



## **Milton High School Student Handbook 2023-2024**

Welcome Students!

The faculty, staff, and administration welcome you to Milton High School and the 2023-2024 school year. We sincerely hope that this year proves to be an enjoyable and educational one for all students at MHS. The faculty and staff are ready for another great year and are very happy to have you join our learning community.

This handbook has been prepared to serve as a reference for both students and parents at Milton High School. It is designed to help you know and become familiar with the rules, policies, and procedures for most activities at MHS. It also outlines the general expectations for our students as well. Please take the time to review the information provided.

While the rules for a safe school can be found in this handbook, your school is what you make of it. We sincerely feel that Milton High School is among the best in the entire state of Wisconsin and remind you that the community of Milton takes a significant sense of pride in the history of this school. We challenge you to take up this sense of responsibility and continue to make Milton High School a great place to learn and grow.

J. Jeremiah Bilhorn  
Principal

Tara Huber  
Associate Principal

Matt Kleinschmidt  
Associate Principal

Jeff Spiwak  
Activities Director

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\*This student handbook is based in significant part on policies adopted by the Board and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

## **Section 1 - General Information**

### **Building Administration**

Jeremy Bilhorn - Principal

Tara Huber - Associate Principal

Matt Kleinschmidt - Associate Principal

Jeff Spiwak - Activities Director

### **Phone Numbers**

High School Main Line - (608) 868-9300

Activities Office - (608) 868-9565

MECAS - (608) 868-9746

Student Services Office - (608) 868-9560

Attendance Office - (608) 868-9340

District Office - (608) 868-9200

### **Daily Schedule**

Monday			Tuesday - Friday		
Period	Start	End	Period	Start	End
Warning Bell	7:30		Warning Bell	7:30	
1	7:35	8:34	1	7:35	8:43
2	8:40	9:39	2	8:49	9:57
Study Flex Period/3	9:45	10:16	Study Flex Period/3	10:03	10:49
4A	10:22	11:21	4A	10:55	12:03
1st Lunch	10:16	10:40	1st Lunch	10:49	11:13
2nd Lunch	11:21	11:45	2nd Lunch	12:03	12:27
4B	10:46	11:45	4B	11:19	12:27
5	11:51	12:50	5	12:33	1:41
6	12:56	1:55	6	1:47	2:55
PLC	1:55	3:15			
Music Block			Music Block		
M2-1	8:40	9:10	M2-1	8:49	9:34
M2-2	9:10	9:39	M2-2	9:37	10:22
Flex	9:45	10:16	Flex	10:25	10:49

## **2023-2024 School Calendar**

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

### **Scheduling and Assignment**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Student schedules are completed in the spring and are final, however in rare situations changes in a student's schedule will be handled through student services with administrative approval. It is important to note that some courses may be denied because of limited space or the need to complete prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

### **Study Flex**

Third Period, or "Study Flex" is flexible time set aside daily for students. Every Monday, students will meet in their homerooms to set their Study Flex schedule for the next week. Teachers will hard schedule those students who they need to see and then students will have the opportunity to schedule themselves to meet with teachers or have study hall during this period. Attendance for Homeroom and Study Flex is mandatory and absences will be treated like a class period absence.

### **Early Dismissal**

No student will be allowed to leave school prior to dismissal time without a verbal or written request signed by a: the parent or b: a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. (Board Policies [5200](#) and [5230](#))

### **Student 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 important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact School Psychologist at (608) 868-9300. (Board Policy [2460](#))

### **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](#))

To inquire about programs and services for students with limited English language proficiency, a parent should contact the Main Office at (608) 868-9300 and ask for the English Language Learner teacher.

## Emergency Closings and Delays

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](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	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

## Visitors

All visitors must report directly to the office upon arrival in the school building and must obtain a visitor's badge. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. No visitors will be permitted in the building or allowed to attend classes without the permission of the principal. Students wishing to bring a guest to school must arrange the visit with the administration at least one day prior to the visit. Approval will only be granted under extraordinary circumstances. (Board Policies [7440](#) and [9150](#))

Parents/guardians are welcome at all times. Please encourage your parents/guardians to visit the school. When you see that visitors are present, do everything possible to make them welcome. Please give them the courteous treatment that you would appreciate if you were in their place.

## Parking

Any student parking a vehicle at school must purchase a parking permit and register it in the school office on a designated form which is filed with the office. Students with outstanding general education fees will not be allowed to purchase a parking permit until the fees are paid in full. Only registered vehicles displaying parking permits will be allowed on the school grounds. Students must go to the office and register any vehicles they will be parking in the lot.

- Milton High School will sell 375 parking passes first come, first serve. To buy a parking pass the student must have a valid drivers license. There are parking spots available at Schilberg Park that do not require a parking pass. Those vehicles parked in the Schilberg Park lot are still on school district property and are subject to random searches. The West Lot will only be used for staff parking, no students are allowed to park in this lot for any reason during school hours.
- Any vehicle brought onto district premises (including Schilberg Park) by a student may be searched when the principal or principal's designee has reasonable suspicion to justify the search.
- Vehicles that are inappropriately parked may be towed at the owner's expense.
- Students are not to leave school, be in any parking lot or vehicle, or drive vehicles during the school day. Once student drivers bring their vehicles on school grounds, the vehicles must remain there until the end of the school day. Students must obtain specific permission from the main office prior to going to their vehicles or driving off school property. This rule includes lunch periods. Violators of the closed campus policy may be subjected to school disciplinary action.
- Students are to park only in designated, marked spaces in the appropriate parking lot. They are not allowed to park on the grass or access roads.
- Students are not to speed or drive in a reckless manner while on school property.
- Vehicle use on school property is a privilege that may be revoked. If regulations are not followed, disciplinary actions will result and parking permits may be revoked.
- Students who disregard rules for use of vehicles on school property will also face disciplinary action, up to and including suspension.

(Board Policy [5515](#))

## Campus Access After School Hours

Unless under the direct supervision of an adviser, coach, or teacher, students are expected to leave the building within 10 minutes of dismissal time at the end of the day. Students are not allowed on school grounds overnight unless directly supervised by a staff member at an approved school function.

## Breakfast Lunch/ Food Service

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). (Board Policy [8500](#))

Families are encouraged to apply for free or reduced-price meals annually by filling out an online application using their skyward family access. Applications are approved according to federal income guidelines. Applications are also available on the district website under the Nutrition tab and by clicking on forms or one may be picked up at the school office. Make sure to also fill out the district's fee assistance form. If your family qualifies for free or reduced meals any fees that you check on the fee assistance form will be waived.

Breakfast is served daily from 7:15 –7:30 a.m. at the high school (with the exception of late-start or 2-hour delays due to weather) and offers proteins, breads and grains, fresh fruit and juice, and milk to offer a variety of choices to students.

The Nutrition Team operates four (3) different serving lines at lunch, offering a variety of daily entrees as well as a la carte items.

The Nutrition Team operates Cafe Refuel after school to provide students an opportunity to fuel up before moving on to their sport or club. All items offered after school meet the smart snack guidelines. **All items are considered ala carte and students must have cash or money in their account in order to purchase these items.**

### 2023-24 School Year Prices:

<u>Breakfast</u>	<u>Lunch</u>
Paid--\$1.80	Paid--\$3.40
Free/Reduced--\$0.00	Reduced--\$0.00

*\*A la Carte item prices vary depending on choice.*

### Cafeteria:

The Cafeteria is the only location in the school where students may eat breakfast and/or lunch. Milton High School, in accordance with school district policy, operates a closed campus. Students may not leave the campus for lunch unless they can walk home and they have specific written parental permission, and administrative approval. Those students are required to sign out and back in at the office. *Students may not go to the parking lot at lunch.* **Students may not order lunch from a local restaurant or store and have it delivered to school.**

In order to keep the cafeteria clean, students should observe the following rules:

- Deposit empty milk cartons, food waste, and other refuse in the proper waste containers.
- Return trays to the receiving window.
- Keep tables, chairs, and floors clean.
- Put chairs back after you eat.
- Keep the cafeteria lines orderly. Do not run, push, shove or cut in line.
- Clean up food you drop or spill.

### **Meal Accounts:**

A meal account has been set up for all families of students at the high school. Students are issued a PIN to use to purchase meals using their pre-paid family meal account. **Positive funds must be available in order to purchase a la carte items.** Money needs to be deposited in the meal account before ala carte items can be purchased on the account. There are four methods to make payments to the family meal account:

- Mail deposits directly to the School District of Milton, Milton Nutrition Team, 114. W. High St., Milton, WI 53563
- Drop the deposit off at the Food Service Office.
- Drop the deposit off at the high school main office.
- Electronic payment online by logging into Skyward Family Access and clicking on the Food Service link.

Funds in the form of cash or check received by the Nutrition Team Office by 9:30 AM daily will be available for same-day use. 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 cash or check payments, please include the student's/students' full first and last name(s) on the check and/or envelope. 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.*

### **Negative Meal Account Balances:**

- 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.
- No charges will be permitted for adults or students not currently enrolled in the School District of Milton.
- 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.
- Parents/Guardians will be notified when a family meal account balance reaches negative \$15.00 (See Exhibit A).
- 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.
- 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.
- 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.
- 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.
- 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.

**This institution is an equal opportunity provider**

### **School Resource Officer**

As student and staff safety is a priority, MHS is fortunate to have a School Resource Officer (SRO) program. The School District of Milton has a School Resource Officer who is a shared employee with the Milton Police Department and the District. Our School Resource Officers are visible members of our school community and assist students in many ways, including classroom presentations, assembly presentations, supporting positive student attendance, supporting students through bullying and harassment situations, and much more. (Board Policy [8407](#))



## **Section 2 - Student Health**

### **Student Accidents and Concussions**

Milton High School believes that school personnel have certain responsibilities in case of accidents, illness, or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy [5340](#))

### **Use of Prescription Medications**

If it is necessary for school personnel to give your student medication at school, the following guidelines have been established by State regulations and the Milton School District School Board Policy [5330](#):

#### **Prescribed medication by a doctor:**

- **For medication prescribed by a doctor**, a school form must be filled out. Both the doctor and parent must fill out and sign this form. A copy may be obtained in the school office. This form must be provided to the school before school personnel will give medications.
- A doctor's written order is necessary if the dosage of prescribed medication is to be changed.
- A medication permission form is only good for one (1) school year.
- **Prescribed medication brought to the school must be in the prescription container** and have the following printed information:
  - a. Student's full name.
  - b. Name of medication.
  - c. Exact time for medication to be taken.
  - d. Practitioner's name.
  - e. Exact amount to be taken.

*\* Ask the pharmacist for an exact second prescription container to send to school.*

### **Use of Over the Counter/Non Prescribed Drug Products**

- 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.
- A medication to be given long term needs to be in the original container with the student's name, amount, time, and reason to be given.
- A medication permission form must be turned in and be signed by the parent. A medication permission form is only good for one (1) school year.

#### **Self-administering of prescription and nonprescription medication:**

- Self-administering of prescription and nonprescription medication is encouraged for any student who is capable of doing so without direct supervision of school personnel.
- A medication permission form must state and be signed by the parent that the child may keep the medication in his/her locker and take it on his/her own. **If the student is taking prescription medication (short term, less than 10 days) the physician and a parent/guardian must sign the school medication form.** The medication container must have the student's name, name of medication, time and amount to be taken by the student.
- A medication permission form is only good for one (1) school year.

### **Direct Contact Communicable Diseases**

In the case of non casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (Board Policy [8453](#))

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **Section 3 - Academics**

### **Course Offerings**

For a full summary of all MHS Course Offerings, please refer to the [MHS Program of Studies](#)

### **Credit Load and Schedule Changes**

All students are required to be enrolled in five (5) courses each trimester. Once a student's schedule is determined, changes will be made only for special circumstances. Late changes cause difficulty for both the student and the teacher of the new course/class.

### **MHS Course Homework Policy\***

\*Based on School District of Milton Homework Policies and Procedures [School Board Policies 2330 and 5421](#)

#### **Types of Homework:**

Teachers assign work outside of class for various purposes, including:

- **Additional Practice:** This homework is to practice skills presented in class to help students learn them to a mastery level.
- **Ongoing Projects:** This homework is for students to apply knowledge and skills taught in class to either a specific task, or to allow students to creatively use learned skills to solve problems.
- **Studying:** Students will be expected to review learned material at home in preparation for summative assessments.

#### **Homework Load:**

The amount of homework is dependent on each student's individual schedule, course load, rigor level, number of study halls, and student's effective use of class time.

#### **Responsibilities:**

- **Homework: Teacher's Responsibility**
  - Teachers will provide a clear expectation for the purpose of the homework and how it relates to the learning objectives for the course.
  - Teachers will provide clear directions for what is expected of the student for each homework task.
  - When work is to be taken home, teachers will communicate to students if the assignment is a "Summative" or a "Formative".
  - Teachers will provide feedback on formative assessments.
- **Homework: Student's Responsibility**
  - Homework is designed to be an extension of the classroom and practice of the skills taught in class. It is an important part of the learning process and it is the responsibility of the student to complete assigned learning activities within the timeframe given by the teacher.
  - Students should utilize tools (paper or electronic calendars) to organize themselves in order to complete work assigned outside of class.

- Students will ask questions if they are not clear of what is expected by the teacher.
- **Homework: Parent's Responsibility**
  - Parents will encourage students and remind them of the value of completing their homework.
  - Parents will help students set priorities and structure time outside of school to complete homework.

## **MHS Grading and Reporting\***

\*Based on School District of Milton Grading Policies and Procedures

### **Types of Assessments:**

All graded work in Milton High School classes are classified into two categories - "Formative" or "Summative" assessments. They are defined as:

- **Formative Assessments:**
  - Formative assessments should be a point in time measure of the learning target/ priority standard that is the focus of the lesson.
  - Formative assessments help the teacher monitor student learning that has happened at that point in the lesson or unit of study and give them feedback on how to direct further instruction. While each teacher will define which assignments are formative assessments, these are often classified as "homework", some "quizzes", "learning checks", "entrance or exit tickets", and others.

*\*It is important to note that not all student work is graded. There will be assignments that are designed for practice or review, which are not counted as part of a trimester cumulative grade. Teachers will communicate to the students if an assignment is not going to be graded.*

- **Summative Assessments:**
  - Summative assessments measure the overall level of learning of the courses' learning target or outcome. These measure the student's level of mastery of the course content and skills. While each teacher will define their own summative assessments, these are often classified as "Exams", "Tests", "Projects", "Labs" and others.

### **Grading Scale:**

Letter grades are assigned to Summative Assessments, as well as Trimester grades. Milton High School has a common grading scale as follows:

A+ = 100.0 - 99.5%	A = 99.49 - 91.5%	A - = 91.49 - 89.5%
B+ = 89.49 - 88.5%	B = 88.49 - 81.5%	B - = 81.49 - 79.5%
C+ = 70.49 - 79.5%	C = 78.49 - 71.5%	C - = 71.49 - 69.5%
D+ = 60.49 - 68.5%	D = 68.49 - 61.5%	D - = 61.49 - 59.5%
F = 59.49% and lower		

### **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.

## **Grading Procedures**

### **Making up Missed Formative Assessments:**

- Students who are absent from school for any reason are expected to make up all Formative Assessments missed in each class.
- All Formative Assessments can be turned in for full credit up to the original scheduled date of the Summative Assessment, with exceptions made for unique circumstances.
- Grades will be entered as a zero until the Formative Assessment is completed to ensure students and parents know the effect of the missing grade.
- All missing formative work at the time of the Summative Assessment will be marked at 50% if the summative assessment receives a 70% or higher.

### **Making up Missed Summative Assessments:**

- Students who are absent from school for any reason will be required to make up all Summative Assessments missed.
- Only in unique cases of extended absence will more time be granted for completion of Summative Assessments past the end of a trimester.
- Teachers are allowed to give alternative Summative Assessments, measuring the same learning targets, for students who are absent.

### **Late Formative Assessments:**

- All Formative Assessments can be turned in for full credit up to the original scheduled date of the Summative Assessment, with exceptions made for unique circumstances.

### **Late Summative Assessments (Not related to an excused absence):**

- Teachers will allow students to make up all Summative Assessments or turn in all summative projects up until the end of the 12 week grading term (trimester).
  - This applies to those Summative Assessments that have a “turn in” date, such as papers, portfolios and projects.
- Late Summative Assessments, regardless of how late, will be graded as normal, but receive a 10% reduction. However, an earned passing grade will not go below 60% with the reduction.
  - Any grade below 60% will not receive a deduction and will remain a failing grade.

### **Summative Assessment Retakes:**

- Students who score below 90%, with an authentic attempt or good faith effort, have an opportunity to retake a Summative Assessment once, after completing a re-learning plan with their teacher. (e.g. corrected assessments, completion of missing formatives, additional learning time with teacher, verbal evidence of learning, etc.)
  - A “authentic attempt” and “good faith effort” is defined as “A Student is present and fully engages with and completes the assessment the first time”.
- Summative retakes should be taken within one week of the summative being graded and returned to students. If it is within a week of the grading period ending, the summative retake plan will be worked out between teacher and student utilizing the Study Flex and Summer School to complete retakes in the next term.
  - Teachers have the ability to allow retakes beyond the one week.
- Grade calculation: Teachers can choose to administer a full retake or a portion of the test in order to best assess the

relearning of individual learning targets by the students. Students will receive full credit for all retake opportunities, no higher than 90%. If completing a portion of the test to demonstrate learning of specific learning targets, points will be added back to the students original score, no higher than 90%. This can include giving students partial points to do test corrections. The highest of two scores if retaking full assessment, no higher than 90%.

**Reporting Grades:**

- Trimester Grades: All MHS courses will submit a grade for each student at the end of each trimester. Each trimester grade will be comprised of the following:
  - 80% of the trimester grade will be the average of all Summative Assessments given during that trimester.
  - 20% of the trimester grade will be the average of all Formative Assessments given during that trimester.
- Report Cards:
  - At the end of each term, parents will be emailed that grades are final and can be viewed via Skyward.
  - The evaluative symbols used at Milton High School are listed below and include “Incomplete”. Students receiving Incompletes have two weeks from the end of the trimester to make arrangements for completion of the requirements.
  - Teachers will report the letter grade a student would have if the incomplete were not made up and will indicate that the grade is incomplete. If a student fails to make up the incomplete, the grade will remain the same as reported. If the student makes up the work, the teacher will submit a revised grade. Any extenuating circumstances regarding an incomplete will be determined by the teacher and counselor or the administration.
  - There are several additional grading designations that may be used with Administrative approval
    - S- Satisfactory, U- Unsatisfactory, and M- Medical
- Progress Reports:
  - Progress Reports are emailed to parents at approximately the midpoint of each trimester.
- Grade Point Average (GPA):
  - Grade Point Average is calculated based on trimester grades.
  - GPA is computed by dividing the cumulative grade points by the number of eligible credits earned.
  - Grade points are assigned as follows:

Grade in Trimester Course	Course Percentage	Grade Points
A+	99.5 - 100.0	4.0
A	91.5 - 99.49	4.0
A-	89.5 - 91.49	3.7
B+	88.5 - 89.49	3.3
B	81.5 - 89.49	3.0
B-	79.5 - 81.49	2.7
C+	78.5 - 79.49	2.3
C	71.5 - 79.49	2.0
C-	69.5 - 71.49	1.7
D+	68.5 - 69.49	1.3

D	61.5 - 69.49	1.0
D-	59.5 - 61.49	.7
F	Below 59.5	0.0

## MHS Laude System

For a full summary of the MHS Laude System, please see the [MHS Program of Studies, pages 6-10](#).

## MHS Class Rank

### Class Rank (Board Policy 5430):

Class rank will be determined by cumulative grade-point average (GPA). GPA is computed by dividing the cumulative grade points by the number of eligible credits earned.

Class Rank does not appear on the student transcript, but will be submitted to post secondary schools upon request.

## Academic Honesty

*All school work 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,

- forgery/plagiarism
- copying or stealing another person's class work
- allowing another person to copy one's own class 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 copying of hard copy or software to develop one's own software.
- accessing answer keys or other textbook materials online without instructor consent.

It is the responsibility of all faculty members to monitor students' work to avoid any academic dishonesty and to administer the consequences for such dishonesty.

Where appropriate, teachers will contact parents as soon as practicable to report any alleged academic dishonesty on the part of students. Students may also receive disciplinary action from the principal for either cheating or plagiarism. The discipline may include, but is not limited to, after-school detention or in-school suspension. Building administrators should address any student and parent appeals of any consequences resulting from violations of this policy.

### **Consequences for Multiple Offenses of Cheating and/or Plagiarism:**

**First offense:** Summative assessments involving academic dishonesty and / or plagiarism can be retaken one time for a maximum grade of 59%. These must be taken within a week of the summative being graded and have been deemed to have been plagiarized. All formative work must also be completed before a summative 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, up to and including suspension.

**Second offense:** Students who cheat or plagiarize a subsequent time will receive a failing grade in the course, in addition to receiving disciplinary consequences from building administration.

## Promotion, Placement, Retention

[Board Policy 5410](#) provides the framework for promotion, placement and retention decisions.

## Graduation Requirements

It is the philosophy of the Board of Education that graduation requirements are established as the minimum expectation for completion of the high school experience. Students are encouraged to exceed the minimum expectations established for graduation from Milton High School.

All candidates for graduation from Milton High School must successfully complete 24 credits. Students are required to complete 12 trimesters of full-time attendance unless application is made for early graduation.

The following credits are required:

- MHS Graduation Credit Requirements Subject Credits
  - English 4
  - Science 3
  - Social Studies 3
  - Mathematics 3
  - Physical Education 1.5
  - Health .5
  - Financial Lit & Employability .5
  - Electives 8.5
- Students shall receive one-half credit for each trimester course successfully completed and one credit for each two trimester course successfully completed.
- Students must complete Algebra I and Geometry as part of their 3 math credits, unless specified in an Individualized Education Plan.
- Students must complete Biology, Earth Science, and a Physical Science (Physics or Chemistry satisfy this requirement) as part of their 3 science credits, unless specified in an Individualized Education Plan. Students completing pre-approved course work outside of Milton High School will receive one-half credit per trimester course. The grade will not count toward the cumulative grade point average, or honor roll. Please note, all course work done outside of Milton High School must be pre-approved by the Principal. Students completing Milton High School course work at the middle school will receive one credit per course (Algebra or Spanish 1). The credit earned will count toward the 24 credit requirements for graduation from Milton High School. Credits earned at the middle school count only toward elective courses; the grade will not count toward the cumulative grade point average, or honor roll at Milton High School.
- Passage of the Wisconsin Civics Examination As per Wisconsin State statute, students at Milton High School are to pass (65% or higher) the Wisconsin Civics Examination, given in senior social studies classes (Civics or AP Government), as part of the requirements for graduation unless otherwise noted in an Individualized Education Plan. Passage of the examination will be noted on the student's transcript.
- Academic and Career Plan and Presentation Requirement Milton High School students are to present their Academic and Career Plan (ACP) to a review panel as part of the requirements for graduation. Students will receive a scheduled 20 minute time slot in the third trimester of their senior year to present the ACP to a panel consisting of community members and a MHS Staff representative. The ACP is assembled over a student's school career from grades 6 -12 and includes Career activities completed in grades 6-8, lessons done in homeroom in grades 9-11, and a collection of projects from English and Financial Literacy and Employability Skills courses. Information on the ACP presentation, including a checklist of the specific requirements, will be shared with all seniors in the fall of the year of graduation. Completion of the ACP will be noted on the student's transcript. Modifications to the ACP Presentation may be made if noted in an Individualized Education Plan.

## **Tiebreaker for Wisconsin Academic Excellence Scholarship**

If a tie exists for the designation of academic scholar for purposes of the Wisconsin Academic Excellence Higher-Education Scholarship, the high school faculty shall use the following criteria in [Board Policy 5451.01](#) to break the tie to name the scholar(s) and prioritize the remaining students as alternates.

## **Early Graduation Policy**

The Board of Education believes that it is advisable for the majority of students to complete a four-year high school sequence for graduation, per [Board Policy 5464](#). Recognizing, however, that some students and their parents/guardians wish to pursue alternative educational paths, early graduation is offered as an opportunity to enable such to occur.

Early graduation from Milton High School may be permitted after the 2nd Trimester of the senior year with the approval of the Board of Education. Each case will be judged on its own merits.

Consideration for students and parents/guardians before applying for early graduation:

- A mid-year commencement will not be offered. The student may attend the end of the school year commencement.
- Students accepted for early graduation would be eligible for consideration of scholarships in the school year in which they graduate. They will be considered under the same provisions as a traditional graduate.
- Early graduates will not be permitted to participate in any organized school activities such as athletics, clubs, field trips, etc. with the exception of commencement activities. They are, however, permitted to attend school functions open to the community.

Students desiring early graduation from high school must meet the following requirements:

- Completed all required courses including those electives needed to equal or surpass the minimum number of credits required for graduation by the anticipated date of early graduation.
- A minimum of eleven (11) trimesters of attendance. (Students wishing to graduate with less than 11 trimesters must meet requirements set forth in [Board Policy 5464](#).)
- Written approval of parents or guardians.

Students desiring early graduation must observe the following procedures:

- Application must be made by October 1st.
- Consult with his/her counselor to verify early graduation requirements.
- A conference including the student, parent(s) or guardian(s), school counselor, and principal may be held to discuss the early graduation application.

The principal will make the final recommendation to the superintendent/ school board for final approval.

## **Educational Options (Early College Credit Program, Start College Now Program, Part-Time Open Enrollment)**

Per state statute and board [policy 2370](#), students in the state of Wisconsin have additional educational options beyond the curriculum and programming provided by the local school district. Milton High School students have the ability to take post secondary courses via the Early College Credit and the Star College Now programs. Students and parents should speak with their school counselor if they would like more information about either program.

- **Early College Credit:** Per state statute and board [policy \(2271\)](#) allows students in grades 9 -12 to take college classes in the UW system. The number of credits is limited to 18 total and students must satisfy eligibility requirements.
- **Start College Now:** Per state statute and board [policy \(2271.01\)](#) Like the Early College Credit Program, Start College now allows students in grades 11 and 12 to take classes at a Wisconsin Technical College.

For a full list of other educational options, including charter schools, virtual schools and part time and full time open enrollment, as well as the options available for home-based private educational programs, please contact the School District's Director of Curriculum and Instruction at (608) 868-9200.



## **Academic and Career Planning and Education for Employment Program**

As part of the preparation for post high school employment, Milton High School has a wide variety of opportunities to help MHS students prepare for life after high school. Throughout a student's four years in high school, they will be completing their **Academic and Career Plan**. Through the process, students review the current and potential job and career markets. They match their own skills with potential careers and begin to plan for post secondary education that fit those interests.

### **School to Career Opportunities:**

Students will also have access to other opportunities through the School to Career Program. These activities will also become part of the Academic and Career Plan.

- Job Shadows
- Career Day
- Job Fair
- Trades Fair
- Reality Check
- Youth Apprenticeship Program

For further information, please contact Amy Kenyon, the School to Career Coordinator, or Principal Jeremy Bilhorn at (608) 868-9300. Please also check out the Milton High School Website.

### **Student Nondiscrimination in Relation to Career and Technical Education:**

All students will have access to all Milton High School Career and Technical education programming on a nondiscriminatory basis, without regard to race, color, national origin, sex, or disability. Any concerns with regard to access to the Career and Technical Education should be directed to the district compliance officer. The district compliance officer is the Director of Student Services, Julia Garczynski (608) 868-9200.

## **Recognition of Student Achievement (Academic Letters)**

### **Laude Honor Graduates**

Milton High School wishes to honor those students who achieve a high level of academic success during their four years at MHS. Graduation honors will be based upon the MHS Laude Recognition System. The following Honors will be recognized at the Commencement Ceremony

- Cum Laude (With Honor) - White Cord
- Magna Cum Laude (With Great Honor) - Black Cord
- Summa Cum Laude (With Highest Honor) - Gold Cord

For a full summary of the MHS Laude System, please see the [MHS Program of Studies, pages 6-10](#).

### **Honor Roll:**

- Honor roll is computed each grading period
  - Honors—3.00 - 3.599 grade-point average
  - High Honors—3.60 & above grade-point average

### **Commencement Student Speakers**

Two Summa Cum Laude Students will be selected by a panel established under the direction of the Administration to speak at the Commencement Ceremony. At the conclusion of the 11th Trimester, all seniors on track to graduate with Summa Cum Laude Honors can apply to be selected. The process for selection will be determined by the selection panel, but may include graduates writing and delivering a speech to the panel.

The Senior Class President will also speak at Commencement as the official greeter of the ceremony.

### **Academic Lettering**

Academic letters will be awarded each year during the Spring or Winter Award Ceremony to those who have earned them as of the previous trimester. Seniors who qualify, upon completion of their final trimester of high school, may request their letter in writing to the Counseling Office. Recipients must remain in good standing. Consequences for any violation will impact the receipt of academic letters.

Academic Letter - 5 Trimesters of High Honors

1st Bar - 7 Trimesters of High Honors

2nd Bar - 9 Trimesters of High Honors

3rd Bar - 11 Trimesters of High Honors

### **Academic Letters for Transfer Students**

If a student transfers to Milton High School the student may transfer credit toward an academic letter from his/her previous school under the following circumstances:

- If the student earns three trimesters of high honors (3.75 GPA or higher) at Milton High School, the student may qualify for an academic letter if he/she earned two or more terms of high honors from the previous school. High honors is determined by the Milton standard of 3.75 trimester grade point average. Grade points will not be converted to a weighted scale, if the course from the previous school was not weighted.
- Since most transcripts record semester grades only, it will be the responsibility of the transfer student to obtain records of previous term grades from the former school.

## **Student Education Technology Acceptable Use and Safety**

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 2023-2024, which can be found in the registration acknowledgements and is linked here: [Milton Student 1:1 and Technology Acceptable Use Handbook](#).

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

## **Study Flex**

Study Flex (3rd Period) is designed as a time for students to receive additional support from teachers. It is the responsibility of students to sign up for help in those classes they need more support and to attend when "hard scheduled" by a teacher who identifies students who need that support.

## **Section 4 - Student Services**

### **Counseling Department**

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.

**School Counseling Program Mission Statement:** The mission of the School District of Milton School Counseling Program is to maximize the potential of all students, helping them become responsible members of society.

**Four Program Components:**

- **School Counseling Curriculum:** Provides guidance content in a systematic way to all students K-12.
- **Individual Student Planning:** Assists students in planning, monitoring and managing their academic, personal, and career development. Parents are encouraged to participate in the Individual Planning Conferences scheduled by counselors with each student during sophomore year.
- **Responsive Services:** Addresses the immediate concerns of students.
- **System Support:** Includes program, staff, and school support activities.

## **Section 5 - Student Activities**

### **Extracurricular Activities, Co-Curriculars & Clubs**

**Attendance Eligibility for Participation in Activities, Co-Curricular and Clubs:** Students participating in extracurricular events/activities after school must be in attendance the entire school day to be able to participate. (Medical absences, funerals, administrative exemptions do not apply).

**Extra-Curricular Activities:**

One of the most common pieces of advice that graduating seniors give to underclassmen is to “Get involved in school.” After four years of high school and a little bit of hindsight, seniors come to realize the value of extra-curricular activities. Education is not limited to academics but includes interpersonal competition, practicing skills, and learning to get along with others. Extra-curricular activities change the routine, offer opportunities to learn new skills, and give students the chance to contribute something personal to the school, as well as giving them opportunities to applaud each other’s successes. In the future, employers or selection committees for scholarships or colleges may look closely at your extracurricular activities and use them to help in their selection process.

How do you as students “get involved”? This section lists clubs, organizations, and activities to join. The rewards of participation range from those special awards to just having a good time. Once you join, read the emailed daily announcements for meeting times and other information about your activity. In addition to athletic programs, the following is a list of extracurricular activities, clubs, and organizations available to MHS students:

<p style="text-align: center;"><b>CLUBS AND ORGANIZATIONS</b> <i>(Club Status: School rules, group/organization rules, and national charters/codes apply).</i></p>	<p style="text-align: center;"><b>ACTIVITIES</b> <i>(*Denotes activities in which students may earn a major or minor letter).</i></p>	<p style="text-align: center;"><b>CO-CURRICULARS</b> <i>(These programs are part of the school curriculum but go beyond the scope of the regular school day. Standards for participation in extracurricular activities do not apply.)</i></p>
ASL Art Club Caritas Club Club 180 Dungeons and Dragons E-Sports Exchange Club FCA Fishing Club French Honor Society GEAC (Global Education Achievement Certificate) Gender & Sexuality Alliance (GSA) History Club HOSA Interact Club LARP Club Letterwinners Club Link Crew Leaders National Art Honor Society National Honor Society Project Unify (UCS) Psychology Club Raise Your Voice Red Hawk Media Robotics Club SADD Service Honor Society - Silver Cord Ski Club Spanish Club Spanish Honor Society Science Club S.T.E.M Club Student Council Young Environmental Activists Club	Forensics*  Future Business Leaders of America* (FBLA)  Musical  Play  Yearbook	MHS Today  Band* Choir/Concert Choir Mixed*  Discovering Democracy  Hawk's Nest  Jazz Band*  National FFA Organization (Exploring Animals and Plants, Conservation and the Outdoors, Vet Science and Aquaculture, Ag Business, Management, and Marketing)  Pep Band*  Show Choir*

**E-Sports and Forensics follow the Athletic Code for Eligibility**

**Lettering in Forensics, FBLA, Choir, and Band:**

Students participating in Forensics, FBLA, Choir, and Band are eligible to earn a minor or major activities letter. Specific criteria for lettering are available from the teachers/advisors of those organizations.

**Student Council:**

The purpose of student government is to encourage student participation in the planning of school curriculum and activities

programs; promote a sense of order within the student body; build up school pride, loyalty and sportsmanship; act as an agency for presenting, discussing, and handling of concerns of the student body; and act as an agency whereby faculty interests may be presented and discussed by students. Elections for membership in Student Council are held in the spring of each year, electing students to serve the following school year. The Student Council normally meets once a week at a predetermined time. It is the student's responsibility to obtain permission from the teacher whose class he/she will miss in order to attend the Council meeting. If the student is not doing well in that particular class, it is the teacher's prerogative to refuse permission for the student to attend the meeting.

### **National Honor Society:**

Membership in the Milton High School chapter of the National Honor Society is open to juniors and seniors whose cumulative GPA is 3.25 or higher and who are selected by the high school faculty. The organization stresses high standards of scholarship, service, leadership, and character. Selection by the faculty is based upon the following criteria:

- SCHOLARSHIP—Determined by a student's cumulative grade-point average.
- CHARACTER—The faculty evaluates each candidate on a rating scale.
- LEADERSHIP—The faculty evaluates each candidate on a rating scale.
- SERVICE—Each interested candidate submits a list of his/her service activities in and out of school. The National Honor Society faculty council verifies participation as indicated by each candidate.

### **Honor Societies:**

In addition to National Honor Society, Milton High School has four other honor societies, which qualified students may belong to:

- **National Art Honor Society** recognizes students with exceptional artistic ability and scholarship who have participated actively in art classes. To qualify, students must have taken 3 trimesters of art, with a 3.2 average in those classes, have a GPA of 2.9, and overall must meet citizenship standards similar to those of NHS.
- **French Honor Society** membership is open to those students enrolled in the 4th trimester of French who have maintained an A average in 3 trimesters of French, and a B average or higher in all other subjects. The aim is to stimulate interest in the study of French, to promote high scholarship standards, to reward scholastic achievements, and to create enthusiasm for and understanding of the French-speaking world.
- **Spanish Honor Society** membership is open to those students enrolled in the 4th trimester of Spanish who have maintained an A average in 3 trimesters of Spanish, and a B average or higher in all other subjects. The aim is to stimulate interest in the study of Spanish, to promote high scholarship standards, to reward scholastic achievements, and to create enthusiasm for and understanding of the Spanish-speaking world.

### **Social Activities:**

- All social events sanctioned by the school are subject to rules applicable to the regular school day.
- Students other than Milton High School students will not be admitted to dances or parties unless special permission is granted by the school administration previous to the event. Sign-up sheets will be available in the high school's main office during the week prior to the event. All guests of Milton High School students over the age of 19 at the time of the dance or party will not be allowed to attend. Guests must bring an ID with their birth date listed.
- A student leaving the dance or party will not be re-admitted nor will the admission fee be refunded.
- All school-sponsored dances must end by 11:00 p.m.

## **School-Sponsored Publications and Productions**

### **School Newspaper:**

- MHS Today, the high school newspaper, is an open forum for students, staff, parents, and community members. All readers are invited and encouraged to write letters to the editor about issues of concern. Letters to the editor should be turned into Room 130 or to an editor no later than one week prior to publication.
- Letters to the editor must be signed, and except for unusual or extenuating privacy circumstances, letters which are printed will carry the name of the writer. Letters to the editor may also be sent through email to: [<brechtls@milton.k12.wi.us>](mailto:brechtls@milton.k12.wi.us)
- The writer must include his/her complete name and email address. Editors will later ask writers of email letters for a physical signature to assure validity of the letters.

- Editors reserve the right to determine which letters will be printed, based on space available and content. Editors also reserve the right to edit letters for length or grammatical errors. Letters should not exceed 300 words. Any person or organization specifically criticized in a letter to the editor will be given an opportunity to respond to the same issue of the paper.
- The student newspaper is an open forum for student, faculty, and community opinions on topics which affect students, teachers, the schools, and the community. It is your vehicle for voicing your opinions.

## **Posters & Signs**

**All signs, posters, or announcements to be displayed anywhere in the school must be approved by the office.** Locker Decorations will only be allowed to be affixed to the metal locker number plate in an effort to preserve the paint on lockers. Magnets or painters tape can be used as well. Any other posting will need to go on designated bulletin boards that are located around the high school. The person or organization putting up signs is also responsible for removing them after the event has taken place.

## **Fundraising & Selling**

- All fundraising projects must be submitted to and approved by the club adviser and 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 its faculty adviser and the principal. The adviser will then fill out the appropriate voucher to obtain the necessary money.
- Athletic teams, cheerleading squads, and clubs are not eligible for door-to-door fundraising activities.
- 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.

## **Section 6 - Student Conduct**

### **Attendance**

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

#### **Absence Days:**

- **Parent Excused absences:** Up to 10 Parent Excused absences are allowable 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).
- **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 10 or more days on which school is held during a school year." 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 medically excused absences, 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) have 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. Consequences may occur if students have excessive tardies - including detention time issued.

### **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.

### **Study-Flex & Homeroom Attendance:**

- **Homeroom & Study-Flex Attendance:** Students will be responsible for selecting study-flex options each week. Students will be able to log in on Thursday nights and select study-flex options. Students will have until the end of Sunday night to select their options for the week.
- Attendance during study flex is mandatory. Unexpected absences from Study Flex are treated like absence from regular classes.

### **School Responsibility:**

- The school will provide the opportunity for the absent student to make up academic work missed during an absence.
- The attendance of all students will be monitored on a period-by-period basis. Parents/Guardians shall be notified when a student is absent for unknown or unexcused reasons. Notification will be made by phone, mail or in person.
- If more than five (5) days of unknown or unexcused absences occur, a personal parental conference will be requested by the building administration.
- During periods of out-of-school suspension, the following procedures for the makeup of course work shall apply:
  - a. The student is responsible to collect coursework missed from the teacher. This is to be done on the day the student returns to school.
  - b. Exams missed during the suspension shall be made up.
- When deemed appropriate, the principal or an associate principal will initiate legal referral under terms of Wisconsin Statutes 118.16 parts 5 and 6.

### **Student Responsibility:**

- Students are required to attend all their scheduled classes and study flex unless excused.
- Students should deliver written medical excuses for absence upon returning to school following a medical absence.
- Students should notify classroom teachers in advance of planned absences to arrange make-up of academic assignments.
- Students must attend any and all consequences including obligations for unexcused absences. Failure to do so may

result in a referral to the School Resource Officer (SRO).

- Students must be in attendance the full day in order to participate in any extracurricular activity that day or evening.

### **Parent Responsibility:**

- Parents will contact the school before 3 p.m. on the day of the absence, but are encouraged to call as soon as possible. (A voicemail service is available for calls before 7 a.m. on the day of absence or after 3 p.m. for the calls relating to absences on the following day).
- Parents do not need to provide written notification to the school, if verbal notification was made within two (2) school days of the student's return (voicemail or contact with office personnel).
- In medical, religious situations, or court appearances written documentation from the medical, religious, or court agency MUST be provided on the day the student returns from the absence. Absences not supported by such written documentation within two (2) school days of the student's return shall not be counted as medical, religious, or court related.
- Parents will contact the building administration to discuss any unusual and/or extenuating circumstances which might exist.

### **Teacher Responsibility:**

- Teachers will take accurate attendance by the end of each class period – emphasizing the importance of classroom attendance and developing procedures and the positive effects of timely and consistent attendance on student academic progress.
- Teachers must verbally notify students if they have been marked tardy for a class period.

### **High School Attendance Process:**

Regular and punctual attendance is essential to school success and is required in all classes.

- **Absence Due to Illness:** On the day you are absent, a parent or guardian should call the school to report the absence . The telephone number is (608) 868-9340. Failure to clear an absence within two days will result in a reported truancy. **All make-up work is THE STUDENT'S RESPONSIBILITY.**
- **Appointments:** If it is necessary for you to leave during the school day, for such things as a medical or dental appointment, bring a written excuse from your parent/guardian to the office or have your parent/guardian call. Upon receiving permission, **sign out in the office using the proper procedure** when you leave and **sign back in** upon your return. When you return, you must get a pass back to class. **Failure to sign out may result in the absence being unexcused and/or detention make-up.** You must have either a note from home or arrange for direct contact between your parents and the office in order to leave. Avoid making repeat appointments for the same time/class.
- **Leaving study flex or lunch for other than non-medical situations will not be allowed.**
- **Unexcused Absences:** Parents or guardians of students who are found to be truant, either for a whole day or for individual class periods, will be notified by phone, email or by letter. Students will be given obligation time and will be required to make up the time missed.
- **Absences and Extracurricular Activities:** Students participating in any after-school activity must be in attendance in all of their regularly scheduled classes. **If a participant is absent from any regularly scheduled class, he/she may not practice or participate in a contest without first receiving a participation authorization slip from the activities director.** Authorization may be granted in situations such as medical/dental appointments and pre-arranged, excused absences, but not for sleeping late or for illness. Absences up to 5 class periods due to unique circumstances or temporary medical conditions (migraine headaches, asthma attacks, etc.) may be appealed to the activities director by the parent or guardian. In all but the most unusual of circumstances, there is no appeal for absences which occur on days of contests/performances or the day following a contest.
- Students who are 18 years or older are required to follow the same attendance procedures as outlined in the handbook. Exceptions may be granted upon conference with the building principal.

### **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 signed by your parent or guardian or phone call to the office 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. In case of emergency phone calls to parents, an office secretary must verify the call. **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.**

### **What to Do If You Become Ill at School:**

- All ill 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 in Skyward. It is the parent's responsibility to notify the school of any changes to your emergency contact information.
- The ill student will wait in the office for the arrival of his/her parent/guardian, etc., as listed above, or if parent/guardian allow, the student may drive his/her own car home.
- 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 the parent/guardian.

### **Senior Attendance:**

Milton High School recognizes that student participation in the graduation ceremony is a privilege rather than a right. A student may receive a diploma without participation in the graduation ceremony. In order for a senior to participate in the graduation ceremony, he/she must have satisfactory attendance. Students who have excessive absences may be placed on an attendance contract by the administration. Students who fail to meet the terms of this contract will forfeit their ability to participate in the graduation ceremony. Students who still have outstanding Red Hawk Obligations (School assigned discipline) will not be allowed to participate in the graduation ceremony. All obligations must be completed one week prior to the graduation ceremony date.

### **Discretion In Interpretation Of Attendance Policy:**

The building principal or his/her agent has authority to waive aspects of this policy in special cases where he/she determines that exceptional circumstances explain absences, which would be considered, unexcused, if such action is not in conflict with Wisconsin Statutes.

## **Student Behavior: Rules, Responsibilities & Regulations**

One of the major goals of this handbook is to establish a trust based on the human values of self-respect and respect for others. No student has the right to interfere with the education of his fellow students. If dialogue is interrupted or destroyed, then the goals that hold us together are broken. It is thus the responsibility of each student to respect the rights of all who are involved in the educational process.

Every member of the school community, including students, parents, and school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from the fear of insult or injury, and maximum opportunities for learning on the part of each student at Milton High School. Therefore, while on school grounds or facilities, the responsibilities of students should be to :

- respect the property of the school by caring for it and protecting it from theft, while at the same time respecting the individual property of staff and students.
- promote the physical safety and personal security of all others, exercising in this pursuit a high degree of self-discipline.
- personally refrain and discourage others from possessing or transmitting any kind of weapon of no reasonable use.
- refrain from using, possessing, buying, or selling alcohol and narcotics or other dangerous drugs or tobacco products.
- encourage compliance with the present smoking and tobacco-use policy
- practice and encourage honesty in academic work and in all other transactions.
- respect the staff by obeying all reasonable requests with self-discipline and by not using profanity or obscene gestures.
- attend classes, be on time, and attempt to complete all courses of study as prescribed by the Board of Education.

- help maintain an overall atmosphere conducive to learning and to support the rights of all students to be protected by an enforceable discipline policy.

Students must respect the principle that no one will engage in any activity which, on the basis of factual evidence, would be deemed substantially disruptive to school activities and or interfere with the rights of others.

### **Treatment of School Property**

Vandalism, such as intentionally defacing school or 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 will be suspended from school, will face possible expulsion, and will 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 are a violation of state law.
- All textbooks, library books, electronic devices (iPads, laptops, graphing calculators, senteos, etc.) 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.
- Students will have the use of a locker during the school year only. Lockers must be emptied at the end of the school year. **Students are responsible for securing their personal valuables.**
- 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.
- Keep your locker neat, clean, and in a condition in which you would not be embarrassed to show to members of the public. **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. If you have any trouble with your locker, report it to the office immediately. Students are not to move into another locker other than that assigned to them unless the office moves them.
- Money and/or fundraising materials should not be kept in lockers.

### **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 2023-2024, which can be found 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 Office. Please note that violations may result in loss of access or privileges, as well as other possible disciplinary or legal actions.

### **Alcohol and other Drug Abuse 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).
- WIAA sanctions will also apply to each offense.
- **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.

### **Controlled Substances**

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

### **Drug Abuse Prevention**

Students are encouraged to seek help in our counseling office from either counselors or the school social worker. Student Services has resources available to students and families through insurance and county providers. The health class required for all freshman students covers drug abuse prevention in its curriculum.

### **Use of Tobacco/Nicotine Prohibited**

Smoking, chewing, and/or the possession of tobacco products in the school building, on school grounds, or in automobiles parked in the high school lot including Schilberg park is 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. Please refer to school board policy ([po5512](#)) for more information.

### **Weapons In School**

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

The Board of Education defines dangerous weapons as a gun, bow, knife, razor, karate stick, pepper spray, nunchucks, 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. This also includes “look-alike” items including but not limited to airsoft guns, BB guns, etc. Please refer to school board policy ([po5772](#)) for more information.

#### **Dangerous Materials:**

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

### **Backpack Policy**

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

- Students will be expected to use their lockers.
- Backpacks include cinch sacks, large bags, purses, etc. Binders for folders and notebooks only will be allowed if laptops are carried in the bag given to students by the school district.
- Backpacks, coats, and hats will be expected to be kept in their lockers during the school day.
- Students will be given a case to carry their laptops, which has an additional pouch for miscellaneous pens, calculators, etc.

## **Student Code of Classroom Conduct/Removal from Class**

Students are expected to follow school rules and classroom rules for the safety of themselves, peers and staff, and to maintain a learning environment conducive to all.

### **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 9-12 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.

## **Use of Cell Phones or Personal Communication Devices**

In an effort to promote appropriate usage of technology and eliminate distractions during instruction, cell phone and personal device use is prohibited during the full class period. Students will be allowed to use their cell phones and other personal electronic devices during non-instructional times (lunch and passing time). Should the teacher want students to use their personal cell phone or device for classroom instruction, specific direction will be given to students for such use. Use of such items during instructional time will be left to individual teacher discretion. Please also see the [Authorized Use Policy](#) for all technology use while on district grounds.

## **Suspension AND Expulsion**

[Board Policy 5610](#) authorizes the use of suspension and/or expulsion as follows:

### **Suspension**

Duration and Grounds for Suspension - The Principal or a person designated by the Principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

Noncompliance with school or School Board rules;

- A. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;

- B. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- C. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- D. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the School District in which the student is enrolled.
- E. Under paragraphs b, c, and d above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.
- F. The District Administrator, or any Principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

#### Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The Principal, within his or her discretion, may also inform the student’s parents or guardian of the reason for the proposed suspension prior to suspending the student.

#### Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student’s parent or guardian; however, it will be confirmed in writing.

#### Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student’s parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school’s supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

#### Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any trimester or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

#### Reference to the Suspension in the Student’s Record

The student’s suspension from school shall be entered in the student’s record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student’s parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a Principal, administrator or teacher in the suspended student’s school, to discuss removing reference to the suspension from the student’s records.

Reference to the suspension in the student’s school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or

- The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

#### Co-Curricular or Extra-Curricular Participation

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case by-case basis.

### **Expulsion**

#### Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

#### Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

#### Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

#### Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

#### Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

#### **Discipline of Disabled Students:**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

## **Student Search and Seizure**

### **Rationale:**

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.

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. Please reference [school board policy 5771](#).

### **Locker Searches:**

School lockers are the property of the Milton Public Schools. At no time does the Milton School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without student consent, and without a search warrant.

The School District of Milton does not assume responsibility for the loss, damage or destruction of any property stored in the student lockers.

### **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 intrusive 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 which 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 of 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.

## **Student 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/guardian 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/guardian 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 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.

## **Section 7 - Transportation**

### **Student Self-Transportation**

It is the expectation that all students ride school provided transportation for all school sponsored events. However when allowed by school administration/ activity advisors, students may be permitted to drive themselves with written parental/guardian permission.

## **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 (Bus Ridership)**

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.

## **Section 8 - Notices**

(Click on the links 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 High School 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 High 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 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.

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 Julia Garczynski 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](mailto:garczynskij@milton.k12.wi.us). Also you may contact District Social Worker Verlene Orr at (608) 868-9561 or [orrv@milton.k12.wi.us](mailto:orrv@milton.k12.wi.us).**
- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.

- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin. "School of origin" is defined as the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- 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, or if parents allow, the student may drive his/her own car home.
- If the parents disapprove of the student's 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)**

### Fee Schedule:

Book and Subscription Fee	\$ 65	Required of all students
Technology and Engineering Fee	\$ 15	Required of all students taking Intro to Tech classes
All Foods Classes	\$ 25	Per class, per trimester. Required of all students taking Foods classes
AP 2-D Art and Design	\$25	Required of all students taking AP 2-D Art and Design
All Other Art Classes	\$ 15	Per class, per trimester. Required of all students taking Art class.
(OPTIONAL FEES)		
School Yearbook	\$ 70	Yearbook
Parking lot User's Fee	\$ 40	Required of all students parking in school lots during school days.
Athletic User Fee	\$ 75	Per sport--\$150 family maximum.
Athletic Pass for Students	\$ 50	Good for home events only. The pass will include the student's picture. The pass cannot be used for WIAA tournament competition. If the pass is lost or stolen, it may be replaced for a \$5.00 fee.
Home Athletic Event	\$5	Payable at athletic booth
Ten Event Athletic Pass (non-student)	\$40	
Group Athletic Pass (up to 4 People)	\$120	
Group Athletic Pass (up to 6 People)	\$140	
Group Athletic Pass (up to 8 People)	\$160	
Laptop Insurance	\$70	
Hot Breakfast/Lunch Program	See page 7	



\* Checks should be made out to MHS and are payable at registration.

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.

### **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 High 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

**Military Recruiter Access ([po8330](#))**

Throughout the year, members of the United States Armed Services will be at Milton High School to share opportunities with students about careers in the military and options students have for both serving in the military and going to post-secondary education. In most cases, the recruiters will be at set tables in the cafeteria during lunch periods and will be available to students who wish to speak with them.

Per state statute, students over the age of 18 and parents of Milton High School Students under the age of 18 must be allowed the opportunity to submit a written request to the district that the student's name, address, and telephone listing not be released to military recruiters or institutes of higher education without prior written parental consent.

**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, mumps and varicella (chickenpox). The

following are minimum immunization guidelines for each age/grade level. Additional boosters for some of the vaccines may be medically recommended.

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

<u>Age/Grade</u>	<u>Number of Doses</u>					
Pre K (2 yrs through 4 yrs)	4DTP/DTaP/DT <sup>2</sup>	3 Polio	3 HepB	1MMR <sup>5</sup>	1Var <sup>6</sup>	
Grade K - 5	4DTP/DTaP/Td <sup>1,2</sup>	4 Polio <sup>4</sup>	3 HepB	2MMR <sup>5</sup>	2 Var <sup>6</sup>	
Grades 6 - 12	4DTP/DTap/Td <sup>2</sup>	1Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 HepB	2MMR <sup>5</sup>	2Var <sup>6</sup>

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

Students have until the 30th day of school to provide the school office with a current immunization record. **The Milton School District is required to notify the district attorney** about any student who fails to meet these immunization guidelines. Students will be excluded from school if immunizations are not up to date.

Waivers to these immunizations can be granted for health, personal, or religious conviction reasons. Forms for these waivers are available from the 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.

If you have questions and concerns, please contact the school nurse at (608) 868-9571.

## **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 that is trained to safely handle injuries. Any student who does get blood on his/her 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) \_\_\_\_\_

Status of person filing complaint: \_\_\_\_\_ Student \_\_\_\_\_ Employee  
\_\_\_\_\_ Parent \_\_\_\_\_ Other

Filing complaint alleging discrimination on the basis of:

Statement of complaint (include type of discrimination charged and the specific incident(s) in which it occurred):

\_\_\_\_\_  
Signature of Complainant Date Complaint Filed

\_\_\_\_\_  
Signature of Person Receiving Complaint Date Received

The school district will provide written acknowledgement within 45 days of receipt of a written complaint and a determination of the complaint within 90 days of receipt of the written complaint unless the parties agree to an extension of time.

Submit all copies to (employee designated to receive complaints), or the immediate supervisor, or their respective secretaries. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be sent to the complaint investigation officer.

Distribution:

1st Copy - Complaint investigation officer

2nd Copy - School/department

3rd Copy - Complainant

### **Service Animals and Other Animals on District Property ([8390](#))**

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.

### **Student Intellectual Property Rights ([Policy 5870](#))**

Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No District staff may take steps to claim intellectual property rights relative to any work product created by student(s), except as expressly approved by the District Administrator and agreed to by participating students prior to the commencement of any projects. The District does not determine the protectable nature of any particular work. (Board Policy [5870](#))