

MISSION

The mission of Milton High School is to graduate students who are equipped to reach their potential and contribute to the global community by engaging them in a rigorous, enriching educational program that emphasizes respect, achievement, and citizenship.

BELIEFS

We believe that:

- Each individual shares a responsibility to further the well being of the community.
- Community support, communication between school and community, and active parental involvement are components of a successful school.
- Experiencing diversity enriches human growth and promotes tolerance and respect.
- All rights have corresponding responsibilities and each person is responsible for his or her decisions.
- Students and faculty are entitled to a safe, secure, and healthful environment.
- Each child has unique positive qualities, interests, and talents that should be appreciated and fostered.
- Students should exhibit proper behavior on and off schools grounds.
- Learning is not restricted to classrooms or schools.
- High achievement requires high expectations.
- The core curricula provide students with the means to reach their potential.
- Classroom learning should challenge each student.
- Every teacher should use a variety of strategies to help all students succeed.
- Enthusiasm for learning should be valued and promoted.

EXPECTATIONS FOR STUDENT LEARNING

All Milton High School graduates will:

Academic Expectations

1. Acquire essential knowledge
2. Communicate ideas and information clearly
3. Use problem solving skills to reason effectively
4. Utilize appropriate resources and technology

Social and Civic Expectations

5. Explore a variety of academic disciplines
6. Demonstrate good citizenship
7. Show understanding for people and their ideas

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SCHOOL COMMITTEE MEMBERS

Glenn H. Pavlicek	Mary Kelly
Denis Keohane	Lynda-Lee Sheridan
Kristan Bagley Jones	Leroy Walker

CENTRAL OFFICE

Mary C. Gormley	696-4808	<i>Superintendent</i>
John Phelan	696-4812	<i>Assistant Superintendent</i>
Matthew Gillis	696-5041	<i>School Business Administrator</i>
Karen Clasby	696-5040	<i>Administrator of Pupil Personnel Services</i>

SCHOOL DIRECTORY

High School Main Office		617-696-4470
Lisa Huban	5503	<i>Admin. Assistant</i>
Jane Barrett	5501	<i>Data Specialist</i>

To contact a staff member, please call the main number list above and follow the prompts.

To contact a staff member via email, please go to www.miltonps.org. There you will find directions to each staff member's email.

ADMINISTRATORS/GUIDANCE COUNSELORS

Dr. Joseph Arangio, *Principal*

<i>Vice Principals</i>	<i>Student Responsibilities</i>
Alan Cron (x 5504):	Students with last names beginning with A-L
Yolanda Beech (x 5507):	Students with last names beginning with M-Z

<i>Department Heads/Directors</i>	<i>Departments</i>	<i>Ext.</i>
Steve Traister	Athletics	5515
Barbara Wright	Humanities (Eng & SS)	5511
Michelle Kreuzer	Mathematics	5519

Dr. Noreen Burdett	Music	5518
Marilyn Decker	Science	5512
Martine Fisher	World Languages	5532
Ken Aubert	Guidance	5530
<i>Guidance Counselors</i>		
Leonice Bernard		5528
Karen Cahill/Lisa Spinelli		5529
Scott Devlin		5527
Richard Guarino		5526
<i>Guidance Secretary</i>		
Mary Colleary		5533
<i>Adjustment Counselors</i>		
Julia O'Sullivan		5522
Katherine Sullivan		5523
<i>School Psychologist</i>		
Abby Raelin		5524
<i>School Nurse</i>		
Margaret Gibbons		5537

STUDENT GOVERNMENT & PARENT ORGANIZATIONS

Please logon to www.miltonps.org for all information pertaining to the 2011-2012 members of student government and parent organizations. This information will be available on the website after the beginning of the school year. You may also get this information by contacting the Main Office at 617-696-4470.

CALENDAR 2011-2012

FIRST TERM

August 29	(M)	-First Day for Teachers
August 31	(W)	- Opening day of school
September 2	(F)	- No School
September 5	(M)	- Labor Day . no school
September 13	(T)	- Picture Day
September 15	(Th)	- Open House
September 30	(F)	- Rosh Hashana . no school
October 7	(F)	- Teacher Professional Day-no school
October 10	(M)	- Columbus Day . no school
October 13	(Th)	- 8 th Grade Information Night
November 2	(W)	- First Term ends

SECOND TERM

November 3	(Th)	- Second Term begins
November 11	(F)	- Veterans Day . no school
November 16	(W)	- ½ day Parent/Teacher Conferences
November 23-25	(W-F)	- Thanksgiving Holiday
December 23	(F)	- Winter recess begins ½ day Fri
December 26-30	(M-F)	- Winter recess
January 2	(M)	- School sessions resume
January 16	(M)	- Martin Luther King Jr. Day-no school
January 17	(T)	- Second Term ends
January 18-24	(W-T)	- Mid Year Exams

THIRD TERM

January 25	(W)	- Third Term begins
February 20-24	(M-F)	- February recess
February 27	(M)	- School sessions resume
March 29	(Th)	- Third Term ends

FOURTH TERM

March 30	(F)	- Fourth term begins
April 6	(F)	- Good Friday . no school
April 16-20	(M-F)	- April recess
April 23	(M)	- School sessions resume
May 2	(W)	- Scholastic Honors Night
May 11	(F)	- Junior Prom
May 21	(M)	- Last day for Seniors
May 22-25	(T-F)	- Senior Exams
May 28	(M)	- Memorial Day - no school
May 29	(T)	- Awards Night
May 30	(W)	- Boosters Banquet
May 30 & 31	(W,Th)	- Graduation Rehearsal 8:00 am
June 1	(F)	- Senior Breakfast 8:00 am; late start gr. 9-11
June 1	(F)	- Senior Prom
June 3	(Su)	- Graduation 2:00 pm
June 6	(W)	- Fourth Term ends
June 7	(Th)	- Semester Finals/Final Exam review
June 8-13	(F-W)	- Final Exams

The last day of school will change if there are school cancellations due to weather. Students will not be excused from school to go on vacation, go to work/camp, or to attend other events that should have been planned better. **Plans made at the end of June must be flexible to accommodate a change in date for the end of school.**

STUDENT RIGHTS AND RESPONSIBILITIES

It is your right to

- Attend school until graduation at public expense
- Have the use of free textbooks needed in the course of study
- Assist in the making of decisions affecting life in school
- Express opinions verbally or in writing in a respectful manner
- Expect that school will be a safe place to gain an education
- Be represented by an active student government selected by open school elections

It is your responsibility to

- Attend school daily, except when ill, and to be on time to all classes
- Assume full responsibility for the care of the facility and instructional materials
- Complete the prescribed course of study
- Express opinions and ideas in a respectful manner, not offending or slandering others
- Be aware of all rules and regulations for behavior and conduct yourself accordingly
- Participate in student government by running for office or voting for the best candidates
- Make your problems known to the teaching or administrative staff by meeting privately with them or representatives who will act in your behalf
- Assume that until a rule is waived, altered, or repealed, it is in full effect

RESIDENCY

Pursuant to Massachusetts law, you must actually reside within the Town of Milton to attend the Milton Public Schools. The Milton Public Schools will conduct an investigation if a question arises concerning your residency (M.G.L., Chapter 76, Section 5). If you temporarily reside in Milton, which is not the legal residence of your parent or guardian, for the special purpose of attending school within Milton, the Milton Public Schools may pursue tuition from your parent or guardian for the period of your attendance (M.G.L., Chapter 76, Section 6).

STUDENT RECORDS

Your student record consists of two types of records: the permanent record or transcript, and the temporary record, which consists of information current to educational matters and discipline. You and your parents may review your permanent and temporary school records. Your permanent record is maintained for 60 years while your temporary record is destroyed no later than 5 years after you transfer, graduate, or withdraw from the Milton Public Schools.

RELEASE OF STUDENT INFORMATION AND RECORDS

According to Massachusetts Department of Elementary and Secondary Education under the provision 603 CMR 23.07 (4) (a) Milton High School may release the following information without prior consent: your name, address, telephone number, date and

place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. Furthermore, the school shall send your school records directly to a public school to which you seek or intend to transfer without your consent or your parents' consent-603 CMR 23.07 (4) (g). Moreover, under the No Child Left Behind Act, a provision is made that allows for the disclosure of secondary students' names, addresses and telephone listings to military recruiters and institutions of higher education, unless the parent or eligible student objects to such release. If you object, please notify the High School office in writing. An eligible student is one who is fourteen years of age or older, or in at least the 9th grade.

Furthermore, photographs and videotaping of students may be used at school events, in school publications and printed materials, on the school's website, in the newspaper, etc. If a parent/guardian does not want his/her child's photograph or videotaped image to be used, he/she must send a written request, with his/her signature, to the attention of his/her vice principal.

SECTION I: ACADEMIC ISSUES

ACADEMIC HONOR CODE

We expect that all students exhibit honesty and integrity in their academic work, and that the work that is passed in is their own best effort. The school takes seriously any breach of that effort. Milton High School's *Academic Honor Code* defines academic violations and prescribes consequences. Academic violations are usually categorized as cheating or plagiarism. Other offenses, however, may be classified as academic violations. Academic violations may also carry disciplinary consequences (see Rules of Student Conduct in this handbook).

Cheating consists of any schoolwork a student submits for evaluation that is not done by him/her. Cheating is an act of dishonesty and deceit.

Cheating includes, but is not limited to, the following:

- ~ copying homework
- ~ cheating on quizzes/tests
- ~ talking, signs, or gestures during a quiz/test
- ~ copying from another student or allowing the copying of any assignment
- ~ passing test or quiz information to others in another class period with the same teacher or course
- ~ submitting a pre-written writing assignment at times when such assignments are supposed to be written in class
- ~ using unauthorized study aids, notes, books, text messages, data, or other information
- ~ sabotaging the projects or experiments of other students
- ~ lying or failing to give complete information to a teacher for purpose of gaining academic advantage
- ~ feigning illness to gain extra preparation time for tests, quizzes, or other assignments

Plagiarism consists of the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Plagiarism includes, but is not limited to, the following:

- ~ submitting an assignment in whole or in part that has been copied from a published source or downloaded from computer software or the Internet
- ~ borrowing the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgment
- ~ having a parent or another person write an essay or do a project that is then submitted as one's own work
- ~ failing to use proper documentation and/or bibliography

Consequences

First Offense

1. The student receives no credit for the work involved.
2. The teacher will:
 - ~ call the parent
 - ~ file a report with the student's vice principal
 - ~ remind the student of the consequences of another offense

Second Offense

1. The student receives no credit for the work involved, five points will be deducted from the term grade in that course, and the student will jeopardize eligibility for any leadership positions.
2. The teacher will:
 - ~ call the parent
 - ~ file a report with the student's guidance counselor and vice principal. The incident will become part of the student's disciplinary record kept by the vice principal
 - ~ remind the student of the consequences of a third offense

Third Offense

1. The student receives an **F** for the term grade in that course.
2. The teacher will
 - ~ call the parent
 - ~ file a report with a guidance counselor and vice principal. The incident will become part of the student's disciplinary record kept by the vice principal

You may appeal second and third offense consequences to an administrator-selected committee of teachers/counselors. An incident in one class does not affect your record in another class. Cumulative first offenses in a variety of classes, however, are disruptive of the educational process and may result in further disciplinary action.

GRADUATION REQUIREMENTS

Currently, the number of credits required for graduation is 120. Furthermore, the State of Massachusetts requires all students to pass the English/Language Arts, Mathematics, and Biology sections of the Massachusetts Comprehensive Assessment System (MCAS).

To be classified as a senior, assigned to a senior class/grade homeroom, and allowed to participate in senior class activities, a student must have earned a minimum of 85 credits. The principal must approve any exception. Students who have not completed all their

graduation requirements one school day after the last final examination will not be allowed to participate in the graduation ceremony.

To be classified as a junior, and assigned to a junior class/grade homeroom, a student must have earned a minimum of 55 credits.

To be classified as a sophomore, and assigned to a sophomore class/grade homeroom, a student must have earned a minimum of 25 credits.

The subjects and credits required for graduation are as follows:

<i>Subject</i>	<i>Credits</i>
✓ English: 4 years (I, II, III, IV)	20
✓ Mathematics: 4 years	20
✓ Science: 3 years	15
✓ Social Studies/US History: 3 yrs	15
✓ Physical Education/Health	10
✓ Fine Arts or Applied Arts	5
✓ Computer course	2.5
✓ Community Service	140 hours

In some cases the Community Service hours may vary. See section on [Community Service Learning](#) for more information.

Read the most current version of the *Program of Studies* booklet for more detailed information on subjects, credits, graduation requirements, and related matters. You are scheduled in a program of study that includes 35 periods per week of structured learning. Courses that meet one period daily for the year receive 5 credits, and those that meet one period daily for one-half the year (one semester) receive 2.5 credits.

Failing a course required for graduation is a serious matter. Such courses may be passed and the credits earned by taking and passing an approved comparable summer school course, or by taking and passing an approved comparable day-school or evening school course, or by re-taking and passing the course at Milton High School the next school year. Please see related relevant information in Section III of this handbook.

Milton High School uses a weighted GPA to determine class rank. The seniors who, at the end of the year, are ranked number one and number two and have been enrolled for at least three years become the class valedictorian and salutatorian.

VALEDICTORIAN AND SALUTATORIAN

In order for a student to be considered for the honor of Valedictorian or Salutatorian, he/she must have at least three years (twelve terms) of grades and attendance at Milton High School. Grades received from other schools will be included in the calculations for GPA and class rank. Speeches will be reviewed by the principal or his designee.

GRADUATION ELIGIBILITY/PARTICIPATION IN GRADUATION

Your graduation requirements are established by the standards that were in place when your class entered Milton High School. These standards may be subsequently modified for a class by school committee policy. As a consequence, graduation requirements may vary from class to class.

To participate in graduation exercises all graduating seniors must meet or exceed all graduation requirements/standards for his/her class by one school day after the last final examination. Such standards include total credits, credits earned in each learning area, community service learning requirements, and other school obligations. Seniors who are ineligible to graduate with their class may receive their diplomas when the school's administrative team determines that all graduation standards have been met or exceeded. Participation in graduation exercises is limited to members of the current graduating class.

Students who do not participate in their class graduation exercises have one additional year to meet or exceed their class graduation standards to be considered a member of that graduating class. The school's administrative team will set fifth-year programs of study for these students.

Students may lose the privilege of participating in graduation if a serious infraction of school rules occurs during the week leading up to graduation. For example, a student who uses or is in the possession of alcohol/drugs the evening of the senior prom will be excluded from graduation.

COMMUNITY SERVICE LEARNING

Community service learning provides a valuable, self-directed learning experience with intellectual, social and emotional benefits. This program will provide students with the opportunity to (a) work with people who come from different backgrounds; (b) offer assistance to worthwhile community agencies; (c) develop interpersonal and leadership skills; (d) explore career possibilities; and (e) learn about citizenship. Participation in community service is required for graduation. For each school year a minimum of 35 hours of approved community service is required.

Counselors will provide new students with detailed information about this program at the beginning of the school year and will be happy to assist any students who have questions about the program or its requirements.

SCHEDULE CHANGES

Changes in class schedules are discouraged. However, a request for a change in schedule will be honored if the following circumstances are present:

Problems created by the unavailability of an offering

A teacher-initiated level change after the midpoint of the first term (any action taken must have approval of the department chairperson/director, guidance counselor, and vice principal)

Failing a course for the semester (in this case you must have a note from your parent or guardian requesting the change). The approval of the teacher whose course you are failing, your guidance counselor, and vice principal are necessary to change your schedule. **If your failure is due to poor attendance, inadequate class participation, failure to do homework, or lack of effort, your request for a course/schedule change will not be approved**

REPORT CARDS

The school year consists of two semesters. Each semester is divided into two terms. Report cards are issued four times a year: November, February, April, and June.

PROGRESS REPORTS

Interim Progress Reports: Your teachers and the administrators of Milton High School are well aware that your first semester of new subjects can be difficult. We are here to offer you the help you need to do the best you can do. Interim progress reports are issued midway through each marking period to make you aware of your academic standing in each class. If you are not satisfied with your academic performance, or if you would like to perform better, please talk with your teacher. You should also turn to the section on Academic Supports and make yourself aware of the services in place to help you succeed.

Weekly Progress Reports may be requested by your parents from one or more teachers for a short period of time. Blank Weekly Progress Reports are available in the guidance office. It is your responsibility to pick up the blank report, give it to your teacher(s), collect the completed report, and deliver it to your parent(s).

MIDYEAR AND FINAL EXAMINATIONS

Midyear and final examinations are required for course credit. They are given at specific times on specific days at the end of each semester. Students may have their exams rescheduled due to school-sponsored activities or illness.

If you fail to take your midyear or final examination and/or the make-up examination, you will receive a grade of zero on that examination. Permission from a vice principal is required before a teacher can allow you to take a midyear or final examination prior to or following the scheduled examination date and time.

Seniors may be exempted from finals when (a) a vice principal determines that a senior's school attendance and behavior during the school year are satisfactory, (b) when teachers determine that a senior's class attendance, punctuality, homework, project assignments, and class participation during the fourth term are satisfactory, and (c) when they have satisfactorily completed their community service.

HOMEWORK

Homework is a fundamental part of our learning program and a *minimum* of two total hours will be assigned each night. Homework is usually assigned Monday through Thursday. You are expected to do homework along with reading, research, writing, and long-term assignments on weekends. Honors and AP level courses will require significantly more homework.

MAKE-UP WORK

A given lecture or class discussion on any day can never be replicated and so we strongly encourage you to make every effort to attend school every day. You are responsible for the instruction that was missed during your absence and you are expected to complete assigned make-up work. You should make arrangements with each of your teachers for make-up work when you return to school following any

absence. Your teachers will give you a reasonable period of time, determined by each teacher, to complete homework, class work, and tests you may have missed. If a verified illness keeps you out of school for a period of not less than fourteen school days, home instruction may be available; your guidance counselor can give you information about this service.

GRADING

At the beginning of each marking period, your teachers will explain their grading policies. You will receive copies of those policies at the beginning of the year (or semester) to read, sign, and return to the teachers, who will keep them on file. Copies of the policies will also be kept on file in the department chairperson/director's office. Questions concerning your grades must be addressed first to your teacher. Grade appeals should be made to the department chairperson/director and then to the vice principal responsible for that department. (See the list of Administrators and Guidance Counselors at the front of this handbook.) Final grade appeals may be made to the principal.

When a student moves from one level of a course to another level of the same course the former teacher assigns a grade-to-date and the new teacher determines the final grade that is reported on the report card and transcript.

MARKING SYSTEM

Letter grades in Milton High School and their related numerical average follow:

A 93 - 100	B+ 87 - 89	C+ 77 - 79	D+ 67 - 69	F Below 60
A- 90 - 92	B 83 - 86	C 73 - 76	D 63 - 66	N No Credit
	B- 80 - 82	C- 70 - 72	D- 60 - 62	

A mark of **A+** denotes high honors; **B+** honors; **C+** passing; **D+** passing, but unsatisfactory; and **F+** failure. The first term of introductory courses, such as word processing and computer, will be graded on a pass-or-fail basis. A passing grade (**D+**) will not restrict a student from making the honor roll.

Final grades in courses are calculated as follows:

<i>Yearlong courses:</i>	<i>Semester courses:</i>
First Term Grade 20%	First Term Grade 40%
Second Term Grade 20%	Second Term Grade 40%
Third Term Grade 20%	Final Exam 20%
Fourth Term Grade 20%	
Midyear Exam 10%	
Final Exam 10%	

Honor Roll: A list of Honor Roll students is compiled each marking period. There are two Honor Roll categories: **High Honors+** is reserved for students receiving all **A's** (all subjects counted) and **Honors+** is reserved for students receiving all **A's** and **B's** (all subjects counted). Students receiving one **C+** grade will be honorably mentioned.

"I" grades: If work in a particular subject has not been completed at the end of a marking period because of extraordinary circumstances that are accepted by the teacher, a mark of **I** (incomplete) may be given. When this happens, a period of two weeks is provided to finish this work. If the work is incomplete at the end of two weeks, a mark of **F+** will be

recorded for the subject. Any exceptions to this regulation must have the approval of the principal.

"N" grades: In order to receive semester or yearly credit for a course, a student receiving an **N** grade (No Credit) for one term may, *at the discretion of the teacher*, make up time/work and have the term grade changed from an **N** to an **N+** only. This would enable the student to have the numerical grade associated with a term's **N+** grade (59, 58, 57, 56, etc.) used in the computation of the semester or year's grade and perhaps receive diploma credit.

"W" grades: When a student withdraws from a course and does not enroll in another level of the same course:

~ prior to the 1/3 point of a yearlong or semester course, neither the course nor the grade earned until the withdrawal will appear on the student's transcript

~ between the 1/3 and 2/3 point of a yearlong or semester course, the course and the letter **W**+(withdrawn) will appear on the student's transcript

~ after the 2/3 point of a yearlong or semester course, the course and the letters **WP**+(withdrawn and passing) or **WF**+(withdrawn and failing) will appear on the transcript

CLASS RANK

Class rank is a student's numerical academic standing in his/her class in relation to all other members of the class (e.g., 50 in a class of 300). This standing is based on the mathematical computation of the grades earned, called a grade-point-average (**GPA**). Milton High School uses a weighted system where both the levels of the courses and the final grades are used in determining class standing. Courses are weighted in the following, ascending order: B-level, A-level, Honors-level, and AP-level. Class rank is first computed for all weighted courses taken at high school through the end of your junior year. For more information on this topic see your guidance counselor.

SECTION II: ACADEMIC SUPPORT AND SCHOOL SERVICES

TEACHERS

Teachers are willing to assist students in their endeavors to master the subject material. Please feel welcome to approach a teacher and request assistance. Teachers are available Monday through Thursday after school until 2:45 PM. Teachers are not available when faculty meetings, teacher duties and other commitments occur after school. Some teachers may make themselves available before school by appointment.

TUTORS

The National Honor Society has as part of its mission to offer tutoring to students in a variety of subjects. If a student would like assistance learning course content they can contact the National Honor Society adviser for availability and costs.

MCAS PREPARATION

Passing the MCAS is required for all seniors. MCAS preparation classes may be scheduled on Saturdays during the winter and spring to help students pass the spring administration of the MCAS exam. When a schedule is finalized notification letters will be

mailed to parents. Students will be notified of the schedule via the *Daily Bulletin*. MCAS preparation classes provide interested students focused instruction in the skills and concepts assessed on the MCAS exam.

THE EVENING PROGRAM

Milton High offers classes from 4 PM to 6 PM, Monday through Thursday, when school is in session. To maintain a variety of offerings and allow for individualization the program uses online classes. Students are expected to work independently during the 4:00 to 6:00 time and complete additional work outside of class. The program is staffed by Milton High School faculty who are available to assist students with their work and supervise testing. Students may take courses in the Evening Program to recover credits or to take something for enrichment. Additionally, students may be taking the majority of their credits in the Evening Program (see Special Disciplinary Procedures). The cost is \$280 per course.

SUMMER SCHOOL

Milton's summer school program provides enrichment and make-up courses. You may also take a summer school course to improve a grade in a course to a grade of no higher than C. Milton's summer school offerings may be limited and courses that are offered in the summer school booklet may not be scheduled for a number of reasons, among them low enrollment. Note the following regulations:

1. You must have an average of at least 40% for the academic year to enroll in summer school courses you have failed and wish to make up.
2. If you take a course in the Milton summer school program for make-up, your grade will be determined by the following formula:
 - ~ your average for the year in the school-year class will count as 50%
 - ~ your average for summer school class will count as 35%
 - ~ your summer school final exam will count as 15%If there is no summer school final exam your grade will be an average of your school-year class and your summer school class, with a maximum grade no higher than a C.
3. In order to take a summer school course at a high school other than Milton for a course you failed during the school year, you must get approval by school administration in advance.
4. If you failed a course at another high school, are planning on attending Milton High School in the fall, and wish to attend the Milton summer school (or any other summer school) to receive diploma credit, your sending school is responsible for approving this action. Officials at said school would also determine, based on their existing policies, whether you pass that summer school course and receive diploma credit for the course.
5. Courses taken in summer programs that are not make-up courses to improve an existing grade may be approved for academic credit by the principal. The amount of credit shall be at the discretion of the principal or his designee and must be approved prior to taking the course(s).

- Situations not covered by existing policy must be approved in advance by administration.

GUIDANCE AND COUNSELING

The Guidance Department provides personal, college, and career counseling to all students in grades 9 through 12. You are assigned to one counselor for four years. You will have individual, small, or large group meetings with your counselor. In these sessions you will discuss a variety of topics, including your orientation to high school; academic and personal assessment; college and career planning; and standardized testing. Occupational information, college catalogues, armed services pamphlets, financial aid booklets, and a computerized system for college and career programs are available to you in the guidance office.

To meet with your guidance counselor you need to schedule a meeting before school, after school, or during your lunch. You may, however, see your guidance counselor on an emergency basis between classes. Some appointments outside the regular school day are available for you and your parents to meet together with your counselor. Have your parents call your counselor for more information on these appointments.

The Guidance Department hosts several fall mini college fairs for students who are seniors. Other evenings may be offered on various topics related to college admissions and financial aid.

Through several evening programs directed to issues associated with a specific grade, the Guidance Department will present information to your parents at different times of the year. You are encouraged to attend these meetings. Your parents are encouraged to consult with your guidance counselor to discuss issues that impact your progress and learning.

Two pupil adjustment counselors are available to assist you with difficult personal problems. This counseling is available for all students through self-, parent, faculty, or community referral. You may contact the adjustment counselors through your guidance counselor, by leaving a note in their boxes in the main office, or by calling Mrs. Sullivan at 696-4478 ext. 5523 or Ms. O'Sullivan at 696-4478 ext. 5522. The pupil adjustment counselors' offices are located on the first floor in room 107. An educational psychologist is available for cognitive and personality testing in the event such a service is needed.

For more information on Guidance Department programs and services, you or your parents may call 696-4478 ext. 5533 during regular school hours.

HEALTH SERVICES

In 2004 the National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) defined health services as:

- Services provided for students to appraise, protect and promote health
- Services that are designed to ensure access or referral to primary health care services or both

- Foster appropriate use of primary health care services, prevent and control communicable disease and other health problems
- Provide emergency care for illness or injury
- Provide educational and counseling opportunities for promoting and maintaining individual, family and community health

The school nurse is committed to minimize health related barriers to learning and promote each student's maximum learning opportunities. Massachusetts State Law mandates regular health screenings at school which include vision, hearing (if requested by teacher or parent), scoliosis and beginning in school year 2011 . 2012 BMI (Body Mass Index.)* Screenings do not take the place of regular primary care provider examinations. The purpose of the screening programs is to identify possible problems that may interfere with student success and make appropriate referrals for assessments and treatment. A strong communication network between school nurse, parents/guardians and primary care providers is essential.

In case of illness or emergency, parent/guardian will be notified by the school nurse or other staff member. Parent/guardian MUST provide the school with emergency contact information in case they cannot be reached. It is imperative to keep your son/daughter's emergency information up to date. In many instances time is critical for the student.

*more information and explanation of BMI will be sent home to parents/guardians after the school year begins.

Health Room

If you become ill you should request a pass to the health room from your classroom teacher. The nurse will determine if you are to be sent back to class, detained in the health room, or dismissed from school and sent home. If you are to be sent home, the nurse will notify all your teachers and call your parent/guardian to discuss how you will get home. If your parent is unable to pick you up and no one else is available, the procedure is as follows:

1. Your parent will decide whether you will get home by public transportation or by walking
2. You must call your parent when you arrive home
3. Your parent will call the nurse immediately after receiving your call

Physical Examinations

All new enrollees are required to present proof of a physical exam that has been completed within one year of school entry. Documentation of a physical exam is required again in Grades 1, 4, 7, and 10. These three year intervals allow a regular and predictable review of each student with attention paid to potential health concerns. Students who play sports will follow the MIAA physical exam requirements.

Immunizations

Immunizations are required by Massachusetts State Law for children to attend pre-kindergarten through grade 12. According to state law no student shall be admitted or be allowed to remain in school unless they satisfy these requirements.+ The school nurse is required to keep an immunization and health record for each student enrolled in the district. A history of disease specific diagnosis by a primary care provider will be accepted in lieu of the immunization (i.e., chicken pox) for all vaccine preventable diseases except rubella. If a parent/guardian has a religious belief that is in conflict with

the state law the school nurse can provide the appropriate form for parent/guardian to complete. This form is required to be completed annually.

Medication at school

The delivery of medication at school is regulated by the Department of Public Health and has specific guidelines in place for the health and safety of the student as well as confidentiality. Any student taking medication in school on a regular basis must have a new permission form signed by the parent/guardian and the prescribing physician every year. Medication must be provided to the school nurse in a pharmacy or manufacturer labeled container. **When getting the original prescription at the pharmacy please ask for a second container with all the prescribing information attached so medication can be left at school.**

Short-term medication (10 days or less), prescription or non-prescription will only be given if the proper permission forms are signed and dated by parent and physician if necessary. When your student needs medication at school please act quickly to follow these policies so the school nurse may begin to dispense the medication as soon as possible. The school nurse may permit self-medication of prescription medication by a student to treat asthma, cystic fibrosis or diabetes provided that certain requirements are met. Please contact your school nurse to discuss the scheduling of medication or any health issue pertaining to your student.

All medication forms are on the Milton Public Schools Edline web page, www.miltonps.org.

Allergies or Chronic Health Care Issue

If your child has **ANY** type of allergy, including food allergy, or other chronic health issue please schedule an appointment to meet with the school nurse and, if necessary, the classroom teacher to plan appropriate responses and determine if medication needs to be kept at school.

First Aid

First aid delivery and assessment of injuries is part of the school nurse's role as children learn to apply safety within their own environment. When appropriate, the school nurse will contact parent/guardian if a student is injured. An explanation of the injury and the nursing care provided will be discussed. The need for parental/guardian follow up will also be assessed with this communication.

Illness

Occasionally a student is kept home from school for illness. A student with vomiting or diarrhea should be kept home from school until symptoms have subsided for 24 hours, the student is able to take nourishment, and is sleeping through the night. If diarrhea or vomiting persists consult your primary care provider. If cold or cough symptoms are associated with a fever the child should NOT come to school. If symptoms do not readily improve contact your primary care provider. Your student may attend school if there is no fever. Your primary care provider should evaluate a sore throat in conjunction with a fever. Students treated for strep throat may return to school after 24 hours on an antibiotic.

Please notify the main office if your student is absent from school due to illness. This provides the school nurse with significant information to identify tracks of illnesses and to help prevent the spread of illness by communicating with staff and with parents/guardians.

Communicable Disease

When your student has a communicable disease, please contact the school nurse for information regarding the length of time the child should remain at home and documentation of treatment to be able to return to school.

- Conjunctivitis [Pink Eye] : Do not send your student to school until 24 hours after treatment is started. Request a note from your primary care provider to ensure your student's attendance.

Scoliosis

Scoliosis is a postural defect of the spine. Left untreated scoliosis can cause neck and back pain from postural deformities. The Massachusetts screening program begins in grade 5 for boys and girls and is ongoing every year through grade 9. Postural screenings have dramatically reduced the incidence of surgical intervention for spinal deformities. Early detection is promoted by the American Academy of Orthopedic Surgeons and the American Academy of Pediatrics.

Individual Health Care Plan

An Individual Health Care Plan [IHCP] is developed by the school nurse in collaboration with the student, parent/guardian and, if appropriate, the health care provider. With parent/guardian approval, the plan is shared with the appropriate staff. This provides a safe learning environment for the student and educates the staff on necessary measures for the health and safety of the student. The increasingly complex health care needs of students in school has created an opportunity for all involved to eliminate barriers in the best interest of the student. Partnership of student, parent/guardian and staff enhances the child's ability to learn and participate in the school setting.

LIBRARY

The library is a place for research, reading, learning, and quiet study. Some meetings may also be scheduled in the library. You may use the library during lunch if you get a pass from the librarian before 7:40 AM.

With a collection of over 14,000 books and over 24 periodicals, newspapers, and indexes, online databases, the Electric Library and Internet access, the library is equipped to meet most of your research needs. The library has its own web page with links to key references and databases. You may enter and exit the library through the door on the hallway where World Language classes are scheduled.

Library hours will be posted at the start of the school year. Library materials may be signed out for a two-week period and should be returned or renewed after that time. During peak research times the librarian may limit the number of books and the circulation time to equitably accommodate all students.

Many teachers bring their class(es) to the library during the school day. These visits are scheduled in all subject areas and permit instruction, demonstrations of library resources, and research that may be applied to a learning project.

WORK-STUDY PROGRAM

To be eligible for the Work Release Program, the following requirements must be followed.

1. Seniors must have attained a minimum of 85 credits at the end of the junior year and be scheduled for a minimum of 30 in-school credits.
2. A work contract must be submitted and signed by the parent, employer, student, and school administrator prior to release from school.
3. At the discretion of the administration, credit for work may be given if the employment is related to courses the student is taking that are relevant to career goals. Such credit is also based on the student working a minimum of 10 hours per week.
4. Regular and punctual attendance at school and work are mandatory.
5. School obligations take priority over work and other demands.
6. If conduct or academic work is unsatisfactory, the program may be terminated.
7. If employment is terminated for any reason the student must notify his/her guidance counselor within 24 hours. The student will be assigned additional courses to replace the work release program.
8. Employers are required to submit a written report each marking period regarding attendance and on-the-job performance. Upon completion of this, the student will receive a pass or fail grade.
9. Job training/work will be carried out in such a manner as will reflect credit upon the student, the school, and the program.
10. Any exception to the above will be dealt with on an individual basis by the school administration.

For more information on this program see your guidance counselor.

WORK PERMITS

According to child labor regulations, all students between the ages of 14 and 18 who wish to work must obtain an employment permit from the superintendent of schools. Those permits are available in the main office of the school during school hours throughout the year.

SECTION III: STUDENT ACTIVITIES

The Student Activities Program at Milton High School incorporates all the outside-of-class events and activities that are managed by school authorities. These include the student athletic teams, school clubs/organizations, evening/weekend musical performances, drama productions, dances, proms, and school trips. Most informal dances are held on Friday evenings in the fall. Formal and semi-formal dances are held during the winter and spring. The PTSFO sponsors the All-Night Graduation Party on the evening of graduation day.

Please note that students may be required to comply with a breathalyzer test to gain admittance to some events (i.e. a school dance). If a test reveals that the student has consumed alcohol, parents/guardians will be required to come to the event to take custody of their child and school penalties will be implemented.

RULES & REGULATIONS: ATHLETES AND NON-ATHLETES

The following seven points govern overall eligibility, membership, and participation in Milton High School's student activities program:

1. Athletic and non-athletic student activities help in the community's effort to provide positive, appropriate, and developmentally beneficial experiences necessary to the growth of well-rounded adolescents and young adults.
2. Academics and school attendance take priority over membership and participation in student activities.
3. Student eligibility, membership, and participation in all student activities (e.g., athletics, drama productions, concerts, clubs, and student leadership positions*) is a privilege determined, approved, or managed by the Milton High School professional staff.
4. A student must pass courses that carry a minimum of 25 hours credit per quarter to be academically eligible for sports/athletics. Academic eligibility for a specific season is based on the report card from the previous quarter, except for a fall sport, for which academic eligibility is based on the final report card from the previous school year.
5. A full seven-period day of school attendance, or its equivalent, is required of students in order to participate in practice or student activities that day. **A student who arrives after 8:15 AM will not be able to participate in after school activities (clubs, performances, practices, games, etc.)** A vice principal (for non-athletic student activities) or the Director of Athletics (for athletics) may approve reasonable exceptions to this standard.
6. A member of a school team, club, or other school organization or student leadership member* assumes the school's goals, standards, expectations, and all related responsibilities. Accordingly, it is expected that a student's behavior will be consistent with the laws of the Commonwealth of Massachusetts at all times, not just during the time of the activities associated with an event or during the season of play.
7. Some acts and violations committed by a student during non-school hours (evening, weekends, or school-year holidays) may impact participation in student activities. Among these acts and violations are theft; physical assault; vandalism; possession, use, purchase, sale, or transfer of illegal drugs and alcohol; other acts that endanger the safety or well-being of students, staff, or the school; and the use of tobacco (athletes).
8. The school will investigate allegations of violations committed by student activity members. Such investigations will include an informal hearing for the student activity member or participant.

When the school determines, during any twelve-month period of time beginning August 15 each year, that a student activity member or participant has committed any of the following acts: theft; physical assault; vandalism; possession, use, purchase, sale or transfer of illegal drugs and alcohol; other acts that endanger the safety or well-being of students, staff, or the school; or the use of tobacco (athletes), the student activity member or participant shall face the following consequences:

For athletes (as noted in the MIAA handbook):

- ✓ First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next

consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. The student will be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

- ✓ **Second and subsequent violations:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

Per the MIAA Good Citizen Rule, Section 63.1, student-athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Local policies will determine the actual days of ineligibility.

For non-athletes:

- ✓ **First Offense:** the student shall lose eligibility as a participant or member for the next two weeks of public performance events. Students will, however, be allowed to attend meetings. Student leadership members* will lose eligibility for four (4) consecutive school weeks.
- ✓ **Second Offense:** the student shall lose eligibility for the next four (4) weeks of public performance events. Students will not be allowed to attend meetings during this period. Student leadership members* will lose eligibility for twelve (12) consecutive school weeks.
- ✓ **Third Offense:** the student shall lose eligibility for the next twelve (12) consecutive months.

*Student leadership members include, but are not limited to, members of the National Honor Society, Student Council, Student Advisory Board to the School Committee, Student Leaders, Student Representatives to the State Board of Education, Student Representatives to the School Site Council, and Class Officers.

ELECTION OF CAPTAINS AND OFFICERS OF STUDENT ORGANIZATIONS

This policy is the method by which student leaders of student organizations will be elected and covers all formal elections of student activities under the direct control of the Milton School Department at the 6. 12 grade levels.

Table of Organization

Each student activity, class organization, and/or athletic team will have a clearly stated Table of Organization of elected student leaders available to all members of the organization and posted in the school. The adviser or coach of the activity will be responsible to the principal of the school for such posting.

Timetable for Elections

The members of the student activity, class organization, and/or athletic team will be notified of an upcoming election at least one (1) week prior to the election by the posting of such notice in the school. The date of an election will be held on a regular school day when all students are expected to attend and shall not fall on a major religious holiday or when a school-sponsored activity would keep a student from voting. Within three (3) school days of the posting of an election, a student may petition the principal of the school for a change in the election date or an absentee ballot because of religious or school-sponsored obligations on the part of the student. The principal will determine if the election date will be changed or an absentee ballot will be used. The faculty adviser of the Student Government and Student Council will establish the timeline, rules, and procedures for the elections after conferring with the principal and the Class Officers.

By-Laws

Each student activity, class organization, and/or athletic team shall establish a written set of bylaws in which eligibility for student-elected leadership positions is determined. These bylaws shall be submitted to the principal as soon as possible, but no election of leaders of the organization may be held within ten (10) school days of the submission of the bylaws to the principal. Under the guidance of the advisers/coach, each student activity, class organization, and/or athletic team will determine the bylaws. The principal, or designee, will review and approve all such bylaws.

Balloting

Only students officially recognized as members of the activity, class organization and/or athletic team will be allowed to vote. The adviser/coach will determine such eligibility, based on the bylaws of the organization. Only students present at the time of the election will be eligible to vote, unless an absentee ballot has been approved. A student designated by the faculty member in charge will count ballots. Ballots will be retained for one week after the election. Results of the election will be announced.

Students may run for either class officer or student government. They may not run for both in the same school year.

STUDENT GOVERNMENT/STUDENT COUNCIL

The Student Government, a group of representatives elected by the student body, works as a liaison between the students and administration in an effort to enhance conditions at Milton High School. The Student Government holds regularly scheduled meetings, and all students are urged to attend and offer suggestions. The Student Council and the

Student Representatives to the School Committee meet together, striving to ensure a better education and environment at Milton High School. The effectiveness of Student Government depends not only on the elected members, but also on the concern and cooperation of the student body.

The Student Council is composed of four senior members, three junior members, two sophomore members, and one freshman member. The senior member receiving the highest number of votes will be President of the Student Council. The Student Representatives to the School Committee include two senior members, two junior members, one sophomore member, and an alternate. The elected senior with the highest number of votes will be the chairperson of the Representatives. The Student Government, which includes the Student Council, Student Representatives to the School Committee, and State House Representatives, will elect a President and a Secretary/Treasurer of Student Government, who will chair the meetings.

Only students who follow the nomination procedures put forth by the Class Office and Student Government adviser(s) will be permitted to have their names appear on the ballot and will be allowed to speak at election assemblies.

Write-in candidates are at the discretion of the Class Office and Student Government advisers. Only in the event that there are not enough nominees for a position will write-in candidates be permitted. Write-in candidates will not speak at election assemblies.

At the time that nomination papers are taken out, a student must declare in writing the position for which he/she will run. For more information see Ms. Crowley, faculty advisor.

CLUBS & ORGANIZATIONS

Please be advised that due to budget constraints there will be a \$50 club/activity fee upon joining. There is a \$100 maximum fee per student. Furthermore, students who wish to start a new club/activity may do so at the discretion of the Principal.

AMNESTY INTERNATIONAL

Amnesty, founded in 1961, is an organization dedicated to the protection of the Universal Declaration of Human Rights bill endorsed by the United Nations in 1948. The Milton High School chapter of Amnesty meets twice a month to discuss human rights issues, to respond to urgent action appeals concerning prisoners of conscience in all parts of the world, and to share information via guest lectures, discussions, and videos. This is one of several thousand chapters in the United States, working for the protection of human rights. See Ms. Derby, faculty advisor, for more information.

ART CLUB

The Art Club is open to all students who are interested in creating artwork throughout the school year. We meet every Tuesday after school in room 106. The Art Club creates artwork to donate artwork for the Foundation for Education silent auction, does the face painting for Celebrate Milton, paints store windows for merchants throughout town, and

participates in many more exciting projects. For more information see Mrs. Karen Hughes, faculty advisor.

ASIAN CULTURE CLUB

Culture, common goals, problems of minority groups, and topics of interest in Asian and American societies are discussed. Tutoring is provided to anyone new to the English language. Field trips and social events are planned throughout the year. For more information see Mr. Young, faculty advisor.

BEST BUDDIES

Best Buddies is an international non profit organization which has grown from one original chapter at Georgetown University to over 1,200 chapters on middle school, high school, and college campuses world wide. Founded by Anthony Kennedy Shriver in 1989, Best Buddies is dedicated to enhancing the lives of people with intellectual disabilities by providing opportunities for one to one friendships and integrated employment. Best Buddies is a life changing experience for both volunteers with and without intellectual disabilities.

Best Buddies envisions a world where people with intellectual disabilities are seen as our friends, coworkers, and our equals so that our services will no longer be needed 20 years down the road from now. Together we can create more inclusive communities one friendship at a time! Join Best Buddies today and make a difference. See Ms. Karen Coughlin (Faculty Advisor) and Ms. Bridget Canty (Special Ed Advisor) for more information.

CARIBBEAN-CAPE VERDEAN CLUB

This club gives students an opportunity to discuss their school experiences as members of the Caribbean-Cape Verdean community while exploring these two cultures. Field trips and participation in multicultural events are planned. For more information see Mr. Costa, faculty advisor.

CENTURY CLUB

The Century Club honors 100 of the school's top academic achievers. Students are selected on the basis of their unweighted class rank at the end of term three. The admissions breakdown by class is as follows: 40 senior members; 30 junior members; 20 sophomore members; and 10 freshman members. In the spring a Scholastic Honors Night will recognize the members of the Century Club. For more information see Mr. Cron, advisor.

DANCE TEAM

The dance team competes and performs at a variety of athletic events.. This is a physically demanding club that practices and performs like a traditional athletic team. For more information see Ms. Damiani, faculty advisor.

DRAMA CLUB

This club offers students a chance for firsthand involvement in drama. A number of fall, winter and spring public performances are scheduled during the evening. Involvement includes behind-the-scenes workers like stage crew personnel, as well as actors and actresses. Ms. Glynn and Dr. Walsh, faculty advisors.

ECHO

This is a literary and artistic student publication. Staff members from the student body plan and coordinate the publication of student literary contributions. This magazine is published twice a year. For more information, see Mr Radosta, faculty advisor.

ENVIRONMENTAL CLUB

The purpose of this club is to increase environmental awareness in the Milton community and to learn about our natural surroundings. Faculty advisor will be announced.

FILM CLUB

This club is for anyone interested in cinema (film, movies, and video). Activities will be fashioned in response to the interests of participating students. Students may choose an appropriate activity (viewing, fieldtrip, writing reviews, etc.) to pursue with adviser approval. Attendance at the first organization meeting of the school year in October is a must. For more information see Mme Laine, faculty advisor.

FUTURE BUSINESS LEADERS

This club is an activity for those students who wish to enhance their knowledge of business. Guest speakers and discussion will cover current-event topics. Occasional field trips are planned. Mr. Arenburg, faculty advisor

GAY/STRAIGHT ALLIANCE CLUB

This club works to promote awareness of issues related to sexual orientation in school and society. The club sponsors programs and events that educate students about tolerance, acceptance of all people regardless of race, religion or sexual preference. The club stresses harmony among all people and the celebration of diversity. For more information see Mr. Devlin or Ms Menard, faculty advisors.

IRISH-AMERICAN CLUB

This club is for students of all backgrounds to come together to explore and celebrate Irish American culture and heritage. Activities include bake sales, Irish film afternoons, community service opportunities at St. Patrick's Day concerts, and possible field trips to sites of Irish interest. Ms. Pasiewicz, faculty advisor.

KEY CLUB (Volunteers)

This is an organization to improve social service in metropolitan Boston. Activities include service to hospitals, nursing homes, homes for the elderly, orphanages, and neighborhood centers. Ms Donnelly, faculty advisor.

LIFESMARTS

This is an educational program for teenagers that helps to develop important consumer and marketplace skills in an innovative and competitive format. Sponsored by the National Consumers League and the Federal Reserve Bank of Boston, students who join will have the opportunity to learn valuable information in the areas of personal finance, consumer rights and responsibilities, the environment, health and safety and technology as they strive for the state and national LifeSmarts championship titles. For more information, see Mr. Arenburg, faculty advisor.

MOUNTAIN BIKE CLUB

This club is open to any student interested in off-road cycling. Students meet after school, ride to Blue Hills then through the vast trail network around the observation tower and Houghton Pond. There may be opportunities for weekend rides as well. Faculty advisor to be announced.

NATIONAL HONOR SOCIETY (NHS)

To be eligible for membership in the Milton High School chapter of the National Honor Society (NHS), a student must have a weighted grade point average of 3.50 or higher. Students who meet this academic standard will be given a Student Activity Information Packet. Students must also meet three other standards to become NHS members. These standards are leadership, character, and service. Acceptance into the Society is a privilege and not a right.

The Faculty Council of five teachers will evaluate completed and returned applications and make selection decisions. Induction of students into the NHS occurs in the fall (some seniors) and spring (juniors and seniors). Students who do not become members of the NHS in their junior year may again be eligible in their senior year.

The process of selecting new NHS members begins in September when the academic standard is applied to seniors who deferred during their junior year or who were not eligible academically after first semester of their junior year. Grade 9, Grade 10, and Grade 11 are used in calculating a potential candidate's GPA. Another selection begins after first semester when all juniors who meet or exceed the academic standard are invited to submit the Student Information Activity Packet. Grade 9, Grade 10, and the first two terms of Grade 11 are used in calculating a potential candidate's GPA. These results are applied to the academic standard for that graduating class. The process requires candidates to detail experience that demonstrates evidence of leadership, character, and service. Students should be able to document school related active participation in extra curricular activities for each year of high school in the form of sports, activities, and/or clubs. A minimum of one-hundred hours of documented community service is also required. Community service is a graduation requirement, so it is expected that NHS candidates distinguish themselves by their service activities. The packets are then read by each of the five members of the Faculty Council. The Council

members may also consider other pertinent information when making their decision. Three of the five members must approve, by confidential ballot, to admit a student to the NHS.

Members of NHS engage in a variety of activities such as community service projects, tutoring of students at a variety of grade levels, and fundraising for charity and scholarships. Any active member who fails to meet any of the four membership standards or does not actively contribute to National Honor Society activities may be dropped from membership. A one-term probationary period exists for students who become academically ineligible. In cases of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned, but may be dropped from membership. See Dr. Walsh, faculty advisor, for more information

NEWSPAPER (THE OBSERVER)

This publication is a joint effort of the Journalism class and *The Observer* staff. Students plan, write, and edit material for each edition with teacher/adviser input and guidance. For more information on this publication see Mr. Tart, faculty advisor.

PEERS EDUCATING PEERS

Members of this organization will be involved in peer mediation at the high school. Other activities include working with students at the lower grades, dealing with such topics as drugs, alcohol, and tolerance. All new members receive training. (Faculty advisor to be announced)

PEER MEDIATORS

These students are recommended to the advisor by faculty and are trained to settle disputes between students. We encourage all students to take advantage of this service. For more information, see Mrs. Sullivan or Mr. Guarino, faculty advisors.

PING PONG CLUB

This club is dedicated to the learning and playing of Table Tennis. More tables are acquired as membership grows. Meeting mainly on Fridays after school, students of all grades and skill levels learned the rules, improved their skills, and played tournaments. For more information see Mr. Randall, faculty advisor.

POETRY CLUB

This club is open to any student interested in poetry. Students write, read, discuss and listen to poetry throughout the year. For more information see Mr. Collyer, faculty advisor.

RECYCLING CLUB

This club meets every Wednesday after school. Its purpose is to increase recycling awareness by collecting paper from the offices and classrooms for recycling pick-up. Ms. Tom, faculty advisor.

SEWING CLUB

The Sewing Club is for anyone interested in learning to sew or advancing their sewing skills. Club members will be required to participate in one community service project during the school year. There are also opportunities to knit and learn other hand crafts. The Sewing Club meets once a week. For more information see Mrs. Donnelly, club advisor.

STUDENTS AGAINST DESTRUCTIVE DECISIONS (SADD)

The objective of this club is to educate all students about how to make the right decisions regarding behaviors that can endanger their lives. For more information, see Mrs. Spinelli, faculty advisor.

STUDENTS OF AFRICAN DESCENT (SOAD)

SOAD is an organization that highlights the cultures of people who trace their ancestry to Africa. These cultures include, but are not limited to, African-Americans, Jamaicans, Haitians, Bahamians, and African-based cultures. The club emphasizes tolerance and celebrates diversity. Anyone interested is welcome. For more information see Mr. Costa, faculty advisor.

THE FRENCH-SPANISH-LATIN CLUBS

The French, Spanish and Latin Clubs give their members an opportunity to further their interest in those respective cultures. Activities such as attending restaurants, concerts, and museums are scheduled throughout the year. For more information on these clubs see Ms. Laine, French Club faculty advisor; Ms. Queally, Spanish Club faculty advisor, or Ms. Markarian, Latin Club faculty advisor.

TOMORROW'S TEACHERS CLUB

This is a club for students who may be interested in teaching as a career. Members work on group projects and spend three days observing and teaching at local elementary schools. Tomorrow's Teachers Scholarships are available for eligible seniors planning to attend college to pursue this career. For more information see Ms. Mullen, faculty advisor.

YEARBOOK

The yearbook is a publication that represents the senior class. The staff is comprised of juniors and seniors who work together to plan and design the yearbook pages. The staff meets from September through February, three to four times a week to develop the pages. Students learn how to prepare each layout page by hand. For more information on this publication see Ms. Burns or Ms. Plunkett, faculty advisors.

INTERSCHOLASTIC ATHLETICS

Milton High School is a member of the Bay State Athletic Conference comprising high schools in two divisions: the Carey Division (large schools including Braintree, Brookline, Framingham, Needham, Newton North, and Weymouth) and the Herget Division (small schools including Dedham, Milton, Norwood, Walpole, Wellesley, and Natick).

The following sports are offered at Milton:

FALL

- " cheerleading (varsity)
- " cross country (varsity, jv)
- " field hockey (varsity, jv, freshman)
- " football (varsity, jv, freshman)
- " soccer (varsity, jv, freshman)
- " volleyball (varsity, jv, freshman)
- " golf (varsity)

WINTER

- " basketball (varsity, jv, freshman)
- " cheerleading (varsity)
- " ice hockey (varsity, jv)
- " indoor track (varsity)
- " skiing (varsity)
- " wrestling (varsity, jv)

SPRING

- " baseball (varsity, jv, freshman)
- " lacrosse (varsity, jv, freshman)
- " softball (varsity, jv, freshman)
- " tennis (varsity)
- " track (varsity, freshman)

For more information see the Director of Athletics.

If a team makes cuts then no new players may be added after cuts are made. A possible exception would be bringing a player up/down to varsity or junior varsity.

ACADEMIC ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS

A student must pass courses that carry a minimum of 25 hours credit per quarter to be academically eligible for sports/athletics. Academic eligibility for a specific season is based on the report card from the previous quarter, except for a fall sport, for which academic eligibility is based on the final report card from the previous school year.

SECTION IV: RULES, REGULATIONS AND POLICIES

Respect is at the heart of Milton High School, respect for yourself, respect for the staff, and respect for your school. Every student has a right to an education that is free of duress, and every teacher has a right to expect respectful, prepared students in his/her classroom. The administration will treat all students consistently and equitably, and will respect the rights of all students to an education in a safe and healthy environment. Accordingly, the following rules and regulations will be administrated fairly and consistently to all students:

BEHAVIORAL EXPECTATIONS

You are expected to behave appropriately at all times, in and outside school. While you are in school and moving from one class to the next, we expect excellent conduct with no shouting, inappropriate language, pushing, poking, tripping, etc. Remarks related to another person's racial, ethnic, or religious background or another person's physical or mental disability or sexual orientation and/or other forms of sexual harassment are considered serious matters. We expect you to be respectful of the feelings and property of others. You are urged to be considerate and help others, particularly those with special needs. Realize that unkind remarks hurt not only those who hear them, but also those who make them. You should also reference the appendix for further guidelines on behavioral expectations.

SCHOOL AND CLASSROOM RULES

School rules are developed in accordance with School Committee policies, Federal and Massachusetts law, and sound educational practices. The rules cover a wide variety of issues pertaining to safety, security, attendance, building cleanliness, and the teaching and learning environment. Violations of school rules carry disciplinary consequences. Among these consequences are the denial of certain privileges, removal from class, time after school with a teacher, assignment to office detention or Saturday detention, restitution, suspension, or expulsion. Each teacher may also develop classroom rules and procedures related to a specific class or classroom, which he or she will explain to you.

DEFINITION OF DISCIPLINARY TERMS

After-School Time: means the time assigned by and spent with a teacher in his/her room at the end of the school day. It usually ranges from 15 minutes to one hour in duration. See section on Failure to Report to a Teacher After-School (below) for more details.

Office Detention: means the time assigned by an administrator and spent with the detention supervisor at the end of the school day, i.e. Monday through Friday from 2:25 PM to 3:45 PM. See section on Office Detention (below) for more details.

Saturday Detention: means the four hours of time assigned by an administrator and served from 8:00 AM to 12:00 noon in school on a Saturday.

Suspension: means the exclusion from school, school privileges, school activities, and school transportation.

Expulsion: means a termination of enrollment, either permanently or for an extended period.

RULES OF STUDENT CONDUCT

You may be disciplined for conduct or acts committed on school grounds, in the area around the school grounds, while engaged in or attending a school activity, or while going to or returning home from school or a school activity. You may also be disciplined for conduct or acts committed away from school at other times if the conduct or act is related to the school, adversely affects school discipline, or is detrimental to the interest of the school.

Discipline may include non-exclusionary consequences (for example, after-school time with a teacher, office detention, Saturday detention, or restitution) as well as exclusionary consequences (suspension from participation in student activities, removal from class, school suspension, or expulsion). See Definition of Disciplinary Terms on the next page.

Conduct or acts for which you may be disciplined include, but are not limited to, the following:

1. Use or possession (actual or constructive) of a dangerous weapon (including but not limited to a gun or knife) or bullets (which will be considered as a weapon), or dangerous instrument; or
2. Use or possession (actual or constructive) of, or transmitting, or distributing, or being under the influence of, a drug (e.g., controlled substance; illegal, unauthorized, or dangerous drug, inhalant, misused drug, or narcotic, hallucinogenic drug, amphetamine, barbiturate, or marijuana), alcoholic beverage or intoxicants of any kind; or in possession of drug paraphernalia; or
3. Knowingly or willfully being in the presence of those who are in possession of, or using or under the influence of any drug (i.e., controlled substance; illegal, unauthorized or dangerous drug, inhalant, misused drug, narcotics, hallucinogenic drug, amphetamines, barbiturate, or marijuana), alcoholic beverage, or intoxicants of any kind; or in possession of drug paraphernalia; or
4. Assault, fighting, striking another person, violence, threats of harm, acts of terror, copy-cat acts that disrupt the school; or
5. Stealing, or attempting to steal; or
6. Causing, or attempting to cause, damage to property; or tampering with school property; or
7. Use or possession of tobacco products*; or
8. Use or possession of fireworks, smoke, or odor bombs; or
9. Use of vulgar and/or profane language or gestures, belittling or taunting; or
10. Leaving the building or school grounds without permission; or
11. Failure to sign in at the office upon the late arrival to school, or to report to a class or scheduled school activity; or

12. Repeatedly failing to comply with the request to not consume food or beverages outside the cafeteria; or
13. Failure to identify oneself or give proper name; or
14. Gambling; or
15. Forgery; or
16. Bullying; or
17. Sexually harassing another person through word or action; or
18. Occupying, or inciting others to occupy a part of the school or area around the school after being directed to leave by the person in charge. In particular, occupying any part of the building or property prohibited due to construction; or
19. Cheating, or using or copying the academic work of another and presenting it as your own without proper attribution, or allowing such use and/or copying of the pupil's own work by another; or
20. Unauthorized or inappropriate use of, or access to, computers, software, telecommunications, and related technologies; or any willful act that causes physical, financial, or other harm or otherwise disrupts information technology; or
21. Violation of any federal or state law which would indicate that a student presents a danger to any person in the school community or to school property; or
22. Open defiance of the authority of a teacher or any person having authority over you, including verbal abuse; or
23. Truancy or incitement of truancy by another pupil; or
24. Falsely activating a fire alarm or other safety system; or
25. Falsely reporting the presence of a bomb or other explosive device at the school; or
26. Possession or use of paging devices, beepers, cellular telephone, walkie-talkie or other similar electronic communication devices, Walkman or other entertainment devices, or
27. Any behavior, verbal or physical, that harasses, threatens, intimidates, abuses, or demeans certain individuals or groups on the basis of race, ethnicity, religion, gender, sexual orientation, creed, national origin, or handicap; or
28. Any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or person, often called hazing; or
29. The wearing of any cult- or gang-related apparel or insignia; or
30. Inciting others to violate school rules; or

31. Failure to comply with exclusionary or non-exclusionary disciplinary consequences;
or
32. The issuance of a criminal complaint charging a student with a felony or the issuance of a felony delinquent complaint against a student after a determination is made that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school; or
33. Other violations not specifically addressed herein that will be dealt with at the discretion of the principal or his/her designee. Additionally, law enforcement may be notified.

Violation of some rules and student conduct (e.g., fights, threats, or violence; vulgarity directed at a staff member; possession or use of drugs or alcohol; theft; gang or mob action; or leaving the school without permission) *may result in a suspension* and may result in further disciplinary action including an expulsion. Possession of a weapon or firearm, use of a dangerous instrument, or the distribution of drugs *may result in an expulsion or recommendation of expulsion*.

FAILURE TO REPORT TO A TEACHER AFTER SCHOOL

A teacher may assign you one or more days of after-school time with him/her for violating school or class rules. When any teacher assigns you this time, you must report to the teacher by 2:25 PM. Bring study materials with you. The teacher will determine the length of time you are to remain after school. Failure to report after school, without an excuse accepted by the teacher, will result in escalating consequences; among these are doubled after-school time, office detention, and suspension.

OFFICE DETENTION

You will not be admitted to office detention if you report after 2:25 PM. If you do not report to office detention, or report too late to be admitted, you will be given a Saturday Detention. If you do not report for Saturday Detention, you will be suspended. You are expected to bring study materials to detention and use the time for learning.

SPECIAL DISCIPLINARY PROCEDURES

In special cases students may be prohibited from attending school during the day and required to earn their credits in the Evening Program. Students may be assigned to the Evening Program if their actions meet one or more of the following criteria:

- ✓ a continual disregard for school rules
- ✓ repeated failure to obey teacher direction
- ✓ actions that disrupt the education of other students.

DUE PROCESS PROCEDURES GOVERNING SUSPENSIONS

In cases of suspensions for ten days or fewer, the student has the following rights:

- a. the right to oral or written notice of charges against him/her.
- b. the right to an explanation of the evidence which the school authorities have against him/her
- c. the opportunity to present his/her side of the story.

For suspensions longer than ten days, more formal procedures could be required.

Those procedures may include:

- a. the right to cross-examine witnesses against the student.
- b. time to prepare for a hearing.
- c. the right to present witnesses and testimony.
- d. the right to counsel at the student's expense.

Any student whose presence poses a danger to himself, herself, or other persons or property or who poses an ongoing threat of disruption may be removed from school immediately, and the notice, explanation of the reasons for the disciplinary action, and opportunity to present his or her version of what occurred shall be given to the student as soon as practicable thereafter. To ensure the safety and well being of all students, it may be necessary for school administrators to search students and their property for dangerous or illegal objects.

Parents or guardians will be informed by letter or telephone of all major infractions of school rules and procedures which may result in suspension or other serious disciplinary action. Parents, if at all possible, will be called on all out-of-school suspensions or expulsions.

DUE PROCESS PROCEDURES GOVERNING EXPULSION

1. Expulsion by School Committee (M.G.L. c.76, Section 17):

Except where otherwise set forth by law, the Milton School Committee may expel any student for violations of Milton Public School rules and regulations, or Milton School Committee policies. Unless an emergency exists, no student shall be expelled without first being granted an opportunity for a hearing before the School Committee. The notice of the hearing shall be sent to the student and his/her parent or guardian. The notice should indicate the location, date, and exact time of the hearing. It should also define the reasons for the hearing. It should also include a statement that the student and parent or legal guardian have the right to be represented by counsel at their own expense, and present evidence and testimony at the hearing, as well as review the student's records prior to the hearing.

The hearing will take place at a location and time reasonably convenient to all parties and will be in executive session unless the student, parent, or guardian requests that it be in open session. The written decision of the School Committee shall be sent to the student and his/her parent or guardian.

When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Milton Public Schools shall notify the receiving school of the reasons for the student's expulsion.

2. Expulsion by Principal (M.G.L. c.71, Section 37H, 37H1/2):

A student may be subjected to suspension or expulsion from the Milton Public Schools by the building principal in the following situations:

- “ A student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon including but not limited to a gun or knife; or a controlled substance, including but not limited to, marijuana, cocaine, or heroin
- “ A student who assaults a principal, vice principal, teacher, teacher’s aide or other educational staff on school premises or at a school-sponsored or school-related event, including athletic games
- “ A student who has been convicted of a felony or upon an adjudication or admission in court of guilt with respect to the felony or felony delinquency, if the principal determines that the student’s continued presence in the school would have a substantial and detrimental effect on the general welfare of the school

Any student who has been expelled from Milton High School pursuant to this section shall have the right to appeal the decision of the principal to the superintendent in accordance with applicable law. (See Massachusetts General Laws, Chapter 71, Sections 37H and 37H1/2) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Milton Public Schools shall notify the receiving school of the reasons for the student’s expulsion.

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

The discipline of students with special needs is governed by federal and state special education law and regulations promulgated there under. These laws include the Individuals with Disabilities Education Act, 20 U.S.C. § 1400, *et seq.*; 34 C.F.R. § 300.519-529 *et seq.*, and Massachusetts General Law c.71B.

The following is a summary of the rights and responsibilities of the Milton Public Schools and students with disabilities under these laws regarding student discipline. Complete information regarding the due process rights of students with disabilities and their parent(s) or guardian(s) may be found in the procedural safeguards notice available from Milton Public School personnel.

All Students are expected to meet the requirements for behavior as set forth in the student handbook. Federal and state laws require that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is implemented under an Individualized Education Plan (IEP) or a 504 Plan. The following requirements apply to the discipline of special needs students:

1. The principal or designee will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.
2. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 days but constitute a pattern are considered to represent a change in placement.

3. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team will develop or review a functional behavioral assessment of the student's behavior to modify a behavior intervention plan or develop an assessment plan and to identify appropriate alternative educational settings. The Team will convene to determine whether the student's misconduct is a manifestation of his/her disability. A student's conduct is a manifestation of his/her disability if the conduct in question was caused by or had a direct and substantial relationship to the child's disability, or if the conduct in question was the direct result of the district's failure to implement the student's IEP or a 504 Plan.
4. If the Team determines that the student's misconduct IS a manifestation of his/her disability, the Team will convene to review the student's functional behavioral assessment and will create, review or modify as necessary the student's behavior plan and IEP or a 504 Plan. Under such circumstances, the student will be returned to his/her current placement unless the Team determines that another placement is required to provide the student with FAPE (free appropriate public education).
5. If the Team determines that the student's misconduct is NOT a manifestation of his/her disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer an appropriate education program to the student with disabilities, which may be in an interim alternative setting.
6. Regardless of the manifestation determination, the district may unilaterally place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days under the following circumstances: 1) if the student carries or possesses a weapon to or at school, on school premises, or at a school function; 2) a student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or 3) a student has inflicted serious bodily injury upon a person while at school, on school premises, or at a school function.
7. Milton Public Schools will provide written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the interim alternative placement, unless the parent and district agree otherwise.

SERVICES FOR STUDENT WITH DISABILITIES

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

- a. has a mental or physical impairment which substantially limits one or more activities such as caring for one's self, performing manual tasks, walking,

- seeing, hearing, speaking, breathing, learning and working.
- b. has a record of such impairment; or
 - c. is regarded as having such an impairment.

Recent amendments to the Americans With Disabilities Act which also apply to 504 now define “substantially limits” as “materially restricts”. An impairment, under the ADA Amendments Act of 2008, “that substantially limits one major life activity need not limit other major life activities in order to be considered a disability.” Also, an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.”

The Milton Public Schools District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school district.

Under Section 504, the school district has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or person in parental relationship disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. Any questions concerning the implementation of policy and procedures may be directed to:

Section 504 Coordinator
Milton Public Schools
25 Gile Road
Milton, MA 02186

SCHOOL DAY

The school day begins promptly at 7:50 AM with a homeroom and first-period class. All students are assigned to a homeroom, seven classes, and a lunch period. On block days, students report to four classes. The last class ends at 2:19 PM each day. As a student, you will be required to participate in a wide variety of planned learning and other activities. Failure to participate will carry an academic consequence and may carry a disciplinary consequence as well.

Before and after-school responsibilities may extend the school day for you. School rules are in effect during these times and other times when you are at school, on the way to or from school, and at school-sponsored events and activities.

Loitering in the school, in the cafeteria, outside the school, in front of exterior doors, or on streets and other areas around school property, before or after school, is prohibited.

You must leave the school and the surrounding area before 2:25 PM on days when faculty meetings or staff professional activities are scheduled.

ATTENDANCE

We expect that students will attend every activity for which they are scheduled during each school day. This includes all classes and homerooms, assemblies, pep rallies, and special events. During lunch all students are to report to the cafeteria. Punctuality for all classes and activities is expected. Failure to participate will carry an academic consequence and may carry a disciplinary consequence as well. Students are allowed off school grounds between 7:50 AM and 2:19 PM only with permission from the administration.

On the day(s) you are absent, your parent or guardian should call the school office at 696-4478 ext 5999 by 7:45 AM to report the absence. If you cannot call, when you return to school, you must give an absence note to the attendance secretary. The note, signed by your parent or guardian, should identify the day(s) of your absence and explain the absence(s).

Excused absences carry no disciplinary or academic consequences and allow some of the schoolwork you missed to be made up for credit. Excused absences may include the following:

- personal illness or emergency
- appointment with a health professional that cannot be made outside school hours
- observance of a recognized religious holiday
- suspension
- approved prearranged absence, participation in school-sponsored activity, or family travel
- other reasons acceptable to your vice principal

Unexcused absences carry disciplinary and academic consequences. Unexcused absences may include the following:

- school truancy or class cuts (see paragraph about truancy)
- missing scheduled school activities without permission
- unapproved request for a pre-arranged absence
- other reasons identified by your vice principal.

EXTENDED ABSENCE

Any student returning to school following an extended absence (10 or more days), due to hospitalization, attendance of day treatment program, or a mental health crisis evaluation, is required to attend a confidential re-entry meeting with members of the MHS Student Support Team. The Student Support Team is comprised of a vice principal, a guidance counselor, the school nurse and, when appropriate, an adjustment counselor. A parent or guardian must accompany the student to the meeting. The goal of the meeting is to educate school personnel as to the current medical/emotional needs of the student and to create a comprehensive support plan to assist the student in their return to school.

LATE ARRIVAL TO SCHOOL (CHECK-INS)

You are expected to be in your seat in your homeroom/first period *before* 7:50 AM each school day. If you report to your homeroom/first-period class after 7:50 AM, or you come to school after this time, you are classified as tardy to school.

When you come to school after 7:50 AM, but before 8:15 AM, report directly to your homeroom/first-period class. If you come to school after 8:15 AM, report directly to the attendance secretary in the main office to sign in. After signing in, you will be given a pass that you must take to your homeroom/first-period teacher. Unless the tardiness is excused, students arriving after 8:15 AM will be subject to a class cut(s) depending on the time they arrived. Students will also be given an office detention.

An explanatory note, dated with the expected time of arrival and signed by your parent or guardian, or teacher if you are receiving extra help, is required for school tardiness, which, like absenteeism, is classified as excused or unexcused by the school's administration. If you arrive before 8:15 AM, your tardiness note should be given to your homeroom/first-period teacher. He/she will send the note to the main office. If you arrive after 8:15 AM, give your tardiness note to the attendance secretary in the main office.

You are only allowed three excused tardies per term. Parents should contact a vice principal, if there are extenuating circumstances.

UNEXCUSED TARDINESS

You are expected to be in your seat in the room/learning area to which you are assigned *before* the bell beginning the period rings. If you are not in your seat or report to class after the bell, you are marked tardy.

If you fail to produce an acceptable excuse and documentation for tardiness, your teacher will record the tardiness as unexcused and apply the following consequences:

- " First offense: Detained by the teacher after school
- " Second offense: Detained by the teacher after school
Your parent/guardian will be notified
- " Third and subsequent offense: Detained by the teacher after school
Three points deducted from your grade average
Your parent/guardian will be notified

CLASS CUTS

Missing more than half a class without authorization is considered a class cut. If you skip a class or you have an unauthorized absence from a class, the following consequences will be applied:

- First offense: Three points will be deducted from your class grade average
You will be detained after school by the teacher
Your parent/guardian will be notified
Schoolwork during the absence cannot be made up for credit

- Second offense: Same as above
- Third offense: Same as above with maximum of nine points deducted per term
- Fourth offense: N grade (No Credit) for the term
Your parent/guardian will be notified.

TRUANCY

School absence will be classified as truancy if you were sent but did not report to school. Truancy is a serious offense and carries several consequences. Your parents and/or guardian will be notified. For the first offense three points will be deducted from your grade average in each class that was missed and one or more Saturday detentions will be assigned. Subsequent truancies will result in more severe disciplinary consequences. Schoolwork during the absence may not be made up for credit. In certain circumstances, the school may notify state agencies or law enforcement.

EARLY DISMISSAL (CHECK-OUT)

With the exception of emergency medical or dental reasons, the school does not routinely approve requests for early dismissal. Routine medical or dental appointments should be made for vacation periods, or times when school is not in session.

When it is necessary to ask for an early dismissal, you should present a note requesting the dismissal to the attendance secretary in the main office before 7:45 AM. The note should state the reason and time of the requested dismissal, be signed by a parent or guardian, and include a phone number for verification. Medical appointments should be shown on doctor/dentist/hospital stationery, or the note requesting the dismissal should include the doctor/dentist/hospital name, address, and telephone number. A member of the office staff will confirm all early-dismissal notes. Driving lessons, errands, and preparation activities associated with dances and proms will not be approved for early dismissal.

STUDENT DRESS

The purpose of a dress code is to prevent distractions to the educational process and establish a positive and respectful environment. With this goal in mind the following provisions apply in school and at school events.

Any apparel or item expressing vulgarity or with a message advocating or highlighting violence, weapons, alcohol, tobacco, other drugs, or illegal behavior, or regarded by administrators as dangerous or adversely affecting the educational process, may not be worn.

Head covering of any sort, such as hats, hoods, or bandanas, are not to be worn in the school building. Students must remove head coverings when entering the building and keep the covering off until exiting the building. An administrator is the only person who can make an exception to this policy (e.g. medical or religious reason).

Clothing that is too revealing is not to be worn. In particular underwear should not be showing. Students with baggy pants must not allow their pants to slip below the waist. Additionally, there should be no bare midriffs or backs, and no tube tops. Skirts must not be too short, and tops must have substantial straps.

DAILY BULLETIN AND ANNOUNCEMENTS

School announcements and other information will be read to you each morning in your homeroom/first period class from the *Daily Bulletin*. If you wish to submit an announcement for a student activity to the *Daily Bulletin* please get approval from your advisor.

Requests for a morning announcement should be made to the principal or one of the two vice principals before 7:40 AM each day, but please be aware that morning announcements over the public address system are extremely rare. Announcements at the end of the day will be reserved for emergencies and must be approved by an administrator.

FOOD/BEVERAGE CONSUMPTION AND CAFETERIA

Food and beverages can only be consumed in the cafeteria. Food and beverages cannot be carried from the cafeteria to another part of the school building. Moreover, there is no food or drink allowed in any classroom setting.

You are assigned to one of three lunch periods. You must report to the cafeteria during your lunch period and remain in the cafeteria throughout the entire lunch period. You are not permitted to go beyond the cafeteria without permission. If you need to meet with any staff member during your lunch period, you must obtain a pass from that person in advance. The pass will allow you to leave the cafeteria for your appointment.

Please return your tray and disposables to the proper receptacles and cleanup your table or area when you are through eating. Line cutting in the cafeteria is prohibited.

The cafeteria is open for limited breakfast service in the morning until 7:45 AM. When the 7:45 bell rings, you must leave the cafeteria promptly and report to your first period/homeroom.

LUNCH BORROWING POLICY

We encourage students to prepay for their meals through our computerized cashless Point of Sale system that is available at all of the cafeterias. We allow the student to go negative five lunches. If the student has already gone below two meals, the manager will adjust h/her account but the manager and/or cashier will speak to the student about the necessity of a new check or online payment. If a student has not paid their balance off after borrowing five lunches they will be offered an alternative meal. We do not allow students to use their prepaid account for snacks when it is in the negative. Parents are encouraged to check a student's balance at www.mynutrikids.com. For more information call 617-898-1051 or jmorgan@miltonps.org.

STUDENT ID'S

We expect students to have their ID in their possession at all times and to present it to a teacher if it is requested. The student ID is useful in many ways; students will need it to check into school if they are tardy, students will be required to present their ID to attend a school dance and to check books out of the library. It may also be used in the cafeteria to purchase lunch when a prepaid account has been set up. Lost IDs can be replaced in the main office for the cost of five dollars

LOCKERS

Students will be assigned a locker for use. You are expected to use only the locker to which you are assigned. Instructional materials, lunch, gym clothes, and outerwear are the only items approved for locker storage. The school is not responsible for any items you leave in a locker. **It is most important that you put a lock on your locker before storing any item in your locker.** For maximum security, key locks are recommended. All lockers must be emptied before noon on the day of the last scheduled final exam. All gym lockers must be emptied the day before the first day of final exams.

Valuables (moderate or large sums of money, etc.) that you bring to school may be left on deposit in the office until the close of school. If you lose an article, please report the loss to a staff member and fill out a lost-and-found form in the main office. If the article is found, you will be notified.

Student lockers and desks are the property of the Milton Public Schools and school staff has the right to inspect student lockers and desks. Students should have no expectation of privacy in their lockers and desks.

ATTENDING SCHOOL-SPONSORED ACTIVITIES

Your conduct at school-sponsored events must be above reproach. A teacher or administrator may deny your presence at any school event or activity for a violation of school rules. You must be in school for the equivalent of an entire seven-period day of an activity in order to participate in any school activity scheduled during a school day (see section on Student Activities Participation in this handbook). Such activities include, but are not limited to, athletic events, performances, or social functions (e.g. school dance). School policies and regulations are in force for all school-sponsored activities. Only Milton High School students may attend informal dances.

FIELD TRIPS

The school will schedule a number and variety of field trips throughout the year. Participating in a field trip is a privilege. You may not miss more than six periods of any one class during a semester because of field trips. If you wish to participate in a field trip, you must deliver to the teacher organizing the field trip a completed field trip permission slip within a designated period of time. This slip must be signed by each of your teachers and your parent/guardian. Any teacher may refuse to sign the field trip permission slip and keep you from participating in the field trip. Since you are representing Milton High School, appropriate dress will be required on all field trips.

REPORTING OF ACCIDENTS

If you are involved in an accident during school time you must promptly report the incident to a member of the school staff (teacher, coach, nurse, etc.).

NON-SCHOOL-SPONSORED ACTIVITIES

The school is not responsible for student activities that are carried out without the approval of the school's administrative team. You are not permitted to advertise or to collect money in school for non-school-sponsored activities. Contact a school administrator if you have any questions on this matter.

VISITORS AND TELEPHONE CALLS

Parents are always welcome at Milton High School. All other visitors require prior permission from a vice principal.

Adult visitors must report to the main office to obtain permission from an administrator to move about any part of the school. Approved visitors will be issued a nametag, which must be worn while the visitor is in the school building. Unauthorized visitors will be asked to leave. Those refusing will be regarded as trespassers and may face prosecution.

Use of the telephone during class hours is limited to students who receive a pass from a teacher giving them permission to use the telephone. The office is unable to take routine messages for students and students will not be called to the office to answer routine telephone calls. In the case of emergencies the office will of course take and communicate messages to students.

LOSS AND/OR DAMAGE TO SCHOOL PROPERTY

Each year, the cost of textbooks and other school materials increases significantly. You are financially responsible for the loss of or unnecessary damage to textbooks, other materials, or equipment issued to you by the school, or to any part of the school facility you deface or damage. All fines and other financial obligations for lost or damaged school property must be paid in full by the end of each school year. Seniors must meet all obligations incurred over four years before being cleared for graduation. If you transfer to another school, all your obligations must be met before your records are sent to your new school.

TRANSPORTATION

Transportation by school bus is a privilege for students who qualify and pay the annual fee. It is also contingent on good behavior. Remember that the school bus is an extension of the school, and rules regarding behavior are the same as those that apply while you are in school. Some key rules are as follows:

1. The bus driver is in authority while going to and from school
2. Smoking is not allowed
3. Do not annoy or distract the driver or in any way hinder bus operation
4. Do not approach a school bus until it is has stopped

PARKING REGULATIONS

Students may only park in student designated areas. These areas are currently defined as:

- Parking spots behind the field house
- Parking spots along the guard rail facing the fields

APPENDIX

USE OR POSSESSION OF TOBACCO PRODUCTS

The Milton High School is committed to ensuring a completely tobacco-free environment for the entire school community. Please note that smoking on public property is against state law and carries a penalty of a hundred dollar (\$100) fine. Accordingly,

adult use of tobacco products is prohibited on school grounds and at school activities

student use or possession of tobacco products is prohibited on school grounds, in the area around the school grounds, or while engaged in or attending a school activity.

Violations of this policy (i.e., smoking, suspicion of smoking, or the possession of tobacco products or smoking-related paraphernalia) will result in the following consequences:

First offense: Parent/guardian notification
Saturday Detention or smoking education session

Second offense: Parent/guardian notification and
One day suspension

Subsequent offenses Parent/guardian notification
Imposition of state smoking fine (\$100) or other consequences

NOTIFICATION OF SEX EDUCATION PROGRAMS

The Milton Public Schools health education curriculum includes all content areas of health education, including safety, nutrition, and fitness, tobacco, alcohol and drugs, diseases and disorders, conflict resolution, violence prevention, and growth and development.

Parents may exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues. Sex education is part of the Milton Public Schools health education curriculum in grades 7 through 12, including topics such as puberty, dating, relationships, and communication skills, prevention of HIV/AIDS and other sexually transmitted diseases, and prevention of sexual abuse. To receive an exemption from this instruction parents must send a letter to the principal. There is no penalty for the exemption from this instruction, but under this policy the student may be given an alternative assignment.

Programs and curricula used for health education K-12 can be reviewed by parents. Please call the high school main office to arrange a mutually convenient time to peruse the materials that may be of interest.

ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Discrimination and Harassment Prohibited: The Milton school system conducts its programs and activities in conformity with state and federal laws that prohibit discrimination and harassment based on membership in legally protected categories. These laws include Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the IDEA, M.G.L. c. 76, §5, M.G.L. c. 151B, and the Americans With Disabilities Act. It is the policy of the Milton Public Schools not to discriminate and not to allow discrimination or harassment, on the basis of sex, race, color, sexual orientation, age, religion, national origin, handicap, disability or any other legally prohibited basis in any of its activities. In addition, retaliation against any individual who has made a complaint or cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Milton Public Schools.

Harassment Defined: Harassment includes communications such as gestures, jokes, notes, display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the Internet, cell phones, text messaging or in any other way, that unlawfully interferes with another person's ability to work or receive an education, based upon race, color, sex, religion, national origin, sexual orientation, age or disability.

Complaint Procedure: Anyone having a complaint of discrimination, including a complaint of harassment on any prohibited basis, should immediately bring the complaint to the attention of the Principal, either verbally or in writing. If the person with a complaint is uncomfortable bringing it to the Principal, then the complaint should be brought to the attention of any Assistant Superintendent, the Title IX Coordinator, the Section 504 Coordinator, or the Superintendent of Schools.

Investigation: A written complaint that alleges a violation of the District's anti-discrimination policies will be investigated promptly by an individual designated by the District. The complaint should state the nature of the allegation(s), the remedy requested, and be signed and dated by the complainant. As part of the investigation, the appropriate persons will be interviewed as soon as practicable. Those interviewed may be required to provide written statements. After collecting appropriate information, the investigator will promptly report findings to the administration in writing. The District will issue a determination as to whether or not the allegations of harassment or discrimination are substantiated, the basis for the conclusion, and what, if any, remedial action will be taken.

Remedial Action: In the event that the complaint is substantiated, the administration will take appropriate action to stop the harassment or discrimination, prevent its reoccurrence, and impose such discipline as is warranted by the circumstances. Disciplinary action may include, but is not limited to, reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee subject to applicable procedural requirements. The administration will respond immediately to any new allegations or new information

regarding a previously filed complaint. When appropriate, the administration will take steps to minimize contact between students who are the subject of a complaint.

District-wide Policies Available: In addition, the District has detailed policies prohibiting discrimination and harassment, with detailed instructions on how to file grievances and complaints regarding discrimination or harassment as well as appeals procedures. Those policies are available online, on the School District's website at www.miltonps.org or they can be obtained by requesting them from the Principal of this school or the District's central office.

Persons who can receive complaints:

Principal: Dr. Joseph Arangio
Assistant Superintendent: John Phelan
School Business Administrator: Matthew Gillis
Title IXa Coordinator: John Phelan
Section 504 Coordinator: John Phelan
Superintendent: Mary Gormley

BULLYING, CYBERBULLYING, AND RETALIATION

Purpose: It is the goal of the Milton School Committee and the Milton Public Schools to promote a learning atmosphere for students free from all forms of bullying, cyberbullying, and retaliation. Because bullying affects not only students who are targets but also those who participate and witness such behavior, it is detrimental to student learning and achievement and will not be tolerated by the Milton Public Schools.

The Milton Public Schools prohibit all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of the utmost importance and priority to our school district, regardless of the person's status under the law. The Milton Public Schools also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. Further, the Milton Public Schools will also not tolerate retaliation against persons who take action consistent with this policy.

The Milton Public Schools will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities and parental involvement.

Acts of bullying, cyberbullying, retaliation and/or harassment are prohibited:

1. On all sites and activities under the supervision and control of the Milton Public Schools, or where it has jurisdiction under the law; including school grounds, property immediately adjacent to school grounds, at a school-sponsored or school related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased, or used by a school district or school.
2. at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used

by the district, if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school or materially and substantially disrupt the education process or the orderly operation of the school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited. As stated in M.G.L. c. 71, Section 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions or programs.

Aggressor defined: is a student who engages in bullying, cyberbullying, or retaliation.

Bullying: as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (1) causes physical or emotional harm to the target or damage to the target's propertyL(2) places the target in reasonable fear of harm to himself or herself or of damage to his or her propertyL(3) creates a hostile environment at school for the targetL(4) infringes on the rights of the target at schoolLor (5) materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying: is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (a) the creation of a web page or blog in which the creator assumes the identity of another person or (b) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (a) to (g), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (a) to (e), inclusive, of the definition of bullying.

Hostile environment: as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation: is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff: includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target: is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

Relationship to Other Laws: Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public

school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

Parent/Guardian Information and Resources: The Milton Public Schools recognize that collaborating with students' families will increase our capacity to effectively prevent and respond to bullying. By working with district and school level parent groups including School Site Councils, the Special Education Parent Advisory Council (SE-PAC), PTSFO, and others, to continuously strengthen the line of communication between students' families and the school, particularly in the area of bullying, cyberbullying and retaliation. To facilitate the process, the Milton Public Schools has developed a communication network which includes local print and online media sources, local cable, weekly and monthly school newsletters, the Superintendent's Email Blast, and the [Anti-Bullying Page](#) of the Milton Public Schools' Website, www.miltonps.org. These sources will inform parents/guardians and community members about the bullying prevention curricula that are being used by the district.

This online resource contains a variety of materials including anti-bullying lessons being implemented in classrooms K-12, materials and strategies for talking with your children about bullying and cyberbullying, strategies for reinforcing the district's bullying prevention and curricula at home and in the community, and a district-wide student wellness calendar of events (see Appendix C) which features a variety of education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the school.

The plan affords all students the same protection regardless of legal status.

Identifying resources. Building Principals, in collaboration with the BPAC will continuously monitor the district's capacity to provide counseling and other services for targets, aggressors, and their families and make recommendations to the Superintendent regarding changes to the Plan, including staffing and programs that support the creation of positive school environments by focusing on early interventions and intensive services.

Counseling and referral services. Students identified as targets, aggressors, or family members of an involved student, when appropriate, will be provided counseling and support services by School Adjustment and Guidance Counselors. Referrals to outside counselors will be made when appropriate. In addition, referrals to community based organizations, including Community Service Agencies (CSAs) for Medicaid eligible students, will be provided by the school.

Safety Plans. In addition, members of the BPAC, in partnership with building principals and local law enforcement, will develop safety plans for students who have been targets of bullying or retaliation, provide social skills programs to prevent bullying, and offering education and/or intervention services to students exhibiting bullying behaviors.

Safety plans may include increased monitoring of the alleged target by faculty or staff, changes in school, class or activity assignments, and, when warranted, special arrangements made for transportation to and from school. Social skills programs may be implemented by school guidance or adjustment counselors, school speech and language pathologists, or other qualified school personnel.

Students with disabilities. As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP or 504Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider appropriate supports and services that should be included in the IEP or 504 Plan to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

Persons who can receive complaints:

Principal: Dr. Joseph Arangio
Vice Principal: Yolanda Beech
Vice Principal: Alan Cron
Assistant Superintendent: John Phelan
School Business Administrator: Matthew Gillis
Title IX Coordinator: John Phelan
Section 504 Coordinator: John Phelan
Superintendent: Mary Gormley

POLICY AND GUIDELINES FOR INTERNET USE

Internet access is now available through the Milton Public Schools computer network. The purpose of this is to support the educational program by providing students and teachers with access to unique resources available through the Internet and the World Wide Web. All uses of Milton Internet access and computer facilities must be in support of and consistent with the objectives of the educational program.

Access to the Internet is a privilege, not a right. Adherence to these Internet guidelines is a condition for a student's access to the Internet. School officials may cancel a student's access at any time if this privilege is abused. Inappropriate conduct on the Milton Public Schools Internet access will be subject to disciplinary action as deemed appropriate and necessary by the principal or his designee and will result in the immediate suspension of all access privileges. All students who use Milton Internet access are expected to read and follow these guidelines. By signing the handbook receipt, parents and students are stipulating that they have read these guidelines and agree to adhere to them.

All student use of the Internet is to be conducted under faculty supervision. However, faculty members are not expected to monitor a student's use at every moment. Every student is expected to take responsibility for his or her appropriate use of the Internet.

All student e-mail and other Internet files and records may be accessed and examined by administrators for educational and administrative purposes, including the need to insure that these guidelines are being followed. Administrators will also cooperate in providing access to student e-mail and Internet files and records to law enforcement authorities when appropriate. Students should not assume that their use of the Milton Public Schools Internet will be private.

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate reasons or under false pretenses. The Milton Public Schools cannot screen the Internet for all such inappropriate applications. Consequently students must be cautious and prudent about supplying personal information and arranging personal meetings. Students should never arrange a personal meeting with someone whom they meet on-line without parents' or guardians' knowledge and approval. Students should promptly inform their teacher or administrator about any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate.

Students are expected to abide by generally accepted rules of Internet etiquette as well as rules of school decorum. These include common courtesy and the avoidance of vulgar or offensive language.

The following are unacceptable uses of Milton's Internet access:

1. Posting private or personal information about another person
2. Attempting to log on through another person's e-mail account or to access another person's files
3. Accessing or transmitting obscene or pornographic material
4. Posting chain letters or spamming, i.e., sending unsolicited or annoying messages to large numbers of people
5. Participating in communications that facilitate any form of criminal activity, such as, but not limited to, the illegal sale or use of drugs or alcohol, gang activity, sexual harassment, threats, or any other forms of intimidation
6. Plagiarizing any material; the rules for plagiarism that are stated in this handbook are also applicable to students' use of the Internet
7. Infringing copyrights, i.e., inappropriately reproducing or transmitting material protected by copyright
8. Participating in any and all commercial activities that are not directly related to the educational purposes of the Milton Public Schools, unless specifically approved in advance by the school's administration

The Milton Public Schools disclaim all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of a student's Internet use, and for the consequences of a student's Internet use. Students may, however, be disciplined and may face academic consequences as well as prosecution for violating this policy.