

**Milton Middle School
Student and Family Handbook**

School District of Milton

2023-2024



School District of Milton

*Opportunity · Achievement
Community*

MILTON MIDDLE SCHOOL

A MESSAGE TO MMS STUDENTS AND Families

As we begin the 2023-2024 school year, we believe it is imperative to the success of your student that we establish ourselves (student, parent, staff) as a TEAM (Together Everyone Achieves More). In highly effective teams, members have expectations and roles that are clear and readily understood, which helps the team function at the highest level. As we work together towards success, we invite your questions or comments about the following guiding principles.

Please count on us.....

- To WORK TOGETHER TOWARDS SUCCESS.
- To exhibit a caring attitude and positive regard for all our students.
- To enthusiastically demonstrate our belief that EVERY student can learn.
- To meet all learners where they are at and support them in their growth.
- To establish open communication through a variety of formats (email, website, twitter).
- To create a climate of learning, using positive behavioral practices as well as a tiered consequence system, so that all students can find academic and social success.
- To return your phone call or email within 24 hours.
- To find solutions to the challenges that face us this year, and to objectively gather all the facts and seek your counsel when appropriate prior to making disciplinary decisions.
- To uphold confidentiality laws and regulations to protect all of our learners.

We'll count on you...

- To realize our focus as educators is to make decisions that are in the best interest of our entire student population as well as in the best interest of the individual.
- To ensure that you are actively engaged in your child's education, by contacting us with both positive comments and areas of concern.
- To understand we will be unable to disclose information about other students to you.
- To enforce school behavior expectations and procedures with consistency while always maintaining the dignity of your child.
- To contact the adult closest to your concern first---a teacher or coach prior to coming to the administrator with a question or concern.
- To be open minded to new situations and trust that we make decisions based on what is best for kids.

During your time at MMS, you will have opportunities to learn, explore, and participate in numerous academic, community service, and extracurricular activities. Please seize these opportunities and challenge yourself to step out of your comfort zone this school year. We pride ourselves on being great citizens and believe that respect and kindness are essential components of our positive school climate. We look forward to a successful year together!

Tara Czerwinski and Ben Yaucher on behalf of the Milton Middle School Staff

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ADMINISTRATION

Rich Dahman, District Administrator.....	868-9200
Julia Garczynski, Director of Student Services.....	868-9221
Julie Musgrove,, Director of Teaching & Learning.....	868-9200
Chris Tukiendorf, Director of Human Resources.....	868-9200
Ryan Curless, Director of Technology & Innovation.....	868-9570
Michael Gosdeck, Nutrition Team Director.....	868-9580
Stephen Schantz, Director of Buildings and Grounds.....	868-9200
Ross McPherson, Director of Business.....	868-9200
Jeremy Bilhorn, Milton High School Principal.....	868-9300
Tara Huber, Milton High School Associate Principal.....	868-9300
Matt Kleinschmidt, Milton High School Assoc. Principal.....	868-9300
Tara Czerwinski, Milton Middle School Principal.....	868-9350
Ben Yaucher, Milton Middle School Assoc. Principal.....	868-9350
Jonathan Lyon, Northside Intermediate Principal.....	868-9280
Cassie Jemilo, 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 4K Principal.....	868-9380

MILTON MIDDLE SCHOOL STAFF

Office Phone 868-9350

Attendance Line 868-9351

Ms. Tara Czerwinski	Principal Ext.3001, czerwinski@milton.k12.wi.us
Mr. Ben Yaucher	Associate Principal, Ext. 3002 yaucherb@milton.k12.wi.us
Ms. Crystal Schmid	School Psychologist Ext.3011, schmidc@milton.k12.wi.us
Mr. Joe Massoglia	School Counselor Ext.3005, massogliaj@milton.k12.wi.us
Mrs. Emily Weinert	Administrative Assistant Ext.3000, weinerte@milton.k12.wi.us
Mrs. Christine Shaw	Administrative Assistant Ext.3003, shawch@milton.k12.wi.us

To contact staff please feel free to call 868-9350, send an email through Skyward, or search for a staff member on our [Website](#).

MMS Teaching and Support Staff: Please see the staff listing on our [website](#)

Communication

The staff at Milton Middle School prides themselves on their dedication to ongoing, open communication with families throughout the school year.

Ways to Stay Informed

Calendar 23-24

MMS Student Handbook

Weekly Newsletter emailed to MMS Parents

Skyward Messenger mass emails sent to MMS Parents - as needed

School Web Page - <http://www.milton.k12.wi.us/schools/middle/>

Skyward Family Access - <https://skyweb.milton.k12.wi.us/scripts/wsisa.dll/WService=wsEPlus/seplog01.w>

Schoolology - <https://miltonsd.schoolology.com/login/?&school=133891591>

Office Hours 7:00 until 3:30

Change of Address of 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.

Supplies

Please see Milton Middle School [webpage](#) for updated supply lists.

Attendance

The School District of Milton believes daily attendance is important both for academic and social development.

BENEFITS OF REGULAR ATTENDANCE

Students who attend school on a regular basis have all the advantages of professional teacher preparation, presentation, group work and individual assistance. Regular participation in class allows students to build their understanding of challenging topics and apply that knowledge to realistic situations while being supported by the learning community. Attendance will ultimately influence a student's performance in school. In addition, our children's regular attendance at school provides for positive social interaction and development. We believe that consistent attendance at school is mutually beneficial for our students, parents and school personnel.

STUDENT ABSENCE

School attendance is a responsibility that is shared by the student, parent/guardian, and school. Ten absent days per school year may be excused with a parent/guardian's explanation. Parent explanation for the reason for student absence may be oral, explained through a phone conversation or written, stated in an appropriate parent email or written note. If an appropriate parent/guardian explanation is not provided, the absence will be unexcused. A written doctor's statement or a religious reason may be required to explain absences in excess of the ten (10) absent days per year.

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. Permission of Parent or Guardian (Professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day; attending funeral of a relative, legal proceedings, vacations)
3. Obtaining Religious Instruction and/or Religious holidays.
4. The student has been suspended or expelled.

Absence Days

1. **Parent Excused absences-** Up to 10 Parent Excused absences are allowable per each school year. These include student absences due to illness without a written doctor's excuse. These are coded as parent excused absences (E - in skyward), not medically excused absences, and count toward the limited amount of parent excused absences when determining habitual truancy (10 Excused days per school year).

SCHOOL RESPONSIBILITIES

1. The school will provide the opportunity for the absent student to make up academic work missed during an absence.
2. The attendance of all students will be monitored on a daily basis. Parent/guardian will be notified when the student has an unexcused absence. Notification will be made by phone, mail or in person after the unexcused absence.

3. If more than five (5) days of unexcused absences occur, a personal parent/guardian conference may be requested by the school principal or associate principal to consider the following options:
 - a. Educational counseling to review the student's educational program.
 - b. Evaluation of the student to determine if identifiable learning problems exist.
 - c. Evaluation of the student to determine if identifiable social problems exist.
4. If more than five (5) days of unexcused absences occur, a School Resource Officer (SRO) may discuss attendance with your student.
5. During periods of out-of-school suspension, the following procedures for the make-up of course work missed shall apply.
 - a. The student is responsible to collect course work missed from the teacher.
 - b. Student course work missed during a suspension, collected by the student, and completed by the student, will be accepted.
 - c. Assessments missed during the suspension shall be made up.

STUDENT RESPONSIBILITIES

1. Students are required to attend all their scheduled classes and study halls unless excused.
2. Deliver written parent/guardian's explanation of absence upon return to school following an absence if the parent/guardian has not talked to the school.
3. Notify the attendance office in advance of planned excused absences to arrange make-up academic assignments.
4. Attend any and all assigned consequences, i.e., in-school suspension, or detention for unexcused absences.

Monday PD/Asynchronous Learning Days

- Students are expected to complete all asynchronous assignments on PD Mondays by the end of the regular school day. Attendance per class period will be counted based on the completion of the assigned tasks. Students not completing the task will be marked absent for that class period.

PARENT/GUARDIAN RESPONSIBILITY

1. Parents or Guardians 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.

When reporting an absence on voicemail, please:

 - 1) state the name of the child who is absent
 - 2) 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 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.

2. Provide written doctor's excuse for absences in excess of ten absences per school year..

Should absenteeism become an issue that has an adverse effect on the child's academic performance or social development, a Municipal Truancy Citation will be issued by the School District of Milton Resource Officer (SRO). This is in accordance with Wisconsin Statute 118.16 parts 5 & 6. In some cases truancy will be filed at the Rock County level.

TEACHER RESPONSIBILITY

Teachers will provide the opportunity for make-up academic assignments and evaluation for absences. Make-up assignments and evaluation need not be done during regularly scheduled classroom time if the teacher believes providing make-up assignments then would adversely affect the academic progress of other students.

DISCRETION IN INTERPRETATION OF ATTENDANCE POLICY

The building principal or associate principal has authority to waive aspects of this policy in special cases where he determines that exceptional circumstances explain absences which would be considered unexcused, if such action is not in conflict with Wisconsin Statutes. Such action should be requested in writing by parent/guardian.

STUDENT TARDIES

If the students are tardy to the 1st hour they must report to the office. Other hours, the teachers keep a record.

Before school:

Tardy (unexcused)

1st-2nd tardy- office documentation

3rd-4th tardy -Admin emails parent/guardian

5th tardy- associate principal calls parent/guardian and assigns a school consequence.

The tardy and absence steps will roll back at the end of each trimester.

Procedure for Leaving School

Students are encouraged to schedule all appointments at a time other than school hours. However, when the situation demands, the appointment should be made as early or late in the school day as possible. To obtain a pass for such a reason, bring a written note to the office, signed by your parent or guardian, requesting permission to leave and stating the reason for leaving. You must **sign out** in the office before leaving. If you return the same day, you must **sign back in** at the office and get a pass back to class. ***Students are never to leave school without first obtaining permission from the office and signing out, no matter what the reason. Students who fail to follow this policy will be subject to disciplinary action. Students are not allowed to leave school with individuals who are not listed on the emergency card.***

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.

MIDDLE SCHOOL CURRICULUM

All 7th and 8th grade students will take the following academic courses: math, science, ELA, social studies, physical education

Elective classes include:

7th Grade - *Art, Exploratory Spanish & Cultures, Tech Ed, Health, AVID, Band, Choir*

8th Grade - *Art, Spanish 1, Tech Ed, Health, AVID, Band, Choir*

Academics

The staff at Milton Middle School value a team approach to academic success. The team includes your student, yourself, your student's teachers, our student services staff, our office staff and administration.

MMS BELL SCHEDULES

[MMS Bell Schedules 2023-2024](#)

MMS Grading and Reporting Procedures

MMS recognizes that learning happens at different times for each student, and with re-learning, all students can achieve at a higher level. The reporting system should be reliable and ensure that the skill level accurately reflects progress in achievement of the identified learning goals, skills, or objectives. To support our procedures for assessing and reporting progress, we will:

- develop clear and consistent criteria based on rubrics
- reflect growth toward life-long learning
- separate academic and nonacademic factors such as effort, behavior, and attendance in the reporting of grades
- provide opportunities for each student and parent/guardian to obtain information regarding progress toward the learning goals and standards of their students' courses or programs
- provide students the opportunity to self-assess achievement toward the learning goals and standards of courses or programs
- foster retention of learned skills to facilitate transition into higher grade levels

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade based on the criteria listed above.

SKILL LEVEL KEY				
Exceeding: Student can teach someone else and demonstrate understanding of the standard at a much deeper level.	Meeting: Student consistently demonstrates proficiency in skills related to grade level	Approaching: Student is developing understanding and is approaching grade level	Beginning: Student begins to show initial understanding of grade level standard.	N/A: Not Assessed at this time

Plagiarism

Assessments involving academic dishonesty and / or plagiarism can be re-taken and a conversation between student and teacher is expected. These must be taken within a week of the original assessment being graded and have been deemed to have been plagiarized. All other events in the grade book must also be completed before a retake for academic dishonesty and / or plagiarism can be taken, and a re-learning plan must be completed. Students can also be subject to school discipline.

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.

Assessment Retakes

- Students may retake an assessment after an authentic attempt or good faith effort. Students have an opportunity to retake an assessment once, after completing a relearning plan with their teacher. (e.g. corrected assessments, additional learning time with teacher, verbal evidence of learning, etc.)
- Students who receive a score of beginning on an assessment are required to retake the assessment. Students who score approaching should also be working to achieve a score of meeting.
- Retakes must be taken within a week of being graded and returned to students. If it is within a week of the grading period ending, the retake plan will be worked out between teacher and student. All formative work must also be completed before a retake can be taken for that unit, and a re-learning plan must be completed.

Student Services

All students in the School District of Milton have access to services provided by our school psychologists, school counselors, the school social worker, and school nurse. The services provided by student services staff could include individual or group meetings with students and at times student/parent meetings. Generally, these services are short-term and focus primarily on issues impacting the student's social and academic functioning in school. If you have questions or concerns about your student(s) access to student services staff, please contact your building administrator.

The Milton Middle School Student Services Department includes our School Counselor, Joe Massoglia and our School Psychologist, Crystal Schmid. Verlene Orr is our Social Worker. Brittany Kutz is our district nurse. These individuals assist students in dealing with family change issues, anger management, dealing with loss, as well as drug and alcohol concerns.

The Milton Middle School Student Services Office offers:

Individual Counseling	Career Exploration Activities
Small Group Counseling	Classroom Lessons
Parent Assistance	Classroom Presentations

A few ways the Middle School Student Services Office can assist students and parents are:

Registration and Orientation	Adjustment Concerns
Achievement Test Results	Personal Concerns
Career Exploration Questions	Schedule Changes
Conflict Resolution with Peers	Low Grade Difficulties
Organizational/Study Skills Problems	Scheduling Conferences

Library Media Center

The LMC staff is here to help the students and staff.

Please feel free to call if you have a question or need their help in any way.

HOURS

Monday - Friday: 7:15 a.m. – 2:50 p.m.

To speak directly with the media center, call 868-9585.

Students using the LMC before school are expected to come directly to the LMC and to remain there until the first bell rings. All students must sign in and out.

The primary purpose of the LMC is to serve the students and staff of Milton Middle School by providing services and materials to enhance learning. Students using the LMC are encouraged to be considerate of others so that everyone is able to use the needed materials in a comfortable learning environment. Students who are unable to work independently and are making it impossible for others to work will lose LMC privileges. The standard MMS student discipline form will be used. Food, beverages, and gum are not allowed in the LMC or the computer labs.

Circulation

All books located in the general areas of both fiction and nonfiction may be checked out for a two-week period and may be renewed twice for a total of six weeks. Magazines are checked out for a one-week period and renewed once for a total of two weeks. Reservation by another student will cancel the privilege of renewal on any material. Reference materials can be checked out overnight after the 8th hour. Students may have up to five items checked out at one time.

A student with overdue books will lose his or her checkout privileges. Overdue notices will be sent to the student through his or her advisory. If LMC materials are lost, parents will receive notification of replacement costs. Charges for books are the actual cost of the book at the current price plus \$2.00 for replacement and processing. Magazines are \$5.00.

Promotion and Retention of Students

Promotion and retention of students will be based upon the recommendation of the principal and core-intervention team. Any student who is failing in two academic areas during two or more trimesters would be a potential candidate for retention. This shall include that student who will not work.

In the event that such conditions exist, a variety of options will be reviewed during an intervention team meeting regarding each student. Consideration will be given to the following programming options and conditions or a combination thereof:

- I. FULL RETENTION
- II. SUMMER SCHOOL ACADEMIC MAKE-UP
 - A. The student must complete 90% of assigned work
 - B. The student must maintain a 90% attendance rate
 - C. Inappropriate behavior can result in removal from summer school

TEST OPT OUT - 8TH Grade

School boards are required by state law to annually notify the parent or guardian of each student enrolled in the eighth grade, in the school district that he/she may request the school board to excuse the student from taking the state-required eighth and tenth grade examinations.

WITHDRAWING FROM BAND OR CHOIR

Students will be allowed to withdraw from band or choir **only during the first two weeks of the first trimester or the first week of the second and third trimester**. No other time during the school year will students be allowed to withdraw from band or choir.

A student's request to withdraw from band or choir must be made in writing from a parent or legal guardian. **Students who drop band or choir will be assigned a study hall.**

Administrator discretion will apply to unique circumstances.

Red Hawk Expectations

At MMS, we have established clear expectations for students and taken active steps in teaching, modeling and reinforcing those behaviors school wide. As a school, we have a set of non-negotiable rules that apply to all areas of the building which include:

Non-Negotiable Expectations for Red Hawks	Why?
<ul style="list-style-type: none"> ● No Cell Phones: Phones are off and away. No cell bell-to-bell no matter where you are! ● Earbuds Away: Earbuds are out of ears and put away unless given permission by teacher ● Apples Up: iPads should be covered or laying Apples up at all times until your teacher has directed you to use your iPad at that time ● Respectful Language Only: Swearing and inappropriate language or noises of any kind is prohibited at MMS (this includes bullying, harassment, and racial comments) ● Safe Behavior: Keep hands and feet to yourself, maintain personal boundaries. Walk, don't run! Report unsafe behaviors. If you see something, say something. ● Recording videos or taking photos without permission is not permitted. 	<p>Your main priority at school is to learn. We want to create a safe and inclusive environment that teaches you how to limit distractions so that you are able to be successful.</p> <p style="font-size: small;">Wis. Stat. Ann. § 968.31: Recording a conversation in violation of Wisconsin law is considered a felony.</p>

In addition, [here are the expectations for specific areas](#) of the school building that students will be taught and expected to uphold.

AFTER SCHOOL

Unless under the direct supervision of an advisor, coach or teacher, students are expected to leave the building within 10 minutes of dismissal time. Stay off campus once you leave. Do not loiter on other school grounds after our day is done. Students are **not** to go to Northside Intermediate to catch a later bus after school or activities.

Backpack Policy

Students will **not** be allowed to carry backpacks, purses, or other bags between classes.

- Students will be expected to use their lockers.
- Backpacks and coats will be expected to be kept in their lockers during the school day.

Cell Phone Policy

In an effort to promote appropriate usage of technology, students will be allowed to use their cell phones and other personal electronic devices during non-instructional times (lunch time). Use of such items during instructional time is not allowed. Building administration will enforce the classroom expectations posted and/or distributed by the classroom teacher or staff member.

A 1st offense cell phone violation will result in a warning. A 2nd offense will result in the student picking up that phone at the end of the school day in the office. A 3rd offense will lead to the parent / guardian being notified and picking up the cell phone for his or her student in the office.

In addition, students are not allowed to take photos or videos without permission of the adult or student being filmed. Please reference Personal Communication Devices ([5136](#))

Please see the [SDM 1:1 AUP Handbook 23-24](#) for more information on acceptable use of technology.

Laser Pointers

Laser pointers can be dangerous and are strictly prohibited. Prohibited items will be confiscated for the remainder of the day. Parents may be asked to pick up items confiscated more than once.

STUDENT TELEPHONE IN OFFICE

The office provides students with a phone to use to call home. Please communicate with your child during the school day through our school office.

Bus Transportation to School

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the Go Riteway at (608) 868-4705.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves. (Board Policy [8600](#))

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

Driving a school bus is a very difficult and challenging job. The behavior of students on school buses is a constant concern. Responsibility for safe transportation demands cooperation from parents and school personnel, as well as from the bus driver and the student rider.

School bus transportation is a "PRIVILEGE" 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 load and could result in injury to others. Students will be able to choose seats at the beginning of the year in grade level sections, after that students are expected to sit in those assigned seats.

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 bus, thereby allowing the driver to focus on the driving of the bus, providing for safer transportation for our students. A sign will be placed at the front of each 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.

Penalties for Infractions

- 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 suspension from riding the bus.
- 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.

CLOSED CAMPUS

Students are expected to be engaged in school-related or sponsored activities during the time designated by the Board as the school day. Students are not permitted to leave the school or engage in non-school-related activities during the school day - 7:30a.m. - 2:50 p.m., without the permission of the building administrator. Permission to be gone for legitimate reasons should be received **prior** to the student's absence.

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.

STUDENT VISITORS

Student visitors will not be allowed at Milton Middle School. In addition, student visitors will not be allowed at any school dance or recreation nights.

STUDENT DRESS/DRESS CODE ([po5511](#))

A student's appearance is primarily a parental responsibility, which should reflect concern for health and safety of the student and others, and to school property. School administration shall prohibit dress that

- presents a hazard to the health and safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others.
- interferes with school work, creates disorder, or disrupts the educational program, including dress that promotes or depicts illegal activity.
- causes excessive wear or damage to school property.
- is unsuitable for school wear
- causes a disruption or disturbance to the learning environment as defined by the school administration

Specific apparel is not allowed in school such as: strapless tops, very short skirts/shorts, fishnet clothing; clothing with offensive language or pictures; shoes or boots that mark the floors; clothing that shows undergarments; clothing that is low-cut or does not completely cover the midsection; any apparel with spikes or hobnails; cleats; or protruding wallet chains. Also any item that promotes, advertises, or depicts drug, alcohol or tobacco, or any article of clothing that mimics the logos of such items is not permitted.

Students who violate this policy will be given an opportunity to correct the situation by changing, turning a shirt inside-out, covering up, or being sent home to change. Students refusing to follow this policy may face suspension from school. The suspension could be in-school and/or out-of-school. Students who repeatedly violate this policy will be required to attend a parent conference with counselor(s) attending and may face suspension and/or expulsion from school.

Expressive Dress and Protected Speech

Prior to taking action to enforce dress code requirements, administration will determine whether the items constitute protected student speech. Expressive dress may not be protected speech if it involves obscenity or language depictions intended to incite violence or foment hatred of others.

Dress that is speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

Please see Board Policy ([po5511](#)) for more information regarding student dress and protected speech.

School Lockers

Students have the use of lockers during the school year only. Lockers must be emptied at the end of the school year. The school's lockers are made available and are assigned to students for use as a storage area for books and clothing only. Lockers remain the property of the school. The school, therefore, reserves the right to periodically inspect the contents of any locker when there are reasonable grounds to suspect that the locker is being used improperly. Please keep your locker neat, clean, and in good condition. Nothing is permitted on the outside of your locker.

Students should **NEVER** tell the combination of their lockers to another student. No student should open or attempt to open any locker which is not their own. Students are not to move into another locker other than that assigned to them unless the office moves them. Money and/or valuable materials should not be kept in lockers or brought to school. The school is not responsible for lost or stolen items.

Locks should never be left "set" so that they open without using the combination.

DANCES/ REC NIGHTS

There are four dances and four rec nights held during each school year. Dance and rec night attendance will be restricted to students of Milton Middle School. **Friends not attending MMS will not be permitted under any circumstances.** If students bring friends from outside our school, they will be sent home. Students should follow the school dress code for all dances and rec nights; there are no formal dances at the middle school. Students who behave inappropriately will be sent home. Students who are absent from school on the day of a dance without an excuse as well as students who are suspended will not be allowed to attend.

Students will be admitted to dances and rec nights at the time the event starts and not allowed to leave until the time the event ends, unless the parent or guardian pre-arranges a plan with an administrator or comes to the door to discuss leaving early with an administrator. Parents/guardians are expected to pick students up when the event ends, as supervision is scheduled according to the event time frame.

SKATEBOARDS

We realize that skateboards can be a mode of transportation to school. Skateboards are never to be ridden recreationally on our grounds. This is not a skateboard park, and we do not provide supervision for this activity. Skateboards are strictly prohibited in any part of our building with the exception of storage in the main office.

FUNDRAISING

No selling, soliciting, or money exchange is allowed without administrative approval.

POSTERS HUNG AT MMS

All posters must have principal approval prior to displaying them in our school.

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 not all-inclusive, but represent some common illnesses.

Fever

Students should not come to school or will be sent home if their temperature is 100°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 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 the 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 1MMR 1Var
Grades K through 6	4 DTP/DTaP/DT/Td 4 Polio 3 HepB 2MMR 2Var
Grades 7 through 12	4 DTP/DTaP/DT/Td 1Tdap 4 Polio 3 HepB 2MMR 2Var

1. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 6, which would normally correspond to the individual's age. 2. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 1
2. Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: A dose four days or less before the 4th birthday is also acceptable.
3. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
4. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
5. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
6. Laboratory evidence of immunity to hepatitis B is also acceptable.
7. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: A dose four days or less before the 1st birthday is also acceptable.
8. Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A parent or guardian may indicate that their student has had chickenpox on the Student Immunization Record form (F-04020L).

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 or email below:

Melissa Forrett, BSN, RN - Elementary and Northside Intermediate Schools

forrettm@milton.k12.wi.us

(608)868-9230 ext 8111

Shelly Tofte, BSN, RN - Middle and High Schools

toftes@milton.k12.wi.us

(608)868-8571

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 are 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 and on the district website. 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 unopened container with the student's name, amount, time, and reason to be given.

Student Conduct

Student Misconduct:

- A. After determining the facts of each situation, and considering the discretionary disciplinary criteria, the Administrator will exercise discretion and determine appropriate discipline for the student. In those situations where bodily injury or property damage has occurred, or the learning environment has been severely disrupted, the administrator may elect to impose a disciplinary consequence that is more severe.
- B. Disciplinary Options Available:

The following list includes disciplinary options an administrator may take in dealing with any given situation:

- 1. Removal from the classroom environment
 - 2. Conference and problem solving with student
 - 3. Parent/guardian contact
 - 4. Conference with student and teacher
 - 5. Conference with parent or guardian, teacher, administrator and student
 - 6. Recess, lunch and after school detention
 - 7. In-school suspension or alternative learning center
 - 8. Out of school suspension
 - 9. Referral to student services
 - 10. Referral to appropriate law enforcement agency
 - 11. Financial restitution
 - 12. Pre-expulsion or expulsion
- C. Discretionary Disciplinary Criteria – For those situations involving student misconduct the Administrator will determine the appropriate disciplinary consequence. The Administrator will take into account, at a minimum, the following factors when deciding upon what form and amount of discipline is appropriate:
 - A. The emotional and mental developmental level and maturity of the student,
 - B. The severity of the misconduct involved (was anyone physically injured or emotionally harmed),
 - C. Whether the learning environment was disrupted,
 - D. Whether property was damaged, destroyed, defaced or lost,
 - E. Whether safety of students or staff was jeopardized,
 - F. Whether the student had previously committed the same violation of the Code of Conduct,
 - G. Whether the student had previously committed violations of a similar nature (disruption of learning environment, violent aggression against others) of the Code of Conduct.
 - H. The discipline imposed upon other students for the same violation(s).

Student Removal from Class:

A student may be removed from class for the following reasons:

- a) Dangerous, disruptive or unruly behavior or behavior that significantly interferes with the ability of the teacher to teach effectively and other students ability to learn. Examples of this type of behavior include, but are not limited to, the following: behavior that significantly interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment, willful damage to school property, possession of any item prohibited by school rules .

Any student may be temporarily removed from class under the School District of Milton's Code of Conduct providing it is for nondiscriminatory reasons. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by

state and federal laws and regulations, or as outlined in a student's Individualized Education Plan, Section 504 plan, or other binding modification agreement.

Student Removal and Placement Procedures:

When the teacher deems removal of the student from class appropriate, the teacher will take one of the following courses of action: a) instruct the student to report to the office for the period of removal. In such a case, the teacher will notify the office; or b) seek assistance from the main office or other available staff. When the assistance arrives, the teacher or the other adult will accompany the student to the main office.

Notification Procedures for Student Removal from Class:

As soon as practical, the teacher, and/or the building administrator/designee will contact the student's parents/guardians noting their removal from class. This contact may be made by telephone or email. This notification will include the reasons for removal, and the placement decision involving the student, and will be given as soon as practical within the day of the student's removal from a class.

Academic Honesty

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will have the responsibility for monitoring the above actions.

It is the responsibility of all faculty to monitor students' work to avoid any academic dishonesty and to administer consequences for such dishonesty. Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequence resulting from violations of this policy should be addressed to building administrators.

Dangerous Materials

Possession of weapons and possession or use of explosives, including firecrackers, pepper spray and smoke bombs are forbidden in the school building, on school grounds, or at school functions. Violators will be referred to the police.

Weapons (po5772)

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 a dangerous weapon as a gun, knife, razor, karate stick, pepper spray, nunchucks, 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.

Use of Tobacco/Nicotine Prohibited (po5512)

Smoking, chewing, and/or the possession of tobacco products in the school building or on school grounds are not permitted. Possession or use of any electronic cigarette or other inhaled vapor device or supplies related to such a device is prohibited. The rules related to smoking, chewing, or possessing tobacco products apply to any school-sponsored activity, whether on or off campus. School disciplinary action will be given. Students will also be referred to the school resource officer.

Controlled Substances

Any student, regardless of age, who shows evidence of having consumed or having possession of a controlled substance or alcoholic beverage, will not be allowed to attend or participate in any school activity.

The purposeful possession of look-alike drugs, baggies, or even the clandestine discussion of drugs is prohibited.

Student Alcohol and Other Drug Policy

Philosophy:

The School District of Milton recognizes that the use of alcohol and other drugs, and the problems associated with it, are becoming increasingly commonplace in our society. The school district recognizes that in many instances a person's misuse or abuse of alcohol and other drugs can lead to the illnesses of alcoholism and other chemical dependencies. However, if the use is identified early and treated appropriately, the treatment is usually more successful.

The School District of Milton also recognizes that the misuse or abuse of alcohol and other drugs often precedes more severe dependencies. At some point an individual's use of alcohol and other drugs may be deemed destructive to him/herself or others, causing problems in their daily lives. Where the capacity to make responsible decisions regarding alcohol and other drug use has been reduced or compromised, prompt and appropriate attention can help the vast majority of individuals involved.

The School District of Milton regards alcohol and other drug abuse, addiction, or dependence as it does any other behavioral/medical problems. Our primary purpose is to be helpful in dealing with these problems. The School District of Milton believes that along with parents/guardians and other segments of the community, the school has a role to play in helping students to make responsible decisions about the use of alcohol and other drugs. The School District of Milton wishes to cooperate with all segments of the community in making the means of assistance available to those individuals who do develop alcohol and other drug-related disabilities.

In addition, the School District of Milton recognizes the importance of providing a school environment that will strongly discourage student involvement or potential involvement in alcohol and other drug abuse activities. While the emphasis of the Board of Education philosophy on student alcohol and other drug abuse is based on a caring and helping attitude, there is further recognition that the illegal or inappropriate use of alcohol, narcotic drugs, depressants and other controlled substances constitutes a hazard to the positive development of students. Therefore, strong punitive measures will be taken against students who are involved in such activities and who refuse to accept appropriate help.

The School District of Milton also recognizes that students cannot be helped with the problems of misuse or abuse of alcohol and other drugs without recognition and detection of the problems in the student. These policies require use of detection devices which aid in a positive identification of the alcohol or other drug abuse, addiction or dependence. The purpose of such positive identification is to channel students into assessment programs where education, and treatment can be provided. An additional purpose of the identification program is to educate non-dependent users on the hazards of alcohol and other drug use, as misuse of alcohol and other drugs often precedes more severe tendencies.

The Policy:

The School District of Milton recognizes that students often need education and assistance because they require support in their own decisions not to use or abuse alcohol and/or other drugs. Since chemical dependency is frequently preceded by the abuse of alcohol and other drugs, the school system wishes to identify students with chemical dependency problems or potential chemical dependency problems and provide education and assistance to any student displaying the signs of such harmful involvement.

The School District of Milton recognizes chemical use may evolve into chemical dependency, which is a serious illness. This problem can be successfully treated if identified early, if there is an appropriate referral to community agencies, and if adequate support is afforded to those who are in the process of recovery. Thus, the School District of Milton has established a program to provide education, assistance, and support for students affected by chemical dependency or other alcohol and/or drug abuse-related problems, along with the following student alcohol-or-other-drug-abuse policy guidelines:

- **Involvement:** The use or possession of illegal drugs or alcoholic beverages and/or drug paraphernalia in or on school property, or at school events is prohibited. Attendance at school or school events while under the influence of intoxicants or drugs is also prohibited. Students will be subject to suspension.
- **Possession or Sale:** Students will be subject to immediate suspension or expulsion for the *possession or sale* of illegal drugs and alcoholic beverages and/or drug paraphernalia, but the suspension or expulsion allows for hearing and review in the same manner as suspension or expulsion for any other reason. Discipline will be imposed independently of court action.
- **Use:** The use and misuse of alcohol and other drugs is also prohibited. The thrust of the school district's activities with respect to this problem will be an attempt to identify people using alcohol or other drugs and those under the influence of alcohol or other drugs in or on school property or at school events. Persons suspected of alcohol or other drug use or of being under the influence of alcohol or other drugs at school will be referred to the building principal/designee. Students will be tested either via breathalyzer or drug testing.

If a student refuses, they will be deemed under the influence and subject to all disciplinary actions.

- **Urinalysis:** In the event the testing of the student's urine sample is negative for alcohol or other mood-altering chemicals, no further action will be taken by the school authorities. Any student identified and referred for possible alcohol or other drug use who denies involvement and refuses to submit to urine sample testing will be suspended by the building principal and the parents/guardians will be notified of the suspension.
- **Prescription Medication:** Prescription medications are exceptions to this policy when used by the individual for whom they were prescribed, and in the manner and amount prescribed. Policy covering such medications is found on page 27.
- **Enforcement:** A student is required to obey the same laws on school grounds and off. School authorities have the same responsibility as every other citizen to report violations of the law. The final disposition of any problem, however, will be determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
- **Discipline:** Discipline will be imposed independent of court action. Students will be subject to immediate suspension or expulsion for possession or use of illegal drugs and alcoholic beverages and/or drug paraphernalia, but the suspension or expulsion allows for hearing and review in the same manner as suspension or expulsion for any other reason. Disciplinary actions are progressive in nature for each Alcohol and other drug offense.
 - 1st offense: Suspension, parent contact, referral to law enforcement, AODA screening, education component, re-entry meeting with parent/guardian, and adhere to AODA assessment recommendations provided by a licensed assessor (if necessary).
 - 2nd offense: Suspension, parent contact, referral to law enforcement, screening, education component, re-entry meeting with parent/guardian, develop written safety plan, adhere to AODA assessment recommendations provided by licensed provider (if necessary).
 - 3rd offense: Suspension or Expulsion dependent on the nature of the offense, parent contact, referral to law enforcement, adhere to AODA assessment recommendations provided by licensed provider (if necessary).
- **Police Involvement:** If the situation warrants it, the principal should communicate all available information promptly to the police and offer full cooperation of the administration and faculty in a police investigation.

Student Assistance Programs

In keeping with its concern for the safety and well-being of both students and staff and for maintaining a school environment that is conducive to learning, the Board of Education has adopted policies related to student conduct in the school setting and has authorized disciplinary measures for the violation of these policies.

The Board seeks to maintain a balance between maintaining a proper educational environment and a compassion for students who suffer from or are victims of intemperate, immoral, or illegal behavior. Educational programs have been established to promote healthy living. Discipline shall be maintained to protect students and staff from actions that disrupt teaching and learning. However, the Board recognizes that students may experience difficulties that educational programs and sound discipline may not prevent, and that other forms of assistance need to be available through the school.

The District Administrator is authorized to establish one (1) or more assistance programs for students which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations which impact on students' emotional, mental, or social well-being and affect their ability to benefit from the District's educational program.

Students with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants.

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Students with Limited English Language Proficiency

The District recognizes that there may be students enrolled whose primary language is not English. The District provides appropriate identification and transition services for students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum. (Board Policy 2260.02)

SCHOOL RESOURCE OFFICER PROGRAM

To promote a safe, secure, and supportive school environment, the Board believes it appropriate for the District to have a collaborative relationship with the law enforcement agency(ies) with jurisdiction in the District through a School Resource Officer (SRO) Program.

The SRO Program shall provide appropriate and relevant information, instruction, and resource services to students, teachers, and parents. These services, and the District's and the law enforcement agency's(ies)' duties and obligations regarding the SRO Program, shall be set forth in an agreement between the District and the law enforcement agency(ies), including:

- A. placement of a designated School Resource Officer in specific schools on specific days and times;
- B. development of positive law enforcement officer/student relationships;
- C. investigation and interviewing of students of alleged violations of law, consistent with the authority and duties of law enforcement officers, that involve student or staff conduct on or off of school property;
- D. educational presentations/discussions;
- E. preventative and/or informational discussions with students/parents;
- F. patrol and supervision of various school functions;
- G. creation and implementation of crime prevention and safety programs;
- H. performance of duties of regular patrol officers that pertain to school resource matters; and
- I. a requirement of the law enforcement agency(ies) to provide the District Administrator with an annual report regarding the SRO Program.

The building principal(s) shall serve as the designated liaisons between the District and the law enforcement agency(ies) and shall oversee the SRO Program as it pertains to the specific building(s). The District and the law enforcement agency(ies) shall collaborate in determining various responsibilities and requirements under the SRO Program, including programming services and development of the school safety plan (See Policy 8420 - Emergency Preparedness). Any services or activities provided or performed by the law enforcement agency(ies) via the SRO Program shall not serve as a substitute for any responsibilities assigned to District personnel.

Sharing of confidential information and/or student record information with the law enforcement agency(ies) by the District shall fully comply with all relevant statutory provisions and District policies. Use of any devices by any member of the law enforcement agency(ies) to gather or store information in the course of an investigation (e.g. body camera footage) shall be done in full compliance with all law enforcement agency(ies) policies, as well as State and Federal law regarding the use of any such devices.

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Student Search and Seizure

School authorities have an interest in the preservation of property, health and safety of others,

and in the maintenance of order for all those in the schools of the district.

Rationale

In order to maintain order and discipline in the schools and to protect the safety and welfare of students and school district personnel, school authorities may search a student or student's lockers under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. For purposes of this policy, "school authorities" shall be defined as building administrators or their designees.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as "unauthorized" in school rules available beforehand to the student.

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 (Wisconsin Statute 118.325). School [Board Policy 5771](#) 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.

Search of Students

If the school authority has reasonable suspicion to believe that the student is violating either the law or rules of the school and that a search will turn up evidence of such a violation, a more comprehensive search of the student's person may be conducted. Such a search may be conducted in private by a school authority of the same sex with an adult witness of the same sex unless the health or safety of the students will be endangered by the delay that might be caused by the following of these procedures. This section does not authorize a strip search of any pupil prohibited by Wis. Stat. 948.50.

Cooperation with Law Enforcement Agencies

If law enforcement personnel seek permission from school authorities to search a student or the student's property, or locker to obtain evidence related to criminal activities, the school officials shall require the police to obtain a valid search warrant unless: (1) there is uncoerced consent by the person whose interests are involved; (2) there is probable cause and circumstances are such that taking the time to obtain a warrant would frustrate the purpose of the search; or (3) a valid arrest has been made and the search is incident to the arrest. School officials shall make a good faith effort to notify parents/guardians when a request is made to search a student or the student's property or locker.

Treatment of School Property

Vandalism, such as intentionally defacing school personal property, as well as theft of school or personal property will not be tolerated. Anyone willfully damaging or destroying school property through arson, vandalism, or larceny, or creating a hazard to the safety of others may be suspended, face possible expulsion, and/or be referred to the proper law-enforcement agency. Students should not mark school furniture, equipment, walls, ceilings, or floors with pens, pencils, paints, or other marking devices.

Tampering with fire alarms and extinguishers is a violation of state law.

All textbooks, library books, and equipment remain the property of the school district. Students must pay for lost books or equipment and/or pay for damages to these materials. Students are responsible for "stolen" books and equipment.

Food Program

Beverage Consumption

Students are welcome to bring water with them throughout the school day. Please refrain from storing open beverages in student lockers. Other beverages are welcomed to be consumed over the lunch hour. Please refrain from drinking beverages other than water in class.

Nutrition Team Information

Breakfast and lunch is offered to all students in the School District of Milton. Menus are posted on the School District website at www.milton.k12.wi.us/district. To access menus on-line, click on the Nutrition tab on the left-hand column of the homepage and select the school your student attends for grade-level specific menus. We provide access to a wide variety of offerings through our breakfast and lunch menus at all grade levels.

The district food service program is operated under current National School Lunch Program (NSLP) guidelines, as regulated by the United States Department of Agriculture (USDA) and the Wisconsin Department of Public Instruction (DPI). Families are encouraged to apply for free or reduced-price meals annually. Applications are approved according to federal income guidelines. Applications are available on the district website under the Nutrition tab and clicking on the forms tab or one may be picked up at the school office. Families can also fill out an application through their skyward family access. If filling out an application please also fill out and send in the Fee assistance form. This form will waive the fees you check if you qualify for free or reduced meals.

Every student will be encouraged to take a minimum of a ½ cup serving of fruit and/or vegetable as one of the minimum three of five meal components offered. School nutrition programs will also be required to adhere to specific minimum and maximum calorie ranges based on student grade levels.

Family Meal Accounts

A single meal account is provided to all families in the School District of Milton. Families must pre-pay into their family meal account prior to purchasing meals. When a meal is purchased, the amount is subtracted from the family meal account balance. Payments to your family meal account may be made with one check. Please provide your student's full name (first and last) in the memo area on the check to avoid data entry errors and/or delays in applying payments. Payments may be mailed to the High School Nutrition Team Office at 114 W. High Street, Milton, WI 53563, or may be sent to school with your student.

For your convenience, we also offer the option of making a secure on-line payment through Skyward Family Access, using a third-party vendor, RevTrak. A small convenience fee is charged for each on-line credit card transaction. Families can make pre-payments to their meal account during Online Registration in August or at any time prior to or during the school year.

Parents may track student purchases and account payments through Skyward Family Access. The District uses an automated reminder phone call system to provide you with balance information on your family meal account. You will be alerted when your family meal account balance falls below \$10.00. Parents may also subscribe to low balance email notifications via Skyward Family Access. It is the responsibility of the parent or guardian to make timely deposits to the family meal account.

Food Service Unpaid Meals Administrative Guideline

Negative Meal Account Balances

1. Families will be permitted to charge no more than \$30.00 on the family meal account. Purchases shall be limited to one (1) Type A/Reimbursable meal per student per day. No a la carte charges will be permitted.
2. No charges will be permitted for adults or students not currently enrolled in the School District of Milton.
3. The Nutrition Team cashiers will verbally alert students in grades 7-12 at the register any time an account balance is below \$10.00. Daily automated calls will be made to all family meal accounts under \$10.00. Parent(s)/Guardian(s) of elementary students will receive a written reminder that will be sent home with the student when the balance goes negative.
4. Parents/Guardians will be notified when a family meal account balance reaches negative \$15.00 (See Exhibit A).

5. When a family meal account balance reaches negative \$15.00, the Nutrition Team Director or designee will contact the parent(s)/guardian(s) directly. A list of all family accounts reaching negative \$15.00 will be provided to the corresponding building principal.
6. Certified mail may be sent to parent(s)/guardian(s) of families with a meal account balance of negative \$20.00 or more (See Exhibit B). This letter will be sent as a follow-up to the phone call or as deemed appropriate by the Nutrition Team Director and/or designee.
7. When a family meal account balance reaches negative \$30.00, the Nutrition Team Director or designee will call the parent(s)/guardian(s) directly and give notice of suspension of meals provided by the District.
8. If after a family meal account is suspended, a student continues to come to school without a lunch from home, the school principal and/or social worker will assist in contacting the family and finding a resolution.
9. Negative account balances must be paid in full prior to the end of the current school year. Negative account balances may not be carried over from one school year to the next. All remaining positive balances, however, will be carried forward to the new school year.
10. **This institution is an equal opportunity provider.**

A La Carte Block

Students in grades 7-12 will have the option to purchase a la carte offerings at an additional cost if funds are available in the family meal account. Parents wishing to restrict access to a la carte items must complete an a la carte block form. This form is available on the District website or by contacting the Nutrition Team Office at (608) 868-9580. Student a la carte access will be denied if the family meal account has no available funds.

2023-2024 MEAL PRICES

Breakfast	Lunch
\$0.00-Free and Reduced Students	Free-Free Students
\$1.80- All Other Students	\$0.00- Reduced Cost
	\$3.40- Middle School
	\$4.85 Adult Lunch

MILK PURCHASES

A ½ pint of milk is available for purchase for students choosing to bring a lunch from home or for students wishing for additional milk to enhance their breakfast or lunch meal purchase. The charge for ½ pint milk is \$.50 and may be charged to the family meal account (provided funds are available) or paid by cash.

If you have questions, please call the Nutrition Team Office at (608) 868-9580 or e-mail gosdeckm@milton.k12.wi.us

Emergencies & Weather-Related Situations

Crisis Drills

Consistent with school district and state policies and procedures, we hold drills throughout the year in our building. The following is a list of each of the drills that we will be asking your children to practice in order to ensure their safety:

- Fire
- Tornado
- Non-Emergency Lockdown
- Emergency Lockdown
- ALICE Drills

Fire drills will be held monthly at various times during the school day to practice orderly and quiet evacuation from the building. Staff will review evacuation routes with each class to ensure students know where to go.

Tornado drills will be held in the fall and the spring to practice orderly and quiet movement to the assigned emergency locations. No student is allowed to leave the school grounds unless his/her parent or guardian physically appears in the building to escort the child home. When such conditions indicate that a school is in imminent danger, we will protect our employees by requiring that they 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.

Non-Emergency Lockdowns will be held twice a year to practice orderly and quiet movement to the assigned emergency locations.

Emergency Lockdowns will be held once a year to practice orderly and quiet movement to the assigned emergency locations.

Emergency Closings/Delayed Openings

The School District of Milton takes the decision to close school due to inclement weather conditions very seriously. Many individuals, agencies, and factors are involved in the decision-making process. The most important consideration in the decision is the safety of our students.

To ensure that you are informed of school closings or delays, it is important that we have accurate contact information in the Skyward Family Access system. Families should be sure to check their contact information in the Skyward system. The Skyward login can be found at https://www.milton.k12.wi.us/families/Family_Access.cfm

EMERGENCY CLOSINGS/DELAYED OPENINGS

Notification Procedures

In case of inclement weather, the School District of Milton will announce school closings as soon as possible. We will notify parents by an email in Family Access, as well as an automated phone call and text alert. School closings will also be available on our website at www.milton.k12.wi.us, our [Facebook page](#) and [Twitter account](#).

Radio/TV Stations

In case of inclement weather or an emergency, the School District of Milton will announce school closings, late start times, and early release times on the following radio and TV stations:

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

In addition, if it becomes necessary to dismiss school before the regular closing time, an announcement will be made first through automated phone call and text alert. It will also be shared through Family Access email, on our District website, and through our District social media listed above.

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 the 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. Please be sure to add the district's auto-dial line to your contacts list to prevent these important phone calls from being filtered as potential spam. The contact number is 608-868-9377.

Extreme Cold/Hazardous Travel Conditions

We monitor the weather conditions and remain informed about weather forecasts, receiving information from both national and local weather services.

Our general practice is to close schools if the National Weather Service issues a *Wind Chill Warning* (when sustained wind chills below -35 degrees are expected) during school hours and/or when significant snowfall and/or ice accumulation or other precipitation that presents hazardous travel conditions exists.

While our district staff has the responsibility to close school due to weather, no decision of ours overrides your judgment as a parent or guardian. If you believe travel is unsafe for your student(s), we defer to you to make the best decision for your family based on the circumstances presented. Please note that weather-related absences will be coded as 'parent excused' and will still count toward your student's attendance for the semester.

In the end, rest assured that the ability to safely transport all of our students to and from school is the primary determinant for closing school. That decision is made with input from many professionals who are committed to the safety of our students - a responsibility that is not taken lightly.

Notification Procedures

In case of inclement weather, the School District of Milton will announce school closings as soon as possible. We will notify parents by an automated phone call and text alert. Announcements will be made on the local TV and radio stations listed below. School closings will also be available on our website at www.milton.k12.wi.us, our [Facebook page](#) and [Twitter account](#).

Radio/TV Stations

In case of inclement weather or an emergency, the School District of Milton will announce school closings, late start times, and early release times on the following radio and TV stations:

WISC Channel 3	WCLO 1230 AM	WJVL 99.9 FM
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WKOW Channel 27	WSLD 104.5 FM	WFAW 940 AM

Activities

Please note that when Milton schools are closed for the day due to inclement weather, it also means that all activities scheduled in school buildings for that day/evening are canceled. This includes MECAS, all 4K classes, and all before or after school programs as well as any community programming scheduled to take place in our buildings that day/evening. On very rare occasions where the conditions have cleared later in the day, evening events may take place at the discretion of the District Administrator.

Virtual Learning on Days with Weather Cancellation

All school districts in Wisconsin have a required number of instructional minutes to meet annually. For this current school year, some of these instructional minutes are met onsite, while others are met virtually. With our current instructional calendar, we have less than two full days of instructional time beyond the required number of minutes. **For this reason, we are planning that the first day with weather cancellations would result in no instruction taking place that day.** If there is more than one day with a weather cancellation this year, we would either need to make up the missed instructional time at a later date or have virtual instruction take place on the canceled day. On any day with a weather cancellation, instructions will be available on our website regarding instruction for that day.

For any weather cancellation, including while one or all of our schools are being held virtually, no onsite instruction will take place, no school

buses will run, and no school meals will be served or delivered.

Activities, Clubs, and Athletics

The School District of Milton is committed to providing all students with opportunities beyond the classroom.

Organizations and Clubs

All students will be offered an opportunity to participate in clubs, organizations, and activities. Student participation will be based on the student's interest and that will be discussed with the student's advisor. The intent of these organizations is to expand and enrich the student's experiences in their selected activity. Please see the list of the various clubs, organizations, and activities offered at Milton Middle School:

[Extra Curricular Activities and Athletics at MMS 2022-2023](#)

ATHLETICS

Seventh and eighth grade boys and girls will be offered the opportunity to participate in the athletic program. We are in the Rock River Conference. Information regarding the various activities, insurance, physicals, insurance waiver forms, can be found online at the MMS school Athletics website: <https://www.milton.k12.wi.us/schools/middle/athletics.cfm> or picked up in the school office. Fall sports are: Girl's volleyball, boys and girls tennis, boys and girls cross country will begin the first week of school followed by boys basketball, boys wrestling, girls basketball, and boys and girls track. A \$50.00 athletic fee is required for participation in each sport. Preferred payment for the sports fee is online via skyward or if writing a check payable to School District of Milton. **NO FEES WILL BE REFUNDED AFTER THE FIRST DAY OF PRACTICE. On the day of an event, students must be in attendance before the end of first period class or have a medical excuse to participate.**

ATHLETIC PERMIT CARDS

Athletic permit cards must be signed and downloaded on the students athletic profile prior to participation, this is done through our online athletic registration site and can be found at the middle school athletics site. Every time you want to participate in a sport you must register online. Sports physicals are good for two school years. Any physical taken after April 1st of a calendar year will be good for the next two school years. For example:

- Before April 1, 2022 - Need physical
- After April 1, 2022 - March 31, 2023 - Good for one more year*
- April 1, 2023 - current date - Good for two years

In addition, the Rules of Participation sheet is to be signed by parent/guardian and student signed online prior to participation.

TRANSPORTATION TO AND FROM ATHLETIC AND ACTIVITY EVENTS

Students participating in athletic events or activities at away events are expected to ride the school transportation **to and from** the event.

Occasionally, students request alternative transportation. Only **ONE** acceptable alternative exists: The parent/guardian of the student **MUST** see the coach/advisor **FACE TO FACE** to request a change and provide a written request stating said request. The parent must transport the student and must make both written and oral requests to do so at the time of transport.

Annual Notices

(Click on the link for more information from District Policy)

Equal Education Opportunity/Anti-Harassment ([po2260](#) and [po5517](#))

It is the policy (Policy 2260) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact the Building Administration.

It is also the policy (Policy [5517](#)) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that Milton Middle School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer.

The complaint procedure is described in Board Policies [2260 and 5517](#). The policies are available in the School office and on the District's web page.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying, and not harassment under Policy 5517, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Milton Middle School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

Sexual Harassment (5517)

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- Rating a person's sexuality or attractiveness
- Spreading rumors about a person's sexuality;
- Letters, notes, telephone calls or materials of a sexual nature;
- Displaying pictures, calendars, cartoons or other materials with sexual content;
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact the building administration.

Bullying (5517)

Bullying refers to behavior that is intentional, may happen 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 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. A form will be given to the student reporting the situation, a counselor or administrator will review and follow up as necessary.

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 is/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 Policy 5517](#)

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.

Student Hazing (po5516)

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. [Policy 5516]

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.

Child Find

“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.

Three times a year the district conducts developmental screening of preschool children who show signs of delayed development. All areas of concern are screened. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believe 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 parent 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.

Homeless Children/Unaccompanied Youth (po5111.01)

The McKinney-Vento Act defines children and youth who are homeless (21 years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes 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 Julia Garczynski, Director of Student Services, (608) 868-9221 or garczynskij@milton.k12.wi.us. Also you may contact District Social Worker Verlene Orr at (608) 868-9561 or orr@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.
- 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.
- 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.

Title VI/IX Procedures

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 the following address: 448 E. High Street., Milton, Wisconsin 53563.

Title VI/IX Information Procedure

The person who believes he/she has a valid basis for complaint shall discuss the concern with the local Title VI/IX coordinator, who will, in turn, investigate the complaint and reply to the complainant in writing within 2 business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

- Step 1** A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Local Title VI/IX Coordinator within 5 business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within 5 business days by certified mail.
- Step 2** If the complainant wishes to appeal the decision of the local Title VI/IX Coordinator, he/she may submit a signed statement of appeal to the district administrator of schools within 5 business days after receipt of the local coordinator's response to the grievance. The district administrator shall meet with all parties involved, formulate a conclusion and respond in writing to the grievance within 10 business days by certified mail.
- Step 3** If the complainant remains dissatisfied, he/she may appeal through a signed, written statement to the board of education within 5 business days of her/his receipt of the superintendent's response in Step 2. In an attempt to resolve the grievance, the board of education shall meet with the concerned parties and their representatives with 15 days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent by the board secretary to each concerned party within 10 business days of this meeting by certified mail.
- Step 4** If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the State Superintendent of Public Instruction, 125 South Webster St., P.O. Box 7841, Madison, WI 53707

Section 504/ADA Complaint

Section 504 Complaint Procedure

The School District of Milton, in compliance with Section 504 of the Rehabilitation Act of 1973 regarding discrimination against the handicapped adopted by the Department of Health and Human Services, publishes the following complaint procedures.

A complaint is defined as an alleged action prohibited under the Act identified above, and a complainant is a student or employee who submits a complaint.

- Step 1** The complainant must submit to the Section 504 coordinator, a signed, written "Statement of Complaint." the "Statement of Complaint" shall name the complainant; shall state the facts giving rise to the complaint; shall identify all the provisions of the rules and regulations alleged to be violated; shall state the contention of the complainant with respect to those provisions; shall indicate the relief requested; and shall be signed by the complainant involved. The coordinator shall give the complainant an answer in writing no later than 5 business days after receipt of the written complaint.
- Step 2** If the complaint is not resolved in Step 1, it must be submitted within 5 business days to the superintendent or her/his deputy. The superintendent or her/his deputy and the complainant shall meet within a reasonable time, not to exceed 14 business days, in an attempt to resolve this matter.
- Step 3** If a satisfactory disposition of the complaint is not made as a result of the meeting provided in Step 2 above, either party shall have the right to file said complaint with the secretary of the board within 5 days of the meeting provided in Step 2. The Board shall have 30 days to render its decision, in writing, to the complainant. Any complaint submitted under this procedure shall be filed at Step 2 within 20 business days after the complainant became aware, or reasonably should have become aware, of the complaint. If the complaint is

not served within that time, the complaint will not be considered. Failure by the complainant to appeal the complaint from Step 1 to Step 2 within the time limit provided shall also bar the complaint.

Injury and Illness

All ill or injured students must report to the office.

- Any student who is ill will place a call to his/her parents, or in their absence, to another responsible family member or other **designated by parents** to be contacted for illness/emergencies. The name and phone number of this person should be indicated on your registration card. It is the parent's responsibility to notify the school of any changes on the card.
- The ill student will wait in the office for the arrival of his/her parent, etc., as listed above
- If the parents disapprove of the student going home because they feel the student is faking illness, the student must return to class. If a parent cannot be reached (including responsible others), the student must return to class. If it is the opinion of the principal/associate principal, etc., that the student is really ill, this information will be conveyed to parents and the student must be allowed to go home. In some cases, this may mean that the school will transport the student. If the student is really ill and the parents cannot be reached initially, the student will follow the procedure described above while the office tries every half hour to reach parents.

Fee and Schedule ([po6152](#)) and Returned Check Policy ([po6151](#))

Total School Instructional Fees for all MMS students: 65.00

Fees will be paid during online registration.

*** A sports fee of **\$50.00 per sport** will be assessed to each participant.

Any family who qualifies for free or reduced lunch status may request assistance with payment of school fees. If interested, please fill out this form. [Fee Assistance Form](#) Return this form to: Milton Nutrition Team, Attn: Michael Gosdeck 114 West High Street, Milton, WI 53563. A NEW WAIVER FORM IS REQUIRED EACH SCHOOL YEAR.

Returned Check Policy:

Anyone writing a check that is returned must pay the service charge assessed by the bank plus an additional \$20.00 to cover the bookkeeping costs. Schools will make initial contact by phone requesting payment of check plus costs. This payment will need to be made in cash or money order. If payment is not made within one week of phone call, a certified letter will be sent requesting payment and fees, again in cash or money order. If payment is still not made the School District will then proceed with processing a worthless check affidavit and a copy is sent to the Milton Police Department.

School fees that remain unpaid as a result of returned checks may impact the student's right to participate in various activities including, but not limited to, graduation ceremony, athletic passes, yearbook purchases, etc.

If a second return check is received, the district can require cash payment(s) for the remainder of the school year. Repeat offenders will be placed on a confidential list distributed to financial secretaries with instructions to accept no further personal checks from those named. The district does not accept post-dated checks.

Health Instruction/ Human Growth and Development ([po2414](#))

Human growth and development is part of health instruction at grades fourth through ninth grade. The instruction of students in human growth and development is a partnership between the family and the school. The school's role is to teach human growth and development, while the family's role is to share, explain, and infuse family values. The school's role is also to promote positive communication between student(s), parent(s)/guardian(s), and the school of the students learning about human and growth development.

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.

Religious Accommodations

The School District of Milton recognizes the different faiths and religions of its students and works to provide reasonable accommodations that come with sincerely held religious beliefs regarding examinations and other academic requirements. Parents/guardians are to contact the building principal to make any request.

Notice of Student Surveys (po2416)

Students from time to time will be asked to take various surveys, under the direction of [School Board Policy 2416](#). Parents who wish to view surveys or withhold their student from the survey must contact the building administrator.

Withdrawal from School (po5130)

High school graduation signifies minimum preparation for life. Every parent, teacher, counselor, and administrator should exert influence to keep students in school.

The instructional staff should help identify potential withdrawals and do everything possible to provide the necessary guidance to help students remain in school.

The student and counselor should meet for the purpose of discussing reasons for leaving school and future plans. Parents should be invited to attend the meeting. All pertinent information, unique to the situation, should be gathered and brought to the meeting. As a final effort, modified or alternative educational programs should be discussed. State statutes 118.15 (C.), 1, 2, 3, (d.), 1-6 and (e.) will be discussed and reviewed prior to any decision to Withdraw.

If the student and his/her parents remain intent on withdrawing from school, or if the student is transferring to another school, the following procedures are to be followed:

- a. parents/guardians should either sign a withdrawal form which can be obtained in the counseling office or they should send a written statement to the counseling office indicating their agreement to their son's/daughter's withdrawal.
- b. the student must have the withdrawal form signed by all of their teachers. He/She must turn in all textbooks, materials, and laptop and make sure all fees have been paid.
- c. After all obligations are met, the student should return the withdrawal form to the Counseling office for final clearance and approval. A copy of the withdrawal form, which includes withdrawal grades, will be given to the student to take to the new school at which they will be enrolling.

Due Process Rights

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as an opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as a result of suspension, the student's record shall be expunged.

Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent

to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

The District Administrator shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

Student Records [\(po8330\)](#)

Cumulative records are kept for each student enrolled in Milton Middle School. These records include achievement in classes, aptitude, discipline and attendance. The transcript is a record of courses, grades, and credits earned in high school. Employers and colleges use this information to evaluate achievement. By law, records cannot be released unless written permission is granted by the parent or legal guardian (unless the student is 18 years of age). Release-of-information forms are available in the counseling office. The transcript is kept on file in the counseling office for 75 years. Other records are maintained for one (1) year.

Release of Student Directory Data Information [\(po8330\)](#)

The school District of Milton, pursuant to the Family Education 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 Data Information as provided in said Act and Statute:

- Student's name; present address; telephone listing; date and place of birth; current grade; parent's names; dates and places of attendance; participation in officially recognized activities and sports; weights and heights of members of athletic teams; student's photograph; and 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 of completing the district's Request to Withhold Directory Data Information form obtained from the school offices of her/his 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 the annual publication of a Class I Notice regarding Directory Data Information. Any previous notices on file with the School District of Milton to withhold the disclosing of directory information are **VOID** with the publication of the annual notice. Requests to withhold Directory Data Information must be renewed annually. (*See sample*).

Student Records Request to Withhold Directory Data Information:

Indicate those items from which you wish to have your student's name withheld.

_____ who attends _____

(Student's Name)

(School)

____ Present Address

____ Date & Place of Birth

____ Parents' Name

____ Dates & Places of Attendance

____ Participation in Officially Recognized Activities and Sports

____ Weights and Heights of Members of Athletic Teams

____ The Most Recent Previous Educational Agency or Institution Attended by the Student

____ Telephone Listing

____ Current Grade

____ Student's Photograph

Video Surveillance [\(po7440.01\)](#)

The Board has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

[\(Board Policy 7440.01\)](#)

Student Immunization Law ([po5320](#)) - Age/Grade Requirements for 2023-2024

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/DT	3 Polio	3 HepB	1MMR	1Var	
Grades K through 6	4 DTP/DTaP/DT/Td	4 Polio	3 HepB	2MMR	2Var	
Grades 7 through 12	4 DTP/DTaP/DT/Td	1Tdap	4 Polio	3 HepB	2MMR	2Var

- Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 6, which would normally correspond to the individual's age. 2. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 1
- Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: A dose four days or less before the 4th birthday is also acceptable.
- DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
- Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
- Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
- Laboratory evidence of immunity to hepatitis B is also acceptable.
- MMR is the measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: A dose four days or less before the 1st birthday is also acceptable.
- Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A parent or guardian may indicate that their student has had chickenpox on the Student Immunization Record form (F-04020L).

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 or email below:

Melissa Forrett, BSN, RN - Elementary and Northside Intermediate Schools
forrettm@milton.k12.wi.us
 (608)868-9230 ext 8111

Shelly Tofte, BSN, RN - Middle and High Schools
toftes@milton.k12.wi.us
 (608)868-8571

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 are 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.

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.

Lost and Found Articles

Students should report the loss of any articles or money to the office as soon as possible. Anyone finding items of value should turn them into the office so that the rightful owners can claim them. All articles will be kept a reasonable length of time and then if unclaimed, they will be disposed of. Lost textbooks should be turned in to the main office and may be claimed by students upon proper identification.

Policy 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, the next step is to forward the concern to the principal by completing a district form. A committee will be convened to review the concern and make recommendations. The principal has the complete policy and further information on this process.

Non Discrimination and Investigation Procedure

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.

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

DISCRIMINATION COMPLAINT FORM(Submit 3 Copies)

Name _____ Date _____

Address _____
(Street)

(City) _____ (Zip) _____

Telephone _____
(Home) _____ (School or Work Location)

