

**K–6 Family Handbook**  
**School District of Milton**

**2017 – 2018**

**MILTON**



**ACHIEVEMENT • OPPORTUNITY  
COMMUNITY**

SCHOOL DISTRICT OF MILTON  
2017-2018 School Calendar

August 23-24, 30-31.....	Teacher Inservice/Workshop
September 1.....	First Day of School for Students
September 4.....	Labor Day
October 9.....	NO SCHOOL – Professional Development Day
October 25 .....	K-6 Parent/Teacher Conferences 4 to 8 p.m.
October 26 .....	Early Release K-12 Students K-6 Parent/Teacher Conferences 1 to 8 p.m.
October 27.....	NO SCHOOL
November 3.....	1st Quarter Ends
November 6.....	NO SCHOOL – Professional Development Day
November 11.....	Veteran’s Day
November 22.....	NO SCHOOL K-12- Conference Comp Day
November 23-24.....	Thanksgiving Break – NO SCHOOL
December 4.....	NO SCHOOL – Professional Development Day
December 25-January 1.....	Winter Break – NO SCHOOL (Last Day for Students – December 22)
January 2.....	School Resumes
January 15.....	NO SCHOOL- Martin Luther King Jr.
January 18 .....	2nd Quarter Ends
January 19.....	NO SCHOOL
February 5.....	NO SCHOOL – Professional Development Day
February 21.....	K-6 Parent/Teacher Conferences 4 to 8 p.m.
February 22.....	Early Release K-12 Students K-6 Parent/Teacher Conferences 1 to 8 p.m.
February 23.....	Conference Comp Day - NO SCHOOL K-12
March 23.....	3rd Quarter Ends
March 26-30.....	Spring Break- NO SCHOOL (Last Day for Students – March 23)
April 2.....	NO SCHOOL – Professional Development Day
April 3.....	School Resumes
May 25.....	Early Release K-12 Students
May 28.....	Memorial Day – NO SCHOOL
June 7.....	Last Day of School for Students 4th Quarter Ends
June 10.....	Graduation

<b>K-6 Open House Night- August 31</b>	
5:30 - 6:30 p.m.	East/West/Harmony/Consolidated
6:00 - 7:00 p.m.	Northside Intermediate School

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## **SCHOOL WEBSITES and EMAIL ADDRESSES**

Consolidated:	<a href="http://www.milton.k12.wi.us/schools/ces/ourschool.cfm">http://www.milton.k12.wi.us/schools/ces/ourschool.cfm</a> barsnessk@milton.k12.wi.us (Kelli Snyder, Lead Teacher) stuckeys@milton.k12.wi.us (Sarah Stuckey, Principal)
Harmony:	<a href="http://www.milton.k12.wi.us/schools/hes/ourschool.cfm">http://www.milton.k12.wi.us/schools/hes/ourschool.cfm</a> stuckeys@milton.k12.wi.us (Sarah Stuckey, Principal)
Milton East:	<a href="http://www.milton.k12.wi.us/schools/ees/ourschool.cfm">http://www.milton.k12.wi.us/schools/ees/ourschool.cfm</a> cramerj@milton.k12.wi.us (Jennifer Cramer, Principal)
Milton West:	<a href="http://www.milton.k12.wi.us/schools/wes/ourschool.cfm">http://www.milton.k12.wi.us/schools/wes/ourschool.cfm</a> schwengelsm@milton.k12.wi.us (Marcia Schwengels, Principal)
Northside:	<a href="http://www.milton.k12.wi.us/schools/nis/ourschool.cfm">http://www.milton.k12.wi.us/schools/nis/ourschool.cfm</a> lyonj@milton.k12.wi.us (Jonathan Lyon, Principal) musgrovej@milton.k12.wi.us (Julie Musgrove, Associate Principal)



**CONTACT INFORMATION**

**BOARD OF EDUCATION**

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**ADMINISTRATION**

Timothy Schigur, District Administrator.....	868-9200
Mary Ellen Van Valin, Business Manager.....	868-9200
Susan Probst, Director of Student Services.....	868-9221
Heather Slosarek, Director of Curriculum & Instruction.....	868-9200
Jeremy Bilhorn, Milton High School Principal.....	868-9300
Randy Bartels, Milton High School Assoc. Principal.....	868-9300
Tara Huber, Milton High School Associate Principal.....	868-9300
Matt Biederwolf, Milton Middle School Principal.....	868-9350
Tara Czerwinski, Milton Middle School Assoc. Principal.....	868-9350
Jonathan Lyon, Northside Intermediate Principal.....	868-9280
Julie Musgrove, Northside Associate Principal.....	868-9280
Sarah Stuckey, Consolidated Principal.....	868-9595
Sarah Stuckey, Harmony Principal.....	868-9360
Marcia Schwengels, Milton West Principal.....	868-9230
Jennifer Cramer, Milton East Principal.....	868-9380
Jennifer Cramer, Milton Prekindergarten.....	868-9360

**K-6 SCHOOL OFFICES**

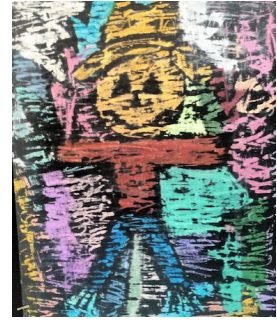
Consolidated Elementary School (main line) 868-9595  
Attendance Line 868-9597  
Sheri Lopez, Secretary FAX... 868-9201

Harmony School (main line) 868-9360  
Attendance Line 868-9364  
Terry Schober, Secretary FAX... 868-5664

Milton East Elementary School (main line) 868-9380  
Attendance Line 868-9386  
Cindy Harris, Secretary FAX... 868-9256

Milton West Elementary School (main line) 868-9230  
Attendance Line 868-9231  
Julie Servantez, Secretary FAX... 868-9225

Northside Intermediate School (main line) 868-9280  
Attendance Line 868-9276  
Lisa Hanauska, Secretary FAX... 868-9259  
Randi Vicenzi, Secretary



**Welcome!**

It is our pleasure, on behalf of the School District of Milton, to welcome you to the 2017-2018 school year. We hope this will be a successful and satisfying year for you, and we look forward to joining with you to make that happen. We encourage two-way communication and parental involvement in our schools.

The School District of Milton is committed to providing a well-trained and highly skilled staff to work with your children. We will continue to have professional development days in the school year. Students will not have school on those days, but staff will report for professional development. These dates are noted on page 2 of this handbook.

We welcome your participation and support throughout the upcoming school year in general. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,  
K-6 Staff and Administration



## **ARRIVAL AND DEPARTURE FROM SCHOOL**

Students should not arrive to school earlier than 10 minutes before the start of their school day (see school hours listed below). Playground supervision will be provided at each of the schools for approximately 10 minutes prior to the start of the school day. Bus riders, walkers, and students being dropped off at school, should plan to go directly to the playground areas. Students will then line up and enter the building when quiet, at the direction of the playground supervisors.

During inclement weather, students will be allowed to enter the building 10 minutes before the start of the school day. Supervision will be provided at this time. Bus students will be allowed to go into the building as their buses arrive to school.

Departure by students from school should be immediately after the last bell. There will be no playground supervision provided at any of the schools following the end of the school day. Students are encouraged to report home or to their daycare provider as quickly after school as possible. Bus students will leave the classroom and go to the assigned areas to await their bus ride home.

## **SCHOOL HOURS**

Consolidated Elementary School:	8:35 a.m. - 3:30 p.m.
Harmony School:	8:35 a.m. - 3:30 p.m.
Milton East Elementary School:	8:40 a.m. - 3:30 p.m.
Milton West Elementary School:	8:40 a.m. - 3:30 p.m.
Northside Intermediate School:	8:50 a.m. - 3:40 p.m.

## **ATTENDANCE**

A child's attendance at school each day is a fundamental of learning. The responsibility for regular attendance rests with the student's parents or guardian. Acceptable absences include those where the student is temporarily not in proper physical or mental condition to attend his/her educational program. Other absences may be acceptable if previously approved by the principal or his/her designee.

### **Reporting Absences and Tardiness**

Parents should call their child's school office each day the student is absent or tardy. For safety reasons, a call should be made early in the morning regarding a student's attendance status using the school attendance lines. Voice mail is available in all school offices after hours for messages.

<b>Attendance Lines:</b>	<b>Consolidated:</b>	<b>868-9597</b>	<b>Milton East:</b>	<b>868-9386</b>
	<b>Milton West:</b>	<b>868-9231</b>	<b>Harmony:</b>	<b>868-9364</b>
	<b>Northside:</b>	<b>868-9276</b>		

When reporting an absence on voice mail, please:

- 1) state the name of the child who is absent
- 2) state the name of the child's teacher
- 3) state the reason for the absence

If we do not receive a call, we will attempt to reach a parent/guardian by phone sometime during the day. Students arriving to school after the final bell in the morning should report directly to the office to sign in to ensure that their attendance is recorded for the day.

### **Excused/Unexcused Absences**

State Statutes require that all absences be recorded as excused or unexcused. If an excuse is not provided within one school day of an absence, the absence will be considered unexcused.

Valid reasons for absences include:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program.
2. An illness in the immediate family, which requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, optometry, or other valid professional appointments.
4. A death in the immediate family or funerals for close relatives.
5. Religious holidays.
6. A court appearance or other legal procedures.
7. A quarantine as imposed by a public health officer.
8. Attendance at special events of educational value as approved by the principal or his/her designee.



9. Approved school activities during class time.
10. Special circumstances that show good cause which are approved in advance by the principal or his/her designee.

### **Absence Days**

1. **Pre-Approved Absences**- Up to 10 days are allowed per school year (per DPI), for vacation, deer hunting, etc. Written approval must be given in advance.
2. **Parent Excused absences**- Up to 5 Parent Excused absences are allowable per semester. These include student absences due to illness without a written doctor's excuse. These are coded as parent excused absences, not medically excused absences, and count toward the limited amount of parent excused absences when determining habitual truancy.

### **Family Vacations**

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval for absence for family vacations, **provided written approval is given in advance**. Parents are asked to write a note to their child's teacher as soon as plans regarding the trip are available. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

\*Please note, principals use criteria related to a student's overall attendance record, academic record, and/or extraordinary circumstances when determining special approval for family vacations. In general, absences related to family vacations are recorded as parent excused absences and count toward the limited amount of acceptable absences each semester.

### **Habitual Truancy**

According to Wisconsin Act 239, habitual truancy is defined as: "a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester." The courts hold parents responsible for their children's attendance. If their child is found to be habitually truant, parents may receive a penalty including a \$500 fine, up to 30 days imprisonment, or both.

\*Please note, a student's absence due to illness without a written doctor's excuse is documented as a parent excused absence, not a medically excused absence, and counts toward the limited amount of parent excused absences when determining habitual truancy.

### **Response to Excessive Absence**

It is widely recognized that any pattern of excessive absence (excused, unexcused, or a combination) has an adverse effect on the learning process. The School District of Milton believes that early intervention is most successful in making a positive difference in a child's school experience. Because of this philosophy, the school principal or his/her designee will make formal written responses to situations involving excessive or unexcused absences.

If problems are suspected, a parent meeting may also be called to discuss reasons for the absences and to determine an action plan designed to improve school attendance and the child's educational program. According to Statute 118.15, the district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student.

### **Truancy Ordinance**

In 2008 the City of Milton established a truancy ordinance with two stipulations defining the parameters of the ordinance. The first area of the ordinance addresses students who miss all or part of any school day. The second area of the ordinance holds parents who refuse to cooperate with school administrators in getting their students to school accountable. Fines for violations of this ordinance range from \$50.00 for the first offense, up to \$500.00 for a third offense.

### **Excessive Tardiness**

Parents will be notified if their child has been tardy an excessive number of times. Timely follow up is particularly important in those cases in which the late arrivals have negatively affected the child's educational program.

## **BUS RIDERSHIP**

The school bus ride is an extension of the school day and should be considered as such. Driving a school bus is a difficult and challenging job. The behavior of students on school buses is a constant concern of everyone working with pupil transportation. The success of safe transportation relies on cooperation from parents and school personnel, as well as the school bus driver and the student rider. School bus transportation is a privilege and not a right. According to the Wisconsin Attorney General, transportation to and from school is a privilege, which can be terminated. Students who misbehave may be denied the privilege of riding on the bus since their misbehavior jeopardizes the safety of the entire group and could result in injury to others. It is essential that open and adequate channels of communication be maintained between all involved in order to resolve concerns as they occur.

The Milton Board of Education has adopted the following rules and regulations:

### **Parents' Responsibilities**

Pupils who misbehave may be denied the privilege of riding the bus when their misbehavior jeopardizes the safety of the entire busload and could result in injury to others.

1. Please encourage your children to observe and practice all of the rules and regulations.
2. Periodically review the transportation and safety rules with your children.

3. We ask for your cooperation with school and/or bus company officials relative to pupil safety violations or conduct reports. Parents are encouraged to communicate with the Terminal Manager concerning any transportation problems or situations.
4. If a building principal refuses transportation for a student because of disciplinary reasons, the parents are to be contacted immediately and a conference arranged with the parents and the student. Students may not be allowed to ride the bus until the parents attend the conference with the student, the principal, the bus driver, and the Terminal Manager.
5. Parents will be notified prior to withdrawal of such a privilege by the school principal.
6. Students will ride on assigned buses. Students will not be permitted to leave or board the bus at any place other than their designated stop or school unless a note signed by the parent is approved by the building principal, or his/her designee, and presented to the bus driver.
7. Parents must notify their child's school office, in advance, by note or by a phone call when making changes in a child's transportation arrangements for dismissal times. For safety reasons, we cannot allow changes requested by anyone other than the child's parent/guardian.
8. Parents are asked to note that many buses are filled to capacity and should not assume there is ample room on board for extra students. In the event your child is planning a birthday party or sleepover, please check with the bus company to see if there is room for the extra students to ride on the bus. There is a two-student limit if room is available. It may be necessary for parents to handle their own transportation in some special cases. In the event there is room, each guest bus rider will need a properly signed note from HIS/HER OWN PARENT and signed by their building principal or his/her designee.
9. All parents are asked to please observe school property, traffic, and road regulations. Do not park or stop in the bus loading/unloading areas. These areas are clearly posted.
10. Items students may NOT bring on the bus include: no item that can be considered a weapon as per Board Policy JICI; nor any item that cannot be stored in a backpack or duffel bag; nor food or beverages other than snack lunches to be consumed at school and not on the bus.
11. Parents with questions or concerns are encouraged to contact the Terminal Manager instead of stopping the bus while on route.

### **Bus Rider Responsibilities**

Students riding on a school bus are expected to behave in a manner that does not distract the driver nor interfere with a safe operating schedule.

Before Loading (on the road or at school):

1. Students are to be at the designated bus stop 10 minutes before the bus arrives. This is imperative in order to keep the buses on schedule. Parents are asked to notify the bus company at 868-4705 if their children will not be riding the bus.
2. Stay off the road at all times while waiting for the bus.

3. For safety reasons, students are asked to stay 10-15 feet off the edge of the roadway until the bus comes to a complete stop and the bus door opens. A push by the last person in line could send the first person under the wheels of the bus.
4. Students who must cross the road to board the bus are to wait on their own side of the road for a signal from the driver to cross over to the bus. The crossing line is to be made 10 feet in front of the bus.
5. Unless a student needs to change buses, the student may NOT get off the bus until the bus reaches its final designation.

#### While on the Bus:

1. Bus drivers have the same responsibility as classroom teachers. They are to refer any serious discipline problems to the building principal.
2. Bus riders should be polite to fellow riders and to the driver. Misbehavior will NOT be permitted around or on the bus. Foul language and swearing will not be allowed.
3. Remember that loud talking and loud laughter or horseplay takes the driver's attention away from the road and may result in an accident.
4. Bus riders are NOT permitted to leave their seats while the bus is in motion. Keep hands and head inside the bus at all times after entering the bus. Do not throw anything out of the bus windows.
5. Keep hands and feet off the other bus riders and their property AT ALL TIMES.
6. Consumption of food and/or beverages on the buses is NOT PERMITTED. Help keep the bus clean at all times.
7. Bus riders should NEVER tamper with the bus or any of its equipment. Treat the bus as you would treat your own possessions. Do not pound on the windows or the body of the bus with anything. Damage to seats, windows, etc., must be paid for by the offender.
8. The bus aisles must always be clear and unblocked. Band instruments, books, packages, coats, and other objects must be kept out of the aisles. Please hold lunch boxes, jackets, and other items in your lap so all three seatmates have their fair share of room. Radios/iPods and any similar music makers are ONLY allowed if used with headphones and are not disruptive. Extra large band instruments or school projects which will not fit within the seat area, will not be allowed on the bus.
9. Absolute quiet is necessary when the bus is stopped at a railroad crossing. It is very important that the driver be able to hear approaching trains.
10. In case of a road emergency, students are to remain on the bus unless instructed otherwise by the driver or students trained in evacuation procedures.
11. The bus driver shall NOT smoke or allow smoking at any time – Federal Law prohibits use of tobacco products while on a school bus.
12. Students who drive their own vehicles to school, and/or parents who drive their children to school, are reminded that Wisconsin state law requires all vehicles, including bicycles and motorcycles, to stop NO CLOSER than 20 feet to a stopped school bus with its flashing red lights and its stop arm extended.
13. Bus riders will ride in their assigned seats. Students will be given their assigned seats at the beginning of the school year.

14. Students are not allowed to use cameras or cell phone cameras while riding on the bus. Cell phone ring- tones must be kept at a low level or turned off while on the school bus.

#### After Leaving the Bus:

If it is necessary for a student to cross the road, do so at least 10 feet in front of the bus. Look both ways and wait for the bus driver to signal that you may safely cross the road.

#### **Extracurricular Trips**

1. The above rules and regulations apply to ANY trip under school sponsorship.
2. Any competent chaperone appointed by the school is carrying out the orders of the principals.
3. While on extracurricular trips, chaperones will ride evenly distributed among the students.
4. In compliance with state regulations, no items are to be placed in the aisle of the bus. In the event of an emergency, this would seriously jeopardize the safety of the passengers.

#### **Bus Rider Rules and Responsibilities**

- Plan to be at your pickup point a few minutes before the bus arrives.
- No horseplay, loud noise or foul language will be allowed.
- Students will ride in assigned seats.
- No standing or walking on the bus while it is moving.
- No eating or drinking on the bus.
- Do not extend any part of your body or any object out the windows.  
Do not throw anything out the windows.
- Absolute quiet is necessary at railroad crossings.
- No smoking or tobacco products are allowed on the bus.
- Keep bus aisle clear at all times.
- Students are not allowed to use cameras or cell phone cameras while riding on the bus.

#### Minor Violations

Minor violations of safety rules and misconduct will result in verbal warnings from the driver. If behavior does not change, a conduct report will be sent to the school. Parents will be notified. Progressive disciplinary actions will apply based on frequency of offenses. Actions may include assigned seats, school consequences, and/or suspensions from riding the bus.

#### Major and/or Repeated Violations

Major and/or repeated violations of safety procedures, such as chronic abusive/profane language, disrespect/insubordination, fighting/aggression, bullying/harassment, major disruptions, threats, stealing, vandalism, weapons, or throwing items out the window will result in disciplinary actions. In the event a student exhibits major or repeated violations, the bus company will call the family to inform them that a major behavior occurred and their child is receiving a write up, and informs them that the district will follow up. The district will conference with the student, determine disciplinary actions, and communicate with parents via phone and

letters. Disciplinary actions may include assigned seats, possible bus suspensions, and termination of bus ridership.

The School District of Milton approves the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the buses. This will allow the driver to focus on driving the bus and providing safe transportation of our students. A sign will be placed at the front of the bus indicating the video/audio recordings may be present for security purposes, but that the equipment may or may not be monitored at any time.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

Please notify the school office whenever a change is made in an address or phone number. Please also help us keep our records up-to-date with regard to changes of employment or emergency contacts and their phone numbers. This is particularly important so that the school is able to reach someone if an illness or injury occurs.

### **CHILD CUSTODY**

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children UNLESS a parent has a court order that indicates which parent has custody of the child/children. The school must have a copy of the court order on file. Otherwise, either parent may sign the child out of school with proper identification.

### **CHILD FIND NOTICE**

“The school district must locate, identify and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities.” The school district has a special education program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Susan Probst, Director of Student Services for the School District of Milton at 608-868-9221, or by writing her at 448 East High St, Milton, WI 53563.

Quarterly the district conducts developmental screening of preschool children. Each child's motor, communication and social skills are observed at various play areas. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believes a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Watch for dates at your local school.

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parents that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in the School District of Milton may be sent to Susan Probst at the school district address above.

### **DISMISSAL CHANGE REQUESTS**

Picking up children from school before dismissal is discouraged; however, we do understand that sometimes it is necessary to do so. Parents are asked to send a signed note to school when their child needs to be dismissed from school for a portion of the day (i.e. doctor appointments, etc.). For safety reasons, the parent/guardian must also then sign their child in or out in the school office when picking up and/or dropping off the student.

In addition, a signed slip is required when a child's after-school routine will be different (i.e. the child normally takes the bus home, but will be picked up instead, etc.). This slip should be turned into the child's classroom teacher upon their arrival to school.

### **DROP OFFS/PICK-UPS DURING SCHOOL DAY**

In an effort to provide a safer environment for all students, each of the Milton district school buildings have now been equipped with updated security procedures at the front entrances. In addition to keyless entries in all buildings, all doors will be kept locked at all times. Entrance to the buildings through the front doors will be monitored and granted by remote video cameras from the school offices, to ensure that access to the buildings is scrutinized for the safety of students and staff. As in the past, all visitors to the buildings will be required to sign in and out of the main office.

### **ELEMENTARY SCHOOL ENTRY REQUIREMENTS**

All students are expected to present legal proof of age and evidence that all state immunization requirements have been met upon initial enrollment in the district. A certified copy of the birth certificate will be required to verify the student's age and legal name. Legal documentation will also be required to verify any change with regard to the student's legal name. Any child who becomes five (5) years old on or before September 1 in the year he/she proposes to enter

school must be enrolled in full day kindergarten at the beginning of the school year. No child may be admitted to the first (1st) grade unless he/she is six (6) years old on or before September 1 in the year he/she proposes to enter school.

In order to provide for exceptional cases, the district may admit certain children into kindergarten and to first (1st) grade at ages earlier than those stated above. For more information on entry requirements or early enrollment, contact the District Office at 608/868-9200.

## **EMERGENCY CLOSINGS/DELAYED OPENINGS**

When emergency situations or inclement weather conditions force the cancellation or delay of the start of schools in the district, this information will be broadcast to you through the district's automated phone system and social media outlets. In addition, the information will be broadcast on the following local radio and television stations.

WJVL/WCLO - 99.9 FM/1230 AM	WSLD - 104.5 FM
WFAW/WSJY - 107.3 FM/940 AM	WKPO - 105.9 FM
WISC-3 TV            WKOW-27 TV	WMTV-15 TV

In addition, if it becomes necessary to dismiss school before the regular closing time, an announcement will be made through each of the resources listed. It is the responsibility of the parent or guardian to make prior arrangements for their child to have a safe place to go in such situations. If the weather is questionable, please do not call school. If we are having an early dismissal, we need every phone line and the assistance of our office staff to make the necessary arrangements. In order to make the automated phone system continue to operate successfully, it is very important to keep the district aware of any phone number changes or updates.

## **EMERGENCY DRILLS/SAFE RESPONSES**

Schools are required to hold monthly fire drills (on the average). Each room has a route and exit procedure posted. Tornado and lock down drills are also held periodically. Students and teachers are assigned a place in the building where they will go during such drills, and are taught proper procedures and positions they should assume for emergencies of this kind. Please discuss the importance of these drills with your children. It is not our intention to alarm children or parents; however, the importance of a quick reaction without emotional behavior is necessary for prompt and safe responses to such emergencies.



### Tornado Warnings:

In the interest of safety, when tornado warnings sound, all students are moved to their assigned emergency locations in each school building. When such conditions indicate that a school is in imminent danger, we will protect our employees by requiring that they, too, seek immediate shelter in assigned areas. When this occurs, we will not answer our phones or greet parents arriving at school in unsafe locations of the building. Under such circumstances, no student is allowed to leave the school grounds unless a parent or guardian physically appears in the building to escort the child home. It is then the parent/guardian's responsibility to report to their child's assigned emergency location to sign their child out for release. At no time will employees or other students be placed in unsafe situations in order to accommodate such releases. This is important to remember during the school day, as well as for any situations that require students and staff to remain in sheltered areas beyond the school day. Much like during the school day, it will still be the parents' responsibility to access their child(ren) by physically appearing in the building to sign their child(ren) out for release and to escort their child(ren) home.

### **FEES**

All checks for school fees and various other expenses that arise during the course of the school year should be made payable to Milton School District. Please note that any checks returned for "non-sufficient funds" (NSF) require reimbursement to the district for both the amount of the check, as well a district fee and any fees assessed by the bank. Such matters will be expected to be addressed in a timely manner.

Book Fee: Students are charged a non-refundable annual fee, as set by the Board of Education, for book rental/school supplies (i.e. \$30 for students in grades K-6). Please note that K-6 fees are not prorated or refundable.

Replacement of Lost or Damaged Property: Students will be held responsible for the depreciated cost of replacement of any materials or property lost or damaged through their negligence.

Insurance: The School District of Milton offers a voluntary student accident insurance. Information about this insurance is available through your child's school office upon request. The district does not carry insurance to cover injuries incurred at school.

### **FIELD TRIPS**

Field trips, when scheduled, are paid for by the students. Parents will be notified of the cost. Field trip costs are non-refundable. Permission slips must be signed by parents/guardians before students will be allowed to go on the field trip. Parents may be asked to participate as

chaperones on field trips in accordance with need. Parents/guardians who chaperone must have an approved background check on file. Requests for background checks must be made at least two weeks in advance of the field trip. Field trips are encouraged as part of the instruction and as such, are correlated with curriculum areas for the particular grade level. Please note that school-sanctioned field trips are considered extensions of the classroom. As such, all school rules apply to these activities.

During the course of the school year, classes may occasionally take walking field trips to various places of interest within the city. In addition, students will need to be bussed to other schools in the district to attend school-related functions. The Acknowledgement Form signed at registration will alleviate having to ask permission to take your child off the school grounds for these activities each time they occur.

## **HARASSMENT/BULLYING**

Bullying refers to behavior that is intentional, happens more than once, and shows a marked imbalance of power between the bully and the victim. Bullying behavior can be:

- physical (assault, hitting, or punching, kicking, theft, threatening behavior)
- verbal (threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Bullying is prohibited in all schools. Concerns or reports of bullying should be promptly referred to the building principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to building administration.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a teacher, counselor, coach, administrator or other staff member.

### **Procedure for investigating reports of bullying**

The person assigned by the district to conduct an investigation of the bullying report shall, within three school days, interview the person(s) who are the victim(s) of the bullying and collect

whatever other information is necessary to determine the facts and the seriousness of the report. When warranted, parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

For more information regarding bullying and harassment, please see the Milton School Board Policies linked here: [Bullying and Harassment Policies](#)

This policy was shared with all families at the time of registration as one of the policy acknowledgement links for families to review, and thus is available in Skyward Family Access under the registration tab as well.

## HOMELESS CHILDREN/UNACCOMPANIED YOUTH

The McKinney-Vento Act defines children and youth who are homeless (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and include children and youth who are:
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as a “Double-up”);
  - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters;
  - Abandoned in hospitals; or
  - Awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, the School District of Milton provides the following assurances to parents of homeless children and unaccompanied youth:

- **The local district staff person (liaison) for homeless children and unaccompanied youth is Susan Probst, Director of Student Services, (608) 868-9221 or [probsts@milton.k12.wi.us](mailto:probsts@milton.k12.wi.us). Also you may contact District Social Worker Verlene Orr at (608) 868-9561 or [orrv@milton.k12.wi.us](mailto:orrv@milton.k12.wi.us).**
- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.

- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin. "School of origin" is defined as the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- Written explanation of a child or youth's school placement, other than school of origin or the school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children. These shall include: special notices of events, parent-teacher conferences, newsletters, and access to student records.

## **HOMEWORK**

Learning is a very complicated process requiring various modes, methods, and materials for each individual student. Classroom instruction must be adjusted to meet the unique learning styles of all individuals. In addition to the discussions and activities that take place within the classroom, additional practice and reinforcement of skills must be done outside the classroom to ensure long term learning. Few individuals grasp a concept after seeing, hearing, or experiencing it only once; most need several exposures before it is considered learned. Consequently, it is expected that students will complete some reinforcement activities outside of the classroom.

The most beneficial type of homework is that which strengthens understanding and promotes enrichment. Supportive purposes for homework assignments include the following:

- to master basic skills, reinforcing school learning by practice and application
- to supplement classroom learning with related outside experiences
- to provide students with opportunities to follow up on individual interests
- to allow exploration, in greater depth, of material being considered in the classroom
- to provide opportunities for problem-solving research

### **Homework Load Assigned**

Gr. K-3: Students at the elementary level are expected to complete approx. 20 minutes of reading each night to support their literacy development. Additionally, teachers may assign one sheet of math homework; however, they will indicate the problems that should be completed at home. Homework at the K-3 level should take 30 minutes or less.

Gr. 4-6: The Teacher Teams will coordinate homework assignments and monitor amounts assigned. Homework at the 4-6 Level should amount to approximately 10 minutes for each year in school (eg. Gr. 5 = 50 min.)

### **Extra Credit**

Students are encouraged to seize opportunities provided in the classroom to expand their learning within the existing curriculum. Students will not be provided with opportunities to earn extra credit as a means of making up for work that they have chosen not to complete.

### **Makeup Work**

Students who are absent from school for any reason will be required to make up all work missed in each class. **This work should take approximately the same amount of time as the time missed from each class.** Only in unique cases of extended absence will more time be granted for completion of work missed.

All work can be turned in prior to the summative assessment or end of the unit - earning up to 80% of the original value of the assignment when turned in on time. All summative assessments can be completed prior to the end of the quarter - earning up to 80% of the original value of the assessment.

## **HUMAN GROWTH AND DEVELOPMENT**

Human growth and development is part of health instruction at grades four, five, six, seven, and nine. In this curriculum, it is the school's role to provide accurate information with strong strands of abstinence and responsible decision-making. The parents' role is to share, explain, and instill family values.

As parents/guardians you have the right to decide if your child will participate in the School District of Milton's Human Growth and Development program. You will be given the opportunity to preview the curriculum and instructional materials. Alternative programming is designed for students who do not participate in this unit. Complete information regarding this unit will be communicated to parents prior to the beginning of instruction.

## **IDEA COMPLAINT PROCEDURES**

The Department of Public Instruction is responsible for investigating complaints and issuing a written decision within 60 calendar days of receipt of the complaint. The complaint must be in writing and signed. It must allege a violation of subchapter V of Chapter 115, Wis. Stats., and/or the Individuals with Disabilities Education Act (IDEA). The violation alleged must have occurred not more than one year prior to the date that the complaint is received. The complaint also must set out sufficient facts to permit the department to initiate an investigation of the allegation.

If the complaint allegation involves a specific child, the complaint must include the name of the child, the child's address, the name of the school where the child attends, a description of the nature of the problem of the child, including related facts, and a proposed resolution of the problem to the extent known and available at the time the complaint is filed. A parent or other person filing a complaint may either use the form provided by the department or provide a letter that contains the above information. The parent or other person filing the complaint must forward a copy of the complaint to the public agency at the same time the complaint is filed with the department.

When a complaint raises an issue that may involve discrimination prohibited under § 118.13, Wis. Stats., the complainant is provided with information concerning how to file a complaint under this statute.

### **ITEMS OF UNUSUAL VALUE**

Parents are encouraged not to send items of extreme value, including toys, to school at any time. Children should be discouraged from bringing money to school as well, other than when requested to do so for special occasions (i.e. field trips, collections, etc.). We also encourage you to keep pets at home unless you have requested permission to use them as part of a class discussion.

### **LOCKER SEARCHES**

Effective July 15, 1998, designated school officials (i.e. the principal or his/her designee), employees, or agents MAY search a student's locker as necessary and appropriate without notice, without consent, and without a search warrant. School Board policy specifies that the district retains ownership or possessory control of all students' lockers AND designates those school officials, employees, or agent positions who may conduct the locker searches.

### **MANDATORY REPORTING - CHILD ABUSE**

The School District of Milton is dedicated to the goal of protecting our students from and responding effectively to incidents of child abuse and neglect. The district recognizes the many efforts to confront problems associated with child abuse and neglect and will work cooperatively with all agencies with responsibilities for addressing such concerns.

Wisconsin Statute 48.981(2) requires that school personnel, who in the performance of their duties encounter a child they suspect has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury, are mandated to report suspicions to the appropriate authorities. Anyone in good faith, participating in the making of a report or participating in an investigation pursuant to this section, shall be immune from any liability.

Whoever willfully ignores and violates this section by failure to report as required, may be fined not more than \$1,000 or imprisoned not more than six months or both.

## **NONDISCRIMINATION**

The School District of Milton is committed to equal educational opportunity for all students in the district. It is the policy of the School District of Milton, pursuant to s. 118.13, Wis. Stats., and PI 9, that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

The policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Educational Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

### **Nondiscrimination Complaint Procedure**

If any person believes that the School District of Milton or any part of the school organization has inadequately applied the principles and/or regulations of Title VI/IX/504 or is in some way discriminatory on the basis of race, color, religion, national origin, or sex, he/she may bring forward a complaint to: Complaint Investigation Officer at 448 E. High Street, Milton, WI 53563. Discrimination complaint forms are available at the School District of Milton District Office, located at this same address.

## **NUTRITION TEAM INFORMATION**

### **Breakfast Program**

The breakfast program is offered to all students in kindergarten through grade six. We will be providing a well-balanced, nutritional breakfast that follows American Dietary Guidelines. Breakfast will be available at Northside, 8:30-8:50 a.m., and at East, West, Harmony, and Consolidated, 8:15-8:35 a.m. No additional paperwork is required for the breakfast program. A child's current lunch status will apply to the breakfast program, meaning that if they qualify for free or reduced lunch, breakfast is free. If they pay full price for lunch, breakfast will cost \$1.30. Generally, a school breakfast includes milk, fruit or 100% fruit juice, and items that contain grains and/or a protein source.

## Lunch Program

Hot lunch is offered to all students in grades K-6. A list of meals served is displayed on the district website (<http://www.milton.k12.wi.us>), and posted in the Milton Courier. A complete meal, including milk, is served.

A meal account has been set up for all families at the elementary schools. Each student receives a card labeled with their account number to use when they eat hot lunch. Money needs to be deposited in the family lunch account before meals are eaten. When a meal is eaten, the price of the meal is subtracted from the lunch account balance (i.e. \$2.60 for grades K-3 and \$2.75 for grades 4-6). Prior year-end balances will be carried over to the current school year.

There are three methods to make a payment to the family meal account:

- Put payment (check or money order) in the school office in the box that is marked LUNCH MONEY
- Mail deposits directly to the School District of Milton, Food Service Office, 114 W. High St., Milton, WI 53563
- Electronic payment on-line by logging into Skyward Family Access and clicking the Food Service link

Funds in the form of cash or check received by the Nutrition Team Office by 9:30 AM daily will be available for same-day use. On-line payments are also real-time and are available for use immediately upon approval through our third-party vendor, RevTrak. Checks or cash sent directly to the Nutrition Team Office will minimize the processing time and speed up the availability of funds. When making payments via check, please include the student's/students' full first and last name(s) on the check. Checks should be made payable to the Milton Nutrition Team. Any check returned for insufficient funds will be subject to charges for handling.

Meal account balances falling under \$10.00 will receive daily, automated phone reminders to deposit funds until the account is brought about \$10.00. Families may also view deposit and purchase histories as well as set up e-mail low balance notifications by logging into Skyward Family Access.

Note: All cash payments must be made in person at the Nutrition Team Office, located at Milton High School. Please do not send cash payments to school with your child.

All checks for school lunches, breakfasts, and milk breaks should be made payable to Milton Nutrition Team. Please note that any checks returned for "non-sufficient funds" (NSF) require reimbursement to the district for both the amount of the check, as well as a district fee and any fees assessed by the bank. Such matters will be expected to be addressed in a timely manner. Please put the student's full name on the envelope to ensure that money is deposited in the correct account. For questions about your account, call 608/868-9580.



Free and reduced rate lunches are available to income-eligible families. Families must apply annually for benefits. Federal income guidelines are revised July 1 of each year. Please note that benefits cannot be back-dated. Benefits begin on the date of approval by the Nutrition Team Office. Any purchases made prior to approval of benefits remains the responsibility of the account holder. Further information on free and reduced meals may be obtained by calling the Nutrition Team Office at 608/868-9580.

### **Milk Purchases**

- Milk purchased for cold lunches:

If a student would like a carton of milk with cold lunch, they may purchase this for \$.40 a carton through the family meal account (by having their card scanned) or by submitting \$.40 each time they purchase a carton. Milk is only available at no charge for free and reduced-price students when purchasing a full meal. It must otherwise be purchased for \$.40. Please do not send pop to school in your child's lunch.

- Milk purchased for milk breaks: Milk for break cannot be purchased with meal account funds. We strongly encourage families to pay milk fees on-line during registration. Payments may be made either by semester (\$36.00 per child) or for the full year (\$72.00 per child). Students approved for free or reduced-price meals in grades K-5 will receive milk at break time at no charge. Any requests for a milk substitute requires documentation from the child's physician of a milk allergy or intolerance. No substitutes will be made without proper documentation.

### **PARENT/TEACHER CONFERENCES**

Parent conferences are scheduled at least twice a year, although the dates vary from year to year, depending upon the district school calendar. Prior to the conference dates, you will receive notification of your scheduled date and time. It is your responsibility to notify the school office if the time is not convenient and needs to be adjusted. The teacher may have other appointments after yours so it is imperative that you arrive on time and adhere to the time schedule.

Before the Conference - Decide what you want to ask the teacher. Discuss the upcoming conference with your child to see if there is anything he/she would like you to talk about with the teacher. Determine what you can tell the teacher about your child. The school life is only one side of your child, and there may be things you know that could help the teacher better understand certain behaviors or problems.

After the Conference - Discuss the conference with your child. Be positive. Point out his/her strengths before discussing areas that may have been identified for improvement.

Parents and teachers are encouraged to maintain open lines of communication throughout the school year. It is important not to wait until scheduled conferences, particularly if concerns arise that could benefit from being addressed in a timely manner.

### **PARENT/TEACHER GROUPS**

Each school has a parent/teacher group. The groups support the schools in many important ways, including special activities, programs, and fund raising. These services are encouraged and valued by the schools. Help is always needed in organizing various sponsored activities and events. All parents are welcome to participate. For more information, please contact your child's school.

### **PARENT VOLUNTEERS/VISITORS**

The district welcomes and encourages parents and other interested persons to volunteer in the schools. If you are interested in donating time to assist in the classroom, on the playground, or in the lunchroom, please contact your child's school office or classroom teacher. Classroom teachers can always use an extra pair of hands, and your presence shows our students that parents and community members have an interest in their education. Or, if you cannot spend time at school, but wish to volunteer your time doing clerical work at home (i.e. cutting, drawing, typing, etc.), please be sure to let us know. We can always use your help!

All volunteers are required to fill out a volunteer background check form and have this approved prior to volunteering in classrooms, on field trips, or in other areas. Please remember that all visitors and volunteers must report to the school office to sign in and out for security purposes.

### **PROCEDURE FOR RECONSIDERATION OF INSTRUCTION**

The School District of Milton has an established process for dealing with concerns a person may raise about a library book, a textbook, or curriculum content. That process involves several steps, the first of which is to discuss the concern with the teacher. If that step does not solve the concern, it can then be forwarded to the principal by completing a district form that is available at the district's District Office. A committee will be convened to review the concern and make recommendations. The principal has the complete policy and further information on this process.

## **PROMOTION/RETENTION/HOMEROOM PLACEMENT**

Students shall be promoted annually from one grade to another upon completion of satisfactory work. A student may be retained in the same grade when his/her standard of achievement does not allow satisfactory progress in the next higher grade. Recommendations will be made by staff, to the principal, after working with the student and parents to improve the student's progress. Where professional measures demonstrate a lack of academic gains, the school district reserves the right to deny advancement. Parents shall be notified that there are concerns regarding the educational progress of their child. Copies of the board policy regarding promotion are available at the district's District Office. Homeroom placements for all students are at the discretion of the supervising principal.

## **RECITING THE PLEDGE OF ALLEGIANCE**

In accordance with Wisconsin State Statutes, all schools recite the Pledge of Allegiance daily. Please note that no student will be required, against his/her objections or those of parents/guardians, to recite the pledge.

## **RELEASE OF STUDENT INFORMATION**

The School District of Milton, pursuant to the Family Educational Rights and Privacy Act and State Statutes 118.125 (1) (b) and 118.25 (2) (j) (1 and 2) has designated the following as directory information as provided in said Act and Statute:

Student's name; present address; telephone listing; date and place of birth; current grade; parents' names; dates and places of attendance; participation in officially recognized activities and sports; weights and heights of members of athletic teams; students' photograph; the most recent previous educational agency or institution attended by the student; and degrees and awards received.

Any parent, guardian, or eligible student (18 years of age or older) may inform the district by completing the district's Request to Withhold Directory Information form, which can be obtained from the school offices, of his/her desire that all or any part of the directory information may not be disclosed without the parent, guardian, or eligible student's consent, provided that such notification is given to the district within thirty (30) days of receipt of this notice. Any previous notices on file with the School District of Milton to withhold the disclosing of directory information are NOW VOID.

## **REPORTING STUDENT PROGRESS**

Report cards are issued four (4) times (quarterly) each year for grades 4-6. Report cards are issued two (2) times (at semester) each year for grades kindergarten-3. During the quarter, teachers may send letters to parents concerning the student's progress. This will usually occur midway through the quarter. The purpose of the letters is to inform parents of satisfactory or unsatisfactory work.

## **SCHOOL HEALTH INFORMATION**

### Bloodborne Diseases

For the safety of all students, the School District of Milton is encouraging students to contact a school employee when an injury occurs where blood is present. Each school building has staff who are trained to safely handle injuries and not come in contact with blood. Any student who does get blood on their body from another person is encouraged to notify school staff in the office so appropriate actions can be taken.

### Illness Guidelines

The following guidelines are note all-inclusive, but represent some common illnesses.

#### **Fever**

Students should not come to school or will be sent home if their temperature is 100 degrees F or higher. Before a student can return to school, they must be fever free for 24 hours without the use of fever reducing medications (i.e. ibuprofen, acetaminophen).

#### **Vomiting**

If your student vomits while at school, you will be contacted by school personnel, to have your student picked up as soon as possible. Students should be free of vomiting for 24 hours before returning to school. Please contact your physician if vomiting persists for more than 24 hours.

Please report contagious diseases to the elementary school the child attends. In case of serious injury or illness to the student, the information on the Student Enrollment Form is most important. Please inform us of any changes.

If your child becomes ill or is seriously injured at school, school personnel will try to notify parent(s) or legal guardian(s) by telephone. If school personnel are unable to reach the parent(s) or guardian(s), the person listed as the alternate contact will be called and requested to pick up the child. In those cases when school personnel are unable to contact the parent(s), legal guardian(s), or alternate person, and the situation appears to be one in which the child requires emergency medical attention, paramedics will be called.

## Immunizations

According to state law (252.04 WI Stats.), all children entering a school in Wisconsin must be immunized against the following communicable diseases: diphtheria, tetanus, pertussis, polio, measles, rubella, and mumps. The following are minimum immunization guidelines for each age/grade level. Additional boosters for some of the vaccines may be medically recommended.

<u>Age/Grade</u>	<u>Number of Doses</u>						
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT2	3 Polio	3 HepB	1MMR5	1Var6		
Grades K through 5	4 DTP/DTaP/DT/Td1	4 Polio4	3 HepB	2MMR5	2Var6		
Grades 6 through 12	4 DTP/DTaP/DT/Td2	1Tdap3	4 Polio4	3 HepB	2MMR5	2Var6	

1. DTP/DTaP/DT vaccine for children entering kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)
2. DTP/DTaP/DT/Td vaccine for students entering grades PreK and grade 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)
5. The first dose of MMR vaccine must have been received on or after the first birthday. (Note: a dose 4 days or less before the 1st birthday is also acceptable.)
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

Students may be excluded from school if they are not current with the Wisconsin requirements. Students have until the 30th day of school to provide the school office with a current immunization record. The School District of Milton is required to notify the district attorney about any student who fails to meet these immunization guidelines. Waivers to these immunizations can be granted for health, personal, or religious conviction reasons. Forms for these waivers are available from your child's school.

In the event of an outbreak of any of these vaccine-preventable diseases, those students who are not completely immunized against that disease may be excluded from school to prevent further spread of the disease. This includes students who claim waivers. For further information, call Erin Kotthaus, Milton School Nurse, at 608/868-9571.

### Injury/Illness Recess and Classroom Excuses

In order to ensure school safety, students should not be in classrooms without adequate adult supervision. As a result, it is difficult to honor requests from parents to have children remain indoors for recess. A note from the child's physician will be required in those cases in which a parent requests that a child stay in for recess. It is our belief that students who are properly dressed and well enough to attend school should be able to go outside for recess.

In addition, when a student at the K-6 level is excused from participation in physical education by a medical doctor it is necessary for the doctor to write an excuse indicating the start and end date of the excuse. When the doctor's clearance is given for the student to resume participation, it is requested that any limitations the student might have be indicated as well. If a student has been ill or has sustained a mild injury, a parent's note may excuse the child or request limited participation for one day. Anything beyond one day will require a doctor's excuse.

### Medication

If it is necessary for school personnel to give your child medications at school, the following guidelines have been established by state regulations and the School District of Milton:

1. For medication prescribed by a doctor, a school form must be filled out. Both the doctor and parent must fill out and sign this form. A copy may be obtained in the school office. This form must be provided to the school before school personnel will give medications.
2. Prescribed medication brought to the school must be in the prescription container (ask the pharmacist for an exact second prescription container to send to school) and have the following information printed by the pharmacy:
  - a. child's full name
  - b. name of medication
  - c. exact time to be given
  - d. exact amount to be given
  - e. doctor's name

Please note that all prescribed medication must be brought to school by an adult and should be turned in to the school office.

3. A doctor's written order is necessary if the dosage of prescribed medication is to be changed.
4. A medication permission form is only good for one (1) school year.

When over-the-counter/non-prescription medication is to be given by school personnel, a medication permission form must be completed by a parent with specific instructions for administering. The medication needs to be in the original container with the student's name, amount, time, and reason to be given.

## School Snacks

The School District of Milton strongly discourages parents from sending unhealthy food for birthdays or other special occasions, beyond the traditional three holiday celebrations. This recommendation recognizes traditions, while encouraging new practices and sending the message that healthy eating includes balance.

## **SCHOOL RULES/DISCIPLINE**

### Student Behavior

If a school is to function effectively and all students are to be free to pursue an education, students must accept responsibilities and meet certain expectations. Student behavior that interferes with the educational process or violates the rights of others will not be tolerated. We believe that all students can behave at school, helping to ensure a pleasant and safe environment that is in the best interest of all individuals in the school community. Students have not only a responsibility to adhere to school rules themselves, but to cooperate with administrative investigations with regard to rule infractions by others as well. The safety and security of the school environment is dependent upon everyone's cooperative efforts. Each of our schools teach school-wide expectations through our Positive Behavior Intervention and Supports, or PBIS activities.

### General Classroom Rules

Although specific rules will vary from one classroom to another, all students are expected to:

- Follow directions
- Respect the authority of the teacher
- Respect the rights and property of others

### General Building Rules

Although specific rules may vary from building to building, all students are expected to:

- Walk in the hallway at all times
- Respect the authority of all adults
- Use appropriate language at all times
- Respect the rights and property of others
- Refrain from fighting
- Use good citizenship skills
- Follow directions
- Not chew gum

### General Playground Rules

Although specific rules will vary from one playground to another, all students are expected to:

- Respect rights and property of others

- Respect others with or without words
- Be cooperative and courteous to all
- Not use put-downs or name calling
- Encourage others

Note: Please remember to send your child to school in appropriate clothing and shoes for outdoor playtime activities. The best shoes to wear are tennis shoes. Flip flops, sandals, and high-heeled shoes pose a danger to children when climbing on the activity centers and other playground equipment, and running. Keep this in mind as your child gets ready for school each day.

Students go outside for recess daily when weather allows. Indoor recess is a necessary alternative when it is raining, or the temperature or wind chill is zero degrees F or below.

### Playground Equipment

Toys in general are discouraged at school. We have a variety of equipment for use during recess. Some items in particular that have become problems and are not allowed include:

- Virtual Pets
- Jewelry making kits
- Vortex Nerf Balls
- Hard Balls/Bats
- Trading Cards
- Video game devices
- iPods/Other music devices
- Laser Lights

### Use of Beepers/Cell Phones in School

Students are prohibited from using electronic paging, cell phones, and any other 2-way communication devices while on school property. The only exception to this rule would be the use of such a device by a student, approved in advance by the District Administrator, for a medical, school, educational, vocational, or other legitimate use approved by the District Administrator.

### Weapons

No one shall possess, use, or store a dangerous weapon on school premises (any school building or school grounds), or at any school-sponsored event, except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or felony, depending upon the seriousness of the offense. A child who violates this law is subject to provisions outlined in Chapter 48, Wisconsin Act 17 and 18 (1991) of the state statutes, unless jurisdiction is waived.

The Board of Education defines dangerous weapon as a gun, knife, razor, karate stick, pepper spray, nunchaku, metal knuckle, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm.



### Student Alcohol and Other Drug Abuse Policy

The thrust of the school district's activities with respect to this problem shall be an attempt to identify people using alcohol or other drugs and those under the influence of alcohol and other drugs in or on school property or at school events. The use or possession of illegal drugs or alcoholic beverages in or on school property, or at school events, and attendance at school or school events while under the influence of intoxicants or drugs, is prohibited. Persons suspected of alcohol or other drug use or of being under the influence of alcohol or other drugs, shall be referred to the building principal/designee. Copies of the complete Alcohol and Other Drug Abuse Policy and the Student Assistance Program Policy are available at the District Office.

### Discipline

When students demonstrate respectful behavior, they help us meet our mission of creating a happy and caring environment for all. There will be times, however, when students choose not to be respectful. In those instances, students will need to be reminded that they have made a poor decision and that there are consequences for those decisions. Consequences for not following school rules may include, but are not limited to:

- verbal reminder from teacher/supervisor
- time out
- loss of recess
- phone call to parent
- conference with the principal
- after-school detention
- in-school suspension
- out-of-school suspension

### **SPECIAL SERVICES**

In addition to the regular learning program, we have the services of highly qualified professionals in the areas of speech and language, reading, specific learning disabilities, nursing, psychological testing and consultation, elementary guidance, cognitive disabilities, and emotional and behavioral disorders.

Any student showing evidence of a particular learning problem for which any of the above services might provide a solution, will be reviewed by all his/her teachers and given help as needed, once parental permission has been given. If you feel your child is in need of such special services or if you know of a particular problem which should be brought to our attention, please do not hesitate to call your child's school office for further assistance for further direction at any time. All information used in special services is confidential.

## **STUDENT ATTIRE**

Parents are encouraged to label all clothing worn by students. This is especially important with regard to boots worn during the winter months. Stop in anytime to check the lost and found area for any missing articles of clothing.

The following are discouraged: face paint, hair paint, tattoos, and midriff-tops. In addition, the following are not allowed: shirts with inappropriate language and roller skate tennis shoes.

Parents may be contacted if clothing is determined inappropriate for school or does not reflect current weather conditions.

## **STUDENT RECORDS**

The inspection and review of a student's education records are limited to parents/guardians and professional staff members who need to study the records for legitimate, educational purposes. Requests to examine or amend a child's records that are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights should be made by contacting the building principal.

According to Wisconsin law, districts are permitted to transfer a student's records without the consent of the parent/guardian. Aside from the transfer of student records, however, the release of pupil record information to an outside source is strictly controlled. Any complaints with regard to the administration of these procedures should be directed to the Family Policy Compliance Office of the U.S. Department of Education.

## **SUMMER SCHOOL**

The district offers a summer school program with credit and non-credit courses, including both remedial and enrichment courses. The summer school program is available to any student in the School District of Milton. Non-resident students may also attend. For more information, call 608/868-9575.

## **TECHNOLOGY: ACCEPTABLE USE**

Guidelines and procedures related to the district's policies regarding use of technology are summarized in the SCHOOL DISTRICT OF MILTON STUDENT 1:1 AND TECHNOLOGY ACCEPTABLE USE HANDBOOK 2017-2018, which can be found on the in the registration acknowledgements and is linked here: [Milton Student 1:1 and Technology Acceptable Use Handbook](#).

Additional copies of the handbook are available at the district's District Office. Please note that violations may result in loss of access or privileges, as well as other possible disciplinary or legal actions.

## **TECHNOLOGY: WEB PUBLICATION**

For the purpose of sharing with the community the exemplary work and activities of Milton students, the School District of Milton may publish work recommended by staff and/or photographs of students on the district web site. Student work and photographs of students featured on the district web site reflect some of our district's best and serve as an educational resource for others. All published work and/or photographs must conform to school board policies and established school guidelines.

As per Milton School Board Policy, consent to publish student work and/or photographs of students is considered implied. Any parent, guardian, or eligible student (18 years of age or older) may request that their student's work and photograph not be put on the district web site. This can be communicated by completing the district's Web Publication Opt Out Form, obtained in any of the school offices, provided that such notification is given to the district within thirty (30) days of this published notices. This notification will serve for the upcoming school year only – any previous notices on file with the school district are void at the completion of each year.