



## **Parent & Student Handbook**

# **Milton High School**

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Milton, GA 30004

Phone: 470-254-7000

Fax: 470-254-2888

[www.miltonhighschool.com](http://www.miltonhighschool.com)

## **QUICK REFERENCE LIST**

**Principal:** Brian Jones

**Principal's Professional Assistant:** Jennifer Enright

**Assistant Principal:** Monica White - 9<sup>th</sup> Grade Administrator

**Assistant Principal:** Maria Jiram - 10<sup>th</sup> Grade Administrator

**Assistant Principal:** Olga Glymph - 11<sup>th</sup> Grade Administrator

**Assistant Principal:** Rich Spierto - 12<sup>th</sup> Grade Administrator

**Administrative Assistant:** Marvin Fullilove

**Athletic Director:** Kory Keys

**Clubs /Organizations:** Bridgitte Hatfield

**Director of Guidance:** Tiffany Harrison

**Counselor of A - Ci:** Casey Lahman

**Counselor of Cl - G:** Christine Hoglander

**Counselor of H - Li:** Samantha Latham

**Counselor of Lo – Pen** Anna Rhodes

**Counselor of Per - S:** Blaze Wilson

**Counselor of T - Z:** Tiffany Harrison

**School Psychologist:** Robert Shultz

**School Social Worker:** Damien Bentley

**Attendance Clerk:** Kristen Luther

**Registrar:** Amy Barr

**Data Clerk:** Brendan Adams

**Records Clerk:** Tricia Mueller

**Instructional Support Teacher:** Cheryl Jones & Sarah King

**RTI Coordinator** Missey Hall

**SST/504:** Donna Solomon

**Campus Security:** Chris Dove

**Student Police Officer:** Jason Cash

**Virtual School Liaison:** Kelly Bendall

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# STAFF CONTACTS

AREA	CONTACT	EMAIL
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Registrar	Amy Barr	<a href="mailto:barral@fultonschools.org">barral@fultonschools.org</a>
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Gifted Department Chair	Renee Denney	<a href="mailto:DenneyR@fultonschools.org">DenneyR@fultonschools.org</a>
School Police Officer	Jason Cash	<a href="mailto:CashJ@fultonschools.org">CashJ@fultonschools.org</a>

# Milton High School HANDBOOK

*This is an abridged version of Fulton County Policy. For an in-depth explanation and further information, please see policy and procedures at [www.fultonschools.org](http://www.fultonschools.org).*

## ABSENCES & ATTENDANCE

### Absences

To report a student absent, FCBOE mandates a parent or guardian will submit a note with the student's name, grade, date of absence, reason, and parent/guardian signature. The note needs to be turned in within five (5) days of the student's return to school. Notes can be physically submitted to the attendance office or emailed to [lutherk@fultonschools.org](mailto:lutherk@fultonschools.org)

### Checking Out

To reduce classroom interruption, we would like to remind our students and parents of the Milton High School checkout procedures. If you need to check-out your student for any reason, please follow these steps:

- A parent provides a written note including the student's name, grade, reason and time of dismissal. Upon arrival at school, the student brings the note to the attendance office. The student will be given a check-out pass. ***This is the preferred method of check-out.***
- If an early dismissal note is not provided in the morning, a student may be called to the front office for check-out ***only when the parent/guardian or emergency contact arrives in the front office with a government issued ID (driver's license, passport, Fulton County employee ID).*** ***This method can take up to 10-15 minutes.***
- You may be asked to wait until a class change to check out your child.
- Any student who leaves campus without following these procedures will be marked unexcused and may face an administrative consequence.

Your cooperation with this procedure is requested as it minimizes interruptions to classroom instruction.

***Milton High School will accept 10 parent notes to excuse an absence.*** In order to excuse any absences thereafter, a doctor's note may be required.

**Students will not be checked out after 3:00 PM.**

### Checking In

Students who come to school after school begins must stop at the attendance office and check in. The student will need a parent or guardian note, doctor note, or parent/guardian in person. Excuse notes should include the student's name, grade, reason for being late and the date, as well as parent/guardian signature.

#### **Pre-Approved Absence**

Fulton County Schools allows for pre-approved excused absences not exceeding a cumulative total of six (6) days per school year for the following reasons:

- Scholarship interviews/college visitations
- Sports travel
- Travel opportunity with educational benefits
- Graduation or wedding of an immediate family member
- Specialized, supplemental, or extracurricular experience
- Other circumstances that are mutually agreeable to the parent and principal
- Requests for pre-approved absences must be submitted to the grade level administrator at least 5 days prior to the requested absence date.

## Tardy Policy

School begins at 8:20AM and ends at 3:30PM.

Students are to be IN THE CLASSROOM BY 8:20AM or they are considered tardy to school.

Attendance will be taken DAILY by teachers. Tardies will be handled by an Administration. Tardies are considered globally and are NOT counted by individual periods. Tardies reset at the beginning of each semester.

See the following matrix below for consequences of tardies:

Tardy Consequences	
*COUNTS FOR UNEXCUSED TARDIES ONLY	
*HANDLED BY ASSISTANT PRINCIPAL	
<b>5 TARDIES:</b> Administrative conference & phone call home	
<b>8 TARDIES:</b> Administrative detention & phone call home	
<b>10 TARDIES:</b> Administrative detention & phone call home	
<b>12+ TARDIES:</b> Student may be placed in higher tier for behavior modification including in school suspension (ISS) or out of school suspension (OSS).	

## ATHLETICS/CLUBS/EXTRACURRICULARS

Milton High School offers varsity athletics for 26 different teams, ranging across the fall, winter, and spring seasons. Many of these teams also support junior varsity and freshman teams, which serve as developmental levels for their respective sports. For a student to be eligible to participate, they must be academically eligible by GHSA standards and complete a physical examination. Please visit the Milton High School website and navigate to "Athletics" to find all official documents to prepare your student for competition.

## BELL SCHEDULES

### 2024 – 2025 BELL SCHEDULE

"A" SCHEDULE	PERIOD	START TIME	END TIME
	1	8:20	9:17
	2	9:22	10:19
	3	10:24	11:21
	4	11:26	12:23
	5	12:28	1:25
	6	1:30	2:27
	7	2:32	3:30
MONDAY & FRIDAY			
"B" SCHEDULE	PERIOD	START TIME	END TIME
	1	8:20	9:13
	2	9:18	10:40
	3	10:45	11:38
	4	11:43	12:36
	5	12:41	1:34
	6	1:39	2:32
	7	2:37	3:30
TUESDAY / WEDNESDAY / THURSDAY			
"C" SCHEDULE	PERIOD	START TIME	END TIME
	1	8:20	9:13
	2	9:18	10:10
	<i>Homeroom</i>	<b>10:15</b>	<b>10:45</b>
	3	10:50	11:42
	4	11:47	12:39
	5	12:44	1:36
	6	1:41	2:33
	7	2:38	3:30
FIRST WEEK OF SCHOOL & WHEN NECESSARY			



# BUS INFORMATION

## Fulton County Schools Transportation

North Transportation: (770) 667-2970

If you don't know which bus to take, please use this website:

<http://edulogweb.fultonschools.org/livewq/webquery/>

All questions regarding schedules, routes, conflicts and concerns should be directed to the bus driver and/or North Fulton Transportation Department.

## Transportation Changes

Students must get on and off the bus at their own stop unless the bus driver is provided with written permission from the Director of Transportation, Principal or Assistant Principal.

**Students may not ride another bus for the purpose of visiting a friend, attending social or scouting activities, or working on projects.** Requests to change bus stops or buses must be for emergency purposes only.

It is the responsibility of the parent to contact the transportation department for authorization to change buses due to an extenuating circumstance.

## Bus Expectations

Riding the bus is a privilege dependent upon proper and considerate conduct. Proper bus conduct is always expected. ***Students will be subject to disciplinary procedures when bus safety rules are violated.***

The arrival of bus students is determined by the bus schedule. Buses arrive and begin unloading at 7:50AM.

Busriders are expected to always obey regulations and the bus driver.

## **Bus safety**

Behavior on school buses is an **extension of classroom behavior**. For the safety of all students on the bus, children whose conduct negatively affects their safety, or the safety of others will be handled by the bus driver and referred to the assistant principal. Students may be subject to disciplinary procedures when bus safety rules are violated. These may include assigned seats and/or suspension from riding the bus for one or more days.

***Bus drivers have the right to assign seats or move students.*** Consequences will occur after the bus driver has communicated verbal and/or written warnings and has tried intervention strategies and the problem continues. Examples of possible consequences are: verbal/written warning, parent conference, in-school suspension, out-of-school suspension, and/or bus suspension. Depending on the severity of the offense, the administrator may place the student on the most appropriate step of the cycle. Bus discipline does not preclude additional sanctions as provided in policy, procedures, school rules, or federal, state and local laws.

## Bus Violation Process

**1<sup>st</sup> Offense:** Student conference will be held with an administrator. Possible probation or suspension may be invoked given the severity of the offense.

**2<sup>nd</sup> Offense:** Student may be placed on bus probation and parent will be notified that on the next bus offense, the student may be suspended from the bus. Possible probation or suspension may be invoked given the severity of the offense.

**3<sup>rd</sup> Offense:** Student may be suspended from riding the bus for 1 or 2 days with parent notification.

**4<sup>th</sup> Offense:** Student may be suspended from riding the bus for 2 or 3 days with parent conference.

**5<sup>th</sup> Offense:** Student may be suspended from riding the bus for 3 days with a parent conference.

**6<sup>th</sup> Offense:** Student may be suspended from riding the bus for 3 to 5 days with parent conference required before student returns to school and may be referred to an Informal Disciplinary Hearing.

**Offenses such as, but not limited to:**

- Disruptive behavior, fighting, wrestling, scuffling, hazing, harassment, or intimidation

- Failure to identify oneself or giving false identification
- Ignition of lighters, matches, etc.
- Insubordination/defiance of authority
- Leaving the bus without permission
- Riding the bus without permission, including when suspended
- Obscene, inappropriate language, gestures, and/or acts
- Sexual misconduct/offenses
- Activation of emergency alarm
- Placing objects or body parts out of the windows when bus is in motion
- Possession of a dangerous instrument
- Smoking, dipping, vaping, use of drugs/alcohol or possession of related products
- Theft or vandalism of school or personal property

***\*Students may be given probation, suspension, or removed from riding the bus after conference with an administrator after any offense given the severity and nature of the infraction.***

## CAFETERIA INFORMATION

### Prices

The lunch program is a vital part of the total school program, and every effort is made to provide well-balanced, nutritious meals. Parental and student support is encouraged.

Student Breakfast: \$ 1.35	Reduced Breakfast:\$ 0.00
Student Lunch: \$ 2.85	Reduced Lunch:\$ 0.00
Student Premium Lunch: \$ 3.30	
Adult Breakfast: \$ 2.75	Adult Lunch: \$ 4.75

The cafeteria menu can be accessed on the school website. You may reach the cafeteria manager by email – [schottm@fultonschools.org](mailto:schottm@fultonschools.org)

### My payments plus program

This allows parents to make cafeteria prepayments using a credit card or debit card. The program gives parents access to view lunch account balance 24/7, lunch charges, monitor student purchases, and receive notification when the lunch account is low on funds. This system eliminates the need to send checks or worry about lost or forgotten lunch money.

Log onto [www.mypaymentsplus.com](http://www.mypaymentsplus.com) or call 1-877-237-0946 to get started.

### Free and reduced lunch program

Free and reduced meals are available for students whose families qualify financially. Free and reduced lunch applications may be completed online by following this link: [School Lunch App \(nlappscloud.com\)](http://School Lunch App (nlappscloud.com))

## CERTIFICATE OF ATTENDANCE

The student will need to fill out the form at the main office DURING OFFICE HOURS.

The DMV does accept unofficial transcripts (which can be printed from student or parent portal in Infinite Campus). Certificates of Enrollment can be notarized in the main office. Please allow 24-hour notice for one to be processed.

# CLINIC INFORMATION

Milton High School is concerned about the health and well-being of your child. Please keep the school informed about allergies, diseases, or other conditions your child may be exposed to.

**The clinic nurse should have a written record of your child's condition and specific instructions for their care.** If your child requires daily medication, he/she must come to the clinic to have it dispensed. A signed Fulton County Schools medical form is required to administer any kind of medication. Medication must be provided by the parent and in the original container.

Students identified with a chronic illness need to have a health care plan on file in the clinic. If your child has a chronic illness (asthma, diabetes, seizures, etc.) please notify the clinic nurse. Notify the clinic should your child acquire head lice or any other communicable disease. Proper procedures will be taken in the classroom to prevent further spreading.

Prescription medication requires an authorization form signed by the doctor and on file in the clinic. Over-the-counter medications require written authorization from the parent/guardian to be on file. Forms are available online, at the front office, and in the clinic. All signed forms from you and/or your doctor may be faxed directly to the front office at 470-254-2844.

**PLEASE NOTE: Students SHOULD NOT carry PRESCRIPTION MEDICINE with them while at school.**

Milton High School follows the Center for Disease Control & Prevention and Fulton County Department of Health and Wellness guidelines. If your child develops any of the symptoms listed under "Is your child too sick to come to school?" while in school or shows signs of a potentially contagious disease, you will be called to pick up your child immediately.

**\*Please notify the front office and clinic if emergency numbers, work numbers, home numbers, and email change.** It is very important that the school be able to contact a parent/guardian in the event of an emergency. \*

***\*For the safety of your child, please notify the school in writing if both parents are out of town, and someone else will be acting as guardian in your absence. The person MUST be listed as an emergency contact.***

## Medical Alert

The clinic is required to have a written record of your child's medical condition and specific instructions for their care. **Please meet and discuss the condition with the school nurse and classroom teacher as soon as possible.** Occasionally, we have students with severe health problems. Due to their fragile immune systems, they are medically at-risk to infections, especially communicable diseases such as chicken pox and measles. Please contact the school in the event their child comes down with the symptoms of chicken pox or measles so that medical personnel can monitor their conditions. As a special precaution, the families will be notified. Thank you for your support!

# CODE OF CONDUCT

## **STUDENT CODE OF CONDUCT**

Fulton County Schools is making its Student Code of Conduct & Discipline Handbook available online in PDF format (click the link below). Once you have read the electronic version and have reviewed the contents with your student(s), please take a moment to complete the Acknowledgement of Receipt Form by using the provided link below. **All parents and student MUST sign this form found within your INFINITE CAMPUS PARENT/STUDENT PORTAL ACCOUNT (after August 5).** If you would like a paper copy of the Handbook, you

or your student can pick one up in your school's front office.

- [CLICK HERE FOR THE FCS STUDENT CODE OF CONDUCT](#)
- [CLICK HERE FOR INSTRUCTION ON SIGNING OFF ON THE STUDENT CODE OF CONDUCT](#)

## COMMUNICATIONS

Communication between home and school is very important. There are several methods of communication available to parents:

**EAGLE UPDATE:** This newsletter is sent electronically each week on Sunday. It is also posted on the website. This publication includes information from the principal, current information about the school and the school system, important dates, school activities and other school related events. To register to receive the Eagle Update, go to <https://tinyurl.com/MHSEagleUpdate>

**WEBSITE:** Everything you need to know about our school is posted on the school website [www.miltonhighschool.com](http://www.miltonhighschool.com)

**EMAIL:** All teachers and staff have county-provided email addresses and are expected to check email twice per day. Every effort is made to respond to emails within 24-48 hours.

**PHONE CALLS:** Teachers are unavailable to take phone calls during instructional time. Emergency messages should be left with the front office secretaries. Please be aware that it may be late in the afternoon before your message is picked up and your call returned. Every effort is made to return your call within 48 hours.

### **SOCIAL MEDIA**

- [Milton HS Facebook](#)
- [Milton HS X \(Twitter\)](#)
- [MHS Instagram](#)

### **MHS GUIDANCE SOCIAL MEDIA**

- [MHS Counseling Twitter](#)
- [MHS Counseling Instagram](#)
- [MHS Counseling YouTube](#)

**CONFERENCES:** Please see below.

## CONFERENCES

### **Communication with Faculty**

Due to limited access to a phone during the school day, please email faculty members with questions and concerns, so they may answer inquiries and resolve issues in a timely manner. Faculty will strive to respond to e-mail within one (1) business day. Parents and guardians may arrange individual teacher-parent conferences; however, if a conference with more than one teacher is desired, the student's counselor can help coordinate the meeting. ***Parents must meet with a teacher before requesting a meeting with the department chair; parents must meet with a department chair and teacher before requesting a meeting with an administrator.***

Be mindful when cancelling conferences and meetings. Teachers and administration have made special arrangements and schedule adjustments to meet with parents. In some cases, substitute teachers have been pre-arranged.

Each fall Milton High School has an Open House where parents and students can meet briefly with teachers.

# COUNSELING DEPARTMENT

STUDENT LAST NAME	COUNSELOR	EMAIL
A – Ci	Casey Lahman	<a href="mailto:LahmanC@fultonschools.org">LahmanC@fultonschools.org</a>
Cl G	Christine Hoglander	<a href="mailto:hoglanderc@fultonschools.org">hoglanderc@fultonschools.org</a>
H – Li	Samantha Latham	<a href="mailto:LathamsSJ@fultonschools.org">LathamsSJ@fultonschools.org</a>
Lo – Pen	Anna Rhodes	<a href="mailto:Rhodesa2@fultonschools.org">Rhodesa2@fultonschools.org</a>
Per – S	Blaze Wilson	<a href="mailto:wilsonb@fultonschools.org">wilsonb@fultonschools.org</a>
<b>T - Z</b>	Tiffany Harrison	<a href="mailto:Harrisont3@fultonschools.org">Harrisont3@fultonschools.org</a>

\*For more information regarding Milton High School Counseling please go to:

<https://milton.fultonschools.org/academics/counseling>

## CELL PHONES

### FCS Student Code of Conduct Rule 18f.II & 18.g.III

In grades 6 through 12, the use of PCDs is not allowed during instructional time and will only be allowed when explicitly instructed to do so by a teacher or other school staff member. The use of cell phones and other PCDs for non-educational purposes, including but not limited to, recording staff and/or students without permission or other inappropriate content is strictly prohibited. **Discipline consequences will be given.**

CELL PHONE DISCIPLINE PROCESS	
1 <sup>st</sup> Offense	Redirect
2 <sup>nd</sup> Offense	Reteach Expectation
3 <sup>rd</sup> Offense	DIRECT Parent Communication
4 <sup>th</sup> Offense	Discipline Referral/ Phone Confiscated

## DISCIPLINE

The Fulton County School System operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive, without disruptive behavior by a student infringing upon the rights of others.

### Student Code of Conduct

[ENGLISH VERSION LINK CLICK HERE](#)

CHANGES FOR 2024 – 2025 SCHOOL YEAR

#### NEW CODES

##### 8c.III Destruction of Evidence

No student shall destroy, alter, conceal, or disguise any physical evidence that the student knows or should have known is evidence of a rule violation or potential rule violation of this Code of Conduct.

##### 24f.III Handling Stolen Property

No student shall receive, dispose of, or retain/maintain stolen property which the student knows or should have known was stolen. For purposes of this rule, electronic files, data, and/or technology materials are considered property.

## CHANGES TO CODES FOR 2024-2025

<b>3c.II Unauthorized Area</b>	Adding language to include being in an unauthorized area during the school day
<b>5b.III Battery Student without Injury &amp; 5c.III Fighting</b>	Added battery and fighting while a bus is in motion or bus area – escalated to a Tier IV infraction
<b>6f.II Teasing/Taunting</b>	Added language to include gestures, physical acts, verbal acts, writing, or other communication that has the actual or intended consequence of angering, provoking, challenging, disturbing, offending, bothering, irritating, and/or annoying another person.
<b>18b.III Unauthorized Copy/Access Computer Software</b>	Adding language to include copying or accessing computer programs
<b>6a.III Harassment</b>	Revised language to mirror antisemitic language in Georgia Statute
<b>22a.II Encouraging Misconduct</b>	Adding language to include aiding and abetting (to assist someone in committing or to encourage someone to commit a code of conduct violation.

## CODE ENHANCEMENTS

**Discipline and Reflective Activities for 6a Harassment Offenses:** Standardized discipline response for Elementary school and Middle/High school and reflective activities for first-time offenders with the possibility of reduced disciplinary action.

**Designated Attendance Zone School:** Students attending a school outside of their designated attendance zone is a privilege. Any student attending a school outside of their designated attendance zone per Board policy AD School Attendance Zones who receives a long-term suspension or expulsion will lose their privilege to attend the school or program outside their designated attendance zone school.

### Fulton County's Guidelines for Student Behavior:

Behavior guidelines are available at the beginning of the year. Parents are asked to read and discuss this information with their child. An electronic acknowledgement process will be made available through Infinite Campus. All parents should complete the electronic acknowledgment. Paper copies are available in the office if necessary.

The education of students involves parents, teachers, administrators, and the students themselves. All parents are encouraged to become familiar with the discipline guidelines and consequences for violations.

The Fulton County School System takes seriously its responsibility to educate its students in a safe and drug-free school, where they are free from fear of harm or intimidation. Therefore, weapons, drugs, and gang activity will not be tolerated in Fulton County Schools. Students who violate Board of Education rules or State laws related to these offenses will be suspended or expelled from school. Violators will also be reported to the police and may be charged with a felony and arrested.

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Bullying occurs when one or more students threaten, harass or intimidate another student through words or actions including direct physical contact such as hitting or shoving, verbal assaults such as teasing or name-calling, or socially isolating or manipulating a student: (a) on the school grounds at any time; (b) off school grounds at a school function, activity or event; or (c) on the way to and from school or school-sponsored activity. The Board of Education prohibits bullying at any location or activity under the jurisdiction of the school system.

The administration uses a variety of local school interventions including, but not limited to the following: Student conferences, parent conferences, detentions, in-school suspension, out of school suspension, or expulsion. Students and parent may access the Fulton County Schools Code of Conduct through board policy



## General rules

- Students should not leave class for any reason without a pass from the teacher.
- Students are not permitted to sit in parked cars before or during school hours, including lunch. Students must have a written pass to return to their cars during the school day.
- Students who have been assigned In School Suspension (ISS) or Out of School Suspension (OSS) offenses will be restricted from representing the school in extracurricular activities on the day(s) of suspension.
- Students are financially responsible for the damage or loss of their books and other school equipment, including their school-issues electronic devices.
- Milton High is a closed campus. Upon arrival on campus students shall not leave the campus for any reason without staff approval. Leaving campus without administration approval will result in disciplinary action. Students arriving via Fulton County buses may not leave campus.
- All visitors must park in the visitors parking lot, report to the main office, sign in with proof of identification and obtain a visitor's badge.
- During a fire drill, students are to follow the direction of their teacher and stay in a group. Students are not to stand in the driveways since this may hamper emergency vehicles.
- Students are not to visit any other schools during the school day or on a teacher workday.
- Students are expected to adhere to individual classroom rules.
- Usage of electronic devices which disrupts the educational process is prohibited.
- Any items that do not serve an educational purpose, such as laser pens, chains, pins, skateboards, etc. are not permitted.
- Public display of affection is in poor taste and shows disrespect for others. Students will refrain from such behavior on school property.
- Students involved in serious disruptive behavior may be suspended out of school (OSS) up to 10 days.
- The following violations may result in out-of-school suspension for the first offense: fighting, refusal to follow directions, obscene language toward school personnel, vandalism, extortion, possession of dangerous tools, promiscuous or immoral acts, acts of bigotry, sexual harassment, providing false information, and technology tampering.
- Students are not allowed on campus after 4:00PM unless supervised by a school employee.
- Students and parents are responsible for obtaining and becoming familiar with the Fulton County Schools [Student Code of Conduct](#). This information is available on the district and school's website.
- Students must not be in school gyms or athletic facilities before or after school without being supervised by a District employee.

The below revisions were made based on feedback from Parents, Principals, District and School Administrators, Behavioral Specialists, and by using information gleaned from student discipline data. The number below refers to the discipline rule number, the letter is discipline subrule and the roman number refers to the level of tiered offense and associated discipline consequence range (I, II, III, or IV).

## DRESS GUIDELINES (DRESS CODE)

While we understand that fashion trends come and go, we must have standards that promote the health and safety of ALL Milton High School students. Student attire should not interfere with the educational process.

### **The following items are prohibited:**

- Articles of clothing or materials advertising gangs, alcoholic beverages, drugs, and tobacco, obscene, vulgar, suggestive, pornographic, violent language or pictures
- Clothing exposing undergarments

- Sagging Pants
- Hoodies overhead

We kindly urge you to have open discussions with your children about the importance of making responsible clothing choices and the significance of portraying oneself in a positive light. Encouraging them to opt for attire that promotes respect, individuality, and inclusivity will not only foster a safer school environment but also help them develop into conscientious members of society.

Consequences for dress guideline violations may result in a discipline referral to the grade level administrator.

## DRILLS

Safety and security are top priorities at Milton High School. In order to provide a safe learning environment for our students, we hold **fire, medical, “HOLD”, severe weather, tornado, building evacuations, and Soft/Hard Lockdowns**. These drills are practiced on a regular basis in order for staff and students to know the procedure in case of a real emergency. Visitors and volunteers are asked to participate in setting a good example for our students.

## EMERGENCY EVACUATION & SCHOOL CLOSING

If school must be closed, the most up-to-date information will be provided on local radio and television stations. Please do not contact or come to the school. School telephones and personnel will be utilized to follow emergency procedures to ensure the safety of the children. MHS has developed a detailed emergency evacuation plan that will be reviewed, updated, and practiced annually. This plan will be followed should any emergency occur during the school day.

## END-OF-COURSE ASSESSMENTS (EOC)

The EOC assessments are administered each April to students in grades 9 - 12. The purpose of this assessment is to measure students' individual growth from year to year according to knowledge and skills outlined in the state-adopted content standards in language arts, mathematics, science, and social studies. For additional information regarding this assessment please contact Testing Coordinator, Marvin Fullilove ([fullilovem@fultonschools.org](mailto:fullilovem@fultonschools.org)) or visit the GA Dept of Education website at <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/default.aspx>

## ENROLLMENT REQUIREMENTS

### Student Enrollment Information Checklist

#### Required paperwork from previous school:

- **Withdrawal Form** (unless transferring during the summer)
- **Copy of official transcript** (with complete mailing address of school last attended)
- **Attendance record**
- **Discipline record**

#### Required paperwork from parent/guardian:

- Verification of residency – need one document from **List A** and one from **List B**

**List A** – One document must be from the list below with the parent or guardian's name and current address:

- Home mortgage
- Home sale contract
- Section eight/HUD housing document
- Current HOA bill



- Current apartment/house lease with signatures

**List B** – One document must be from the list below with the parent or guardian’s name and current address:

- Current water bill
- Current electric bill

**(Gas bills are not accepted as proof of residence)**

#### **OTHER RECORDS REQUIRED**

- **Immunization records** – Georgia Immunization certificate (form 3231)
- **Certificate of vision, hearing, dental and nutrition screening** - (form 3300)
- **Social security card for student**
- **Original birth certificate** – state issued (hospital certificates not acceptable)
- **IEP or 504 plan** – if applicable

## **FRONT OFFICE POLICIES**

### **Deliveries for students**

Any parents dropping off homework or home packed lunches for students must bring the items labeled with the student’s full name to the front office for the student to pick up between classes. **Students are not permitted to leave the building, wait outside, or wait in the foyer to pick up items.**

### **Outside food and drinks**

Any deliveries from outside vendors (restaurants, food delivery services, flowers, balloons, etc.) will not be accepted for students.

## **GIFTS FOR FULTON COUNTY PERSONNEL**

Fulton County Board of Education Policy requires that gifts meet the following guidelines: an individual gift with a value of \$25.00 or less, or a group gift with a value of \$10.00 or less per contributor, not to exceed \$500.00

## **GRADING / REPORT CARDS**

**Milton High School procedures for all classes:**

#### **Grades:**

Students will have a minimum of eight grades per nine weeks, per subject area and will receive numeric grades on report cards for each course completed. Student grades are determined by three categories: major, minor, practice, (and EOC).

**If an EOC course, add that section in the previous sentence and delete the weight chart for non-EOC courses. If not an EOC course, delete EOC course weights and modify categories sentence.**

The following category weights have been determined by the district in Infinite Campus.

For **non-EOC** courses:

<b>Semester 1</b>	<b>Semester 2</b>
Major – 55%	Major – 55%
Minor – 35%	Minor – 35%
Practice – 10%	Practice – 10%

For **EOC** courses:

<b>Semester 1</b>	<b>Semester 2</b>
-------------------	-------------------

Major – 55%	Major – 40%
Minor – 35%	Minor – 30%
Practice – 10%	Practice – 10%
	EOC – 20%

## Missing/late work

### Due to Absence:

If a student misses work due to absence, the student will have an equal number of days as he/she was absent to complete any missed assignments/assessments. **The equal number of days allowed for missing/make-up work will begin the day after the student returns to school.** Teachers can start deducting the points as listed below when the deadline has not been met. In addition, if a student is present but fails to turn in work, teachers will place an “M” in the gradebook (an “M” will be weighted as a zero in the gradebook). The “M” denotes that the work is missing and has yet to be turned in or made up. If the student skips class (look for code of conduct) on the day of a scheduled assessment, the student will receive a 0 and may only recover up to a 75%.

Category	Late Deduction – (maximum 25%)
Practice	PER PLC
Minor/Major	SEE MHS RULE

## Recovery Policy

The intent of recovery is to assist students who are failing courses by providing adequate opportunities to master course objectives to eliminate preventable failures. The goal of recovery is to help students learn to be successful and responsible.

- All students will be afforded a one-time opportunity to recover each major assessment if they score below a 75.
- Students must have a meeting with the teacher and make up all missing work in the unit before requesting recovery. Students must initiate a meeting with the teacher, ensure all missing work is completed and take advantage of support sessions.
- Recovery of a major assessment should occur before the next major assessment is given. It is the student's responsibility to schedule this recovery opportunity with their teacher. Once the next major assessment is given, recovery options for previous assignments will not be available.
- Students are eligible to earn a replacement grade that is no higher than a 75.
- If a student's recovery grade is below the original score, the original score will stand in the grade book.
- The original grade will be noted in the comment section of the grade book.

## Communication with faculty

Due to limited access to a phone during the school day, please email faculty members with questions and concerns, so they may answer inquiries and resolve issues in a timely manner. Faculty will strive to respond to e-mail within one (1) business day. Parents and guardians may arrange individual teacher-parent conferences; however, if a conference with more than one teacher is desired, the student's counselor can help coordinate the meeting. ***Parents must meet with a teacher before requesting a meeting with the department chair; parents must meet with a department chair and teacher before requesting a meeting with an administrator.***

## Non-academic skills

Based on Board policy, all students will receive non-academic skills ratings from each class every 9 weeks on the progress report/report card. Teachers will submit the ratings on four areas (self-direction, collaboration, problem solving, and work habits) in a separate section from academic performance.

## Communication of progress

Progress reports will be updated in Infinite Campus and available through Infinite Campus every 4.5 weeks and report cards every 9 weeks to reflect the student's performance at those times. Teachers will notify parents/guardians by email or phone call if a student is in danger of receiving an F as a final grade or is experiencing a serious decline in achievement. Parents and students are encouraged to download the Infinite Campus app on their phones or to access Infinite Campus through the student and parent portal and check progress frequently.

## 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. All honor code violations will be referred to the assistant principal who will determine academic and/or punitive consequences based on the violation's severity. 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.

**Examples of cheating, which could include areas such as:**

- *copying or "borrowing" from another source and submitting it as one's own work*
- *seeking or accepting unauthorized assistance on tests, projects or other assignments*
- *altering or forging grades, gradebooks, progress reports, report cards or other academic records*
- *fabricating data, signatures or resources*
- *providing or receiving test questions in advance without permission*
- *working collaboratively with other students when individual work is expected*
- *and any other examples that the school wishes to include.*

## Milton High School 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.

**PLEASE NOTE: 1st infraction- Put in IC as Failure to follow rules and 2<sup>nd</sup> infraction as Honor Code**

## HONOR GRADUATE

Graduates who have achieved a cumulative average of 88 or above are recognized at the graduation ceremony as Fulton County Honor Graduates; this is a system policy, not local. Rounding up is not used in computing the average (i.e. a student with an 87.95 would not qualify). The honor graduate list is established at the end of the first semester of the senior year.

## INFINITE CAMPUS

INFINITE CAMPUS is an improved way to connect school and home through the Fulton County School System website. It provides parents with access to real-time data and other important student information. In addition to seeing data, parents will have the opportunity to view the following:

- Class Schedules
- Attendance
- Assignments
- Current Grades
- Unofficial Transcripts
- Report cards
- Parent Contact Info

Families may visit [Infinite Campus / Program Overview \(fultonschools.org\)](https://fultonschools.org) to enroll and set up an Infinite Campus parent portal account.

# INSURANCE

School insurance is offered to every student who enrolls. A parent can choose accident insurance that covers school hours only (including the bus) or covers the entire 24-hour day, 12 months of the year. Coverage also applies to field trips both overnight and daytime. Any student planning to attend an overnight field trip **MUST** have proof of either personal medical insurance or school insurance before he/she may participate. Parents may purchase school insurance any time throughout the school year.

[\*\*STUDENT ACCIDENT COVERAGE BROCHURE\*\*](#)

# INTERNET PROTECTION

Internet access is available at Milton High School in support of the instructional program. The Fulton County School System complies with the Children's Internet Protection Act. Filtering is in place that blocks access to material that may be inappropriate for your child. Websites are permitted or denied upon review of the school Media Committee. Acceptable use of the Internet is established in Board Policy/Procedure IFBGA, Electronic Network Access. The policy and procedure may be viewed in the school media center or on-line at:

<http://www.fultonschools.org>

**Note: Inappropriate use of the internet may result in loss of privileges.**

**For more information, please visit and review Fulton County Schools' Board policy and Operating Guidelines:**

[\*\*BoardDocs® Policy: IFBGA Responsible Use of Enterprise Network\*\*](#)

[\*\*BoardDocs® Policy: IFBGA Responsible Use of Enterprise Network\*\*](#)

# LOST AND FOUND

Major lost and found items (i.e., wallets, car keys, cell phones, Surfaces, etc.) will be housed by the front office. All other lost and found items can be found at the "Lost and Found" stand in the cafeteria.

# LOCKERS

Lockers are available for students to use during the school year. The cost to use a locker at Milton High School is \$10 for the entire school year.

## Locker sales

Lockers can be purchased online for \$10.00. Go to <https://tinyurl.com/yr4aps9v> and follow these instructions:

1. Click on Select.
2. Click Add to Cart.
3. Click Checkout.
4. Complete Order.
5. Print receipt and bring to the locker station/tables (located in the cafeteria) to select locker and receive combination.

Students may also purchase a locker during their lunch period IF they do not purchase it online- CASH ONLY. If a student wishes to purchase a locker, please go to suite 1380.

Students can select their locker during the first week of school (or after) during their lunch period.

# ONLINE CLASSES

Milton High School's policy regarding ONLINE CLASSES is explained during the registration process for the next school year. As a reminder, the MHS policy is as follows:

- Students are only allowed to take an online class during periods 1, 2, 6, and 7.
- Students taking online classes are not allowed to be on campus during their online class periods.
- Online students must report to school on time for their scheduled face to face classes.

## PARKING

### Driving/parking on campus

Parking is a privilege at Milton High School. This privilege may be suspended or revoked at any time. Once you arrive on campus, you may not leave without permission. A student's parking permit or parking privileges may be suspended for the following reasons:

- Parking in an area other than the one to which the student has been assigned.
  - Vehicles will be TOWED if they are parked in an area not assigned to the student.
  - Operating a vehicle in a manner that is detrimental to the safety of oneself or others.
  - Failure to obey speed limits or other laws governing driving.
  - Using the vehicle to break other school rules, School Board policies, and/or laws governing the State of Georgia and the USA.
  - Going to the vehicle without permission during the day or loitering before/after school.
  - Lending one's parking permit to another person (permits are NOT transferable).
  - Excessive absences or tardies – Students who accrue 5 or more unexcused absences may risk losing their parking privileges. Parking fees are non-refundable.
  - Failure to retain a Class C or Class D driver's license (Your license may be checked at any time if there is reasonable suspicion that it has been revoked).
  - This list of violations is not all inclusive and may be amended at the discretion of the Administration.
- Use of a vehicle to violate school policy – Students are not permitted to leave the school grounds during the school day unless they have checked out through the Attendance Office. Any student with a valid parking permit who leaves school without administrative permission may have his/her parking privileges suspended.

### Parking without a valid permit

**Vehicles not displaying the proper MHS Parking Permit will be TOWED. Vehicles will also be TOWED if they are parked in an area other than the one the student has been assigned. The cost of the tow will be AT LEAST \$175. Parking permits are non-transferable and may not be re-sold.**

Parking lots are color coded.

- Staff parking will be depicted by PINK signage.
- The **BLACK LOT** will be depicted by signage. **Parking for these students will be at Northwestern Middle School next to the tennis courts (see map).**
- The **RED LOT** will be depicted by signage. Students parking in this lot will have **RED PARKING TAGS.**
- The **BLUE LOT** will be depicted by signage. Students in this lot will have **BLUE PARKING TAGS.**
- The **ORANGE LOT** will be depicted by signage. This lot is LOCATED IN THE Baseball/Softball field area. Students parking in this lot will have **ORANGE PARKING TAGS.**





When a student parks on school property, he/she consents for the vehicle to be checked by school officials or law enforcement officers.

Please visit <https://tinyurl.com/MHSParkingQanda> for other questions and answers related to parking at Milton High School OR contact Jennifer Enright at (470)254-7100 or [enrightj1@fultonschools.org](mailto:enrightj1@fultonschools.org)

## POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS

Milton High School is recognized by the state as a **PBIS** school. This means we use a system of interventions and supports to encourage positive behavior. Expectations for common areas (hallway, cafeteria, classrooms, extracurricular activities, remote learning, etc.) are explicitly taught to all students. Our school expectations encourage MHS Eagles to ***RepM!*** You will see and hear this language in many common areas in our school. We will also work to recognize students in meaningful ways as they meet and exceed behavioral expectations. The language and posters will communicate the following:

**R-** Be **RESOLVED**

**E-** Be **ENGAGED**

**P-** Be **POSITIVE**

**M-** Be **MINDFUL**

## PTO

On behalf of Milton Eagles PTO, we would like to welcome all new and returning families to Milton High School (MHS). Our goal is to improve the programs and support resources available at MHS. We hope you will partner with us by contributing to the school's success through your PTO membership.

**Following are some of the programs supported by your PTO membership dues:**

- Teacher & Staff appreciation
- Assistance with Student Council events
- Positive behavior rewards program
- Honors Night Recognition
- Campus Beautification
- Senior events
- Orientation
- Community Outreach

- Assistance with TAG, Special Needs, and ESOL programs

Your PTO membership includes an online directory, plus other incentives at various membership levels. Please visit the Milton High School PTO website for more information. [bit.ly/miltonpto](http://bit.ly/miltonpto)

## RECORDS

All requests for records go through the Records Coordinator, Trish Mueller [muellert@fultonschools.org](mailto:muellert@fultonschools.org). When a request for records is needed, in order to apply to other educational institutions, please send in your request and a #10 business envelope with 2 stamps. If your child's packet is more comprehensive, we may ask for a 9 ½ x 12 ½ clasp envelope with the correct address of the receiving institution, as well as the appropriate postage.

### Release of information to outside parties

From time to time, parents will need teachers to communicate information with outside, non-school parties. Examples may include a physician or a tutor. NO information will be released without a completed Third-Party Release form. All requests for outside communication of student information go through the Data Clerk, Brendan Adams. He will handle coordinating with the teachers to collect the information as well as sending it to the receiving parties.

## RESIDENCE VERIFICATION

### 9<sup>th</sup> GRADE

Upon entry into 9<sup>th</sup> grade parents/guardians of students must provide two proofs of residence from the school system's approved list of verifiable residence documents.

### 10<sup>th</sup> GRADE

Beginning in 2022, current 10<sup>th</sup> grade parents/guardians of students must provide two proofs of residence from the school system's approved list of verifiable residence documents.

### Approved documents for verification

They are:

#### 1. **ONE UTILITY PROOF** *(must be current)*

- Water Bill
- Electric Bill

**(Gas bills are not accepted as proof of residence)**

**PLUS**

#### 2. **ONE RESIDENCE PROOF** *(must be current)*

- Home Mortgage Bill
- Home Sale Contract
- Section Eight/HUD Housing Document
- Current Apartment/House Lease
- Current HOA Bill

***Both documents must contain parent or guardian's name and current address.***

## RESPONSE TO INTERVENTION (RTI)

RTI is a multi-disciplinary team consisting of teachers, counselors, administrators, specialists, and parents who work together to develop methods for helping the child. The RTI process includes the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring of progress. The team's efforts may include some or all the following activities:

- Review of student records

- Analysis of student work
- Observation of student in the classroom
- Development of written plan of strategies and modifications to assist the child
- Review of progress after the designated intervention period
- General screening in the areas of hearing and vision

The RTI committee may consider academic achievement, and/or ability screening as a further means of gathering information. **Any parent or school staff member may initiate a referral to the RTI process. Please contact Missey Hall for questions regarding the RTI process. [hallm4@fultonschools.org](mailto:hallm4@fultonschools.org).**

## SAFETY/SECURITY

Milton High School is committed to providing a safe and secure environment for our students. Please be prepared to show a picture I.D. when checking out a student. This is for your child's protection and for school security.

- We will continue to use the Raptor visitor management system. Visitors will need to have their driver's license in order to scan and print visitor's badge.
- All building doors are locked to prevent unauthorized access to the school building. We ask that visitors sign in and wear a visitor/volunteer badge when they are in the building. Visitors or volunteers without a badge will be asked to return to the office to obtain one.
- Parents are not permitted to take items, such as homework, lunches, glasses, instruments etc., to classrooms. Please take it to the front office and it will be given to your student.
- All students, parents, and visitors must enter and exit the building through the main entrance/atrium area.

## SOCIAL MEDIA

Parents are encouraged to monitor their children's use of Social Media platforms. Guidelines for technology use can be found in the Fulton County Schools Student Code of Conduct and Discipline Handbook. Milton High School will use this resource to guide disciplinary action that may arise from inappropriate use of social media during the school day or inappropriate use that results in disruption of the learning environment.

## SOCIAL WORKER

The Fulton County social worker's job is to address concerns such as attendance and to be a resource to parents, teachers, administrators and other school personnel in understanding and meeting students' needs. If you have any questions, please contact Mr. Damien Bentley at [bentleyd@fultonschools.org](mailto:bentleyd@fultonschools.org).

## SPIRIT WEAR

A variety of school spirit wear is available for purchase including t-shirts (long and short sleeves), sweatshirts, and more. These items will be available throughout the year and sold by our Band Booster Club.

## STUDENT SUCCESS SKILLS

Student Success Skills is the Fulton County School District's K-12 program to ensure the support of the whole student. At Milton High School, students will participate in short weekly lessons on Tuesdays and Thursdays during advisement that follow the county's Scope and Sequence of lessons. The lessons are based on the six Student Success Skills Standards: Sense of Belonging, Reflective Learning Strategies, Self-Management, Social Competence, Collaborative Problem Solving, and Self-Awareness.



# TAG (TALENTED AND GIFTED)

T.A.G is the name given to the gifted program. If you have any questions, please contact Renee Denney at [DenneyR@fultonschools.org](mailto:DenneyR@fultonschools.org).

## TRANSCRIPTS

Many of the college application platforms will allow your school counselor to upload your high school transcript. Beginning in the 2023-2024 school year, you no longer need to request a transcript via Naviance. Counselors will send transcripts through your application platform (Common App, Coalition, GaFutures, Common Black App).

If you apply direct to the institution or if you need additional transcripts, you can request them via ScribOrder: Fulton County Schools Transcripts and Records Requests ([scriborder.com](http://scriborder.com))

## TOURS

A school tour can be arranged by appointment through the front office. Student peer facilitators will be assigned for a tour to ensure movement through the building does not coincide with testing during the school day. For more information regarding tours please contact the front office, 470-254-7000.

## VISITORS

**ALL VISITORS ARE REQUIRED TO COME IN THE FRONT DOORS** to register at the front office and to secure a visitor's badge. This is a rule for the protection of students. Parents who are bringing something to their child during the instructional day such as a packed lunch or homework, must come to the front office.

## VOLUNTEERS

**ALL INFORMATION MUST BE SUBMITTED PRIOR TO VOLUNTEERING IN THE CLASSROOM OR SCHOOL.**

**VOLUNTEER TRAINING REQUIREMENTS FOR MHS and Fulton County Schools** must be met prior to volunteering at Milton High School. All volunteer approval forms are now online and can be accessed at: [Register as a Volunteer - Fulton County School System \(\[fultonschools.org\]\(http://fultonschools.org\)\)](#)

## WEAPONS (FULTON COUNTY POLICY)

Any student possessing a loaded/unloaded firearm or a dangerous weapon (pistols, knives with 3" or longer blades, BB/pellet guns, martial arts weapons, razors, etc.) on their body, in their book bag or in their vehicle while on school property will receive a recommendation for expulsion for a minimum of one calendar year or permanent expulsion from the Fulton County School System. Violators may be charged with a felony, which can result in a fine of up to \$10,000 and/or two to ten days in jail.

**Special Note:** Georgia law requires school officials to report incidences of weapons being brought to school to law enforcement officials. Students who bring weapons to school may be subject to arrest. To avoid any possibility of unintentional violations, do not allow your child to bring any item that resembles a weapon or may qualify as a weapon. This includes items such as steak knives, pocketknives, mock weapon replicas, or toys. Students do not have permission to bring any such items to school for any reason, not even as part of a school assignment, show and tell, or for use as a cutting instrument for food. Special permission with strict procedures may be granted by the principal for bringing certain items. If you have any questions regarding weapons, please contact an administrator for further clarification.

## WORK PERMIT INFO

Minor must secure employment prior to completing the online application. The Minor initiates the online application by going to: [dol.georgia.gov](http://dol.georgia.gov)

1. Select "Online Services"
2. In the "Youth Work Permit" box on the right side of the page, select: "Minor."
3. Enter the minor's social security #, DOB and select "Start New Permit."
4. Enter required information (Section A) then select "Submit."
5. The system will issue a 10 character "Minor Security Key (MSK)"
6. Print the Work Permit Confirmation page with the MSK and submit to the employer to complete the employer section (Section B) ONLINE
7. Once the Minor and the Employer complete the online application, please email the MSK to [enrightj1@fultonschools.org](mailto:enrightj1@fultonschools.org) to complete the permit.
8. The school CANNOT issue a permit until the Minor and the Employer complete sections A and B.
9. The completed permit will be emailed to the Minor.

## EEO AND ADA STATEMENT

It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service.