Milton High School
2026–2027

_____

Student Name

_____

Guidance Counselor's Name

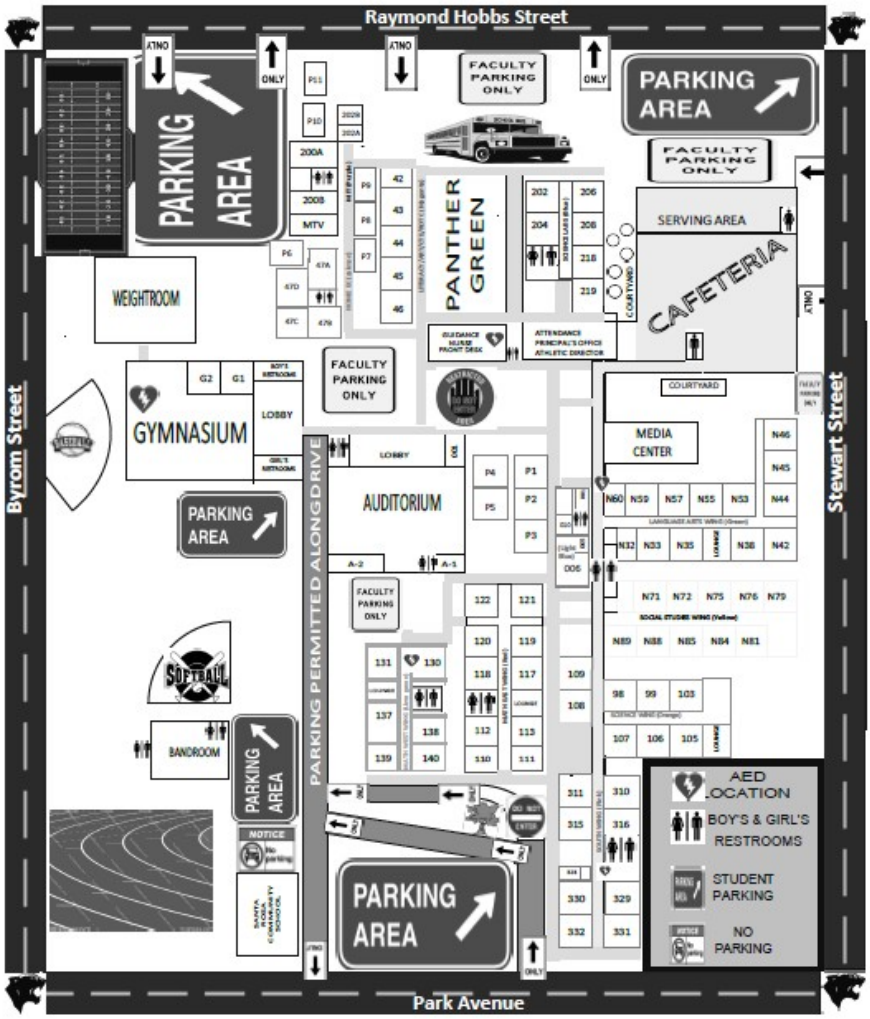
1st Semester			
Period	Class	Teacher	Room
1st			
2nd			
3rd			
4th			
5th			
6th			

2nd Semester			
Period	Class	Teacher	Room
1st			
2nd			
3rd			
4th			
5th			
6th			

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***Replacement cost of planner is $5.00**



MILTON HIGH SCHOOL

MHS BELL SCHEDULE 2026-2027

9:10-9:14	MTV	4 minutes
Period 1: 9:14-10:06	1st Period	52 minutes
Period 2: 10:11-11:03	2nd Period	52 minutes
Period 3: 11:08-12:00	3rd Period	52 minutes
Period 4: 12:05-1:30	4th Period/Lunch	53 min./30 min.

1st Lunch	12:00-12:30	30 minutes
2nd Lunch	12:30-1:00	30 minutes
3rd Lunch	1:00-1:30	30 minutes

Period 5: 1:35-2:27	5th Period	52 minutes
Period 6: 2:32-3:24	6th Period	52 minutes

1st Lunch	12:00-12:30
Break	12:30-12:35
Class	12:35-1:30
Class	12:05-12:30
2nd Lunch	12:30-1:00
Break	1:00-1:05
Class	1:05-1:30
Class	12:05-1:00
3rd Lunch	1:00-1:30

2026-2027 SCHOOL YEAR

Pre-Planning	August 3-7, 2026
Post-Planning	May 26-27, 2027
Students Begin	August 10, 2026
Students Last Day	May 25, 2027
Planning Days	October 12 January 4 March 15
9 Weeks	Aug. 10 - Oct. 9 Oct. 13 - Dec. 18 Jan. 5 - March 12 March 16 - May 25
Semester Exams ***ALL classes will have an exam*** ***No exams will be given early***	**1st Semester** Dec. 16, 17, 18 early release day **2nd Semester** May 21, 24, 25 early release day May 19, 20, 21 senior exams
Report Cards	October 23; January 15; April 2; June 11

Holidays		
	Sept. 7	Labor Day
	Nov. 11	Veterans Day
	Nov. 23-27	Fall Break/Thanksgiving
	Dec. 21 - Jan. 1	Winter/Christmas Break
	Jan. 18	Martin L. King Birthday
	Feb. 15	Presidents' Day
	Mar. 22-26	Spring Break
	May 31	Memorial Day

Last Day for Seniors	May 21, 2027
Graduation Date	May 24, 2027, 7:00 p.m.
Storm Days (if needed)	2nd semester: March 15, May 26

Questions??

School Calendar	Chad Rowell
MTV Announcements	
Attendance / Pre-Arranged Absence	Chafan Marsh
Bus Issues	George Blake
Campus Parking	Deputy Chris Hyler
Discipline Issues	Chafan Marsh
Fundraising Activities	Chafan Marsh
Graduation	Amanda Leddy
Health Tech	Amber O'Sullivan
Leaving Campus	Attendance Office
Lost and Found	Main Office
Lunch, Free and Reduced	Student Services
Posting Signs	Student Services
Resource Officer	Deputy Chris Hyler
Scholarships	Guidance
School Insurance	AD Secretary
Testing/PSAT, ACT, SAT, CPT, ASVAB	Guidance

MHS Mission Statement

Our mission is to provide all students with quality instruction while encouraging them to prepare for their careers, to share responsibilities, to respect all people.

Thank you to Aubree Robertson for designing the 2026-2027 Student Handbook Cover.

MESSAGE FROM THE PRINCIPAL

Dear Panther Parents and Students,

Welcome back for the 2026-27 school year! We are excited to begin a new year full of learning, growth, and opportunity at Milton High School.

Our district mission is "To love, educate, and prepare all students for graduation and a successful future." At MHS we will work every day to live that mission by creating a high-energy learning environment that meets students' academic and social needs. Teachers and staff have planned lessons, activities, and extracurriculars designed to challenge students and help them prepare for life after graduation. With the combined efforts of students, staff, parents, and our community, this year will add to the proud history of Milton High.

It is an honor to continue to serve as your principal. Leading a school with more than 110 years of excellence in academics, athletics, and the arts is a privilege. Together with our talented faculty, engaged students, and supportive families and community partners, we will keep building on that tradition and reach new heights this year. Each member of our school community plays an important role in sustaining MHS's culture and excellence.

Milton High School is committed to high-quality instruction and a wide range of extra-curricular opportunities to meet diverse student interests. I challenge EACH student to get "plugged in" -- join a club, try a sport, participate in the arts, or pursue leadership. Active involvement makes high school more successful, enjoyable, and meaningful. Every student on this campus has the ability to accomplish great things; start the year by showing the character and Panther Pride that will support your future success.

Please review the Student Handbook carefully – there are several updates for the upcoming year. The Handbook is a key resource that outlines our expectations, policies, and procedures and will help you navigate campus life. Remember that teachers, counselors, and administrators are available to support you and that your questions and concerns are always welcome.

I am excited about what's ahead at Milton High School. Together we will pursue academic excellence, celebrate Panther Pride, and create lasting memories.

Welcome back to the 2026-27 school year and always remember…ONCE A PANTHER, ALWAYS A PANTHER!

Sincerely,

Timothy W. Short
Timothy W. Short
Principal

WELCOME FROM THE STUDENT BODY PRESIDENT

Hey all you cool cats and kittens!

Welcome—or welcome back—to Milton High School!

My name is Abraham Jordan, and I am honored to serve as your Student Body President for the 2026–2027 school year. Thank you for placing your trust in me. I am incredibly grateful for the opportunity to serve this student body, and I don't take that responsibility lightly. The Student Government Association and I are committed to creating a school year that strengthens our school spirit, celebrates every student, and gives each of us something to remember long after the final bell rings.

One of the most remarkable things about both life and Milton High School is the number of opportunities placed before us. Whether you are beginning your freshman year or preparing to graduate next spring, this year offers countless chances to learn, grow, lead, laugh, and become the best version of yourself.

With those opportunities come choices. High school constantly asks us to decide what matters most, and that isn't always easy. It can be overwhelming to balance academics, extracurricular activities, athletics, jobs, friendships, and family. I understand that because I'm right there with you.

Still, I encourage you to say "yes" whenever you can. Step outside your comfort zone. Attend the football game. Join a club. Read a book you wouldn't normally pick up. Learn something new. Make a new friend. Try a different sport. The moments that shape us are often the ones we never planned for.

In the middle of busy schedules and endless assignments, don't forget to appreciate where you are. High school moves faster than we realize, and the memories we make here will stay with us long after graduation.

You've probably heard someone say, "High school will be some of the best years of your life." If you're anything like me, you've probably rolled your eyes and thought, "Sure, Grandma."

I joke—but the older I've gotten, the more I've realized there may be some truth to it.

When I look back on my time at Milton High, I don't think first about tests or homework. I think about the people I've met, the experiences I've had, and the moments that have challenged me to grow. Those are the things that make this place special.

My hope is that, by the end of this school year, you'll be able to look back and say you embraced every opportunity you could. I hope you leave this year with new memories, stronger friendships, and the confidence that comes from stepping outside your comfort zone.

Let's make this a year worth remembering.

Sincerely,

Abraham Jordan
Student Body President

GENERAL SCHOOL INFORMATION

Campus Policies:

Hours

The Milton High School campus is open and students shall be supervised from **8:45 a.m. until 3:45 p.m.** Parents are advised that the school will not be responsible for students who are on school premises other than these times. **Students who are not authorized to be on the campus are to leave the school campus upon dismissal in the afternoon.**

Leaving School in the Afternoon

All students are to leave school in the afternoon by 3:45 p.m., except those involved in an after-school sponsored activity such as band, NJROTC, athletics or detention. Students assigned after school detention may buy a drink at the school machine before detention but they are not allowed to leave campus before detention. Only students who are riding buses should gather on the bus ramp. **Students who are on the bus ramp for the sole purpose of visiting friends will be found in violation of school policies and a discipline referral may result.** Students who leave campus are not allowed to return for the purpose of riding a bus home.

Deliveries

No food, flower or balloon deliveries are to be made to students. Any other delivery for students should be made by parents through the Main Office. **Students are not to have lunches (fast food) delivered anywhere on campus.**

Visitor Passes

Visitors who are going to be on campus for reasons other than official business in the Main Office, Guidance Office, or Attendance Office must receive a visitor's pass from the main office. **Parents should not bring food from local vendors (fast food.)** Meals should be purchased from one of the serving locations in the cafeteria or brought from home. Visiting teachers during their classes is prohibited. Parent conferences with teachers can be scheduled by calling guidance. Students are not to bring visitors to attend classes with them under any circumstances unless approved by administration.

Student Information Sheets: (formerly referred to as Heath Cards- SIUS)

The Student Information Update Sheets has replaced the Student Health Card. In the Spring of 2022, students received and were able to complete Student Information Update Sheets either electronically or by returning it to the school. The definitions of health-related services were not very clear and a new SIUS will be sent out at the beginning of this year. These forms contain very important information and need to be completed and returned by the end of the second week of school. All students information can be updated by accessing the Focus Parent Portal.

Changes throughout the year: It is very important for parents to notify the school/ update Focus if there is an address change or change in telephone number as soon as possible. These changes can be made by updating the Focus Parent Portal or by calling the Guidance Office at 850-983-5600.

Medication

No student is allowed to have medication, prescription or non-prescription (with the exception of an Epi-pen, insulin pens, or an Asthma inhaler with a proper medication form on file each school year) in his/her possession on school premises, on a school bus, or at a school function. **All medication must be brought in its original container to the school by the parent/guardian/authorized adult, and given to the school nurse in the clinic. Medication will not be accepted from a student.** The school nurse and the adult will count and verify quantity of the medication. A county medication form, which may be obtained from Guidance, must be completed and accompany the medicine.

Medication (cont)

***Florida Statutes do not permit the school to furnish medicine, including aspirin, to students.** Only mid-day doses of medication will be administered. First morning doses should be taken at home. Parents/guardians are encouraged to request prescriptions for medications which do not need to be given during school hours. Checking out to go home and take medication should be limited to emergency situations only.

*Snacks required for diagnosed medical conditions (e.g., diabetes, low blood sugar) must be provided by and replenished by the parent or guardian. The clinic stocks a small supply of snacks and drinks that are intended for emergencies only. In addition, these snacks will not be routinely provided for students who miss breakfast or fail to bring lunch money to school.

Personal Needs

Students may see the school nurse in the clinic for bandages, safety pins, and personal items.

Grades

Student grades will be recorded using numerical grades. The numerical grades will also be shown on report cards. When relating the numerical grades to letter grades, the following scale will be used:

A =	B =	C =	D =	F =
90-100	80 - 89	70 - 79	60 - 69	0 - 59

Semester Exam Schedule:

1st Semester	**2nd Semester**	**Senior Exam Schedule**
December 16, 17, 18	May 21, 24, 25	May 19, 20, 21

- **All classes are required to have a semester exam.**
- Seniors must have any courses taken outside of the regular six-period day completed by May 9, if these courses will be used for graduation ceremony participation eligibility (Edgenuity, Virtual School, etc.). See Student Progression plan for participation in graduation ceremony requirements.

*Due to District Policy there shall be **no** exam exemptions for semester and final exams.

If an underclassmen misses a final exam they may make them up during post-planning with their teacher on May 26 or 27. Otherwise they may take their exam on Friday, June 28 between 8 a.m.—1 p.m. Prior arrangements must be made with Student Services. This is the only day make up exams will be given during the summer.

Planned Absences during semester exam period

School administration encourages parents or guardians to place priority on students being present during exam days. **Exams will not be administered early unless you qualify for the Early Semester Exam Initiative. Make-ups will be scheduled according to the school's make-up policy.** Planned absences during semester exams **must be approved** by the assistant principal in charge of Student Services, with parents/guardians providing a **signed letter** stating the reason for the absence at least 3 **days** prior to the planned absence. Permission **may or may not** be granted.

MHS Early Semester Exam Initiative

Students who have exceptional attendance, coupled with solid grades, will be allowed to take their 2nd semester exams early. Early semester exams will be administered at the same time as Senior semester exams on May 19—21, 2027

To qualify to take the semester exams early, a student must meet the following criteria:

"A" average with 6 or fewer absences for the entire school year.
"B" average with 4 or fewer absences for the entire school year.
"C" average with 2 or fewer absences for the entire school year.

*****SEE BELOW for exception to this due to documented medical reasons.**

Early exams are to be considered on a class-by-class basis. ALL non-school related absences, both excused and unexcused, will count towards the student's total. School functions and school-related absences will not count towards the student's total. Early semester exams will be determined on a class-by-class basis, meaning a student may qualify for early exams in some classes, but not in others, due to either grades or attendance. For semester long classes, grade requirements will be the same, but the attendance requirement will be halved to 3 absences with an "A" average, 2 absences with a "B" average, and 1 absence with a "C" average.

Request for Exemption due to Extenuating Circumstances

For those students requesting an exception to the attendance rule for the early exams, a parent/guardian must make a formal written request via email or by bringing the request to the school. Exception requests will be reviewed, and decisions made on an individual basis. Students with documented medical reasons for absences above the threshold for the Early Exam Initiative will be considered for an exception to the attendance policy. These reasons may include chronic health conditions, medical emergencies requiring surgery and/or hospitalization, death in the immediate family, or any other circumstances deemed appropriate by the principal (or designee). Documentation may include doctor notes, existing 504 Plans, Health Plans, and/or other health/medical paperwork. All requests should be submitted before the end of the school day (3:30 PM) on Thursday, May 13, 2027, and documentation must either currently be on file at the school or be included with the request. The exemption request should also include the dates of absences to be considered. Requests may be sent to Tim Short at shortt@santarosa.k12.fl.us.

Tutoring

Mu Alpha Theta will provide student tutors on Wednesday, Thursday and Friday mornings 8:30 a.m. to 9 a.m. in room 112 in Math East. Students who need help should see either their guidance counselor or classroom teacher. Students will also have opportunities for tutoring in ELA and math after school with certified teachers Monday-Thursday from 3:30—4:30.Tutoring will occur in various teachers' classrooms. Details for other tutoring opportunities will be announced throughout the school year.

Cafeteria (Breakfast & Lunch)

Lunch and breakfast meals may be paid by the day, by the week, or by the month. A la carte item prices will be posted in the cafeteria. Any unpaid balances will result in the student's record being tagged.

Breakfast: $ 1.25 Lunch: $ 3.05

Breakfast is available in the cafeteria and at food carts in the main hallway. Breakfast brought to school from home or elsewhere must be finished before heading to class, including drinks. All trash from breakfast should be disposed of properly.

Cafeteria (cont)
Students may only eat lunch in the cafeteria, and in the cafeteria courtyards. Students are expected to be respectful at all times. This includes cleaning up after oneself and not cutting in line. Students who do not adhere to this rule will face disciplinary action. **Students are expected to remain in the cafeteria unless they have written permission from Student Services to go elsewhere.** Students may not be checked out by parents during the lunch period in order to eat lunch off campus. Campus is monitored during lunch. Students caught wandering around or leaving campus during lunch will face disciplinary action.

Food and Drink
Due to the possibility of injury, no glass bottles or glass containers may be brought on campus. Food and drink items are allowed in the main hallway, but open food and drink items are not to be taken into classrooms unless approved by the teacher.

School Sponsored Activities
Supervision of students authorized to participate in or attend school sponsored activities on the school premises shall begin thirty (30) minutes before the actual beginning of the activity and continue until thirty (30) minutes after the actual ending of the activity.

I.D. Cards
Students are encouraged to buy an I.D. card at the beginning of the year for $10.00. The I.D. card entitles the student to be admitted to all MHS activities at the student price. The card must be shown for admission to dances and other activities which are for students only. **No I.D.'s will be issued to students with unpaid record tags.**

Student Announcements
Each day announcements are posted on the school web site. Announcements are also made on the MTV show each morning, and they also scroll throughout the day. The MTV show will be placed on the MHS website for viewing over the internet. Students should still read the announcements since the MTV broadcast does not always include all information.

School Insurance
School Accident Insurance will be offered to all students on a 24 hour a day protection or school day only basis. Applications will be distributed to all students by their first period teacher during the first week of school. Questions should be directed to the Athletic Secretary. Healthy children and youth do their best at school and play. Through Florida Kid Care, the State of Florida offers health insurance for uninsured children from birth through age 18. Florida Kid Care applications are available in the front office of the school. If you have additional questions about the Kid Care program, please call 1-888-540-KIDS.

Video Surveillance System
MHS' video surveillance system offers a valuable tool in deterring inappropriate behavior. The system is of great assistance in gathering information that may help resolve either discipline situations or criminal activity on campus.

Internet Access

Students will have access to the internet in classrooms and the library. Strict laws and guidelines govern the use of the sources and information available through this technology. All internet use on a MHS computer must be initiated by the parent/guardian's completion of the **Acceptable Use Policy** form. This should be indicated in the Agenda Planner.

Withdrawal Procedures

A minimum of 24 hours notice should be given in writing or by phone to the Guidance Office by the parent if a student is to withdraw. A withdrawal form will be issued for the student to have filled out by his/her teachers, the Media Specialist, and Front Office Personnel. All books, equipment and uniforms must be returned or paid for. Students sixteen years of age or older who drop out of school must sign an Intent To Withdraw form and will be subject to losing his/her driver's license (if applicable).

Safety:

Due to increased security measures, all school visitors must show a photo ID to gain entry to Milton High School. Students who are out of class MUST have their student planner with them to gain entry into the buildings.

CLOSED CAMPUS – Milton High School operates under a closed campus policy as outlined by School Board Policy. Students are not to leave campus for any reason (lunch included) without first getting permission from Student Services and a parent/guardian. Students who violate this policy will receive disciplinary consequences.

Fire Drills/Lockdown Drills

There will be numerous fire/lockdown drills throughout the school year to prepare the students for evacuation in case of a fire. The fire alarm system horn will sound to signal a fire drill. Students are to remain in class and listen for an announcement on whether to evacuate or stay put. If evacuation is necessary, students will leave class in an orderly manner and go to a designated area. They are to remain in that area until one long bell rings which is the signal to return to class. Evacuation routes are posted throughout the school.

Rules for fire/lockdown drills are:

Do not walk under major electric wires or transformers.
Do not stand near a metal fence which might conduct electricity.
Stand at least **200 feet** from the nearest building.
Do not stand in any driveway in which emergency vehicles could be hindered.

Lock Down Procedures

Milton High School has a crisis intervention and lock down procedure plan on file with each administrator and appropriate staff members. This organized plan can be efficiently and effectively initiated with minimal expenditure of time and effort. This plan was carefully developed to assure the safety of each MHS student and faculty/staff member. Practice drills will be scheduled throughout the school year.

Lost and Found

Small items such as jewelry, wallets, purses, etc., will be held in the main office at the receptionist's desk. Lost textbooks will be placed in the Teacher's Lounge for teacher pick-up. Students should check with teachers after each term on their book/fee status, since records are tagged for lost/damaged books or unpaid fees. Items other than textbooks not picked up within two weeks will be disposed of.

Library Media Center:

Hours of operation are 8:15 a.m. to 3:25 p.m. unless temporarily closed for meetings and/or testing.

- When visiting during the school day, students will sign in to the logbook provided. Students should also sign out when leaving.
- Students are encouraged to use our facility for various academic and nonacademic activities including studying for tests, completing class assignments, reading for enjoyment, conversing with friends, and utilizing laptop computers.
- The MHS Code of Student Conduct is in effect when using the LMC.
- We offer a snack zone area where students can drink beverages and eat breakfast or lunch. Food and beverages are allowed ONLY in the snack zone area. Cafeteria food may be brought to the library, but only if students have a signed pass in their planner allowing them to come to the library during lunch. Passes will be available at the beginning of each semester. There will be a limit to the number of students who can visit during each lunch. While in the snack zone, students are expected to clean up after themselves. At times, this area may be closed or restricted.
- Students who come to the library during their lunch period are expected to stay until dismissed. Failure to follow lunch procedures will result in revocation of the lunch pass.
- Students will enter their student ID number to check out books. No barcode is necessary.
- Checkouts: All materials are due in three (3) weeks. Students may have 3 books checked out at a time.
- Renewals: All materials may be renewed unless they have been requested for hold by another person. It is not necessary to have the materials with you to get them renewed.
- Lost books: Please report lost materials as soon as possible to the media specialist.
- Payment must be made for all damaged and lost books or student records will be tagged in the Office. School policy is that parking passes may not be purchased, and Seniors may not walk at Graduation if they have record tags. We do not charge late fees.
- Electronic Access to Information: Destiny, the online catalog for locating materials, is available using Rapid Identity. Searches may be done using the author, title, subject, or keyword. Students may place holds for library books and the books will be delivered to them in class or they may pick them up. Students can check their accounts.
- Laptops are available for students to use in the Media Center. Printing is free; however, all printing must be school related. See the media specialist for color printing.
- Electronic Books are available to library patrons. Ebooks and Audio books can be checked out through Destiny in Rapid Identity from anywhere. Many fiction and nonfiction titles are available.

ATTENDANCE INFORMATION

Compulsory School Attendance

Regular school attendance is required by state law for students between the ages 6 and 18. A student who attains the age of 18 years during the school year and who does not wish to attend school beyond that time must file a formal declaration of intent to terminate school enrollment with the District School Board. This declaration form must be signed by both the parent/guardian and the student.

Student who exhibit a regular pattern of absenteeism will not be allowed to participate in off-campus field trips. This will be defined as missing more than 10% of days of attendance through the date of the event.

Absences

When a student is absent, a written note or email to attendance from a parent is required **within 3 days** to have the absence excused. The note should include the student's first and last name, current grade, date of the absence, the reason for the absence, and a parent/guardian contact with a phone number. Failure of proper notification **within three (3) days shall result in an automatic unexcused absence and a zero for work missed.** Students and parents should be diligent in making sure that requests for excused absences are properly recorded. Check to see that absences are properly recorded and report any errors within two weeks so that mistakes can be rectified. Doctor's notes can be brought in or faxed to 983-5610. **After Five (5) absences per nine (9) weeks, or a cumulative ten (10) absences for the school year, no absences will be excused except with a doctor's note, court date, or an absence that has been approved by administration.**

Excused Absences

Excused absences include but are not limited to the following: personal illness, illness or death of a member of the immediate family, medical or dental appointments, special emergencies, and prearranged absences approved by the administration. The student shall be responsible for all work missed during the excused absence and shall complete all make-up work within three (3) school days after returning to school. Tests that were announced prior to the absence of the student may be given to the student immediately upon return to school. Written assignments or projects that were announced prior to the absence are due immediately upon the student's return to school.

Unexcused Absences

Unless verified by a note within three (3) days, all absences will be considered unexcused. Unexcused absences include but are not limited to the following: skipping class, truancy, out-of-school suspension, vacations, or other avoidable absences which have not been pre-arranged and approved by the principal or designee. Three (3) late to school Check-Ins and/or Check Outs, will equate to the student receiving one (1) unexcused absence for truancy purposes. **Zeroes** will be given for all assignments missed during an unexcused absence and may not be made up for grading purposes.

Additional Information regarding Unexcused Absences:

- **"Skip days" are not authorized** or sanctioned by Santa Rosa County Schools or Milton High School. These are unexcused absences.

Additional Information regarding Unexcused Absences (cont.):

- A student who is 14 years of age, but less than18 years of age, and who has had 15 unexcused absences within a 90 calendar-day period may have his/her motor vehicle operator's license suspended (F.S. 322.091)
- A student who fails to satisfy school attendance requirements may be declared ineligible for a driver's license or learner's permit. (F.S. 1003.27)
- Parents/guardians may be fined and or jailed for failure to ensure their dependents regular attendance. (F.S.1003.24 and 1003.26)

Learnfare Program: The school district will report any wage recipient (student) to the Department of Children & Families when he/she reaches five (5) unexcused absences within 30 calendar days.

Student Contact Program: If a parent/guardian does not respond to the initial school contact regarding unexcused absences, schools have the option of utilizing a law enforcement officer to deliver a letter of notice.

Prearranged Absences

A student who desires to be absent for reasons not listed previously may make a prearrangement request to the school administration by submitting a written request from his/her parent or guardian. Students should follow the procedure as follows:

- **Plan to make request at least 3 days prior to the absence**
- Bring a note from parent to secure a pre-arranged absence form from Student Services.
- Speak with each teacher and establish an arrangement which should be documented on the prearranged form. (Work should be completed upon return to school unless otherwise stipulated).
- **Turn in completed form to Mrs. Retherford prior to the first day of the absence.**

Late to School

The warning bell (9:05) rings five (5) minutes before first period starts (9:10) and is the notice for students to report to their first period class by the 9:10 tardy bell. **If a student arrives after 9:20, the student is Late to School.** The student must check in with the Attendance office and receive a pass to 1st period.

- Arrival between 9:10 and 9:20 a.m. are to report to 1st period and will be tardy.
- Arrival between 9:21 and 9 :41 a.m. is considered "Late to School".
- Arrival between 9:42 and 10:06 a.m. is counted as an absence from 1st period.

The attendance office will determine whether the late-to-school/absence is excused or unexcused when the student signs in. That determination will be made in accordance with Santa Rosa County Attendance Policy. Students checking in from an appointment must bring verification from the appointment in order for the absence to be excused (it will remain unexcused until documentation is provided).

Unexcused Late to School: missing the bus, oversleeping, skipping, excessive illness without doctor's verification, other avoidable events.

Excused Late to School: Personal illness, doctor/dentist appointment, special event approved by administration, other unavoidable events.

Each quarter (9 weeks), a tally will be kept by the attendance office for the number of times an individual student signs in late. **Four or more late check-ins will result in a discipline referral with consequences up to and including loss of parking privilege** (see Late to School, page 29).

Tardy Policy

Students are expected to be on time to class.

For periods 2-6, a student is considered tardy if the student is present on campus but is absent from class when the tardy bell rings. A student will only be marked tardy for the first 2 minutes after the tardy bell. Anybody arriving after this 2-minute period will be considered skipping class. There are no criteria for excused or unexcused tardies. For 1st period, students will be marked as tardy for the first 10 minutes after the tardy bell. Arriving to school after this 10-minute period is defined as "Late to School". All "Late to school" check-ins will be coded excused or unexcused according to district policy. Repeated and/or excessive incidents of tardiness or unexcused Late-to-School check-ins may potentially result in disciplinary action for the student. Students checking into class late must be in class for a minimum of 26 minutes of the 52 minute instructional period in order to be counted present.

- **Tardy** - Students will be awarded one free tardy per class (periods 2-6) each quarter. On the 2nd tardy, the student will receive a teacher referral as a warning. The 3rd tardy will result in a disciplinary referral.
- Students will be considered **Skipping** if they arrive 2 or more minutes after the tardy bell ringing without a note for periods 2-6 and more than 10 minutes after the tardy bell for 1st period.
- **Late to School** - Student's arriving more than 10 minutes after the school's designated start time are considered late to school and will receive a "Late to School" coding.
- Students may incur discipline for violation of the tardy policy during lunch.

Check-Out Policy

All checkouts require a parent or designated adult to sign the student out unless a prior arrangement has been made or a note with the parent's signature and contact phone number is provided before the school day begins. NO PHONE CALLS WILL BE ACCEPTED.

In order to speed up the process of checking out, students are expected to adhere to the following procedure regarding checkouts:

1. Students are to bring required document (note) to attendance before school on the day of the checkout.
2. The student will then be given a slip by Attendance.
3. The student should make the teacher aware of the checkout before class begins.
4. The student is then to be released by the teacher at the time on the slip.
5. The student is then to go immediately to the attendance office and sign out.
6. If students fail to sign out they may be given a referral.

Checkouts during 6th period—Only checkouts that have been prearranged or otherwise approved by administration will be allowed during the final 24 minutes of the school day. **No Check Outs after 3:00 p.m.**

Checkouts on Special Days (Testing, Pep Rally, School Assemblies, etc.) - Checkouts on testing days including, but not restricted to, FSA, Semester Exams, EOC Exams, must be arranged **before** school unless specifically approved by an administrator. Likewise, checkouts on the days of pep rallies and special assemblies must be arranged **before** school. Checkouts **during** testing/pep rallies/assemblies are **prohibited** unless specifically approved by an administrator.

Leaving Campus

Before or After School: Once any student has entered the campus in the morning, he or she is not allowed to leave without first signing out through the Attendance Office. Students who ride buses must not leave campus after exiting the bus in the morning. Those riding buses after school must not leave campus before their bus arrives. Disciplinary action will be taken against those students who leave campus after exiting the bus in the morning. Any student who stays after school is discouraged from leaving campus because of the hazards of crossing streets.

During School: Before leaving campus, all students must have obtained a dismissal form from the Attendance Office. The dismissal form is issued to the student only when the parent or legal guardian requests that the student be dismissed. Such requests are made in person or a written note. All parent notes are verified by a phone call. Once students receive the dismissal form, they must be signed out in the Attendance Office before leaving campus. Those students who are being picked up by a parent/guardian must have that individual sign the student out in the attendance office. Without the appropriate parent/guardian signature, the student will not be allowed to leave campus. *NOTE: Suspended students are not allowed on campus for any reason (including extracurricular activities), until suspension has ended.

Checking Out/Permission to Leave Campus

Students will **NOT** be allowed to check out for the purpose of missing assemblies, pep rallies, or other scheduled school functions, unless such check outs are determined to be an emergency by Administration. Students who leave campus without checking out in the attendance office will be considered truant. Students may **NOT** check out in order to run errands, eat off campus, etc. Any time missed from class will be treated as unexcused, unless a parent note is received. A doctor's note will be required after five (5) absences each nine weeks. Students checking out for an appointment are required to produce verification, such as a note from a doctor or dentist or any classes missed will be considered unexcused.

Make-Up Work

Students are responsible for making up work missed during an excused absence. The student should contact each teacher **immediately** upon his/her return and make individual arrangements for completing the work. All make-up work should be completed within 3 days after the student returns to school unless given an extension of time by the teacher. Assignments given prior to a prearranged absence should be turned in the first day the student returns to school. Tests announced prior to the absence can be given to the student on his/her first day back. If a child is absent for more than three days, a parent may call MHS Guidance (983 -5600) to request homework. One work day should be allowed for getting those materials ready. Pre-assigned work will be due on the day of return. Students approved for pre-excused absences, including pre-arranged absences are expected to do as much of their work before the scheduled absence as possible and to meet the established guidelines for work due upon their return as described above and required by individual teachers.

Authorized Senior Absences

Seniors who are required to visit a college campus and to be interviewed in regard to either an academic or athletic scholarship or those who are required by a branch of the military to report for testing or a physical may receive an authorized absence from school. Such required visits will be regarded as a school function for purposes of attendance. The total number of days for which a senior may receive an authorized absence will be limited to three (3).

Forms for applying for an authorized absence are available in the Guidance Office and must be completed and signed by teachers in advance. Failure to comply with this requirement means that the campus visit cannot be regarded as a school function. Seniors must bring back a college verification form signed by the college representative. This form will be kept on file in both the Guidance Office and the Attendance Office.

County Attendance Policy - Attendance Violator Policy

A student with **10 or more absences** in a single class during the semester, or 5 or more days during the quarter, is considered an "**Attendance Violator**" and must earn a passing grade on the semester exam to receive credit for the course. Attendance Violators who do not earn a passing grade on their semester exam will, at most, be given a final score of **59** for their course grade. Any parent/guardian requesting a waiver of this policy must submit their request in writing to the school principal along with a detailed explanation, for the Principal's review. The school principal will evaluate each request and make a determination as to whether or not the waiver will be granted.

Habitual Truant

A "habitual truant" is a child who has 15 unexcused absences within 90 calendar days, or 5 unexcused absences within 30 days, with or without the knowledge or justifiable consent of the child's parent/legal guardian; who is subject to compulsory school attendance under F.S. 1003.01; and is not exempt under F.S. 1003.21, or any other exemptions specified by law or rules of the State Board of Education.

Intent to Terminate School Enrollment

A student between the ages of 16 and 18 who chooses to terminate his/her education must officially withdraw and sign a "declaration of intent to terminate school enrollment" form, which will acknowledge that this action is likely to reduce their earning potential and **which must be signed by the parent and student**. The school must notify the student's parents of receipt of the student's declaration of intent to terminate school enrollment. The student must participate in an exit interview with the student's guidance counselor or other school personnel for determination of the reasons for the student's decision to terminate school enrollment and to discuss actions and opportunities to continue the student's education in a different environment. Such action, unless recognized by the School Board as a hardship condition, will cause the student to lose his/her driving privilege.

Truancy Procedures:

If a student accumulates five (5) unexcused absences within thirty (30) calendar days, or fifteen (15) unexcused absences within ninety (90) calendar days, the following will occur:

1. The parent/guardian will be invited to an Attendance Meeting to discuss their child's pattern of non-attendance.
2. The parent/guardian will be informed of the requirements of compulsory attendance laws, the Learn Fare Program, Truancy Pick-up Program, and the Department of Motor Vehicle sanctions.
3. The Santa Rosa County School Board will provide to the Department of Children and Families the names of financial assistance - eligible students who have accumulated five (5) unexcused absences within a 30 day calendar period.
4. If the initial meeting does not resolve the problem, the Integrated Services Team shall hold a Truancy meeting to implement interventions that best address the problem.
5. If the parent/guardian in charge of the student refuses to participate in the remedial strategies, see the Santa Rosa County Code of Student Conduct for consequences.
6. If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent/guardian, the Superintendent, or his designee, shall refer the case to the Child in Need of Services (CINS) committee, and the superintendent, or his designee, may file a truancy petition pursuant to the procedures of F.S.984.151.
7. **If Habitual Truancy cannot be abated through prescribed intervention strategies, Administration will help families explore alternative educational settings for their child.**

Interventions for Unexcused Absences/Truancy Pick Up Program

1. Counseling
2. Attendance Contracts
3. The Department of Motor Vehicles will be issued a list of students who fail to meet attendance standards. Students may be at risk of having driver's permits or licenses suspended or not issued.
4. A truancy pick-up program is in effect. Students who are unsupervised and not in school during regular school hours will be subject to pick-up by law enforcement officers. Suspended students are also subject to pick-up.
    A. Law enforcement officers will stop, interview, and take into custody any child believed to be of compulsory school age or currently enrolled in school.
    B. The student will be transported to the nearest appropriate school.
    C. The school and parents will be notified of the pick-up.
    D. Parents will be required to pick-up their child from the school.
    E. **If Habitual Truancy cannot be abated through prescribed intervention strategies, alternative educational offerings will be explored by Administration and Guardian.**

DISCIPLINE HIGHLIGHTS

Milton High School exists for the purpose of providing learning opportunities for all the students it serves. A good learning environment is essential to the overall educational process. Good discipline is the most important factor in ensuring a good learning environment. Good discipline teaches self-discipline in the areas of organization, self-control, orderliness, efficiency, and proper consideration of other people.

In accordance with Chapter 232 of the Florida Statutes, and subject to law and the rules of the Santa Rosa County School Board, the Principal, his designees, and each member of the instructional staff has the authority to control and discipline students. In addition, the law prescribes for the maintenance of good order in the classroom and other places in which the Principal and his staff have the responsibility for students.

It is our desire to maintain an environment that is conducive to learning. Effective discipline, and the maintenance thereof, is essential for establishment of a healthy learning environment. This is the central task of the MHS Discipline office. The following pages provides information to assist students in avoiding disciplinary situations that interfere with or disrupt academic focus and personal success.

NOTE: All school discipline at Milton High School reflects the policies and procedures in accordance with the Santa Rosa County Code of Student Conduct.

Student Handbook/Planner

Students must have the Student Handbook in their possession at all times on MHS Campus. The Student Handbook is used at MHS as your hall pass, library pass, and as a vital source of communication between your home and the school. If a student loses his/her Student Handbook, a replacement can be purchased for a cost of $5.00. Students may be subject to discipline if out of class without ***THEIR*** planner.

Jurisdiction

The discipline policies relating to student conduct are in force during the time a student is transported to and from school at public expense, at all times a student is on school premises or in sight of a school board employee and at all times a student is attending a school sponsored activity.

Due Process

All students are to be afforded their right to due process, in that they are not to be denied the opportunity to present any information relative to all instances before disciplinary action is taken.

Disciplinary Measures

Milton High School reserves the right to use a variety of actions to punish students who have not followed the procedures stated in the Student Handbook and in the Santa Rosa County Code of Student Conduct. Milton High School reserves the right to add or delete from the following list as the need arises. Punishment options may include one or more of the following:

Confiscation, removal from Activity/Organization, Alterations to Attire, After School/Morning/Saturday Detention, In-School-Suspension, Out-of-School Suspension, Parent Notification, Expulsion with or without services, Student/Teacher Conference, Work Detail, Conference, Warning, RTI Intervention Strategies and suspension from extra-curricular activities. As well, MHS has a Three Strikes Policy in place. **Any student receiving three of the same type of referral (e.g., cell phone use) will be suspended from school.**

Detention

These punitive arrangements constitute a wide-spread effort to avoid out of school suspension as a primary means of punishment. It is critical that the rules of these disciplinary arrangements are followed closely by all students. Failure to complete and/or otherwise follow the rules therein will result in out-of-school suspension.

Discipline Consequences include the following:

After School—3:34p.m. - 4:34p.m.

In-School Suspension—Upon assignment

Out-of-School Suspension

Out-of-school suspension is the temporary removal of a student from the regular school program. Students will **not** be allowed to attend any classes or school activities on the school premises during the suspension period. Student will be allowed to receive credit for any missed work. Students should request work from teachers while serving OSS. **All make-up work is due the day the student returns to school**.

MTSS Behavior Monitoring & Interventions

Students with multiple/significant discipline referrals will be referred to the MTSS team for additional monitoring and the addition of interventions in accordance with the SRC Code of Student Conduct.

Interventions include, but are not limited to: CDAC Counseling, Restorative Justice, Restriction of Hall Passes, mandatory academic tutoring, Behavior Contracts, RTI Parent Conferences, School-based Mentoring, Weekly Agenda Planner reports, and additional interventions as necessary.

Removal with Services

Expulsion with Continuing Educational Services is the temporary/permanent removal of the right of the student to attend the regular school program at a district public school for a period of time with educational services provided at an alternative site (Learning Academy, etc.) in lieu of expulsion. The expulsion with services should not exceed the remainder of the current school year and one additional year of attendance.

Bus Safety and Conduct

Transportation on a school bus is a direct extension of both the classroom and the school in general. All rules, guidelines, and codes of conduct which apply to Milton High School students continue to be in effect while a student is being transported by school bus. This adherence includes loading and unloading on and off the school grounds and while waiting at bus stops.

The bus driver is responsible for the safe operation of each vehicle; therefore the driver has the authority to assign seats, restrict movement, and set other rules which he or she deems necessary for the orderly and safe operation of the school bus.

Student violations of School Board transportation policies, including disruptive behavior on a school bus or at a school bus stop, are grounds for suspension of the student's privilege of riding a bus, may be grounds for disciplinary action, and may also result in criminal penalties being imposed. In addition, the following rules are posted in each school bus:

Bus Safety and Conduct (cont.)

1. Stand off the roadway while awaiting bus.
2. Keep your seat at all times when bus is moving.
3. Keep arms and head inside windows.
4. Walk 10 feet in front of the bus and wait for driver's signal before crossing the road.
5. Unnecessary conversation with the driver is dangerous. Please remain quiet.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Absolute silence is required at all railroad crossings.
8. The driver is in full charge of bus and pupils. Pupils must obey the driver.
9. The driver has the right to assign pupils to certain seats in order to promote order on the bus.
10. No eating, drinking or use of tobacco products is allowed on the bus.
11. Pupils must be on time; the bus cannot wait for those who are tardy.
12. Riding the bus is a privilege. Do not abuse it.
13. Students riding Santa Rosa District School buses may be subject to video recording for disciplinary purposes.
14. Any student not riding the bus will not be allowed to loiter around the bus ramp.
15. Students will not be allowed to leave campus, or visit with another vehicle, and then ride a bus home.
16. Students must get prior approval from the administration to ride home with another student on a different bus. (A note from their parent/guardian must have a phone number that allows contact for verification.)
17. The school dress code is in effect when transporting students to and from school.

Emergency Bus Evacuation Rules

The following rules for safe school bus riding and general behavior for bus passengers apply also to emergency bus evacuation:

1. Remain seated and quiet until the bus is completely stopped. Do not change seats unless instructed to do so by the bus driver, a paraprofessional, or a teacher.
2. Always face forward in the seat
3. Keep hands, feet, and head inside the bus at all times.
4. Be courteous to others and pay attention to the bus driver, teacher, paraprofessional and evacuation helpers.
5. While moving to the appropriate exit, do not push or shove.
6. While leaving the bus, use the handrails or the evacuation helper's hands. Be alert for traffic and/or pedestrians.
7. Move to a safe place away from the school bus and remain there with the group. Re-grouping should be approximately 100 feet or 40 to 50 paces from the bus.
8. Be aware of the "danger zones" – the areas around the bus that are "blind" spots to the driver.
9. Observe safety procedures while crossing the street or proceeding to the regrouping area.
10. Do not talk to or accept rides from anyone.

Locklin Students' Bus Procedures

Students waiting for the Locklin bus are to do so at the bus ramp. Students dropped off at the end of the school day by the Locklin bus are to remain at the bus ramp and not wander throughout the campus.

Cell Phones: See Electronic Devices p. 27-28

Chains

Students are prohibited from wearing large necklaces with medallions, or other chains which attach to the pants. These are considered distractions from the learning environment and a potential hazard to students at MHS. Chains will be confiscated and held, and repeated instances of possession of these items will result in disciplinary action.

Cheating (Academic Dishonesty)

Cheating is unacceptable behavior. A few examples of cheating include copying (or allowing someone to copy) information including, but not limited to, answers on a test or answers related to homework; plagiarism; and stealing a copy of a test. Incidents of cheating will be handled according to the classroom policy of the teacher involved and be referred to the administration. **Students who are members of honor organizations may lose their membership as a result of cheating. Students will earn a zero on all assignments in which they are found to have cheated.**

Classroom Disruptions

Students are expected to conduct themselves in a manner consistent with a healthy learning environment at all times. Behavior that is deemed inconsistent with a healthy learning environment as determined by MHS personnel is deemed a classroom disruption. Bringing stuffed animals, blankets and wearing costumes are some examples of classroom disruptions. Classroom disruptions will result in disciplinary referral.

Defiance of Authority

Behavior of a nature which makes it impossible for the teacher to continue instruction will **not** be tolerated. The refusal or failure to carry out lawful or reasonable instructions of authorized school personnel or failure to comply with state law, school board policy, local school rules, behavior contracts, or classroom rules, shall result in immediate disciplinary action up to and including out-of-school suspension of 10 days and recommendation of alternative placement. **Students who receive excessive disciplinary notices may also be ruled as defiant, as a result of the MHS Three (3) Strikes Policy**. These students may face severe disciplinary actions, including suspension or removal with services.

Dress Code

Appropriate student grooming and dress are primarily the responsibility of the student and parent. Students are expected to give proper attention to personal cleanliness and neatness prior to coming to school. Students whose personal attire or grooming distracts other students or teachers from school work, or whose attire could be hazardous to themselves or others in the course of activities shall be required to make necessary changes.

Milton High School administration reserves the right to define and interpret dress code policies. The principal, or the principal's designee, will determine whether a student's attire or personal grooming violates the dress code guidelines and will make the final determination concerning whether a student's appearance distracts or disrupts the learning environment of the school.

Dress Code (cont.)

Dress code is to be followed **every** day (including testing/early release days.

General Guidelines: Minimum length of skirts, dresses, and shorts – Must be at or near fingertip length when worn at the natural waist (arms relaxed, hanging down by the side). If garments with holes are worn, there must be no holes above the fingertips. Students are not to wear pants or shorts that show their underwear regardless of shirt length. Any student who is required to wear a GPS (ankle monitor) must keep it covered at all times.

Students Must Wear:

- Proper undergarments, covered by proper dress.
- Shirts, T-shirts, and blouses that are of appropriate size and length to cover the waist-band while sitting or standing.
- Tops that have straps that are at least the width of at least 2".
- Shirts in which the necklines cover the view of cleavage while sitting, standing, or while one is moving.
- Pants that are properly fastened so that the waistband is not below the top of the hip bone (no sagging).
- **Shoes at all times (no bedroom slippers).**

Students are Prohibited from Wearing:

- Tank tops, spaghetti straps, exposed backs, halter tops, crop tops, muscle shirts, pajama tops, onesies, or undershirts as outer garments. A sleeveless, single garment (blouse/ shirt) must be at least 2" wide for the entirety of the strap. Midriffs should be covered at all times. Males must wear shirts with sleeves.
- Visible undergarments, such as boxer shorts, female underwear or blouses or shirts that are low cut or see-through. Undergarments must be covered at all times. This includes the expectation that pants cover the hips when sitting so that the undergarments are not exposed.
- Leggings, spandex, and yoga pants are deemed inappropriate unless one's bottom is completely covered. Clothing worn over leggings must be within dress code, fingertip length, etc.
- **Athletic Shorts** that do not meet dress code. **Shorts must be at or near fingertip length for the entire hemline** (arms relaxed, hanging down by the side).
- Students may not wear any garment which features obscene or offensive language or drug, tobacco, or alcoholic beverage advertisement. No death-like or otherwise celebratory images promoting violence and/or other delinquent behaviors, including but not limited to racially offensive symbols, Confederate flags, anti-flag, anarchy symbols, or guns will not be allowed on clothing. No Playboy Bunny images are allowed.
- Students **may not** wear any color, clothing, insignia, emblems, jewelry or other object in such a manner as to indicate membership or association with any secret organization. Students **may not** wear any garments that portray association to any group which may be offensive.
- Caps, hats, hoods, headbands, scarves, bandanas, bonnets, shower caps, doo rags, or any other head covering (excludes head coverings worn for documented religious reasons) are NOT allowed to be worn on campus. Ribbons or scrunchies are allowed for the sole purpose of controlling your hair. **Hats are NOT allowed nor should be visible on campus for any reason (except hat days or dress up days) and will be confiscated without warning.**
  The only exception is a school issued uniform such as NJROTC.
- Shoes **must** be worn at all times. Those students enrolled in the various science courses that involve laboratory exercises should avoid wearing open-toed shoes.
- Arm Bands, wristbands, belts, neckwear, or other items with heavy metal projections and chains, including wallet chains are prohibited.
- Students may not wear sunglasses inside the building without prior approval. *No cosmetic eye contacts will be allowed.
- "Off-the-shoulder" shirts must have straps (at least 2") on top of the shoulders.

Dress Code (cont.)

- Trench coats, full length coats, blankets, tails or ears are not allowed to be worn.
- Face painting is not allowed unless approved by school administration.
- Piercings which are viewed as a safety concern or distraction from the learning environment must be altered upon the request of administration.

Special Note Regarding Dress Code:

* Since fashion and styles change rapidly, the school administration reserves the right to determine whether a student's dress satisfies the school's policy.
* For reasons involving safety, order and preservation of the learning environment, MHS reserves the right to act on dress issues in areas not listed above.
* Parents and guardians should be aware that students must comply with these policies and will be required to alter the above issues to comply with the MHS dress code before being allowed to return to class. Students will be required to change clothes if out of dress code.
* Administration will provide students who are out of dress code with appropriate clothing. Students' clothing will be stored and locked in Student Services until the end of the day when the student returns to exchange the borrowed clothes for their own.

Disruptions at School Sponsored Activity

Conduct or behavior which is disruptive to the orderly process or climate of the school environment will result in disciplinary action.

Drugs, Alcohol, and Other

The use, possession, or distribution of drugs, alcohol, synthetic substitutes (including spice), or any illicit substance which in its consumption may cause inebriation or other mind-altering behaviors, as defined in the SR Code of Student Conduct, is strictly prohibited on MHS. Discipline including and up to 10 days of out-of-school suspension with recommendation for alternative placement, consistent with the policies of the SR Code of Student Conduct, will be swiftly employed in response to findings of such violations.

Electronic Devices (including Cell Phones, ear buds, headphones)

Electronic devices (including cell phones, ear buds or headphones) are permissible to be possessed and used on campus during non-instructional time. Instructional time is considered from the time you enter a teacher's class room until when the bell rings to dismiss class. Students who possess and use devices will follow the guidelines below:

- During instructional time **Milton High will have an established policy** for device use for instructional purposes only. **Once in class, all phones are to be placed into the phone caddy or area designated by the teacher. They are to remain in this area until the end of the class period, unless the teacher designates otherwise. If leaving class for any reason other than checking out, phones remain in designated area/phone caddy as this is still considered instructional time. Students on their phones outside the classroom during instructional time will receive consequences for violation of the cell phone policy. Likewise, ear buds and headphones must be put up during instructional time unless approved through an IEP or 504.**
- Between classes, before school and on the bus ramp**, the use of ear buds or headphones as a listening device is allowed, but one ear must be open at all times.** This policy is established due to safety concerns regarding students not hearing school personnel as they attempt to communicate with them in the halls.

Electronic Devices (including Cell Phones, ear buds, headphones) (cont.)

- When not in use, per the direction or permission of the teacher, **devices are to be turned off or in silent mode**. Continued violation of this policy will result in a discipline referral.
- **Unauthorized photographing, videotaping, or audio recording is not permissible** at Milton High School. Violation of this policy can lead to a discipline referral, recommendation of removal from MHS, and criminal prosecution.
- **Using a device to communicate academic information** which compromises the integrity of the learning process is cheating. Cheating, using technology, will result in disciplinary consequences according to the MHS discipline plan for this offense.
- **A student is solely responsible for personal property brought onto campus (including devices)**. Milton High School and/or the Santa Rosa County School District shall not bear any responsibility for lost, damaged, or stolen property (devices).
- **Students are strongly encouraged to not allow others to use their electronic devices** as the owner could be liable.

Device Confiscation

When conducting an investigation into a significant incident involving student behavior and or other items involving the MHS campus and events, MHS Administration reserves the right to confiscate a student's device in order to serve the purpose of the investigation. When this cell phone confiscation occurs:

- MHS Administration will not attempt unauthorized access of the content stored on the device. However, a device can be searched if reasonable suspicion of an offense is present.

False Accusation of a Staff Member

Any student making false accusations which jeopardize the professional reputation, employment, or certification of any member of the school staff will be subject to severe disciplinary action up to and including 10 days out of school suspension with a recommendation of alternative placement.

Failure to Attend After School Detention/Lunch Detention

Any student who fails to serve their assigned detention will be suspended for in-school or out-of-school suspension consistent with the nature of the infraction as determined by MHS administration. Prior notification is required to excuse an absence from detention.

Fighting

Fighting is a zero tolerance offense and will result in five (5) days of out-of-school suspension for a first offense. Subsequent offenses may result in suspension for up to ten (10) days. Other consequences may include arrest, transportation to the Sheriff's Department for processing, and/or a recommendation for expulsion with services.

Hall Regulations

Except between classes, students are required to have their student handbook out and visible while in the hall. Students will be admitted to the main building hallways at 8:45 a.m. Shouting, running, whistling, loud talk, or boisterous conduct is out of place in the school building. All students are to leave the building by 3:45 p.m. No student is permitted to post any item on the halls without the consent of

Hall Regulations (cont)

the administration. Students wishing to post items in the hallways must see the administrator in charge of student activities. No food or drinks are allowed in classrooms or on the carpeted areas of the school at any time. Students are not to stand and block the hallways, doorways or walkways.

Late To School

Students who accumulate 4 late-to-school absences per 9 weeks (excused, unexcused, or a combination of both), will be assigned a disciplinary referral. Persistent LTS offenses will receive more severe disciplinary consequences up to and including loss of driving privileges.

***SRCSD Policy reg. Lates to School Check-In/ Early Check-Outs:**

Students arriving after a school's designated start time are considered late to school and will receive a "Late to School Check In" coding. Students checking out of school prior to the end of the school's designated dismissal time will receive an "Early Check–Out" coding. Four (4) accumulated "Late to School Check-Ins" or "Early Check-Outs" will equate to the student receiving one (1) unexcused absence

Locker Search

A student's locker or other storage area is subject to search upon reasonable suspicion for prohibited or illegally possessed substances or objects (Florida Statute 232.256)

Musical Instruments

Guitars and other musical instruments are to be stored in the designated, locked storage area as designated by the teacher. Access to this room is to be obtained under the teacher's express supervision. Instruments are not allowed to be carried around campus.

Unauthorized Areas

- Students are not permitted in the teachers' lounge, in the copy room, or in any of the various teachers' workrooms at any time of the school day.
- Students are not to gather behind the gym on the basketball courts before, during or after school.
- Students are not to go to their vehicles throughout the school day. Students who need to visit the parking lots must do so by way of obtaining permission from Student Services or Administration.
- Students are to eat lunch in the designated locations only (cafeteria, courtyard). Students should remain in these locations during the entire lunch period. Students will not be allowed to remain in the main hallway during any part of their lunch period. Students should remain in the designated lunch location until the bell rings to conclude the lunch period.
- Multiple students are not allowed in restroom stalls. Those caught are subject to discipline and being searched.

Parking Regulations

Parking spaces on Milton High School campus is limited. Students must have a valid parking decal before parking on campus. No parking decal will be issued until all information is filled out on the parking application. The cost of the parking permit is $30.00.

Parking Regulations (cont.)

If you regularly drive a second car to school, cost for this permit is $10.00. If you sell, wreck, etc. the car for which you purchased a permit, scrape the permit off of that car, bring it to Student Services and your replacement permit will be $5.00. Otherwise a replacement permit is $10.00. Anyone failing to follow parking rules will be disciplined. Parking and driving rights may be suspended if the case warrants.

Parking Permits will be issued to Seniors and then Juniors. Sophomores and Freshmen are **NOT** allowed to drive to school and park on campus. The School Resource Officer will start writing tickets the first week of school.

Students are only allowed to park in their assigned numbered parking spot. Students are not permitted to park on the grass or in designated staff or community school parking spaces.

1. All students who drive a vehicle on Milton High School campus must have a valid parking decal.
2. Decals must be placed outside on the lower, left side, rear window and must be VISIBLE. Failure to display parking decal in an upright and clearly visible manner will result in a parking citation.
3. Your parking location will be assigned by MHS Administration during decal sales. YOU DO NOT OWN assigned parking space. Only Seniors and Juniors will be allowed to park on MHS campus.
4. Any student caught making/using counterfeit parking permits, obtaining a parking permit from another student (or former student), or giving false information to obtain decal will be given 3 days OSS. Parking permits are non-transferable.
5. Student are not permitted to sit in or hangout around their vehicle after arriving on campus.
6. In order to effectively and quickly monitor the parking lot for safety reasons, vehicles must pull forward into a parking spot. Do not back into a parking space. The decal must be visible from the right-of-way.
7. On campus the speed limit is 5 miles per hour. Disciplinary action will be taken for those who violate this limit. The speed limit around campus, before and after school, is 20 mph. This is strictly enforced by local law enforcement.
8. Students are not permitted to park in the designated Community School parking areas adjacent to the school.
9. Once students arrive at school, they are to lock their automobiles and not return to them until they are ready to leave school. If a student needs to go to their car they must request permission from Student Services or Administrator.
10. **Students' vehicles, while on campus, should not display any tag, sticker or other materials that may be deemed offensive or obscene by other individuals.** Students will be asked to remove these items and further disciplinary actions may be appropriate.
11. Students who use their vehicle to leave campus without permission or provide transportation for other students to leave campus without permission may result in parking permit revocation.
12. All vehicles on the campus of MHS are subject to search. The registered student is responsible for all items in the vehicle. Leaving campus without permission is reasonable suspicion for a vehicle to be searched.
13. The School Resource Officer may issue parking citations or otherwise appropriate citations to students who park improperly and/or drive improperly on campus. Repeat offenses may result in revocation of parking privileges and/or disciplinary actions. MHS parking citations are $20.00. Cash or check only. (No coins)
14. Students that do not pay parking fines may face disciplinary action and will have their school records tagged.
15. **Students who park on campus without a permit will be given a ticket, a discipline referral, and may possibly lose any parking privileges in the future. A student's vehicle will be immobilized by wheel boot by the SRO if they receive more than 3 tickets. The vehicle is also subject to be towed at owner's expense.**
16. Not parking in your assigned parking spot will result in a parking citation. After 3 citations for not parking in your assigned spot, parking privileges are revoked.
17. No flags of any type may not be flown from vehicles as they may create distractions to drivers.

Parking Regulations (cont.)

18. If any of your information changes you MUST update your parking application in Student Services.
19. If someone parks in your numbered parking space, park in the Overflow parking area (gravel between the softball field and the gym) and go immediately to Student Services and let them know where you parked.
20. **NON-USE OF AN ASSIGNED PARKING SPACE WILL RESULT IN REVOCATION OF PARKING PERMIT.**
21. **Any students with chronic absences or late-to-school check-ins may lose the right to park on our campus and bus transportation to and from school will be afforded. If you withdraw from MHS at any time during the year or are referred to the Learning Academy, your parking spot WILL NOT be held for you.**

Profane, Obscene, Abusive Language or Gestures

Offensive language, gestures, or name calling exhibits a lack of appropriate values and is considered verbal abuse. The student will be removed from classroom/activity at the time of the incident and disciplinary action will be taken immediately.

Public Display of Affection

Public display of affection is not allowed. This includes but is not limited to any physical or intimate contact in keeping with the SRC Code of Conduct. Failure to adhere to this policy will result in parents being notified, and other disciplinary measures being taken as deemed necessary.

Skateboards, Scooters, Heelys

Skateboards, scooters and Heelys should not be brought on campus. They will be confiscated and further incidences will be treated as Defiance of Authority.

Skipping

Skipping involves avoiding attendance at the appropriate location under the direction of MHS personnel. Skipping will result in disciplinary action.

Tardy Policy (also see attendance-tardy, p. 18)

Students are expected to be on time to class.

For periods 2-6, a student is considered tardy if he/she arrives up to 2 minutes after the tardy bell rings. There are no criteria for excused or unexcused tardies. Students arriving between 9:10-9:20 for 1st period are considered tardy.

- **Tardy** - Students will be awarded one free tardy per class (periods 2-6) each quarter. On the 2nd tardy, the student will receive a teacher referral as a warning. The 3rd tardy will result in a disciplinary referral.

Theft/Stealing

Any student found to be involved with the unlawful taking, carrying, or disbursement of stolen property shall be suspended from school in accordance with the Santa Rosa County Code of Student Conduct.

Threats against Students or Faculty Members

Students involved in threatening another student, staff, or faculty member will be subject to suspension or alternative placement in accordance with the Santa Rosa County Code of Student Conduct.

Tobacco/Vaping - Possession/Smoking/Distribution

Students are **not** allowed to possess, smoke, or use tobacco in any form on campus. Possession/use of tobacco will result in automatic suspension. The student will be suspended for three (3) days for a first offense or one (1) day if they elect to enroll in a tobacco cessation course. This policy also applies to vaping, e-cigarettes, and other related devices. See Santa Rosa County Code of Student Conduct. A student smoking, or in possession of, a tobacco product on school property, school buses, or in attendance at a school sponsored activity, is in violation of state law. This act is subject to a fine of $30.00. Students found distributing tobacco products will receive discipline pursuant to Santa Rosa County Code of Student Conduct.

Trespassing

Any student entering or remaining on a public school campus while under a suspension or expulsion status shall be referred to the Santa Rosa County Sheriff's Department for criminal proceedings. Students found trespassing are subject to additional out-of-school suspension in accordance with the policies and procedures of the Santa Rosa County Code of Student Conduct.

Unlawful Noise

Milton City Ordinance No. 872 addresses the unlawfulness of loud noise which, because of its volume, duration, and character, annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of reasonable persons of ordinary sensibilities within the city limits. Students should be aware of this ordinance when playing loud music in cars or when loud noise is associated with driving or using automobile horns. This includes the parking lot areas both before and after school. Such noise violations could result in prosecution by local law enforcement and possible disciplinary action by MHS.

Weapons

Firearms

Any student possessing any firearm (loaded or unloaded, operable or inoperable, replica or facsimile, and as defined by the Santa Rosa County Code of Student Conduct) will be suspended for a period of ten (10) days and will be recommended for expulsion for at least one calendar year in accordance with the policies and procedures of the Santa Rosa County Code of Student Conduct. Appropriate authorities will be notified.

Weapons—Other

Any student found to be in possession of any instrument or object (as defined by the Santa Rosa County Code of Student Conduct) that could be used to inflict harm or used to intimidate any person shall be disciplined as deemed necessary up to and including expulsion from school.

Weapons Use

Any student using any weapon (as defined by the Santa Rosa County Code of Student Conduct) will be suspended for a period of ten (10) days and will be recommended for expulsion for at least one calendar year in accordance with the policies and procedures of the Santa Rosa County Code of Student Conduct. Appropriate authorities will be notified.

STUDENT ACTIVITIES

Major School Events

Note: All candidates for positions representing MHS (e.g., Homecoming Court and their escorts, Prom Queen/King, Beau of Year, Sr. Superlatives, Hall of Fame, etc.) must meet the following guidelines: a moderate discipline record with no out-of-school suspension; good attendance (less than 10% absenteeism); and maintain a minimum 2.0 GPA.

For any dance that awards a designation, (example: Prom Queen or King, Beau of the Year, etc.) the student must be present at the dance to accept the award.

Pep Rallies: Pep rallies will be held in the gym or the stadium. Students sit in assigned grade level areas and compete in spirit competitions led by the cheerleaders or SGA.

Homecoming: Clubs and classes participate in various activities to promote school spirit. All members of the senior class may nominate five (5) senior girls for Homecoming Queen. From this list, a ballot of 18 (this number may differ from year to year due to ties) candidates is comprised. No campaigning for homecoming court before nominations or after nominations. If you ask people to vote for you, you will be disqualified. The entire student body then votes from the ballot for the queen. In addition, each class votes for a grade level representative. The Homecoming Queen is announced at halftime during the Homecoming Football Game. A semi-formal dance will be held after the game at a location decided on by the sponsoring organization. Clubs and classes compete in a Door Competition, decorating classroom doors to promote school spirit. In addition, clubs and classes compete in a Skit Competition, with each class performing a skit at the Homecoming Pep Rally. All clubs and classes are encouraged to decorate cars and floats for the parade down Stewart Street, a city of Milton tradition.

Beau Dance: Students elect "Beau of the Year" for a dance where the ladies traditionally ask the men out.

Scholarship Pageant: Clubs and classes enter candidates who compete in casual and formal attire as well as a question and answer session. The winner and runners-up receive scholarship monies.

Prom: The most formal dance of the year, usually held off campus and during April or early May. For out-of-school dates, approval from administration is required for this event.

Concerts and Drama Productions: Our Band, Chorus, and Drama organizations hold several concerts and productions throughout the fall and spring of the year.

*****Due to the disruption to the school day and possible embarrassment to those involved, students are not allowed to use the school environment to invite, in a public, elaborate, or disruptive way, another student to a school function. That invitation should be issued privately, outside school hours or off campus.**

Meal Balances

Any charged meals and/or unpaid meal balances are the responsibility of the student and their parent/guardian. These unpaid balances should be paid in a timely manner. New SRCDS Policy 8.00 states "Once a student in a Paid or Reduced Meal status has reached an unpaid balance of $50.00, the student will no longer be permitted to charge or be provided any meals until the unpaid balance has been resolved." MHS will not sell parking permits, ID cards, Homecoming Dance tickets, and/or Prom tickets to students who have outstanding meal balances. Also, seniors with outstanding meal balances and/or records tags will not be permitted to participate in graduation ceremonies.

CLUBS AND ORGANIZATIONS

General Information

- **A student can be a member of a maximum of four clubs.**
- Club meeting times are determined by each club and can be scheduled before or after school or during the evening. Refer to the Clubs and Organizations meeting table to check on club meeting times.
- To ensure your name is on the official club or organization's roster, you must apply, pay dues, and have been accepted by a club no later than the conclusion of the first nine weeks.
- A club or organization must have a minimum of ten active members.
- Clubs must meet a minimum of once per month.
- Each club or organization must hold one fundraiser in the fall and one in the spring with a portion of the profits directly benefiting the school.
- All clubs and organizations must have a constitution that spells out specific guidelines for the club or organization, and all club and organization leaderships are encouraged to provide agenda's for each club meeting.
- All clubs and organizations must participate in Homecoming activities. They should participate in the door competition and have an entry in the parade.

Club and Organization Meeting Times

Students are expected to attend monthly club and organizational meetings to maintain membership. Students are expected to attend school to participate in extracurricular activities that day. This applies to on and off campus activities. If students aren't present for the majority of the school day, they can be denied participation in after-school extracurricular events, on or off campus.

Subject or Vocational Clubs:

Club/Organization	Meeting day/Time	Sponsor
AACC - *African American Cultural Club*	1st Thurs. 8:30&3:30	Ms. Hyman
Album Review Club	Every Friday PM	Mr. Jordan
Anchored 4 Life	1st & 3rd Wed 8:30&3:30	Mrs. Austin
AVA-Appreciation of Visual Arts	Every other Monday 3:30-5:30	Ms. Brewer
Asian Student Union	2nd Tue	Mrs. Zeiler
Chess Club	Mon, Tue, Fri 4:30-5:00	Mr. Bruley
Erika's Lighthouse		
FCA – *Fellowship of Christian Athletes*	2nd & 4th Friday	A. Green, M. Green, D. Hood
FFA - *Future Farmers of America*	2nd Wed. PM	Mrs. Enfinger
Forensics Science Club		Mrs. Cain
International Thespian Society		Mrs. Bunnell
Knitting & Crochet Club		Mrs. Rutherford
Latin Club	3rd Monday	Mrs. Knight
Panther Ambassadors	3rd Thurs. AM&PM	Phillips, Jones
Spanish Club	1st Wed. AM & PM	Stamm, Henehan
Stamp Collecting Club	Thursday Rm.#10	Mr. Bunnell
Step Team		Ms. Hyman

Service Clubs:

Club/Organization	Meeting day/Time	Sponsor
Beta	2nd Wed. AM&PM	Mrs. Schlenker

Academic Societies:

Club/Organization	Meeting day/Time	Sponsor
MAO - *Mu Alpha Theta*	2nd Mon. 8:30 & 3:30	Bradley, Phillips
NHS – *National Honor Society*	1st Friday	Mr. Bunnell
NAHS - *National Art Honor Society*	3rd Wednesday	Ms. Longmire
Latin Honor Society	3rd Monday	Mrs. Knight
Tri-M Music Honor Society	2nd Wed. 3:45	Schultz, Coots
Academic Quiz Bowl Team		Mrs. Schlenker

Other Organizations:

Band – M. Schultz, C. Coots
Chorus – K. White-Rider
Class Boards – Class sponsors
NJROTC – J. Dyer, R. Fernandez
Student Government Association - L. Austin
Yearbook— D. Hood

2026-2027 Student Body Officers, Class Officers & Representatives:

Student Body Officers **Sponsor:** *L. Austin*

President: Abraham Jordan
Vice-President: Alyssa Thompson
Secretary: Lanie Scott
Treasurer: Brooklyn Bentley

Senior Class Officers - Class of 2027 *V. Rodriguez, Z. Lowe*

President: Brinlee Hinton
Vice-President: Madilyn Hall
Secretary: Kara Harris
Treasurer: Ashlyn Sutton
Representatives: Daylin Andrews, Kennedy Ard, Jonah Lipai, Presley Petty, Lily Steele

Junior Class Officers - Class of 2028 *A. Allen, D. Simmons*

President: Lanie Scott
Vice-President: Adykiel Anderson
Secretary: Holleigh Atkins
Treasurer: McKenna Clary
Representatives: Presley Cabaniss, Kyleigh Coyle, Matthew Erskine, Savannah Gardner, Tynlee Jernigan, Kellan Miller, Joseph Nguyen, Janiyah Rogers, Luke Roselle, Darla Smith

Sophomore Class Officers – Class of 2029 *M. Sablan*

President: Quinn Austin
Vice-President: Connor Gallogly
Secretary: Jane Stillings
Treasurer: Ella Watkins
Representatives: JD Ball, Boston Bentley, Riley Brooks, Allison Cole, Corrie Davis, Kaylee Hearn, Paxton Hudson, Kason James, Cassidy McLean, Whitney Polk, Kennedi Reese-Hall, Kenley Smith, Poppy Wandres

Freshmen Class Officers– Class of 2030 *R. Enfinger*

Officers: TBA
Representatives: Abigail Bardin, Kelison Cates, Ryleigh Cole, Piper Gillis, Makenlee Hall, Stacie Lebleu, Mya Moore, Addison Phillippi, Chase Powers, Olivia Scott, Kaiya Seeley, Paisley Wyrosdick

Secret Societies

It is unlawful for any person, group, or organization to organize or establish a secret society whose membership shall be comprised in whole or in part of pupils enrolled in any public schools. FS 232.39 (1)

It shall be unlawful for any pupil enrolled in any public school to be a member of or to take part in the organization of such a group unless such organization is fostered and promoted by the school authorities or which is first approved and accepted by school authorities and whose membership is selected on the basis of good character, good scholarship, leadership ability and achievement. FS 232.40

Prohibited Student Organization Activities

The activities listed below apply to all student organizations.

1. No student organization may require any student to sell any item which that student does not voluntarily agree to sell. No penalty such as payment of money, removal from membership, or removal from a position of authority may be required of a student for not participating. If a student, however, agrees to sell an item, he or she will be required to turn in the money for the item.
2. Since collecting money by a roadblock is illegal, no student organization may take part in a roadblock activity.
3. No student organization may take part in any gambling activities. Example: raffles.
4. No activity of any kind may be performed by a student organization unless it is first approved by the administration.
5. School organizations may have no form of initiation.

Probation

Student organizations which violate school rules may be placed on probation. The length of time of probation will be determined by the nature of the violation.

Organizations on probation may <u>not</u>:

1. Have any form of social activity such as parties.
2. Perform any money-making activities.
3. Hold meetings other than those approved by the school administration.

Organizations on probation <u>may</u>:

1. Perform service projects.
2. Hold meetings and do service projects approved in advance by the school administration.

*Students who are members of an organization which is on probation are not restricted from attending activities of other organizations.

Money-Making Projects

<u>Each organization is required to spend at least one-half of the profit from money-making projects on service projects which will benefit the school or community.</u> All of the money earned by student organizations is to be deposited in the Main Office in that organization's account. Each sponsor and treasurer should keep a record backed up by check requisitions and deposit slips of the amount. Organizations may spend the money in their accounts as needed.

Scheduling Activities

Student organizations must get prior approval before they may take part in any activity. One of the major reasons for this requirement is to prevent several similar activities from taking place at the same time. All class/club meetings should be scheduled with Administration by either the sponsor or the president through Mr. Rowell. Any activity which involves collecting money requires a Fund Raising Request Form which can be picked up in Mrs. Landrum's office. All school activities should be posted on the school calendar.

Dance Regulations

1. Dances are open to all Milton High School students and dates that are approved. Seniors and juniors may bring out-of-school guests to the Homecoming Dance, Beau Dance, and Prom only. **Students below the 9th grade level are not to attend any Milton High School dances.**
2. Law enforcement officers, teachers, chaperones, and parent chaperones will be present throughout the dance.
3. There will be no smoking or use of tobacco inside the buildings or on the school grounds in the area where the dance is being held.
4. Students who have been drinking alcoholic beverages, or are using illegal drugs, will be turned over to law enforcement; charges **will** be filed and reported to the school administration for disciplinary action.
5. Only those students who are attending the dance are to be in the immediate vicinity.
6. Special dances might require more formal wear. Appropriate dress will be determined by the administrator in charge of each dance. If any students have questions concerning the appropriateness of their dress, they can discuss it with the administration prior to the dance. Students will be removed who do not comply with dance rules and policies. Disciplinary action could result for violations of dance regulations.
7. Students are to enter the dance only once. If a student leaves, he or she may not return.
8. Students are not to sit in parked cars or loiter in the halls, parking lots, or other areas near the dance.
9. Any student who attends any Milton High School dance must have a current Milton High School I.D. card. Students who do not have a card may pay the $10.00 at the door. (This is in addition to the cost of the dance.) Students who pay the extra $10.00 are to see Ms. Schlenker on the Monday following the dance to get an I.D. card. This $10.00 I.D. cost will not be refunded. Those who have an up-to-date I.D. card, but did not have it at the dance, must bring it with them to show to Ms. Schlenker to receive a refund of the $10.00.
10. A date approval form is required for all out-of-school dates. The form is available in Student Services.
11. No dates over the age of 20.
12. Prom is open to 11th and 12th grade students. Underclassmen may be invited to Prom by a Jr. or Sr. The Jr. or Sr. student must buy the tickets and have the underclassman show their ID to purchase the ticket.
13. All date approval forms must be completed by student and turned into the School Resource Office **three days PRIOR** to the last date of ticket sales.
14. For any dance that awards a designation, (example: Prom Queen or King, Beau of the Year, etc.) the student must be present at the dance to accept the award.

Academic Letter

Students at MHS have the opportunity to earn a MHS letter for their letterman jacket by filling out an application for an academic letter. This application can be obtained from Student Services and must be turned in to Mr. Rowell upon completion.

ATHLETIC PROGRAM

The Milton High School Athletic Program offers a wide variety of sports at all times during the year for males and females. For their own good health and physical development, all students are strongly encouraged to become involved in one of these programs. In addition to helping students keep physically fit, our athletic program teaches students the value of teamwork and helps to foster school pride.

Gender Equity

Milton High School is committed to providing equal opportunities for both male and female athletics. All programs are governed by the rules and codes of the Florida High School Athletic Association.

Fundraising

Although funding is provided for athletics and co-curriculars, these funds fall far short of covering expenses for all athletic/co-curricular programs at MHS. Athletic teams/co-curriculars may find it necessary to engage in fund-raising activities throughout the school year with the help of students and parents to cover expenses (travel, meals, etc.).

Physicals

All students involved in any Milton High School sports program are required to have a notarized physical form completed by a local doctor, EL3 form, insurance, and a birth certificate on file with the school. Physicals are provided free of charge at a specified time during the spring. Those who do not take advantage of this offering must have a physical examination at their own expense.

Eligibility

To be eligible to participate in interscholastic extracurricular student activities, a student must meet the requirements set by the Florida High School Athletic Association. All athletes who participate in interscholastic extracurricular activities (including cheerleading) will be subject to random drug testing in accordance with the School Board approved guidelines.

GUIDANCE/CURRICULUM

***For the full listing of class offerings and class requirements, please see the MHS Curriculum Guide.

GUIDANCE/CURRICULUM

Grade Classification
Students only have 4 years to complete the requirements for a high school diploma. Counselors are here to help students stay on track towards that goal. However, it is ultimately the student and parent's responsibility to stay up-to-date with a student's current standing. Failure to remain on track academically could result in academic placement to an alternative setting.

Counselors

A—D	Alexandria Ruffin
E—K	Cathy Barnhill
L—Ra	DeShay Hinton
Re—Z	Katherine Sargent

Guidance services include counseling, academic advising and schedule planning. Students are encouraged to use these services. The guidance office is open all day for students to complete appointment requests to meet with their counselor. Additionally, 2 professional mental health counselors are housed on our campus to assist students when appropriate. Parent/teacher conferences are scheduled tat 8:40 a.m. through the Guidance department. If the parent/ guardian is late, the conference will be rescheduled.

Class change requests

Schedule adjustments will be limited to the following reasons:

a. A student has a "blank" period on his/her schedule card.
b. A student is duplicating a class for which credit has been earned.
c. A student lacks a "required for graduation" class on his/her schedule.
d. A teacher initiates a change because he/she feels a student is academically misplaced.
e. No changes will be made after the semester has been in session for two weeks.
f. Students enrolled in Varsity athletic classes will remain in a PE course for the remainder of the semester if they quit, or are removed, from the varsity team.

Dual Enrollment

MHS offers courses taught on our campus by MHS faculty members who serve as adjunct professors at PSC, and off-campus at the college. These courses will allow a student to earn credit toward both a high-school diploma and a college degree in an accordance with an articulation agreement between the Santa Rosa County School Board and post-secondary institution. The Santa Rosa County School Board provides tuition and book fees.

Upon completion of a course, all books must be immediately returned or the student is responsible for reimbursement or replacement.

The current requirements to be eligible for dual enrollment are:

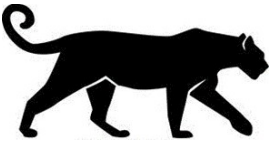
Earn 3 high school credits or more, minimum cumulative GPA 3.0, a qualifying PERT score & must maintain 3.0 high school GPA and 2.5 college GPA.

Florida Bright Futures
- Scholarship Requirements -

	Academic	Medallion	Gold Seal
Test Requirements	**ACT**: 29 Composite **SAT** : 1330 **CLT** : 95	**ACT**: 24 composite **SAT** : 1190 **CLT**: 82	**ACT**: Reading: 19 English: 17 Math: 19 **SAT**: Reading: 490 Math: 480 **PERT**: Reading: 106 Writing: 103 Math: 114
Community service Or work Hours			
GPA	**3.5 GPA in the following:** 4 - English 4 - Math (Algebra 1 and higher) 3 - Science (2 with lab) 3 - social science 2 – world language **16 Credits**	**3.0 GPA in the following:** 4 - English 4 -Math (Algebra 1 and higher) 3 - Science (2 with lab) 3 - Social Science 2 – world Language **16 Credits**	**3.0 GPA in the following:** 4 - English 4 - Math (Algebra 1 inc.) 3 - Science 3 - Social science 1 - practical/ fine arts 1 - HOPE **16 Core Credits** 3 - Vocational Credits in one vocational program **19 TOTAL CREDITS**

*STUDENTS MUST EARN THE REQUIRED VOLUNTEER SERVICE HOURS, 100 PAID WORK HOURS, OR A COMBINATION THAT TOTALS A MINIMUM OF 100 HOURS.

GRADUATION REQUIREMENTS



- 24 Credits and 2.0 GPA
- 4 English Credits
- 4 Math Credits
  - -Must include:
  - Algebra 1 EOC (30% of Course Grade)
  - geometry EOC (30% of Course Grade)
- 3 Science Credits
  - –Must include:
  - Biology EOC (30% of Course Grade)
- 3 Social Sciences
  - -Must include: World History,
  - US History (EOC 30% of Course Grade),
  - Government & Economics with financial literacy
- 1 Fine and performing Arts or practical art with artistic content credit
- 1 HOPE Credit
- 0.5 personal finance w/money management credit
- 7.5 elective courses
- Must pass 10th grade FAST ELA assessment with a level 3
  Must pass algebra 1 eoc with a level 3
- It is recommended that college bound students take two –three years of foreign language

Scholars Diploma and 18 Credit Option available
see your Counselor

GRADUATION RECOGNITION

Graduation Recognition

Student organizations are recognized at the graduation ceremony in various ways. Guidelines for recognition are:

- Clubs must be established a minimum of two years before recognition at graduation (no club will be recognized during the year it is formed).
- Students will be required to be an active member in good standing for at least two years, including their senior year, in order to receive recognition as outlined in their constitution for graduation rewards and honors.
- All items worn at graduation, or any changes in these guidelines must be approved by Administration before ordering.
- Cords are reserved for academic and honor societies, while medallions and stoles are for club recognition.

Honors

Valedictorian - Medallion with gold and black ribbon
Salutatorian -Medallion with gold and black ribbon
Honor Students - Black and gold academic hood
National Honor Society - Blue and gold cord
Beta Club - Gold stoles
Mu Alpha Theta - Medallion with colonial blue & gold ribbon
Hall of Fame - Gold Pin
National Art Honor Society - Multi-colored cord
Science Honor Society - Purple and gold cord
AP Capstone Research - Green stole with blue trim
AP Capstone Seminar– Blue stole with green trim
Latin Honor Society - Purple and gold braided cord
Tri-M Honor Society - Pink cord

Leadership

Senior Board Cord -color to be voted on
Student Government Association-White cord

Academic

Biliteracy - Red and gold cord
Teacher Academy - White stole

Honor Graduate Criteria

- Honor Graduates will be determined at the end of the 1st semester of senior year and must maintain all requirements through the remainder of the school year.
- Student must be in good standing with attendance & discipline (<10% absenteeism and <6 referrals). **More than 5 days OSS during Jr. and Sr. years combined will result in the removal of Honor Graduate standing. (Discipline infractions and/or poor attendance in the 2nd semester are grounds for removal of Honor Graduate status.)**
- Student must have a 3.8 un-weighted or a 4.2 weighted GPA at the end of 1st semester, senior year. Beginning with the class of 2029, students must rank in the top 10% of the graduating class based on weighted class rank, as well as have a 3.9 un-weighted or a 4.35 weighted GPA at the end of 1st semester, senior year.
- Students must take at least 8 accelerated academic core courses to include a minimum of 2 Advanced Placement (AP) courses. The accelerated courses can be any combination of Honors, advanced placement, or dual enrollment courses as long as 2 AP courses are included. Beginning with the class of 2029, students must take at least 10 accelerated core credits to include a minimum of 2 Advanced Placement (AP) courses.
- Student must successfully pass all state mandated assessments for graduation (Algebra 1 EOC & 10th grade ELA FAST) and be on a standard diploma track.

Honor Graduates will sit alphabetically with their class during the graduation ceremony and be recognized individually during the ceremony.

Nominations for Hall of Fame, Senior Superlative, Outstanding Senior Boy and Girl: Discipline, Attendance and Grades are taken into consideration for any student receiving the above listed honors.

Record tags

Students with outstanding record tags (including but not limited to: books, fundraiser product, uniforms, meal balances, etc.) will not be allowed to participate in graduation activities.

Senior Recognition

- Medallion with Black Ribbon – Senior Class officers, Senior Band members, Varsity Cheerleaders, Senior Chorus members, A.V.A., F.C.A., NJROTC, Yearbook, Chess Club, MTV, Latin, Athletic teams, Panther Ambassadors.
- F.F.A – Medallion with Blue & Gold ribbon.
- Spanish Club – Medallion with Black and Gold ribbon.
- Pensacola State College/Locklin Technical College honors earned while enrolled at MHS will be allowed to be worn for Awards Day and Graduation.
- CTE certifications – medallion by course.
- AACC—Kente Cloth Stole
- International Thespian Society—Medallion with white ribbon
- Project Search Students and The Transition Program-Medallion with black ribbon
- ACCESS Honor Roll—Medallion with black ribbon
- Military Appointments—Students who have committed to joining the armed forces may wear that particular branch's stole.
- Special Olympics and Eagle Scout designation—Cord
- ROTC—White Stole

Awards Night and Graduation:

The Senior class and Guidance Department sponsor an Awards Night near the end of the school year. Seniors are recognized for their achievements at that time. All graduates taking part in the Awards Night and/or Graduation Ceremony must observe the graduation dress requirements. Caps and gowns are to be worn at both events. A dress code for these ceremonies is listed below and is given well in advance. Failure to comply with this dress code will result in removal from the ceremonies. Milton High School strives to make these ceremonies dignified and memorable for the graduates and their families.

Dress Requirements for Graduation & Awards Night:

- All Graduates are required to wear a cap and gown in the graduation ceremony and awards night. The fee for the cap and gown is approximately $60. The price does increase throughout the year. Seniors may begin paying for this when information is distributed in the fall.
- Students must wear:
  -Black or white dress. Dress must meet school dress code and must not hang below the length of the graduation gown. OR
  -Black pants with a white dress shirt (button up or blouse). Students who wear a button-up collared shirt must wear a tie. The tie does not have to be solid black but it should complement the graduation gown.
  -Black dress shoes. No casual sandals, tennis shoes, hunting boots or bare feet.
  -Black socks that cover the ankles are to be worn with pants. Any student wearing a dress, who chooses to wear leg wear, must wear neutral or "off-black" hose.
- No flowers or other ornaments are to be worn or carried graduation or Awards Day. Medals earned can be worn at Awards Night and Graduation.
- No markings, emblems, or slogans may be worn on the cap or gown during any of the ceremonies.
- Failure to comply with the dress code will result in removal from Graduation exercises, including Awards Night.
- **Graduation practice is MANDATORY.** Roll will be taken during the practice in order to verify student attendance. **Those students who do not attend graduation practice will not be allowed to participate in graduation.** Note: Students should make prior arrangements with family and employers.
- **ANY EXCEPTIONS MUST HAVE PRIOR APPROVAL BY THE PRINCIPAL*****

Special Note: A student MUST be enrolled at Milton High School to participate in gradua-

MONDAY **3**

Pre-Planning

TUESDAY **4**

Pre-Planning

WEDNESDAY **5**

Pre-Planning

THURSDAY **6**

Pre-Planning

FRIDAY **7**

Pre-Planning

WEEKLY GOALS

MHS Mission Statement

Our mission is to provide all students with quality instruction while encouraging them to prepare for their careers, to share responsibilities, to respect all people, and to view education as a lifelong process.

August 3-7

MONDAY **10**

First Day of School

TUESDAY **11**

WEDNESDAY **12**

THURSDAY **13**

FRIDAY **14**

WEEKLY GOALS

August 10-14

MONDAY 17

TUESDAY 18

WEDNESDAY 19

THURSDAY 20

FRIDAY 21

WEEKLY GOALS

August 17-21

MONDAY 24

TUESDAY 25

WEDNESDAY 26

THURSDAY 27

FRIDAY 28

WEEKLY GOALS

August 24-28

MONDAY **31**

TUESDAY **1**

WEDNESDAY **2**

THURSDAY **3**

FRIDAY **4**

WEEKLY GOALS

Aug. 31—Sept. 4

MONDAY **7**

Labor Day

TUESDAY **8**

WEDNESDAY **9**

Mid-Term Reports

THURSDAY **10**

FRIDAY **11**

WEEKLY GOALS

September 7-11

MONDAY 14

TUESDAY 15

WEDNESDAY 16

THURSDAY 17

FRIDAY 18

WEEKLY GOALS

September 14-18

MONDAY 21

TUESDAY 22

WEDNESDAY 23

THURSDAY 24

FRIDAY 25

WEEKLY GOALS

September 21-25

MONDAY 28

TUESDAY 29

WEDNESDAY 30

THURSDAY 1

FRIDAY 2

WEEKLY GOALS

Sept. 28-Oct. 2

MONDAY 5

TUESDAY 6

WEDNESDAY 7

THURSDAY 8

FRIDAY 9

WEEKLY GOALS

October 5-9

MONDAY **12**

Planning Day

TUESDAY **13**

WEDNESDAY **14**

THURSDAY **15**

FRIDAY **16**

WEEKLY GOALS

October 12-16

MONDAY 19

TUESDAY 20

WEDNESDAY 21

THURSDAY 22

FRIDAY 23

Report Cards

WEEKLY GOALS

October 19-23

MONDAY **26**

TUESDAY **27**

WEDNESDAY **28**

THURSDAY **29**

FRIDAY **30**

WEEKLY GOALS

October 26-30

MONDAY 2

TUESDAY 3

WEDNESDAY 4

THURSDAY 5

FRIDAY 6

WEEKLY GOALS

November 2-6

MONDAY **9**

TUESDAY **10**

Veterans Day

WEDNESDAY **11**

Veterans Day

THURSDAY **12**

Mid-Term Reports

FRIDAY **13**

WEEKLY GOALS

November 9-13

MONDAY 16

TUESDAY 17

WEDNESDAY 18

THURSDAY 19

FRIDAY 20

WEEKLY GOALS

November 16-20

MONDAY **23**

Fall Break

TUESDAY **24**

Fall Break

WEDNESDAY **25**

Fall Break

THURSDAY **26**

Fall Break

FRIDAY **27**

Fall Break

WEEKLY GOALS

November 23-27

MONDAY **30**

TUESDAY **1**

WEDNESDAY **2**

THURSDAY **3**

FRIDAY **4**

WEEKLY GOALS

Nov. 30-Dec. 4

MONDAY 7

TUESDAY 8

WEDNESDAY 9

THURSDAY 10

FRIDAY 11

WEEKLY GOALS

December 7-11

MONDAY **14**

TUESDAY **15**

WEDNESDAY **16**

Semester Exams

THURSDAY **17**

Semester Exams

FRIDAY **18**

Semester Exams
Early Release

WEEKLY GOALS

December 14-18

MONDAY **21**

Winter Break

TUESDAY **22**

Winter Break

WEDNESDAY **23**

Winter Break

THURSDAY **24**

Winter Break

FRIDAY **25**

Winter Break

WEEKLY GOALS

December 21-25

MONDAY **28**

Winter Break

TUESDAY **29**

Winter Break

WEDNESDAY **30**

Winter Break

THURSDAY **31**

Winter Break

FRIDAY **1**

Winter Break

WEEKLY GOALS

Dec. 28-Jan. 1

MONDAY **4**

Planning Day

TUESDAY **5**

WEDNESDAY **6**

THURSDAY **7**

FRIDAY **8**

WEEKLY GOALS

January 4-8

MONDAY **11**

TUESDAY **12**

WEDNESDAY **13**

THURSDAY **14**

FRIDAY **15**

Report Cards

WEEKLY GOALS

January 11-15

MONDAY **18**

Martin Luther King Jr. Day

TUESDAY **19**

WEDNESDAY **20**

THURSDAY **21**

FRIDAY **22**

WEEKLY GOALS

January 18-22

MONDAY 25

TUESDAY 26

WEDNESDAY 27

THURSDAY 28

FRIDAY 29

WEEKLY GOALS

January 25-29

MONDAY 1

TUESDAY 2

WEDNESDAY 3

THURSDAY 4

FRIDAY 5

Mid Term Reports

WEEKLY GOALS

February 1-5

MONDAY 8

TUESDAY 9

WEDNESDAY 10

THURSDAY 11

FRIDAY 12

WEEKLY GOALS

February 8-12

MONDAY **15**

Presidents Day

TUESDAY **16**

WEDNESDAY **17**

THURSDAY **18**

FRIDAY **19**

WEEKLY GOALS

February 15-19

MONDAY 22

TUESDAY 23

WEDNESDAY 24

THURSDAY 25

FRIDAY 26

WEEKLY GOALS

February 22-26

MONDAY 1

TUESDAY 2

WEDNESDAY 3

THURSDAY 4

FRIDAY 5

WEEKLY GOALS

March 1-5

MONDAY 8

TUESDAY 9

WEDNESDAY 10

THURSDAY 11

FRIDAY 12

WEEKLY GOALS

March 8-12

MONDAY **15**

Planning Day
Storm Day (if needed)

TUESDAY **16**

WEDNESDAY **17**

THURSDAY **18**

FRIDAY **19**

WEEKLY GOALS

March 15-19

MONDAY **22**

Spring Break

TUESDAY **23**

Spring Break

WEDNESDAY **24**

Spring Break

THURSDAY **25**

Spring Break

FRIDAY **26**

Spring Break
Good Friday

WEEKLY GOALS

March 22-26

MONDAY **29**

TUESDAY **30**

WEDNESDAY **31**

THURSDAY **1**

FRIDAY **2**

Report Cards
Good Friday

WEEKLY GOALS

Mar. 29-Apr. 2

MONDAY 5

TUESDAY 6

WEDNESDAY 7

THURSDAY 8

FRIDAY 9

WEEKLY GOALS

April 5-9

MONDAY 12

TUESDAY 13

WEDNESDAY 14

THURSDAY 15

FRIDAY 16

WEEKLY GOALS

April 12-16

MONDAY 19

TUESDAY 20

WEDNESDAY 21

THURSDAY 22

Mid Term Reports

FRIDAY 23

WEEKLY GOALS

April 19-23

MONDAY **26**

Mid-Term Reports

TUESDAY **27**

WEDNESDAY **28**

THURSDAY **29**

FRIDAY **30**

WEEKLY GOALS

Apr. 26-30

MONDAY 3

TUESDAY 4

WEDNESDAY 5

THURSDAY 6

FRIDAY 7

WEEKLY GOALS

May 3-7

MONDAY 10

TUESDAY 11

WEDNESDAY 12

THURSDAY 13

FRIDAY 14

WEEKLY GOALS

May 10-14

MONDAY **17**

TUESDAY **18**

WEDNESDAY **19**

Senior Final Exams

THURSDAY **20**

Senior Final Exams

FRIDAY **21**

Senior Final Exams
(Last day for seniors)
Semester Exams

WEEKLY GOALS

May 17-21

MONDAY **24**

Graduation
Semester Exams

TUESDAY **25**

Semester Exams
Early Release
Last Day of School

WEDNESDAY **26**

Post Planning

THURSDAY **27**

Post Planning

FRIDAY **28**

WEEKLY GOALS

May 24-28

MONDAY **31**

Memorial Day

TUESDAY **1**

WEDNESDAY **2**

THURSDAY **3**

FRIDAY **4**

WEEKLY GOALS

May 31-June4

Hallway Pass

Date	Time in/out	Destination	Teacher

Hallway Pass

Date	Time in/out	Destination	Teacher

Hallway Pass

Date	Time in/out	Destination	Teacher

Hallway Pass

Date	Time in/out	Destination	Teacher

Hallway Pass

Date	Time in/out	Destination	Teacher

Hallway Pass

Date	Time in/out	Destination	Teacher

Hallway Pass

Date	Time in/out	Destination	Teacher

Rapid Identity

Students and parents have the opportunity to access grades at any time via the Focus platform. Focus can be accessed through Rapid Identity or the Focus link on the district website, santarosaschools.org. Students and parents can be actively engaged in the education process by monitoring attendance, missing assignments, earned grades, and academic progress.

Security Concerns

The Santa Rosa County School District Portal, acts as a firewall, ensuring the security of all student information. The information displayed is for viewing only. No changes may be made to either grades or information appearing in any of the reports. In addition, for security reasons, the displayed reports do not contain any reference to a student name. Looking up previously referenced pages from this browser will not reveal the person to whom the data belongs. The information available is specific only to a given student ID and PIN code. It is the obligation of the user of this web page to know the proper student ID and PIN code for the Milton High School site.

Accessing the Parent/Student Portal through Rapid Identity:

Welcome to Rapid Identity!
Rapid Identity is a web-based platform that provides access to all approved online tools.

1. Logging in to a District Computer

A. Prior to accessing the Focus grade portal in Rapid Identity, students **MUST log in at school, once**, to change their password. (Teachers will give students their initial login password.)

B. After logging in to a school computer and changing their password, **secondary** students will need to **share** their usernames (57#######) and passwords with their parents.

2. Log in to Rapid Identity

A. At school, computers have a shortcut on the desktop that students can use to access Rapid Identity,

B. At home, student or parents can access Rapid Identity from the district web page, www.santarosaschools.org. Parents and students can click on the direct link on the web page.

3. **If at home**, the student can enter username and password credentials and then click "Sign In."
4. After students log into Rapid Identity, they will click the Focus Student Portal icon to check grades.

Students MUST always close their browser upon completing a session.

If you have any problems logging into Rapid Identity, please contact your child's school counselor for assistance.

Focus - Parent Portal Access

The Focus Santa Rosa Parent Portal is a tool designed to enhance communication and involvement for you in your child's education.

This portal will allow you to monitor your child's progress in school by providing timely access to both assignments and grades that are entered by the teacher throughout the grading period. This communication tool will improve your ability to assist your child and to communicate with the teacher if necessary .

In order to create a Santa Rosa Parent Portal account online, you must have a valid email address (as well as your student's ID number, date of birth and social security number). If you are unable to create an account, call your child's school for assistance.

Focus allows parents to directly login to the school district's site where they can view the information for their enrolled student(s). Parents are able to set up their own Focus portal from the Request Access screen. If a parent has multiple children enrolled in the district, they can add each student individually.

Visit www.santarosa.k12.fl.us or https://santarosa.focusschoolsoftware.com/focus/auth/ to register for the **Focus Parent Portal**. Once your account is registered you can click on the **Focus Portal** link and the district's website to access this information.

1. Click one of the following three links depending on your account needs.

Note: The text displayed for each button may be different than the image shows below. Options include:

- Parents without an account: I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled
- Parents who need to add a child: I have an Account Registered on the Parent Portal but would like to ADD A CHILD
- Parents who need a new password: I have Forgotten My Password and would like to generate a new one

2. If you do not yet have a parent account, an account will be creating for you once your information has been verified by the school. In order to begin this process, click the **I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled** link .

If you already have an account and would like to add a child, click the second link, **I have an Account Registered on the Parent Portal Registration but would like to ADD A CHILD**.

3. Enter all of the required fields with your own information.

4. You may or may not already be linked to your students; if you are not, the message shown below displays with two options:

- I would like to ADD A CHILD who is already enrolled.
- I am FINISHED adding students. Please take me to the Portal

5. Click **I would like to ADD A CHILD who is already enrolled** to link a student to your account and enter the required information to identify the student. The district has set up these requirements to link a student to a parent account. Multiple children must be added one at a time; an option to add another child will be available in the next step. The linked student's name and photo (if applicable) display on the screen once the link is submitted. The corresponding school will receive your request to link to this student's account. Depending on the district's preferences, you may be able to bypass verification and begin viewing the linked student's data right away. However, most district elect to have parent accounts verified first.

Focus - Parent Portal Access (cont.)

To add another student, click **I would like to ADD A CHILD who is already enrolled**. Otherwise, click **I am FINISHED adding students. Please take me to the Portal**.

6. If you elect to add another student, follow step 5. If you elect to navigate to the Portal, the following screen displays as shown below.

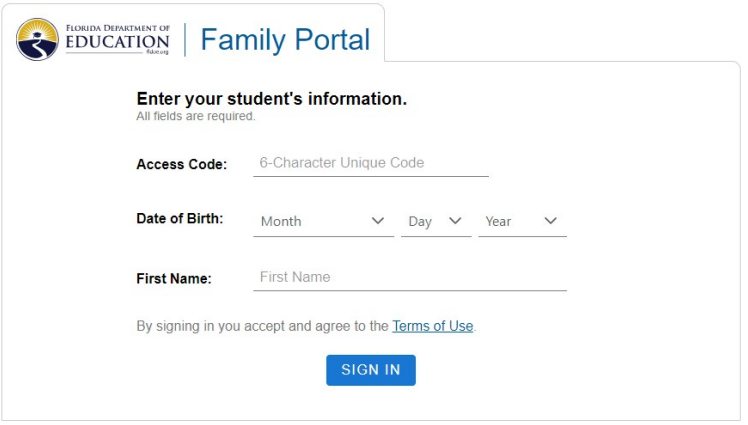
If additional actions need to be taken before you can view student information, an alert will display on the main Portal page. Depending on the district's preferences, you may need to visit your school and present a valid photo ID to view any student information

FAST Family Portal Access

Using the link below Families are able to access students FAST results for PM1 and PM2, https://fsassessments.org/families.html

Click on Family Portal . Enter the information required. View your results.





Progress Report 1st 9 weeks

Period	Subject	Grade/Comment	Teacher's Initial
1			
2			
3			
4			
5			
6			

Parent Signature _____ Date _____

Progress Report 2nd 9 weeks

Period	Subject	Grade/Comment	Teacher's Initial
1			
2			
3			
4			
5			
6			

Parent Signature _____ Date _____

Progress Report 3rd 9 weeks

Period	Subject	Grade/Comment	Teacher's Initial
1			
2			
3			
4			
5			
6			

Parent Signature _____ Date _____

Progress Report 4th 9 weeks

Period	Subject	Grade/Comment	Teacher's Initial
1			
2			
3			
4			
5			
6			

Parent Signature _____ Date _____

Important Information

Student ID #_____

Lunch Code_____

Notes:_____

Description	Username	Password

_____

_____

_____

Year-long Pass

Special permission to:
Date:
Teacher Signature: