

Student Handbook 2011-12



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The administration reserves the right to amend or append this document at any time. Any such change will be communicated promptly.

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SECTION 1 - STUDENT INFORMATION

1.1 ADMINISTRATION

Cliff Jones	Principal
Paula Thompson	Curriculum Assistant Principal
Jamie Dixon	Assistant Principal for Class of 2012
Rich Spierto	Assistant Principal for Class of 2013
Heidi Ballog	Assistant Principal for Class of 2014
Sandy Owens	Assistant Principal for Class of 2015
Lorrie Bearden	Admin Assistant & SST/504 Chair

1.2 COUNSELORS

(Students are assigned to counselors by alphabet)

Cindy Sabula	A – CL
Stephen Robinson	Co - Go
Curtisa Johnson	Gr - Kr
Normandee Kinard	Ku – Os
Missy Marsh	Ov – Se, Dept. Chair
Michele Harding	Sh - Z
Hanna Kim	Graduation Coach

1.3 MHS MISSION STATEMENT

The MILTON HIGH SCHOOL Learning Community provides a safe, supportive, and challenging learning environment that fosters academics and personal excellence for all students as they prepare to succeed in the 21st 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

SECTION 2 - ACADEMICS

2.1 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 (Test taking, homework, or plagiarism) 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.

Honor Code violations can be issued for but not limited to the following incidents:

- A. Plagiarism
- B. Seeking unauthorized assistance
- C. Granting unauthorized assistance
- D. Using technology in a manner that gives unauthorized assistance

2.2 MILTON HONOR CODE

I understand that academic integrity creates a strong academic and ethical environment at Milton High School. I pledge that I will be personally responsible for upholding the values of academic integrity by being honest and not tolerating academic dishonesty.

2.3 COMPUTER POLICY

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.

2.4 GRADES/ GRADING SCALE

In 1986, the Georgia State Board of Education adopted a statewide grading policy which stated that only numerical grades would be used in reporting students' final grades. In addition, 70 was established as passing for all state schools. In accordance with this policy the Fulton County Board of Education established the following grading scale:

Fulton County Grading Scale

90 and above = A	W /(1-100) Withdrew/Pass or Fail
80-89 = B	NG - No Grade
70-79 = C	INC - (Incomplete)
Below 70 = F	

2.5 PROGRESS REPORTS

Grading periods will end every six weeks. Report cards will be distributed to students 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 *Home Access Center*. Many teachers have students record each grade they earn to keep them apprised 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.

2.6 GRADUATION REQUIREMENTS

The Board of Education recognizes the importance of assuring a challenging educational opportunity for each student. This goal is supported by quality secondary school programs which promote personal development, academic growth and career preparation. Such programs are based on a broad, flexible curriculum which addresses each student’s needs, interests and abilities.

The Board defines as a major role of secondary schools the responsibility for providing the youth of the school district with opportunities to acquire and to apply basic skills necessary for contemporary adult life. Such skills are defined as those which enable one to address effectively and efficiently the decisions and opportunities presented in a free society.

Secondary school instructional delivery and support services reflect the high school graduation requirements and assist each student to develop the student's unique potential to function in contemporary society. The Board of Education will enforce and adhere to all State graduation requirements as detailed in law and in State Board of Education Rules.

Student in the class of 2012 and beyond shall become eligible for graduation when the following graduation criterion is met:

- ✓ **23 units of credit have been completed:**
 - 4 – Units of English
 - 4 – Units of Science
 - 1 – Unit of Health & PE
 - 4 – Units of Electives
 - 4 – Units of Math
 - 3 – Units of Social Sciences
 - 3 – Units of CTAE and/or World Lang and/or Fine Arts
- ✓ **State assessment requirements have been met.**
- ✓ **Attendance requirements have been met.**

2 Types of Diplomas

1. **High School Diploma** - This document certifies that students have satisfied attendance, unit credit and state assessment requirements.
2. **Individualized Education Plan (Special Education Diploma)** - The Special Education Diploma is awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements or who have not completed all of the requirements for a high school diploma but who have nevertheless completed the Individualized Education Program (IEP).

2.7 GEORGIA HS GRADUATION TEST (GHSGT) AND END OF COURSE TEST (EOCT)

There are two cohorts of students:

1. ***Entering 9th grade in 2011-12***
 - a. The EOCT will be **20%** of the course grade – students must pass the course to receive credit
 - b. Pass the GHSGT-Writing
 - c. Do not take GHSGT content areas
2. ***Entering 9th grade July 2008 through June 30, 2011***
 - a. The EOCT will remain 15% of the course grade
 - b. Pass the GHSGT-Writing
 - c. The option for these students permits flexibility to allow a passing score on one EOCT per subject to serve as an alternate demonstration of the GHSGT passing score
 - i. Pass one EOCT in each of the four content areas or the corresponding GHSGT content area

2.8 MAKE UP WORK

Parents and students are encouraged to request make-up work for any length of absence. The school will make every reasonable effort to provide make-up work within an appropriate time period.

Milton students are encouraged to establish systems by which students can contact other students in their respective classes to get class assignments and homework in case of absence. Parents may request assignments in person, by phone, or by letter at least one school day in advance of picking up the requested assignments. The Attendance Office is responsible for gathering assignments for students with long-term absences.

2.9 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.*

Scholarship, 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.

2.10 PROMOTION/RETENTION

Promotion/Retention is based on a student's year of graduation.

Class of 2012 and beyond:

Sophomore	5.0 credits
Junior	11.0 credits
Senior	17.0 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.*

2.11 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.

2.12 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 on the appropriate schedule change request form with a parent's signature and must be done within the **first 10 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 an issue 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.

2.13 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.

2.14 TESTS

Students are not required to take more than three MAJOR tests on the same day. Students scheduled for four or more tests on the same day should see their administrator no later than the day before the tests. Teachers will be notified in writing by an administrator if permission to reschedule a test has been granted.

2.15 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 center 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.

2.16 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.

2.17 VALEDICTORIAN/SALUTATORIAN

To be eligible for the honor of Milton Valedictorian or Salutatorian, a senior must have been an enrolled member of the high school during the five consecutive semesters prior to the date of graduation (fall semester of sophomore year to the fall semester of the senior year). The valedictorian will be the senior with the highest cumulative numerical average at the end of the first semester of the senior year. The salutatorian will be the senior with the second highest cumulative numerical average at the end of the first semester of the senior year. The grades listed on the student's official transcript will determine the student's grade point average.

SECTION 3 - STUDENT BEHAVIOR

3.1 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 & is on the FC website at www.fultonschools.org.

3.2 BEHAVIOR 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 3:40 – 4:40 p.m. and on Wednesdays and Thursdays from 7:20 am – 8:20 am.

Lunch Detention: Students will be assigned lunch detention during their flex time, Monday - Friday, by the administrator with parental consent.

ISS: Students are held in a self-contained setting for the entire day. There, they receive regular classroom work from their teachers. Failure to follow ISS rules may result in OSS. Work program students may not be excused.

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.

3.3 CELL PHONES/ELECTRONIC DEVICES

Laser pointers, cell phones, pagers, and other electronic devices **may not be used** during the school hours of **8:25 a.m. - 3:35 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 may have the item confiscated until the end of the semester. It is the student's or parent's responsibility to retrieve the student's grade level office. The school is not responsible for lost or damaged personal property of this nature.

3.4 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
- No cheerleading shorts, Softe or Softe like shorts are permitted.
- Garments that are too revealing are not appropriate.
- 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:

1st violation Warning, contact of parents and change of clothes

2nd violation Public Detention, contact of parents and change of clothes

3rd violation ISS

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

3.5 FLEX TIME/STUDY HALL GUIDELINES

Students should have a pass when leaving the classes for legitimate reasons. Students should have a pass indicating time, date, destination and reason when returning to or leaving their study hall classrooms. Student's should without a pass are subject to a discipline referral.

3.6 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 ANY school personnel may result in administrative discipline being assigned.

3.7 FOOD & BEVERAGES

Vending machines are available for student use. Students should take responsibility for properly disposing of all drinks and food wrappers. All food should be consumed in the cafeteria.

3.8 IN SCHOOL SUSPENSION (ISS)

The purpose of the in-school suspension program is to provide an alternative to the standard practice of sending a student home from school. The student assigned ISS will be removed from regular classes and is not eligible for participation in any after-school activities on the days he/she is assigned ISS. He/she will be placed in a special classroom setting under close faculty supervision. The student is not allowed contact with other students and only minimal contact with the instructor. The student is required to work on assignments sent by their classroom teachers. Administrators assign students to the ISS program. The student is responsible for work missed while in ISS and must turn it in the day he/she returns to class or he/she will receive no credit for that assignment. Students who misbehave in ISS may be suspended out-of-school. Parents will receive written or verbal notification before admission to the ISS program.

3.9 PROFANITY

The expression of profane, vulgar, abusive, or suggestive language on school property is strictly prohibited. Such language will result in an administrative discipline.

3.10 HALL PASS

Any student who is out of her/his classroom during a class period must carry a hall pass/agenda issued by a school official. Student assistants will be expected to carry a hall pass when on official business for an administrator or department.

3.11 DISPLAYS OF AFFECTION

The students of MILTON High School are expected to refrain from excessive displays of affection while at school.

SECTION 4 COMMUNICATION

4.1 ANNOUCEMENTS

Announcements are made during the flex time/study hall each day by the teacher. Students must remain seated and quiet during the reading of the announcements. Afternoon announcements are made only in the event of an emergency and unexpected changes such as bus changes and cancellations.

4.2 HOME ACCESS CENTER

Milton has the capacity to provide parents an opportunity to access student information such as attendance, discipline, and grades earned for their child online with *Home Access Center*. One feature allows parents to receive instant emails about absences, discipline, and failed grades received by their child. Parents can register for Home Access Center on the Milton HS website at <http://www.miltonhighschool.com> under Quick Links then Parent Links then Home Access Center. Passwords can be obtained in 1380 approximately two days after completing your registration. Due to 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 *Home Access Center* website and login to view your child's school information.

4.3 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 during the lunch period at the beginning of the school year. Clubs and school approved organizations may distribute flyers, brochures or other promotional materials during this designated period only.

4.4 MEDIA RELEASE

Media release forms are found in the Fulton County Code of Conduct and Discipline Handbook which is distributed to the students at orientation and the first days 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.

4.5 MESSAGE TO STUDENTS

Due to the number of students enrolled at Milton, messages will not be delivered to students. This is an inconvenience and causes disruption to both students and teachers. Emergency messages to students will be limited to the following: (a) notification of death, serious illness, or disaster in the family, (b) medical appointments that have been unexpectedly changed, (c) an unexpected change in work schedule by employer when a student is enrolled in a co-operative work program. **Parents, please do not call or text your students on their cell phones during school.**

4.6 POSTER GUIDELINES

The Principal, or designee (Lorrie Bearden), must approve all posters, flyers, or banners. A copy of the flyer or a description of the poster or banner should be submitted to Ms. Lorrie Bearden or placed in her 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. **No hand bills will be approved.**

4.7 STUDENT RESPONSIBILITY FOR SCHOOL AND HOME

Students are expected to share written notes, messages, report cards and other documents with their parents.

4.8 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.

SECTION 5 ATTENDANCE

5.1 CALLING IN: Parents (NOT students) must report absences by 9:00 a.m. the SAME days as the absence. Parents may call 770-740-7004 or 770-740-700 ext 142 and may leave a voice mail message.

5.2 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. Planned absences for more than 2 days must be approved by the principal with at least three days' notice.

5.3 Unexcused Absences:

Students are encouraged to request missed work due to an unexcused absence. Students or parents may contact teachers via e-mail. Make-up work following an unexcused absence will be penalized by 10% each day.

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.

This school does not recognize and/ or sanction in any form a Senior Skip Day. Students who participate in such an event or activity will be credited with unexcused absences.

5.4 Checking in:

If a student is late to school but arrives during first period, proceed to first period. If you are arriving to school after 1st period, proceed to the Attendance Office to check in.

5.5 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 multiple contact and emergency numbers so that 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.

5.6 Leaving Campus:

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

5.7 Tardy 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: 1st Tardy: Warning, 2nd Tardy: Parent contact, 3rd Tardy: Private detention, and 4th Tardy or more: Office referral.

5.8 FINAL EXAMS MAKE UPS:

Principal Cliff Jones 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%).

5.9 ATTENDANCE AND THE DEPARTMENT OF MOTOR VEHICLE SAFETY (DMVS)

DMVS School Attendance Requirements: 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 in the current academic year.

5.10 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 (EOCT).

SECTION 6 STUDENT ACTIVITIES

6.1 ATHLETICS

All questions about athletics should be directed to Craig Bennett, Athletic Director 770-740-7000 x 144, BennettC@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.

6.2 CLUBS AND ORGANIZATIONS

Milton offers a variety of clubs and organizations and encourages both students and faculty to be involved. Please look at miltonhighschool.com for a list of clubs and organizations under the “Organizations” tab.

Students may take an active part in student clubs and organizations. Only clubs and organizations which do not discriminate based on race, color, national origin and religious affiliation will be chartered by the Student Government and be approved. All approved organizations must have a faculty sponsor.

Student-initiated organizations which exist to foster or advocate religion will be allowed to use school facilities for meetings before or after the school day in accordance with the Equal Access Act. A staff member must be present at all meetings.

6.3 POLICIES FOR SCHOOL SPONSORED ACTIVITIES

Fulton County Board of Education policies are in effect for all students at any school-sponsored activity. This includes any event that may take place on or off the Milton campus. These policies govern behavior of students involved in athletic and academic events, co-curricular and extracurricular activities, field trips, or any additional school-sponsored event.

6.4 DANCES AND SOCIAL ACTIVITIES

Attendance at dances and social functions is restricted to Milton High School students only, unless a date has been registered in advance with an administrator. The sponsoring organizations are responsible for the proper conduct of all persons at the activity. Appropriate dress will be established by the sponsor/ administration prior to the dance. All school/ system behavior policies will be enforced.

6.5 FUND RAISING ACTIVITIES

All fund raising and sales activities must have prior approval from the principal, Mr. Jones. Personal solicitation of sales for fund raising by students is prohibited by the Fulton County Board of Education.

6.6 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 to 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.

SECTION 7 GENERAL INFORMATION

7.1 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. Parents are not permitted to bring food to their student.

7.2 CLINIC

Our Clinic is open from 8:00 a.m. to 4:00 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.

If you have a medical condition, please complete the appropriate paperwork which you can find under forms on the school website under the “Departments” tab. This paperwork must be updated every year. If possible, it is best to do this over the summer so that we have the necessary information to care for your student and any required medication at the beginning of the school year. Please remember that any prescription medication form must also be signed by the prescribing physician.

Any medication stored in the clinic must be picked up on or before the last day of school. Any medication left in the clinic after that will be disposed of in accordance with FCBOE medication policy.

If you have any questions or would like to set up an appointment to discuss your student's health care needs, please call Kim Mirabella at 770-740-7000 Ext. 143 or email me at MirabellaK@fultonschools.org.

If medication, **prescription or 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 and on the MHS website. An authorization form must be filled out each school year. 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.

New Guidelines for Carrying Over-the-Counter Medications:

Per new FCBOE Guidelines, high school students may carry over the counter medications in the following categories with them during the school day, field trips or other school-related activities. ALL MEDICATIONS MUST BE IN THEIR ORIGINAL CONTAINER.

- Acetaminophen
- Antacids
- Aspirin
- Cough or throat lozenges
- Ibuprofen
- Midol
- Oral antihistamines

Please read over the FCBOE Medication Guidelines December 2010 document for policy and procedure with regard to medication administration and storage for all over the counter medications, prescription medications and rescue medications. If you have any questions regarding these new policies, please contact Kim Mirabella in the Milton High School Clinic at extension 143 or email Mirabellak@fultonschools.org.

7.3 LOCKERS

Each student may rent a locker (\$10.00) 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.

7.4 LOST AND FOUND

Students who find lost articles are asked to take them to the Attendance Office. Items can be claimed from the faculty cafeteria.

7.5 MEDIA CENTER

The Media Center is open 7:30 a.m. to 5:00 p.m. During the school day, if not with a class, students may access the media center by having a pass from their teacher AND their required photo ID cards which are issued at the beginning of the school year. This card is also required to checkout books. Students are responsible for all materials checked out on their card. Students may not check out books for other students.

The Media Center is also open during lunch. Students may enter through the cafeteria access doors without a pass or ID card. Students are encouraged to eat lunch first because once entering the media center students must stay the remainder of the period.

Media Center Policies

1. Book loan time is 2 weeks. Books can be renewed. Overdue fine is \$.15 per school day.

2. Reference materials may be checked out after 3:00 p.m. and are due back prior to first period the next morning. Overdue fine is \$2.00 per day.
3. Students are required to pay for damaged and/or lost books.
4. No food or drink is allowed. (water bottles are acceptable)
5. Copies and computer printouts are \$.10 per page.
6. Fulton County Board of Education Computer Usage Policies must be followed. Failure to do so will result in loss of privileges.
7. Replacement ID card can be purchased for \$5.00.
8. All accounts must be cleared with the Media Center before withdrawing or graduating from MHS.

7.6 PARKING

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

JUNIORS: Parking will be issued via a lottery system during the second week of school. Junior parking is extremely limited.

- 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.
- NO parking hardships will be accepted. If you have a medical hardship, you should attempt to obtain a STATE HANDICAPPED PARKING PERMIT.

7.7 PERSONAL PROPTERY

Students are expected to bring to school only the items of personal property necessary for class participation and extracurricular activities. Items considered potentially dangerous or disruptive of school procedures will be confiscated. This includes but is not limited to skateboards, iPods, and basketballs. Student theft will be severely dealt with by the administration. Students are especially encouraged not to bring valuables and large sums of money to school. Students who participate in physical education should have a lock on the assigned gym locker to insure security of personal property. Valuable items should not be left unattended.

7.8 VISITIORS

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.

7.9 WORK PERMITS

A work permit is required for any student under the age of 18 who works outside of school. These may be obtained from the student's employer or in your administrator's office.

7.10 MILTON HIGH SCHOOL FIGHT SONG

Milton Eagles, conquer the field, rack up the points to finish the deal!
 Milton Eagles, courageous and true, fight on you red, white and blue!
 Go! Go! Go!
 On to vic'try, pump up the fans! Stomp your feet, clap your hands.
 Strike up the band, Hey! War Eagles win for us all, spirit of Milton High.



7.11 PARENTS' RIGHT TO KNOW

In compliance with the requirements of the *No Child Left Behind* statute, Fulton County Schools informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- ◆ whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- ◆ whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- ◆ the college major and any graduate certification or degree held by the teacher;
- ◆ whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal at 770-740-7000.