
- Student has already received credit for the course
- Student was placed at the incorrect level
- Student has not completed the necessary prerequisite
- Student needs the class to graduate

Schedule change requests for the above reasons **must be submitted to the counseling office by a teacher or administrator and must be done within the first 5 days of the semester.** Requests to change electives, specific periods, and/or lunch periods will not be considered. Students should remember that placement in AP classes constitutes a year-long commitment. Failure to complete summer reading is not a reason to be removed from APs. Summer reading grades will be figured into first semester grades.

If your request for a schedule change is due to a problem with the teacher, the following procedure should be followed before a change will be considered:

1. Parent/student requests a conference with the teacher to discuss concerns and to seek a resolution.
2. If this is not successful, the parent/student will request a conference with the teacher and the department head to resolve any concerns.
3. If this effort does not resolve the issues/concerns, the student/parent may submit, in writing, details of the concerns and the remedy sought. Such letter should be submitted to the administrator for said teacher's academic department.

### **SUMMER SCHOOL**

Summer school is offered between the end of the Spring Semester and the beginning of the Fall Semester. Several core courses and limited electives are offered. Contact your counselor after Spring Break if you are interested.

### **TELEPHONES**

Front office phones may be used by students during the day if 1) they have a pass from their classroom teacher to go to the front office and 2) they obtain permission from office personnel to use the phone. Students using the phone during class without permission will be disciplined. **Front office phones may be used before or after school.**

### **TEXTBOOKS**

Students will be charged the replacement price of books under the following circumstances: failing to return the book that was issued or damaging a book so badly that it cannot be re-issued. Students are required to clear all textbook and media obligations at the end of each semester. Students with outstanding textbook obligations may be prevented from receiving grades, or, if seniors, from receiving a diploma.

### **TITLE IX**

It is the policy of the Fulton County Board of Education not to discriminate on the basis of sex in its educational programs, activities, or employment as required by Title IX of the 1972 Educational Amendments. Students are thus protected from discrimination in all areas and

aspects of school life. If you believe that you have been discriminated against on the basis of sex, you may go the Main Office and make a claim that your rights have been violated.

**Sexual Harassment:** A student should inform a teacher, counselor, or administrator immediately if he/she believes that he/she is receiving unwanted comments, touching, or sexual advances.

**Harassment or Acts of Bigotry:** A student shall not insult, intimidate, or harass any person by committing any act of bigotry (directed toward another person's race, ethnic heritage, religion, national origin, age, sex, disability, or economic status) that would tend to cause substantial disruption of the educational setting or school activity. Teasing and taunting are also prohibited.

## **VISITORS**

Students may not have visitors at school. All other visitors or guests who have official business are required to sign-in at the Front Office, register their vehicle, and wear a badge on school premises.

## **WITHDRAWAL FROM AP/HONORS AT MIDYEAR**

Enrollment in advanced placement and honors classes is a privilege. We highly recommend that students take the most challenging and rigorous academic opportunities available. The College Board strongly supports student enrollment in such programs. Colleges and universities typically expect applicants to take several such courses in their high school career. It is important to note that when a student registers for such a course, he/she is making a commitment for the entire year.

On occasion, despite their best efforts, students encounter frustration and failure in such classes. Typically, when this occurs, we receive a request from the student/parent to withdraw at the end of the first semester. Outlined below is the protocol required for consideration of such a request:

1. Prior to consideration of any withdrawal, the student must be earning a 75 or below cumulative numerical grade (prior to the addition of any "quality points" awarded for taking advanced AP courses) in the course.
2. The student/parent must participate in a meeting with the teacher of the course and the student's counselor for the purpose of discussing the rationale for any withdrawal.
3. If the teacher, counselor, student and parent are in agreement that it would be best to withdraw, the request will be approved.
4. An appeal may be made to the designated administrator.

## **BUILDING SECURITY**

The building will be secured at 5:00 p.m. each day. Students who remain in the building at that time must be under adult supervision or involved in a school-sanctioned activity.

## **MHS Mission Statement:**

The MILTON HIGH SCHOOL Learning Community provides a safe, supportive, and challenging learning environment that fosters academic and personal excellence for all students as they prepare to succeed in the 21<sup>st</sup> century.

*We believe:*

- Every person has value and deserves respect
- Every student can learn and achieve
- Every student has a responsibility for learning
- Every teacher promotes high academic standards and motivates/supports students to succeed
- A safe environment is vital to learning
- A partnership among teachers, parents and stakeholders increases learning