

**4K–6 Student and Family Handbook**  
**School District of Milton**

**2023 – 2024**

**MILTON**



**ACHIEVEMENT • OPPORTUNITY  
COMMUNITY**

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## SCHOOL DISTRICT CALENDAR

[Click on the link to the District Website for the 23-24 Calendar](#)

August 29.....	First Day of School for Students
September 4.....	NO SCHOOL- Labor Day
October 2 .....	NO SCHOOL- Professional Development Day/Virtual Learning Day
October 25 .....	Grades 4k-6 Parent/Teacher Conferences 4-8 p.m.
October 26.....	NO SCHOOL for 4K ( <b>K-12 in session</b> ); 4K-6 Parent/Teacher Conferences 4 to 8 p.m.
October 27 .....	NO SCHOOL
November 6.....	NO SCHOOL – Professional Development Day/Virtual Learning Day
November 20-24.....	Thanksgiving Break – NO SCHOOL
December 4.....	NO SCHOOL – Professional Development Day/Virtual Learning Day
December 22-January 1.....	Winter Break – NO SCHOOL
January 2.....	School Resumes
January 15 .....	NO SCHOOL
February 5 .....	NO SCHOOL- Professional Development Day/Virtual Learning Day
February 28 .....	Grades 4k-6 Parent/Teacher Conferences 4-8 p.m.
February 29.....	NO SCHOOL for 4K ( <b>K-12 in session</b> ); Grades 4k-6 Parent/Teacher Conferences 4-8 p.m.
March 1.....	NO SCHOOL
March 25-29.....	Spring Break- NO SCHOOL
April 1.....	School Resumes
April 26.....	NO SCHOOL
April 29.....	NO SCHOOL – Professional Development Day/Virtual Learning Day
May 29.....	Memorial Day – NO SCHOOL
June 5.....	Last Day of School

**4K-3rd Open House- August 23 - 4:30-6:30pm**  
**4th-6th Open House- August 23 - 6:00-7:00 pm**

SCHOOL WEBSITES and EMAIL ADDRESSES

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



CONTACT INFORMATION

BOARD OF EDUCATION

- Joe Martin, President ..... [martinjo@milton.k12.wi.us](mailto:martinjo@milton.k12.wi.us)
- Rick Mullen, Vice President..... [mullenr@milton.k12.wi.us](mailto:mullenr@milton.k12.wi.us)
- John Dummer, Treasurer..... [dummerj@milton.k12.wi.us](mailto:dummerj@milton.k12.wi.us)
- Jennifer Johns, Clerk..... [johnsjen@milton.k12.wi.us](mailto:johnsjen@milton.k12.wi.us)
- Dave Holterman..... [holtermand@milton.k12.wi.us](mailto:holtermand@milton.k12.wi.us)
- Tracy Hannah..... [hannaht@milton.k12.wi.us](mailto:hannaht@milton.k12.wi.us)
- Ed Snow..... [snowed@milton.k12.wi.us](mailto:snowed@milton.k12.wi.us)

## ADMINISTRATION

Rich Dahman, District Administrator.....	868-9200
Julia Garczynski, Director of Student Services.....	868-9221
Julie Musgrove, Director of Teaching and Learning.....	868-9200
Chris Tukiendorf, Director of Human Resources.....	868-9200
Neil Lubke, Technology Supervisor.....	868-9570
Michael Gosdeck, Nutrition Team Director.....	868-9580
Stephen Schantz, Director of Buildings and Grounds.....	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

## 4K-6 SCHOOL OFFICES

Consolidated Elementary School (main line)	868-9595
Attendance Line	868-9597
Sheri Lopez, Administrative Assistant	FAX... 868-9201
Harmony School (main line)	868-9360
Attendance Line	868-9364
Terry Schober, Administrative Assistant	FAX... 868-5664
Milton East Elementary School (main line)	868-9380
Attendance Line	868-9386
Chelsy Fladhammer, Administrative Assistant	FAX... 868-9256
Milton West Elementary School (main line)	868-9230
Attendance Line	868-9231
Samantha Grebe, Administrative Assistant	FAX... 868-9225
Northside Intermediate School (main line)	868-9280
Attendance Line	868-9276
Lisa Hanauska, Administrative Assistant	FAX... 868-9259

## WELCOME

It is our pleasure, on behalf of the School District of Milton, to welcome you to the 2023-2024 school year. We hope this will be a successful and satisfying year for your student, and we look forward to joining with you to make that happen. We encourage two-way communication and parental involvement in our schools.

The School District of Milton is committed to providing a well-trained and highly skilled staff to work with your children. We will continue to have professional development days in the school year. Students will have asynchronous learning on those days, meaning they will have posted lessons to watch and/or learning tasks to complete on their iPads, as staff will be in professional development activities throughout those days. These dates are noted on page 2 of this handbook.

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

Sincerely,  
K-6 Staff and Administration

## ANIMALS ON SCHOOL PROPERTY

The District recognizes that there are occasions when animals are present on District property and many reasons for those animals' presence. Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law. School Board Policy [8390](#) outlines conditions for animals on school property. As such, pets should not be brought on school grounds at drop off and pick up times unless they have met the conditions within this policy.

## ARRIVAL AND DEPARTURE FROM SCHOOL

Students should not arrive at school earlier than 15 minutes before the start of their school day (see school hours listed below). Schools will communicate entry procedures with families in August communications.

Departure by students from school should be immediately after the last bell. There will be no

playground supervision provided at any of the schools following the end of the school day. Students are encouraged to report home or to their daycare provider as quickly after school as possible. Bus students will leave the classroom and go to the assigned areas to await their bus ride home.

## SCHOOL HOURS

Consolidated Elementary School:	8:45 a.m. - 3:35 p.m.
Harmony School:	8:45 a.m. - 3:35 p.m.
Milton East Elementary School:	8:45 a.m. - 3:35 p.m.
Milton West Elementary School:	8:45 a.m. - 3:35 p.m.
Northside Intermediate School:	8:45 a.m. - 3:40 p.m.
4K Hours at East, Harmony & West:	AM: 8:45-11:45 PM: 12:35-3:35

## ATTENDANCE

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

### Reporting Absences and Tardiness

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

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

When reporting an absence on voicemail, please:

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



- 2) state the name of the child's teacher
- 3) state the reason for the absence

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

#### Excused/Unexcused Absences

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

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program.
2. 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.

#### Parent Excused Absences

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

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

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

#### Truancy Ordinance

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

#### Excessive Tardiness

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

## BUS RIDERSHIP

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

The following guidelines are followed regarding Regular Transportation Eligibility (Free of Charge)

1. Students eligible for transportation free of charge include:
    - a. resident 4K-12 students whose primary address is two or more miles from their assigned school;
    - b. resident 4K-12 students whose primary address is in an Unusually Hazardous Transportation (UHT) area that is two miles or less from their assigned school;
- and

- c. resident 4K-12 students who are administratively assigned to a school outside of their attendance area and whose primary address is two or more miles from such school.
2. Midday transportation will be provided within the attendance area, for 4K students who meet the eligibility of A.1. above. West and Consolidated are one attendance area for 4K purposes.
3. Transportation will be provided to one consistent pick-up and one consistent drop-off location within your attendance area for all eligible riders.
4. Students requesting to attend a school outside of their attendance area are not eligible. [Board Policy 8600](#) provides additional information on Transportation.

## CHANGE OF ADDRESS OR PHONE NUMBER

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

## CHILD CUSTODY

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

## CHILD FIND NOTICE

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

Quarterly the district conducts developmental screening of preschool children. Each child’s motor, communication and social skills are observed at various play areas. The information from screening is also used to determine whether a child should be evaluated for a suspected

disability. When school staff reasonably 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 Julia Garczynski at the school district address above.

## DISMISSAL CHANGE REQUESTS

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

In addition, a signed slip is required when a child's after-school routine will be different (i.e. the child normally takes the bus home, but will be picked up instead, etc.). This slip should be turned into the child's classroom teacher upon their arrival to school. Please note that changes should not be made when students are bus riders. Limited changes may be allowed with prior notice (48 hours) and approval of the principal.

## DROP OFFS/PICK-UPS DURING SCHOOL DAY

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

## ELEMENTARY SCHOOL ENTRY REQUIREMENTS AND PLACEMENT

4K: All students are expected to present legal proof of age and evidence that all state immunization requirements have been met upon initial enrollment in the district. A certified copy of the birth certificate will be required to verify the student's age and legal name. Legal documentation will also be required to verify any change with regard to the student's legal name. All students must be the age of 4 by September 1 in the year he/she proposes to enter school and must be enrolled in 4K.

Kindergarten: All students are expected to present legal proof of age and evidence that all state immunization requirements have been met upon initial enrollment in the district. A certified copy of the birth certificate will be required to verify the student's age and legal name. Legal documentation will also be required to verify any change with regard to the student's legal name. Any child who becomes five (5) years old on or before September 1 in the year he/she proposes to enter school must be enrolled in full day kindergarten at the beginning of the school year. No child may be admitted to the first (1st) grade unless he/she is six (6) years old on or before September 1 in the year he/she proposes to enter school.

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

#### Elementary Attendance Areas

Elementary school placement is primarily determined by a student's home address. Please reference the following maps for a general guideline on attendance areas. Student placement will ultimately be determined by programming needs. Board Policy 5120 and Administrative Guideline 8600 provide additional information. Information on the attendance areas is linked below.

<https://www.milton.k12.wi.us/district/Transportation.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](http://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  
WMTV Channel 15

WCLO 1230 AM  
WSJY 107.3 FM

WJVL 99.9 FM  
WKPO 105.9 FM

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.

## EMERGENCY DRILLS/SAFE RESPONSES

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

### Tornado Warnings:

In the interest of safety, when tornado warnings sound, all students are moved to their assigned emergency locations in each school building. When such conditions indicate that a school is in imminent danger, we will protect our employees by requiring that they, too, seek immediate shelter in assigned areas.

### Emergency response:

When a lockdown or tornado warning occurs, we will not answer our phones or greet parents arriving at school in unsafe locations of the building. At no time will employees or other students be placed in unsafe situations in order to accommodate requests to release children to parents during an emergency.

## FEES

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

The District has a fee waiver policy to assist students in serious financial need. Fee waivers should be sought before a fee is paid. The fee Assistance Form is located within Skyward Family Access under the Food Service tab as part of the Free/Reduced Food Service Application or on the Nutrition Team webpage.

Material/Book and Subscription Fee: Students are charged a non-refundable annual fee, as set by the Board of Education, for book rental/school supplies (i.e. \$15 for 4K, \$35 for students in grades K-6). Please note that K-6 fees are not prorated or refundable.

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

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.

## FIELD TRIPS

Curricular field trips, when scheduled, are paid for by the district. In the event of extracurricular field trips, parents will be notified of the cost. Permission slips must be signed by parents/guardians before students will be allowed to go on the field trip. Parents may be asked to participate as chaperones on field trips in accordance with need. Parents/guardians who chaperone must have an approved background check on file. Requests for background checks must be made at least two weeks in advance of the field trip. Field trips are encouraged as part of the instruction and as such, are correlated with curriculum areas for the particular grade level. Please note that school-sanctioned field trips are considered extensions of the classroom. As such, all school rules apply to these activities.

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

## FUNDRAISING AND SELLING

- All fundraising projects must be submitted to and approved by the principal.
- All class, club, and activity money is to be deposited in the office with the Financial Secretary, who will credit the proper activity and issue a receipt. Fill out the deposit slips with the appropriate information to assure the account is credited.
- Any organization wishing to make a purchase, a donation, or a contract with an agency for services or merchandise must have approval of the principal. The principal will then fill out the appropriate voucher to obtain the necessary money.
- Candy sales are to be conducted only outside of the school day, that is, before or after school. Candy may not be sold in classes or during lunch. Candy sales must be approved by the principal and be under the auspices of a school organization.
- All fundraising projects must meet the requirements of the District Wellness Policy

## HARASSMENT/BULLYING

It is 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 the 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](#).

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior, and involves an imbalance of power. Some examples of Bullying are:

- physical (hitting, kicking, spitting, pushing, pulling, theft, blocking or impeding movement, unwelcome physical contact)
- verbal (taunting, malicious teasing, insulting, name calling, making threats)
- Indirect (e.g. spreading cruel rumors, manipulating social relationships, coercion, intimidation, social exclusion, and sending insulting messages or pictures intended to harm 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. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student to a teacher, counselor, coach, administrator or other staff member. 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. 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.

### **Procedure for Investigating Reports of Bullying**

Bullying reports shall be investigated promptly. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying report will be notified prior to the

conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

For more information regarding bullying and harassment, please see the Milton School Board Policies linked here:

- [Bullying Policy 5517.01](#)
- [Harassment 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.

## HOMELESS CHILDREN/UNACCOMPANIED YOUTH

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

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
  - o Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as a “Double-up”);
  - o Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - o Living in emergency or transitional shelters;
  - o Abandoned in hospitals; or
  - o 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:

- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin. “School of origin” is defined as the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

- Written explanation of a child or youth's school placement, other than school of origin or the school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children. These shall include: special notices of events, parent-teacher conferences, newsletters, and access to student records.

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](mailto:garczynskij@milton.k12.wi.us). Also you may contact District Social Worker Sherry Rautenberg at (608) 868-9280 or [rautenbergs@milton.k12.wi.us](mailto:rautenbergs@milton.k12.wi.us).

## HOMEWORK

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

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

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

### **Homework Load Assigned**

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

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

### **Extra Credit**

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

### **Makeup Work**

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

## HUMAN GROWTH AND DEVELOPMENT (Board Policy [2414](#))

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 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.

## IDEA COMPLAINT PROCEDURES

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

If the complaint allegation involves a specific child, the complaint must include the name of the child, the child's address, the name of the school where the child attends, a description of the

nature of the problem of the child, including related facts, and a proposed resolution of the problem to the extent known and available at the time the complaint is filed. A parent or other person filing a complaint may either use the form provided by the department or provide a letter that contains the above information. The parent or other person filing the complaint must forward a copy of the complaint to the public agency at the same time the complaint is filed with the department.

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

## ITEMS OF UNUSUAL VALUE

Parents are encouraged not to send items of extreme value, including toys, to school at any time. Children should be discouraged from bringing money to school as well, other than when requested to do so for special occasions (i.e. field trips, collections, etc.). We also encourage you to keep pets at home unless you have requested permission to use them as part of a class discussion. School Board Policy [8390](#) outlines conditions for animals on school property.

## 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.

## MANDATORY REPORTING - CHILD ABUSE

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

Wisconsin Statute 48.981(2) requires that school personnel, who in the performance of their duties encounter a child they suspect has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury, are mandated to report suspicions to

the appropriate authorities. Anyone in good faith, participating in the making of a report or participating in an investigation pursuant to this section, shall be immune from any liability. Whoever willfully ignores and violates this section by failure to report as required, may be fined not more than \$1,000 or imprisoned not more than six months or both.

## NONDISCRIMINATION/EQUAL EDUCATIONAL OPPORTUNITY

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.

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

### **Nondiscrimination Complaint Procedure**

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

## NOTICE of STUDENT SURVEYS

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

## NUTRITION TEAM INFORMATION

### Breakfast Program

The breakfast program is offered to all students in kindergarten through grade six. We will be providing a well-balanced, nutritional breakfast that follows American Dietary Guidelines. Breakfast will be available at Northside, 8:15-8:45 a.m., and at East, West, Harmony, and Consolidated, 8:15-8:40 a.m. No additional paperwork is required for the breakfast program. A child's current lunch status will apply to the breakfast program, meaning that if they qualify for free or reduced lunch, breakfast is free. If they pay full price for lunch, breakfast will cost \$1.80. Generally, a school breakfast includes milk, fruit or 100% fruit juice, and items that contain grains and/or a protein source.

### Lunch Program

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

A meal account has been set up for all families at the elementary schools. Each student receives a card labeled with their account number to use when they eat hot lunch. Money needs to be deposited in the family lunch account before meals are eaten. When a meal is eaten, the price of the meal is subtracted from the lunch account balance (i.e. \$3.10 for grades K-3 and \$3.25 for grades 4-6. Those students that qualify for free or reduced meals will pay \$0.00). Prior year-end balances will be carried over to the current school year.

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

- Put payment (check or money order) in the school office in the box that is marked LUNCH MONEY with your student's name on the envelope.
- Mail deposits directly to the School District of Milton, Food Service Office, 114 W. High St., Milton, WI 53563
- Electronic payment on-line by logging into Skyward Family Access and clicking the Food Service link. You may also sign up for an automatic monthly deposit through RevTrak.

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

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

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

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

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

#### Milk Purchases

- Milk purchased for cold lunches:

If a student would like a carton of milk with cold lunch, they may purchase this for \$.50 a carton through the family meal account (by having their card scanned) or by submitting \$.50 each time they purchase a carton. Milk is only available at no charge for free and reduced-price students when purchasing a full meal. It must otherwise be purchased for \$.50. Please do not send pop to school for your child's lunch.

- Milk purchased for milk breaks: Milk break occurs at all of the K-3 buildings. The fee for milk break is deducted directly from your family meal account each time milk is taken (up to once daily). The cost for milk is \$.50 a day for students in grades K-3. Money is required to be in your account prior to taking a milk. Students approved for free or reduced-price meals in grades K-3 will receive milk at break time at no charge. A student that has a health condition that warrants purchasing juice for milk break will require a note signed by their physician. This will be kept on file in the Nutrition Team Office. This applies to milk break only!



## 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.

## PARENT/TEACHER CONFERENCES

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

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

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

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

## PARENT/TEACHER GROUPS

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

## PARENT VOLUNTEERS/VISITORS

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

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

## PROCEDURE FOR RECONSIDERATION OF INSTRUCTION

The School District of Milton has an established process for dealing with concerns a person may raise about a library book, a textbook, or curriculum content. That process involves several steps, the first of which is to document the concern in writing for the building principal. [Board Policy 9130](#) outlines the steps involved in addressing concerns brought forward by the public related to concerns regarding instructional materials.

## PROMOTION/RETENTION/HOMEROOM PLACEMENT

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

## RECITING THE PLEDGE OF ALLEGIANCE

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

## RELEASE OF STUDENT INFORMATION

Release of Student Directory Data Information - School [Board Policy 8330](#)

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.

## 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.

## REPORTING STUDENT PROGRESS

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

## SCHOOL HEALTH INFORMATION

### Bloodborne Diseases

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

## Illness Guidelines

The following guidelines are 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](mailto:forrettm@milton.k12.wi.us)  
(608)868-9230 ext 8111

Shelly Tofte, BSN, RN - Middle and High Schools  
[toftes@milton.k12.wi.us](mailto: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.

## School Snacks

The School District of Milton strongly discourages parents from sending unhealthy food for daily snack breaks. The District asks that parents not send sugary treats for birthdays or other special occasions to school. This recognizes health and wellness recommendations relative to avoiding communal snacks and unhealthy snacks.

## SECTION 504/ADA 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.

## STUDENT CODE OF CONDUCT

### Student Behavior

If a school is to function effectively and all students are to be free to pursue an education, students must accept responsibilities and meet certain expectations. Student behavior that



interferes with the educational process or violates the rights of others will not be tolerated. We believe that all students can behave at school, helping to ensure a pleasant and safe environment that is in the best interest of all individuals in the school community. Students have not only a responsibility to adhere to school rules themselves, but to cooperate with administrative investigations with regard to rule infractions by others as well. The safety and security of the school environment is dependent upon everyone's cooperative efforts. Each of our schools teach school-wide expectations through our Positive Behavior Intervention and Supports, or PBIS activities. The following Code of Classroom Conduct is aligned to [Board Policy 5500](#).

#### Playground Equipment NO TOYS FROM HOME

Toys in general are discouraged at school and become a distraction to the learning environment. We have a variety of equipment for use during recess and we expect students to keep their personal items and toys at home.

#### Use of Devices/Cell Phones in School

Students are prohibited from using cell phones, recording devices, or any other 2-way communication devices while on school property during school hours. We expect students who choose to bring cell phones to school to keep cell phones in their locker or cubbie during school hours. The only exception to this rule would be the use of such a device by a student, approved in advance by the principal or designee, for a medical, school, educational, vocational, or other legitimate use approved by the principal or designee.

Parents may be contacted to pick up a confiscated cell phone or other 2-way communication device in the school office for those students who chose to use their cell phone/device during the school day.

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

#### Weapons

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

The Board of Education defines a dangerous weapon as a gun, knife, razor, karate stick, pepper spray, nunchaku, metal knuckles, or any other object which, by the manner in which it is used or

intended to be used, is capable of inflicting bodily harm. [Board Policy 5772](#) provides more information on Weapons.

#### Student Alcohol and Other Drug Abuse Policy

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

#### 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:

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 4K-6 Code of Conduct provided 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.

## SPECIAL SERVICES

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

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

## STUDENT DRESS/DRESS CODE (School [Board Policy 5511](#))

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 5511](#) for more information regarding student dress and protected speech.

### STUDENT RECORDS

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

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

See School [Board Policy 8330](#) for more information.

### 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](#))

## SUMMER SCHOOL

The district offers a summer school program with credit and non-credit courses, including both remedial and enrichment courses. The summer school program is available to any student in the School District of Milton. Non-resident students may also attend. For more information, call 608/868-9261.

## TECHNOLOGY: ACCEPTABLE USE

Guidelines and procedures related to the district's policies regarding the use of technology are summarized in the SCHOOL DISTRICT OF MILTON STUDENT 1:1 AND TECHNOLOGY ACCEPTABLE USE HANDBOOK 2022-2023, which can be found on the in the registration acknowledgements and is linked here: [SDM 1:1 AUP Handbook 23-24](#)

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

## TECHNOLOGY: WEB PUBLICATION

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.

## 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 within 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