

Milton High School

Student Handbook 2015-2016



Welcome Students!

The faculty, staff, and administration welcome you to Milton High School and the 2015-2016 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. We 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.

Jeremy Bilhorn
Principal

Tara Huber
Associate Principal
of Student Services

Randy Bartels
Associate Principal
of Teaching & Learning

Brian Hammil
Activities Director

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School District of Milton

BOARD OF EDUCATION

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Janet Green	Clerk
Tom Westrick	Treasurer
Shelly Crull-Hanke	Board Member
Betsy Lubke	Board Member
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Timothy Schigur	District Administrator
Heather Slosarek	Director of Curriculum and Instruction
Mary Ellen Van Valin	Director of Business Services

Susan Probst Director of Pupil Services

SUPERVISING PRINCIPALS

Jeremy Bilhorn Milton High School Principal
Tara Huber MHS Associate Principal for Student Services & MECAS
Dr. Randy Bartels MHS Associate Principal for Teaching & Learning
Brian Hammil High School Activities Director
Laura Jennaro Milton Middle School Principal
Matt Biederwolf Milton Middle School Associate Principal
Sarah Stuckey Northside Intermediate School Principal
Julie Musgrove Northside Associate Principal
Daniel Grady Milton West Principal
Jennifer Cramer Milton East Principal
Jonathan Lyon Harmony & Milton Pre-K Principal

HIGH SCHOOL DEPARTMENT CHAIRS

Ryan Neuenschwander Social Studies and Art
Matt Lee Business, Agriculture, FaCE, and Technical Education
Michelle Kurilla Counseling Office
Meridith Falkavage Science and Physical Education/Health
Sarah Harvatine English and World Languages
Kris Sundlin Special Education
Jennifer Ramsden Mathematics and Music

DISTRICT SUPERVISORS

Jerry Schuetz Communications
Ed Snow Technology
Sheila Price Food Service
Stephen Schantz Buildings and Grounds

COORDINATORS

Holly Nelson Library Services
Amy Kenyon School to Career
Lance Knudsen Milton Recreation

PHONE NUMBERS

Milton High School - 868-9300 • Counseling Office - 868-9560
Activities Office – 868-9565 Attendance Office – 868-9340
MECAS (Alternative School) - 868-9746 • District Office – 868-9200

2015-2016 High School Calendar

September 1 First Day of School for Students
September 7 Labor Day - **NO SCHOOL**
September 25 Homecoming Parade 2pm, Football Game 7pm
October 22 Early Release
October 23 **NO SCHOOL**

November 4	1st Quarter Ends (44 Days)
November 25 - 27	Thanksgiving Break – NO SCHOOL
December 23 – January 1	Winter Break – NO SCHOOL
January 4	School Resumes
January 21	1st Semester Ends (43 Days)
January 22	NO SCHOOL
February 25	Early Release
February 26	NO SCHOOL
March 21-25	Spring Break – NO SCHOOL
March 28	School Resumes
April 1	3rd Quarter Ends (43)
May 30	Memorial Day – NO SCHOOL
June 3	Last Day of School for Students 4th Quarter Ends (42 Days)
June 5	Graduation

Professional Development Days (No School for Students)

- October 2
- November 13
- January 15
- March 4
- April 22
- May 27

Academics

Fee Schedule:

*Book Rental/Instruc. Mat.	\$ 58	Required of all students
*Physical Education Fee	\$ 10	Required of all students taking Phy. Ed. This is NOT the uniform fee.
Technology and Engineering Fee	\$ 20	Required of all students taking Intro to Tech Ed.
*All Foods Classes	\$ 20	Per class, per semester. Required of all students taking Foods classes
*All Art Classes	\$ 10	Per class, per semester. 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	\$ 50	Per sport--\$150 family maximum. Payable to MHS.
*Athletic Pass for Students	\$ 45	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	\$4	Payable at athletic booth
*Hot Lunch Program		See page 23

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

Returned Check Policy

The Milton School Board adopted a new Policy JQB for the collection process for returned checks. According to this new 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.

According to policy JQB, 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.

The Milton Motto

- The Milton Motto is a school-wide program for teaching and acknowledging appropriate student behavior.
- Specific positive behaviors are targeted. Lessons and activities are developed for these behaviors to ensure that students and staff know what is expected of them.
- Students earned planned and unexpected rewards and incentives when they demonstrate the specific behaviors.
- The behaviors selected for MHS are Respectful, Accountable, and Safe.

Daily Schedule

Non-PLC Bell Schedule (M,T,Th,F)

Warning Bell	7:30
Period 1	7:35 - 8:23
Period 2	8:27 - 9:15
Period 3	9:19 - 10:07
Period 4	10:11 - 11:01
1st Lunch	11:01 - 11:27
Period 5B	11:31 - 12:19
Period 6B	12:23 - 1:11
Period 5A	11:05 - 11:53
2nd Lunch	11:53 - 12:19
Period 6B	12:23 - 1:11
Period 5A	11:05 - 11:53
Period 6A	11:57 - 12:45
3rd Lunch	12:45 - 1:11
Period 7	1:15 - 2:03
Period 8	2:07 - 2:55

PLC Schedule (W)

Warning Bell	7:30
Period 1	7:35 - 8:18
Period 2	8:22 - 9:05
Period 3	9:09 - 9:52
Period 4	9:56 - 10:41
1st Lunch	10:41 - 11:07
Period 5B	11:11 - 11:54
Period 6B	11:58 - 12:41
Period 5A	10:45 - 11:28
2nd Lunch	11:28 - 11:54
Period 6B	11:58 - 12:41
Period 5A	10:45 - 11:28
Period 6A	11:32 - 12:15
3rd Lunch	12:15 - 12:41
Period 7	12:45 - 1:28
Period 8	1:32 - 2:15
PLC Period	2:19 - 2:55

Health Instruction/Human Growth and Development

Human growth and development is part of health instruction at grades four, five, six, seven, and nine. In this curriculum, it is the school's role to provide accurate information with strong strands of abstinence and responsible decision-making. The parent's role is to share, explain and instill family values. As parents/guardians, you have the right to decide if your child will participate in the School District of Milton's Growth and Development program. You will be given an opportunity to preview the curriculum and instructional materials. Alternative programming is designed for students who do not participate in this unit. Complete information will be mailed to your home prior to the beginning of instruction.

Grading System

Report cards are issued to students each nine-week period or four times per school year. The year's final report card is mailed to parents.

The six evaluative symbols used at Milton High School are A, B, C, D, F, or Incomplete. Students receiving Incompletes have two weeks from the end of the quarter 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: S- Satisfactory, U-Unsatisfactory, M - Medical, Mid-Term Progress Report notices are sent by email to parents at approximately 9 weeks each quarter.

Weighted Grading Point Values: The grade-point values assigned to each of these weighted- grades course levels are as follows:

LEVEL I COURSES	LEVEL II COURSES
A = 5 points	A = 4 points
B = 4 points	B = 3 points
C = 3 points	C = 2 points
D = 2 points	D = 1 point
F = 0 points	

Honor Roll: Honors—3.25 grade-point average; High Honors—3.75 grade-point average. Honor roll is computed each grading period, using the nine-week grade, not the semester grade.

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.

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. Any student who cheats or who plagiarizes material from any source, print or multimedia, will receive a failing grade for the project or assignment. Teachers are granted authority, with the direction and advice of their principals, to exercise good judgment in applying a range of academic consequences for violations of this policy.

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

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.

Academic Lettering

Students who attain high honors status in six quarters will receive an academic major letter. Once students have earned an academic letter, they may earn a bar for each additional three quarters of high honors. (For additional information, see Student Code, beginning on page 30)

Academic letters will be awarded each year during the spring semester to those who have earned them as of the previous quarters. Seniors who qualify, upon completion of their final quarter 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 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 quarters of high honors (3.75 GPA or higher) at Milton High School, the student may qualify for an academic letter if he/she earned three or more quarters of high honors from the previous school. High honors is determined by the Milton standard of 3.75 quarter grade point average. Grade points will not be converted to a weighted scale, if course from 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 quarter grades from the former school.

Credit Loads and Schedule Changes

All students are required to be enrolled in six (6) courses each semester. 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. Students may not have 3 Study Halls in any semester, unless a special circumstance is approved by administration.

- A course dropped within the 1st half of the semester (1st or 3rd Quarter) will result in a Withdraw Pass (WP) or Withdraw Fail (WF) on your transcript.
- A course dropped within the 2nd half of a semester (2nd or 4th Quarter) will result in a final grade of an F (fail) for the quarter and semester, no matter what the student's current grade is at that time.
- Course changes after the 5th day of a semester will be recorded as WP (withdraw passing) or WF (withdraw failing) on the student's permanent record.
- Changes after the 5th day may be approved only after discussion among all involved, including the student, parent/guardian, school counselor, administrator, and both teachers affected.
- It is the student's responsibility to arrange an initial meeting with his/her parent, counselor, administrator, and teacher of the class that the student wishes to change to determine a rationale for the change.

Extracurricular Activities and Academic Eligibility Policy

The Board of Education recognizes that extracurricular activities are an important part of our educational system and that they enhance the development and growth of our students. However, the school board also recognizes that our primary mission is academic achievement. Realizing this, the following minimum standards have been established for participation in all high school extracurricular activities, such as interscholastic athletics, musicals, plays, yearbook, Forensics, etc.

Note: Certain areas are co-curricular in nature, and students involved with the following are not included in the eligibility policy for those areas: bands, choirs, all agriculture courses, and Advanced Journalistic Composition (production of the school's newspaper).

*Eligibility is determined on the basis of quarterly grades. To remain eligible for the succeeding quarter, students must earn the following grade point averages:

Freshmen & Sophomores - 1.75 Junior & Seniors - 2.0

A student who receives more than 1 F in a quarterly grading period will be required to have an ineligibility period of 15 days before regaining eligibility by successful completion of the "Restoration of Eligibility" form.

All 9th-grade students will start their MHS careers with a "clean slate." Eligibility for 9th-graders will be determined after the first nine weeks. After grade 9, fourth-quarter grades will carry over to the following fall quarter.

Academic eligibility is determined at the end of each quarterly grading period when the report cards are available. The Counseling Office will provide staff with a list of those who are ineligible. The coach/advisor will notify those extracurricular participants who are ineligible. After one week, ineligible students may receive a restoration of eligibility form from the activities director. If all the student's teachers sign indicating that the student is doing passing work, the student's eligibility will be restored for the week. It is the student's responsibility to return the signed form to the activities director. Any student falsifying a restoration form will lose the opportunity to restore eligibility for the remainder of the quarter.

Each week thereafter, until the end of the grading period, students must have teachers' signatures on the form to verify that they are doing passing work. Should any one teacher decline to sign or sign in the failing column, eligibility is denied for that week. Students may not make more than one request for signatures per week. Ineligible students may, however, practice. Ineligible students must miss a minimum of one event, i.e., the first scheduled after ineligibility is determined.

Class Rank

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. In the interest of encouraging and recognizing outstanding academic achievement, a number of honor students will be selected from each high school graduating class. GPA will determine honor graduates. Those students with a GPA of 3.900 or higher after eight (8) semesters will earn honor graduate status.

Tie-breaking Procedures 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 to break the tie to name the scholar(s) and prioritize the remaining students as alternates:

1. The student with the highest score on the American College Test (ACT) by the end of the seventh semester shall be named the scholar. If any students involved have taken the exam more than once, the highest composite score received, prior to the end of the seventh semester, will be used.
2. If a tie continues to exist, the student who has taken and completed the greatest number of honor and advanced-placement courses shall be named the scholar.
3. If a tie continues to exist, the student with the greatest involvement in curricular and extracurricular student-leadership activities shall be named the scholar.
4. If a tie continues to exist, a coin flip will determine the school's designee. If the process reaches this point, the coin flip will take place in the presence of the students, a parent/guardian representing each, the district person responsible for working on the scholarship program, and the building principal. The building principal will flip a quarter, which will be allowed to drop to the floor. If a coin does not lie flat on the floor, a second flip will determine the nominee. The student whose last name would come first in the alphabet shall call the flip.

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 and pass the math competency test or score in the advanced/ proficient range on the WKCE. In addition, it is required that students complete eight semesters of full time attendance unless application is made for early graduation. (Board policy IKFA). **Beginning with the class of 2017, the Math and Science requirements increase to 3.** The following credits are required:

English 4	Mathematics 2/3	Social Studies 3
Science 2/3	Health .5	Physical Education 1.5

Students shall receive one-half credit for each semester course successfully completed and one credit for each full-year course successfully completed.

Students completing pre-approved course work outside of Milton High School will receive toward graduation requirements the equivalent of one-half credit per semester course. The grade will not count toward the accumulative grade point average, class rank or honor roll.

Students completing Milton High School course work at the middle school will receive one-half credit per semester class. The credit earned will count toward the 24 credit requirement for graduation from Milton High School. Credits earned at the middle school count only toward the eleven credit requirement for elective courses. The grade will not count toward the accumulative grade point average, class rank or honor roll at Milton High School.

A senior must have earned 24 credits to participate in the graduation ceremony.

Early Graduation Policy

The Board of Education believes that it is advisable for the great majority of students to complete a four-year high school sequence for graduation. 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 with the approval of the Board of Education. Each case will be judged on its own merits.

1. Consideration for students and parents/guardians before applying for early graduation:
 - a. A mid-year commencement will not be offered (seven semester graduates). The student may attend the end of the school year commencement.
 - b. 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.
 - c. Early graduates will not be permitted to participate in any organized school activity 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.
2. Students desiring early graduation from high school must meet the following requirements:
 - a. 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.
 - b. A minimum of six semesters of attendance.
 - c. Written approval of parents or guardians.

3. Students desiring early graduation must observe the following procedures:
 - a. Application must be made one semester before the planned date of early graduation. March 1st - September 1st.
 - b. Consult with his/her counselor to verify early graduation requirements.
 - c. A conference including the student, parent(s) or guardian(s), school counselor, and principal may be held to discuss the early graduation application.
 - d. The principal will make the final recommendation to the superintendent/ school board for final approval.

Counseling Department

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.

Make-Up Work

Students who are absent from school for any reason will be required to make up all work missed in each class. **This work should take approximately the same time as the time missed from each class.** Only in unique cases of extended absence will more time be granted for completion of work missed. It is the student's responsibility to obtain all make-up work from every teacher immediately upon return to school. Failure to obtain make-up work is no excuse for not doing work missed.

Field Trips

All field trips in which classes or groups participate are to be under the supervision of the school. Only authorized field trips in relationship to an academic class are acceptable for exempt absences from school. The cost of such field trips is to be paid by the members of the class or organization. Each class is normally permitted the opportunity for one such excursion. Students must ride in the school-sanctioned means of transportation only. Every student going on a school-sanctioned field trip must hand in a signed parent permission form to the teacher. Field trip application forms must be completed and approved by the school administration well in advance of the trip. Field trips are an extension of the classroom and all school rules are in effect. It is the student's responsibility to make up the schoolwork missed, before the field trip or immediately thereafter, as determined by the teacher.

Eligibility to Participate in Field Trips Students who are on the Low Grade List (no D's or F's) based on the most previous quarter grade report are not allowed to go on field trips. Students will be given a like assignment if a grade is attached to the field trip. For trips associated with co-curricular courses, the faculty member may choose to require students not to participate in a competition, if they are on the low-grade list. Students on the low grade list may participate in extended student travel opportunities (i.e., History Club Trip or World Language Trips) and field trips that are associated with post secondary educational opportunities for that student (class college trips) but parents of students on the low grade list are strongly encouraged to consider balance such travel opportunities against the challenges of missing additional class time.

Study Hall Procedures

Study Halls will be designated by grade level whenever possible, students in grades 9 and 10 will be in grade level study hall rooms. Students in grades 11 and 12 will be in combined study hall rooms.

Study Hall Rules

- This is to be a "work environment".
- Students in study halls are not allowed to talk and must do school work.
- The last 10 minutes may be reserved for "commons time" where students can talk - per discretion of the study hall supervisor.
- Blue Passes can be written to students to go to the Learning Center.

PLC Period Procedures

The last 35 minutes of the day on every Wednesday will be reserved as time for teachers to collaborate. Students are assigned to one of two areas during this period, either PLC Study Hall or Open PLC.

- PLC study hall
 - Students on the Low Grade List from the previous quarter (no Ds or Fs) OR have more than three total tardies from the previous quarter, will be assigned a PLC study hall.
 - Attendance will be required during PLC period.
 - This will be a quiet study hall - students will not be allowed to go to the library during this time.

- Open PLC
 - Students who are on the Responsibility List will be allowed to go to any open PLC area designated for the day (Cafeteria or Library).
 - Students may lose these privileges prior to the end of the quarter due to excessive unexcused absences or discipline referrals.
 - Students who leave campus during PLC Period may be subject to a daily truancy ticket and will forfeit Open PLC privileges.

Teacher Cadets

To become a cadet, a student must be selected by the teacher in the respective subject area of the student's interest, such as physical education, English, etc. To qualify as a cadet, students must be a junior or senior, be enrolled in a minimum of six classes each semester, maintain a 2.0 GPA, and sign a form outlining cadet duties and responsibilities. One cadet per teacher per period. During the second week of each semester, students may obtain a cadet form in the main office and return it to the associate principals' office.

Student Records

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). 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 year.

Library Services, Policies, and Hours

Library Services

- The library is a place for quiet study and research.
- The library offers students the opportunity to develop into life-long learners. Milton High School students will learn how to access information in all formats, both in print and online.
- Macintosh computers are available on the network for students to use. Students are encouraged to purchase a flash drive to back up work on their computers.
- Materials from other libraries around the state may be borrowed by using the *WISCAT* Web site on the network. There is a link on the High School Library home page. Arrowhead Library System's van delivers interlibrary loan materials on Monday and Wednesday.
- *Alexandria Researcher* is our automated library catalogue. The District Card Catalog is available online through the "District Library Catalog" link on the High School Library Web site. You may select the "Copy Site" as MHS by clicking on "Milton School District" in the upper right corner.
- The Milton High School Library Web page provides links to information resources, reader's advisory lists and other helpful information. The databases purchased for library use are available to students at home. Most of them require a password. The passwords may be obtained from the librarian or from a teacher.
- Students can use their school gmail at home. There are links on both the MHS library page and the Milton School District page.

Library Policies

Food and backpacks are not allowed in the library at any time! Beverages are not allowed at any computer tables.

Passes from class – Students coming to the library *from a class* must have a pass signed by a teacher to be admitted and to leave during that hour. Students on the low grade list are only allowed in the library from study hall on a blue pass. The blue pass must be signed by the teacher of the assignment that they are completing in the library.

Study Hall – Students must sign out on the Study Hall/LMC sheet in Study Hall and sign in once they reach the LMC. Students coming to the library *from a study hall* will remain for the entire period without returning to study hall.

Sign In – Everyone using the library **must sign in** at the desk – including computer number if applicable.

Sign Out – Students must sign out and have a staff member sign their pass before leaving the library for any reason.

Computer Use – Students are expected to be responsible users of computers and to follow the agreements on the Acceptable Technology Use Policy, which is available on the District Website under District Forms (in the menu on the left).

Email – High school students have email accounts in order to complete various school assignments.

Improper Use of Computers/Other Behavior Issues – Rules are posted in the library. Students behaving improperly will be sent back to study hall/class and not allowed to return to the library for two weeks during the school day. There is a two-month penalty for a second offense. On the third offense, the student is out for the year. During any time of suspended daytime use, students are only allowed to use the library (on an individual basis) with the consent of the librarian and teacher involved. Students may still come to the library with a teacher's class, and they may still use the library before and after school unless further discipline issues are encountered.

Book Checkout and Overdue Fines – Library materials are checked out for three weeks and may be renewed. The fine is 5¢ cents per day, per item. Students with 2 or more overdue books will not be able to check out more books until the overdue books are returned.

Library Hours

Students have access to computers in the library during study halls and before or after school.

Library Hours: Monday - Thursday from 7:30 a.m. to 7:30 p.m., and Friday from 7:30 a.m. to 2:55 p.m.

One to One and Acceptable Technology Use

http://www.milton.k12.wi.us/district/images/stories/MHS_Office/Student_1.1_AUP_Handbook.pdf

Student Laptop Use

The use of laptops is a privilege for students and requires a great deal of responsibility on the part of the students.

Classroom

- Laptops should NOT be left in an unlocked classroom.
- Teachers will have a chart in classrooms to help guide the level of use for the laptops. Students are expected to follow the posted laptop use color chart.
 - Red - laptop must be in the case.
 - Yellow - laptop may be out, but closed.
 - Blue - laptop activity is teacher directed.
 - Green - laptop use is student choice.
- Students are expected to come to class with a charged computer. Students who habitually bring uncharged laptops should be referred to office for discipline.
- If a student needs to leave the classroom & return, he/she should secure the laptop in its case. Laptops should not be left open and unattended on a student desk.
- Students are expected to bring their laptop with them to class every day. Students who habitually forget to bring their laptop will be referred to the office.
- Teachers will provide alternative (paper) materials/homework to:
 - Students who have lost the privilege of having a laptop.
 - Students who are allowed to use the laptop at school, but not take it home.
 - Students who have forgotten their laptop (see preceding bullet).
- Students are not allowed to use another student's laptop at any time, nor can they bring in their own from home. If a student is found to be using another student's laptop or login credentials, staff should confiscate that laptop and bring it to administration.

Study Halls

- Study Hall supervisors should monitor for inappropriate use.

Library Study Halls

- Students may appropriately use laptops (Green).

Bathroom

- Laptops **MUST** be in the case and stay in the case if taken into a bathroom (Red).
- Students should hang their bags on designated hooks in the bathroom.

Locker Room

- Laptops must be left in LOCKED PE lockers before going to gym class, practice, etc.

Hallway

- Laptops must be in a case when walking in the hallway.
- Students are never to walk with an open laptop or a laptop out of its case.
- Students who habitually neglect to use their case should be referred to the office.

Before/After School

- Students are responsible for their laptops at all times.
- Laptops are to be cased anytime a student is walking/moving with it.
- Laptops are not to be left in hallways/classrooms/busses unattended.
- Laptops may be locked in hall lockers after school, but students are responsible to have them charged for the next day.

Withdrawal From School

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 leaving school, or if the student is transferring, the following procedure is to be followed:
 - a. parents should present a written statement to the building administration indicating their agreement to their son's/daughter's withdrawal.
 - b. the student should obtain an authorized withdrawal form from the Counseling office. He/She must turn in all textbooks and materials, 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.
- * The above procedure, steps a-c, is the same procedure for any student transferring to another school.

Due Process and Suspension

School Board Rules Regarding Suspension or Expulsion

- * The school board may make rules for the organization, graduation, and government of the schools of the school district, including rules pertaining to conduct and dress of pupils in order to maintain good decorum and a favorable academic atmosphere, which shall take effect when approved by a majority of the school board and filed with the school district clerk.
- * The school district administrator, or any principal or teacher designated by the school district administrator, also may make rules, with the consent of the school board, and may suspend a pupil for not more than 5 school days or, if a notice of expulsion hearing has been sent under paragraph C for not more than a total of 15 consecutive school days for noncompliance with school rules or school board rules. Other reasons for suspension include 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; for conduct by the pupil while at school or while under the supervision of a school authority which endangers the property, health, or safety of others; or for any conduct while not at school or while not under the supervision of a school authority which endangers the property, health, or safety of others at school or under the supervision of a school authority.
- * Prior to any suspension, the pupil shall be advised of the reason for the proposed suspension. The pupil may be suspended if it is determined that the pupil is guilty of non-compliance with such rule, or of the conduct charged, and that the pupil's suspension is reasonably justified. The parent or guardian of a suspended minor pupil shall be given prompt notice of the suspension and the reason for the suspension. The suspended pupil or the pupil's parent or guardian may, within 5 days following the commencement of the suspension, have a conference with the school district administrator or his or her designee who shall be someone other than a principal, administrator or teacher in the suspended pupil's school. If the district administrator or his or her designee finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. Such finding shall be made within 15 days of the conference.
- * A pupil suspended under this paragraph shall not be denied the opportunity to take any quarterly or semester grading-period examinations missed

during the suspension period.

Release of Student Directory Data Information

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

Attendance

Attendance Policy Purposes

- Encourage school attendance and thus promote learning.
- Define student, school, and parent responsibilities for attendance.
- Promote efficient use of classroom time by students and school staff.
- Develop students' sense of responsibility for appropriate use of this time and for school attendance.

WISCONSIN STATE LAW ON SCHOOL ATTENDANCE

In accordance with Wisconsin compulsory attendance laws, all children between the ages of six (6) and eighteen (18) shall attend school regularly during the full period and hours in which the school is in session until the end of the school term, grading period, or semester of the school year in which the child becomes 18 years of age, or until the child has graduated from high school. In compliance with the law, the Milton School Board will excuse from compulsory attendance any child who qualifies in one of the areas below:

Excused Absence: The board excuses these absences. Each of these absences requires verbal verification from a parent/guardian or written documentation from a medical or other appropriate professional within at least two school days after the absence:

- * Medical, dental, or chiropractic, optometric, or other valid professional appointments (requires written verification from medical professional)
- * Illness: Parents are allowed to provide written documentation of student illness for up to five times per semester. After the 5th absence due to illness, the absence must be verified through written documentation of a medical professional.
- * Death in the immediate family or funeral for close relatives
- * Religious holidays or religious instruction
- * Court appearance or other legal procedure, which requires the attendance of the student
- * Quarantine as imposed by public health officer
- * Special circumstances that show good cause, which are approved by the school administration
- * School ordered suspension
- * Removal from school by an officer of the court

Parent Pre-Arranged Absence: Ten days of parent excused absences are allowed for the year per state statute. After 10 days, absences will be considered unexcused, unless written verification of an excused absence is provided, or a building administrator is contacted by the parents to discuss the absence. **Prior written notice is required for all parent excused absences at least one day in advance of the absence.**

- * Illness in the immediate family, which requires the absence of the student because of family responsibilities
- * Family trips that can be taken only during the normal school term (required to notify the school attendance officer or designee prior to leaving - for the purpose of reviewing the student's attendance record and overall performance record – a planned absence form must be completed)
- * Other reasons as specified by the parent (examples: college visits, deer hunting, and family vacations all count as part of these 10 days).

Daily Truancy

Please refer to the Milton Municipal Truancy Ordinance by calling the Milton Police Department at 868-6910.

Habitual Truancy Definition and Procedures: "Habitual Truant"

118.16 (1)(a) means a pupil who is absent from school without an acceptable excuse for part or all of ten (10) or more days on which school is held during a school year. When a student is identified as a habitual truant, the school shall notify the parent/guardian by mail. This notice shall include:

- a. A statement of the parent's/guardian's responsibility under 118.15 (1)(a) to cause a child to attend school regularly.
- b. A statement that the parent/guardian or child or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children-at-risk.
- c. A request that the parent/guardian meet with appropriate school personnel to discuss the child's truancy.

- d. A statement of the penalties under 118.15(5) that may be imposed on the parent/guardian if he/she fails to cause the child to attend school regularly.

Tardiness

- * Tardiness is defined as not being in the classroom when the bell rings. After a student has missed 10 minutes from class, he/she is considered and will be marked absent.
- * Tardies are rolled back each semester. A call from a parent must be received the same day of the first hour tardy in order to be excused. Tardies will not be excused after the fact. Parents are only able to excuse students for first hour tardies five times per semester.
- * Unexcused tardiness to class or study hall is handled directly by administration according to the following procedure:
All Tardies – Verbal student notification by teacher
- * **3rd Tardy** -- Verbal student notification by teacher; Documentation by office/administration; 30 minute Detention assigned by administration.
- * **6th Tardy** - Documentation by office/administration; 60 minute Detention assigned by administration
- * **9th Tardy** - ½ day In School Suspension; Meeting with parents, teacher, administration and student will be arranged; student may be removed from the class
- * **12th Tardy** - Full day In School Suspension
- * A Day Truancy Ticket can be issued to students who are habitually tardy to school.

Study Hall and Homeroom Attendance

Study-Hall Attendance: Students must sign in and out of all Study Hall locations (cafeteria, classroom, LMC, Testing Center, Learning Center, computer labs or offices). Each unexcused absence from study hall will result in an Detention. Chronic absences in any semester will result in an in-school suspension(s).

Homeroom Attendance : Students are required to report to assigned homerooms on designated homeroom dates. Attendance will be taken.

School Responsibility

- The school will provide the opportunity for the absent student to make up academic work missed during an excused absence but not an unexcused absence.
- The attendance of all students will be monitored on a period-by-period basis. Parent shall be notified when student is absent for an unknown or unexcused reason. 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 make-up 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 hall 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 excused absences to arrange make-up of academic assignments.
- Students must attend any and all consequences including Attendance Recovery and/or in-school suspension(s) 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

- Parent will contact the school before 3 p.m. on the day of the absence. (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.)
- Parent does 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.

- Parent 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 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, have one of your parents or guardians call the high school office before 8 a.m. The telephone number is 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.**
- **Pre-Arranged Absence:** Upon written or verbal request from parents/guardians, you may receive approval for a pre-arranged absence from school. One week prior to the absence, you should bring a note from your parent/guardian to the office where you will be issued a pre-excused form to be signed by all of your teachers. The form is then returned to the main office. Approval may be given in situations such as a family vacation or funeral, or for other group or individual activities of significant educational benefit to the student to warrant absence from school. Failure to submit the pre-excused form could result in the absence being unexcused. It is your responsibility to make up the schoolwork missed, either prior to the absence or immediately thereafter, whichever your teacher determines.
- **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 an admit slip 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 parent and the office in order to leave. Avoid making repeat appointments for the same time/class. Please arrange any medical appointments, such as orthodontic appointments that must occur during the school day, at alternating times so that you do not continually miss the same one or two classes.
- **Leaving a study hall, PLC, or lunch for other than non-medical situations will not be allowed.**
- **Final Exams:** Students are required to remain in the classroom for the entire duration of a final exam. Students are not allowed to leave early after they have completed their exam.
- **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 or by letter. Students will be required to make up the time and will not be allowed to make up the work 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 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.

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.

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.

Rules, Responsibilities, and 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.

Tobacco Use

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 is not permitted. Possession or use of any electronic cigarette or other inhaled vapor device is prohibited. The rules related to smoking, chewing, or possessing tobacco products apply to any school-sponsored activity, whether on or off campus.

Controlled Substances

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

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.

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 weapon as a gun, knife, razor, karate stick, pepper spray, nunchucks, metal knuckle, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm. This also includes “look-alike” items including but not limited to airsoft guns, BB guns, etc.

Backpack Policy

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

- Students will be expected to use their lockers.
- Backpacks, coats, and hats will be expected to be kept in their lockers.
- Students will be given a case to carry their laptops, which has an additional pouch for miscellaneous pens, calculators, etc.

Milton High School Cell Phone Policy

In an effort to promote appropriate usage of technology, students will be allowed to use their cell phones and other electronic devices during non-instructional times (lunch and passing time). Use of such items during instructional time will be left to individual teacher discretion. Building administration will enforce the classroom expectations posted and/or distributed by the classroom teacher or staff member.

Personal Interaction

- Courtesy is expected of all students. Profanity, vulgarity, and defiance of duly constituted authority are examples of unacceptable behavior.
- Physical assault or severe verbal intimidation will not be tolerated at any time.
- **Wholesome relationships are desirable for the development of social skills. However, overt signs of affection are not considered desirable for the reputation of the individual or the school, and therefore, they will not be permitted at any time.**
- During a school play, musical, assembly, or other large-group presentation, students in the audience are expected to behave in a polite and appropriate manner. Appropriate behavior includes—
- Being quiet during a performance/program so everyone may enjoy it. Unnecessary noise, such as talking, shouting, whistling, and foot stomping distracts the performer and other members of the audience. Remember that performers have worked hard to make their presentations interesting and enjoyable.
- Helping prevent harm to others by not throwing objects, shoving, or running to and from the performance. Common courtesy will make the performance more enjoyable for everyone.
- Letting performers know you appreciate them through appropriate applause at the proper time.
- Discouraging others in the audience from being discourteous.

Non-Discrimination

Milton High School is committed to providing an educational environment for its students. No person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, gender identity, sexual orientation; or physical, mental, emotional, or learning disability. The school will provide an environment free from intimidation and harassment based on any of the following factors:

Harassment

Definition: Harassment is any verbal, written, visual, or physical act, which has the purpose or effect of creating a hostile, offensive, or intimidating school environment, or interferes with a student's education. Harassment can occur as a result of a single incident or as a pattern of behavior. Harassment encompasses a broad range of physical or verbal behavior, which can include but is not limited to, the following:

- physical or mental abuse
- racial insults
- derogatory ethnic slurs

- unwelcome sexual advances or touching
- sexual comments or sexual jokes
- request for sexual favors used as a condition of decisions made affecting an individual

Milton High School attempts to provide a work environment that is free from harassment. Any student who believes that he/she has been the subject of harassment should report the matter immediately to a building administrator.

What to Do If You Are Harassed:

Remain calm. Be direct and candid with the person. Let your response be known promptly. Tell the person his/her activities are unwelcome and should stop. If the behavior continues, follow the established procedure:

- Report it to a building administrator.
- Be prepared to give all the facts surrounding the incident(s).
- File a Harassment Reporting Form with an Associate Principal.

Gang Activity

Schools must be safe places for all involved. With respect to gang activity, schools must do all they can to prevent such activity in the schools and at school activities.

Secret fraternities, sororities, or clubs have been adjudged by the courts to include those social clubs, operating off campus, which nevertheless derive their membership wholly or in part from the public schools, which practice a process of selection designed to create an exclusive membership and seek by this process to maintain the club's segregation distinction and caste system of self-perpetuation, rushing, pledging and undemocratic selection of new members. Secret organizations which initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Activities involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Membership in secret organizations is prohibited. School members who participate on school grounds or at school activities in such organizations may be subject to disciplinary action ranging from informal conversation to expulsion from school in accordance with Board policy and state law.

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 member 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.

Parking Regulations

- 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. 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.
- Any vehicle brought onto district premises 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 the following disciplinary actions:

1st offense – Detention

2nd offense – In-school Suspension

3rd offense – Suspension and removal of parking permit and privileges.

- 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 allowed to park at Schilberg Park during the school day.
- 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.

Hall Passes

Any student who is in the hall during classes must possess a hall pass signed by the classroom teacher or the office. Students are expected go to each class equipped with the appropriate materials. Being prepared will prevent the need to be in the hall during class time. If you are legitimately in the halls during class, be prepared to show your hall pass to any faculty member. Only one person is allowed in the hall on a single pass.

Posters & Signs

All signs, posters, or announcements to be displayed anywhere in the school must be approved by the office. The **Bulletin Board and Locker Decoration Approval Form** needs to be filled out at least one day in advance and turned into the main 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. 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.

Announcements

Daily announcements will no longer be made over the PA system. Students will be asked to check their email every day at the start of 4th hour for all updates and announcements. Extra time is built into fourth hour to allow students to read announcements. It will be very important that students get into the habit of reading announcements daily during this time.

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.

Bus Ridership

Each student who rides the bus for any purpose will receive a copy of the rules as set forth by the School Board of Milton. The rules must be read, signed by a parent/guardian and student, and then returned to the school office.

Driving a school bus is a very difficult and challenging job. The behavior of students on the 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.

- Minor violations of safety rules and misconduct will result in verbal warnings from the driver. If behavior does not change, a conduct report will be sent to the school. Parents will be notified. Progressive disciplinary actions will apply based on frequency of offenses. Actions may include assigned seats, school consequences, and/or suspensions from riding the bus.
- Major and/or repeated violations of safety procedures, such as chronic abusive/profane language, disrespect/insubordination, fighting/aggression, bullying/harassment, major disruptions, threats, stealing, vandalism, weapons, or throwing items out the window will result in disciplinary actions. In the event a student exhibits major or repeated violations, the bus company will call the family to inform them that a major behavior occurred and their child is receiving a write up, and informs them that the district will follow up. The district will conference with the student, determine disciplinary actions, and communicate with parents via phone and letters. Disciplinary actions may include assigned seats, possible bus suspensions, and termination of bus ridership.

The School District of Milton approves the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the 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.

Student Dress/Dress Code

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. When the dress of an individual student constitutes a health problem, is unsuitable for school wear, or is a physical danger to any person, or when the student's manner of dress or grooming causes a disruption or disturbance, appropriate action will be taken.

Certain apparel is not allowed in school, such as hats, caps, and other headgear; spaghetti strap tank tops, strapless tops, very short skirts/shorts, fish-net tops; clothing with offensive language or pictures; shoes or boots that mark the floors; 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.

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 and Lunch Program

Breakfast will be offered through the School Breakfast Program. Breakfast will be served daily from 7:10 –7:30 a.m.

The lunchroom is the only place in school where students may eat lunch. The Milton High School, in accordance with the 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, as well as administrative approval, to do so. 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.
- * Talk in a normal tone of voice.
- * Keep the cafeteria lines orderly. Do not run, push, shove or cut in line.
- * Clean up food you drop or spill.
- * Eat all food you selected or brought.

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 a pre-paid account. Adequate funds must be available in order to purchase meals or a la carte items. Money needs to be deposited in the meal account before meals may be purchased on account. There are four methods to make payments to the family meal account

- Mail deposits directly to the School District of Milton, Food Service Office, 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 payments via check, please include the student's/students' full first and last name(s) on the check. Checks should be made payable to the Milton Nutrition Team. Any check returned for insufficient funds will be subject to charges for handling.

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

The district food service program is operated under current National School Lunch Program (NSLP) guidelines, as regulated by the United States Department of Agriculture (USDA) and the Wisconsin Department of Public Instruction (DPI). Families may apply for free or reduced-price meals annually and are approved according to federal income guidelines. Applications are available on the district website under the Nutrition tab and at the school office.

The high school breakfast program will have breakfast available daily (with the exception of late-start or 2-hour delays due to weather) serving various breakfast items including fresh fruit, cereal bars, juice, and milk to offer a choice to students.

The Nutrition Team operates four (4) serving lines, offering a variety of daily entrees as well as an a la carte line at Milton High School.

Medication

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:

1. For medication prescribed by a doctor, a school form must be filled out. Both the doctor and parent must fill out and sign this form. A copy may be obtained in the school office. This form must be provided to the school before school personnel will give medications.
2. Prescribed medication brought to the school must be in the prescription container and have the following printed information:
 - student's full name • name of medication • exact time to be taken
 - doctor's name • exact amount to be taken

Ask the pharmacist for an exact second prescription container to send to school.
3. A doctor's written order is necessary if the dosage of prescribed medication is to be changed.
4. A medication permission form is only good for one (1) school year.

When over-the-counter/non-prescription medication is to be given by school personnel, a medication permission form must be completed by a parent with specific instructions for administering. 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. Self-administering of prescription and non-prescription 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 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.

Visitors

All visitors must report directly to the office upon arrival in the school building and must obtain a visitor's badge. 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.

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.

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 outlines below and may seize any illegal, unauthorized or contraband materials

discovered in the search. For purposes of this policy, "school authorities" shall be defined as building administrators or their designees.

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

Locker Searches

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 anytime, 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.

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 problem. 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 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. And attendance at school or school events while under the influence of intoxicants or drugs is also prohibited.

* **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. If the referred student admits involvement in alcohol and/or other drug abuse, the student will be required to arrange for an assessment by a state licensed alcohol and other drug treatment provider.

* **Assessment Requirements**

The arrangements for this assessment must be made within three days or the student will be subject to suspension from school. If the student denies involvement, he/she will be asked to submit to a urine sample which will be tested for alcohol or mood-altering chemicals at a facility to be provided for by the school district. If such testing for alcohol or mood-altering chemicals is positive, the student will be required to submit to an assessment program by a state licensed alcohol and other drug treatment provider.

* **Assessment Criteria**

The assessment program will be broad-based and it will include the history of alcohol and other drug use, the psycho-social history, and an attempt to determine by specific diagnostic criteria the level of the student's involvement with alcohol or other drug use and/or abuse. The assessment provider will make recommendations which will be sent to the school and those recommendations will be followed as a condition of the student's continuing participation in school and school events.

* **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 and the student need not participate in the assessment program. 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 for 5 days and the parents/guardians will be notified of the suspension. The student will be required during that 5-day period to submit to the assessment program at a state licensed alcohol and other drug treatment provider. The assessment program will be as provided above and the student shall be required to follow the treatment recommendations made by the assessment counselor. In the event the student does not obtain the required assessment within the three day period, the school district may continue to suspend the student pending a board hearing for consideration for further suspension or expulsion because of repeated violation of school rules.

* **Course of Action**

It is understood that on the basis of the assessment by the person employed by the state licensed alcohol and other drug treatment provider, one or more of the following courses of action may be recommended:

- a. no reason for immediate concern: no chemical problem;
- b. one-to-one involvement with the resource person or counselor;
- c. involvement with the resource person and group experiences;
- d. referral for outside evaluation;
- e. inpatient treatment (with intervention);
- f. outpatient treatment (with intervention);
- g. involvement in AA, Alanon, Alateen, Narcotics Anonymous

* **Exchange of Information and Follow-Through**

These recommendations will be sent to the building principal of the school district and the student will follow the recommendations of the treatment provider. The building principal and the Milton School District will be authorized by the student's parents/guardians to receive information about the recommendations made by the treatment provider and will additionally be authorized to monitor the student's participation in the treatment program and the student's observance of the treatment program mandates. Failure to follow the treatment program and its mandates is a violation of school rules which can subject the student to Board discipline as provided above.

* **Records**

No records of a student's participation in the program will become a part of the permanent record. The fact of a student's participation in the program, including conversations he/she may have with staff members or the resource person, will be held strictly confidential, as required by the federal confidentiality regulations and Wisconsin statutes.

* **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 23.

* **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.

* **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.

Students can seek help through the Student Assistance Program. (See page 36 for more information.)

Emergencies/Weather-Related Issues

Fire Drill

Be aware of fire drill instructions posted in each room. When the fire alarm sounds, proceed to the proper exit in an orderly fashion. This exit should be quick and quiet. The first person out should hold the door open and then close it after all the people have vacated the room. All students are to move away from the building until instructions are given to return.

Tornado Drill

In the interest of safety, when tornado warnings sound, all students are moved to their assigned emergency locations in each school building. When such conditions indicate that a school is in imminent danger, we will protect our employees by requiring that they seek immediate shelter in assigned areas. When this occurs, we will not answer our phones or greet parents arriving at school in unsafe locations of the building.

Under such circumstances, no student is allowed to leave the school grounds unless a parent or guardian physically appears in the building to escort the child home. It is then the parent/guardian's responsibility to report to their child's assigned emergency location to sign their child out for release. At no time will employees or other students be placed in unsafe situations in order to accommodate such releases.

School Closing

An announcement will be made over the Janesville radio station WCLO (1230 on the AM radio dial) and the Fort Atkinson radio station, WFAW (940 on the AM radio dial), WISC-TV (Ch. 3), school district website or the school district facebook page. The announcement will be made by approximately 6:00 a.m. The decision to close schools due to inclement weather or for any other reason will be made by the school superintendent at the earliest possible time after conferring with the bus contractor and local highway officials.

Lockdown Procedure

Universal Lockdown Procedures

- All students and staff should remain in or report to the nearest lockable room. PE classes should go to the nearest lockable room. Students in the library should go to Room 121 or a conference room. Students in the cafeteria should go to the nearest lockable room (kitchen, auditorium, choir room, locker room, staff lounge, etc.) Students in lunch should go to the auditorium.
- If the lockdown occurs during class, teachers should make a note of anyone absent. If the lockdown occurs during non-class time, the teacher should make a list of all people present.
- The school remains in a lockdown until an "All Clear" is announced or until emergency personnel arrive.

Non-Emergency Lockdown

- Universal Lockdown Procedures will be followed.
- An announcement will be made stating we are in a non-emergency lockdown.
- All classroom lessons continue during a non-emergency lockdown.
- Students not in their assigned location are expected to report back to their assigned location immediately.

Emergency Lockdown

- Universal Lockdown Procedures will be followed.
- An announcement will be made stating we are in an emergency lockdown.
- The office will notify emergency agencies.
- All doors should be locked, windows covered, and lights turned off.
- All students and staff should be on the floor, along the wall, on the door side of the room.
- Everyone should stay away from windows.
- Students should refrain from using cell phones or computers during an emergency lockdown.

Activities, Co-Curriculars, Clubs & Athletics

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 of 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, listen to the 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:

Clubs & Organizations

Art Club	Link Crew Leaders
Bowling Club	Milton Motto Club
Caritas for Children International	National Art Honor Society
Chess Club	National Honor Society
Club 180	Parkour
Coffee Club	Quill and Scroll
Conservation Club	Red Hawk Media
Disc Golf	SADD
Discovering Democracy	Service Honor Society - Silver Cords
Exchange Club	Ski Club
FCA	Spanish Club
French Club	Spanish Honor Society
French Honor Society	Science Club
Gay-Straight Alliance (GSA)	Statistician for an athletic team
History Club	S.T.E.M Club
HOSA	Student Council
Key Club	Yoga
Letter Winners Club	Young Democrats’ Club
	Young Republicans’ Club

Club Status: School rules, group/organization rules, and national charters/codes apply.

Activities

Yearbook*, Forensics*, Musical, Play, Future Business Leaders of America (FBLA)

(* Denotes activities in which students may earn a major or minor letter)

Co-Curriculars

Newspaper – Advanced Journalistic Composition, Show Choirs, Mixed Choir/Concert Choir, Band, Jazz Band, Pep Band, National FFA Organization (Exploring Animals and Plants, Conservation and the Outdoors, Vet Science and Aquaculture, Ag Business, Management, and Marketing)

(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.)

Lettering in Forensics and BAND

Students participating in Forensics 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 the 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.

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 3.50 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 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.

Quill & Scroll, Art, French, and Spanish Honor Societies

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

Quill & Scroll is an international honorary society for high school journalists. To qualify, students must have contributed significantly to either Talon, the high school yearbook, or to MHS Today, the high school newspaper. Second-semester sophomores, juniors, and seniors may qualify. In addition, students must be in the upper 1/3 of their class scholastically and meet citizenship standards similar to those for National Honor Society, to maintain membership they must continue to be active in either one of the publications.

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 semesters 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 semester of French who have maintained an A average in 3 semester 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 semester of Spanish who have maintained an A average in 3 semester 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.

* 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 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 in to 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>

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 in 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.

School Song

(Sung to the tune of "Washington and Lee: Swing")

"When Milton High School's Red Hawks fall in line.

We'll win this game, we'll win it every time.

For Milton High School's teams I yell, I yell.

For Red, White, and Black I yell, I yell, I yell, I yell.

So it's U-rah, rah for Milton High.

Our team is on the beam; we'll hit the sky.

Those kids from Milton will uphold their name.

We're gonna win this game!"

followed by

"U-rah, rah, Milton High, U-rah, rah, Milton High, U-rah, rah, Milton High.

YEAAAA!"

Athletics: Interscholastic Sports Available

Fall:

Football	Girls' Volleyball
Girls' and Boys' Cross Country	Girls' Golf
Girls' Swim	Cheerleading
Girls' Tennis	Managing
Boys' Soccer	Pom Pons

Winter:

Boys' Basketball	Girls' Basketball
Boys' Hockey	Girls' Hockey
Boys' Wrestling	Boys' Swim
Girls' Gymnastics	Cheerleading
Pom Pons	Managing

Spring:

Boys' Baseball	Boys' Golf
Girls' Softball	Girls' Soccer

For all sports, GPA rules and Activities Code rules apply. Students must sign the code before they are allowed to participate. Full daily attendance is required to participate.

Sportsmanship:

The WIAA, Badger Conference, and MHS believe that good sportsmanship is a critical part of all schools' athletic programs. Please remember that good sportsmanship is everyone's responsibility.

Badger Conference expectations include—

- * Spectators refraining from profanity and obnoxious language and/or behavior
- * Refraining from heckling of opponents, officials, and officials' decisions.
- * Cheering and Chanting
- * Cheers cannot be derogatory in nature or directed towards a particular player, coach, or official.
- * "Score . . . official . . . winning team . . . losing team" is belittling to the opponent and not an acceptable cheer.
- * No swearing or anything interpreted as swearing, such as "We got screwed," is not acceptable.
- * Music selections should be supportive and appropriate.
- * No harassing or belittling remarks or signs directed toward the opponent's fans, opponent's players, or officials.
- * No throwing of paper, bottles, toilet paper, candy, coins, etc.
- * Appropriate clothing and slogans are encouraged.

Milton High School reserves the right to remove individuals for behaving in unsportsmanlike ways. Students whose behavior results in their removal from the contest will be suspended from spectating at one or more additional contests. In addition, their behavior may result in a disciplinary referral for additional school sanctions, detentions, in-school suspension, etc.

A student removed from a contest a second time during a sport season (fall, winter, or spring) will be suspended from spectating for a minimum of the remainder of that sport season and may have the suspension extended. In addition, their behavior may result in a disciplinary referral for additional school sanctions, detention, in-school suspension, etc.

WIAA and Badger Conference rules stipulate that all artificial noisemakers, banners, signs, towels, and foam fingers are subject to WIAA regulations.

(MHS reserves the right to remove individuals behaving in unsportsmanlike ways for one or more events.)

Student Code of Behavior

The code of behavior applies to interscholastic sports, academics and to the following activities: Forensics, Yearbook, Musicals, Plays, Future Business Leaders of America, Show Choir Back-up Band and Stage Crew, and Poms.

All students at Milton High School involved in athletics/activities shall abide by the rules of eligibility established by the school in regard to conduct throughout the calendar year. Any student whose conduct in reference to the use of alcoholic beverages, tobacco, drugs, **performance enhancing substances**, theft/acts of theft, trafficking and/or sale of drugs, and weapons makes him/her unqualified to represent the ideals, principles, and standards of Milton High School shall be disciplined in accordance with the following rules and regulations:

- * **School policies shall supersede any rule or penalty set forth in these policies.**
- * **Reporting Violations** - It is the responsibility of all adults to report violations of the code of behavior. Since consequences are most effective when closely tied to actions, violations of the code of behavior are to be reported as soon as reasonably possible. **Consequences for violations may be applied up to one year after their occurrence, but an individual/s reporting a student athlete/activity participant violation must do so within 30 days of the violation.**
- * **Valid Evidence** - Any information or evidence considered to be relevant, valid, and accurate by any person(s) regarding a particular violation shall be considered. **The district will consider anonymous pictures, but not anonymous written or verbal reports.** Parties who provide information will be asked to provide specific names, dates, times, and infractions in writing, and they will be asked to sign the statement. If hearsay information cannot be substantiated, it will be treated as rumor. The investigation will include, but may not be limited to, the questioning of the student regarding the alleged violation. Substantiated allegations will result in the stated consequences.

Suspension Requirements

- * Consequences for violations may not be served while a student is academically ineligible.
- * An athletic suspension must be served during a sport season. Activity suspensions are a separate consequence and are served in addition to the athletic consequence.
- * Suspensions will begin with the first contest after the violation in which the student is academically eligible and will run consecutively until the completion of the suspension. The student must be academically eligible for a contest in order for the suspension to count as a served date.
- * In order for an out-of-season suspension to be served, the athlete/activity participant must be actively involved in the next sport/activity from the first day of practice until the last official competition, unless another violation causes further contest suspensions or an injury prevents continued

involvement.

The following shall be considered violations of the Milton High School Student Code of Behavior:

- * the possession and/or use of alcoholic beverages.
- * the possession and/or use of any illegal drug and/or drug paraphernalia not specifically prescribed by a physician, accompanied by his/her permission to participate in activities/athletics while under its influence.
- * the possession and/or use of tobacco products.

- * the possession and/or use of a non-prescribed inhalant, including e-cigarettes and their likeness.
- * criminal behavior—(i.e., theft, acts of criminal behavior, participation, accessory/possession) Where appropriate, legal action will be pursued.
- * trafficking in and/or sale of/in drugs and other contraband.
- * illegal procurement/criminal weapon violation per Wisconsin state statute.
- * coaches'/advisers' expectations.

Consequences for alcohol, drugs, tobacco, criminal behavior violations when they occur for the time period in which the sport/activity takes place:

First Violation

1. **Interscholastic Sports:** The participant will be suspended from that sport for a minimum of 20% of scheduled contests. Percentages will be rounded up to the next full contest. Example: 1.3 would be a 2-contest suspension. Suspension will begin on the date that guilt has been established or the participant is eligible to serve. The coach of that sport has the prerogative of extending the suspension beyond the minimum. On the first offense only, if the athlete or parent/guardian self-reports the violation prior to the coach being informed by any other source, the coach will not extend the suspension beyond the 20% of scheduled contests. Practice requirements during that suspension will be determined by the coach/adviser. (Student Assistance Policy requirements do apply in self-referral incidents.)
2. **Extracurricular Activities:** (Excluding interscholastic sports): The participant will be suspended from participation for 10 school days and corresponding weekends. The adviser of that activity has the prerogative of extending the suspension beyond the minimum. Suspensions also will lead to loss of any applicable letter points for this time period. On the first offense only, if the participant or parent/guardian self-reports the violation prior to the adviser being informed by any other source, the adviser will not extend the suspension beyond the minimum. (Student Assistance Policy requirements do apply in self-referral incidents.)
3. **Academics:** The participant will lose one quarter's credit (current or future) toward a letter/bar

Second Violation

1. **Interscholastic Sports:** The participant will be suspended from that sport for a minimum of 50% of the contests. The number of contests shall carry over into the next sport for which the student-athlete intends to compete. The percentage factor will apply on a prorated basis, depending on the number of contests in the carry-over season. Suspension will begin on the date that guilt has been established or the participant is eligible to serve. The coach of that sport has the prerogative of extending that suspension beyond the minimum. Practice requirements during the suspension will be determined by the coach/adviser.
Example: Athlete A receives a second violation with one football game remaining. The 50% penalty would be .50 x 9, or 4.5 (rounded up to 5). The one football game remaining would be 5/9 of the 50% penalty which would be 50% for the next sports season. If the athlete plays basketball, the 50% penalty would be 50% of 20, or 10. The carry-over penalty would be 5/9 of 10, or 5 basketball games.
2. **Extracurricular Activities** (excluding interscholastic sports): The participant will be suspended from participation for 20 school days and corresponding weekends. The adviser of that activity has the prerogative of extending the suspension beyond the minimum. Suspension also will lead to loss of any applicable letter points for this time period.
3. **Academics:** The participant will lose three quarters' credit (current or future) toward a letter or bar. This is in addition to the quarter lost under first penalty.

Third Violation

1. **Interscholastic Sports:** The participant will be suspended for one calendar year from the date of the establishment of the third violation and each subsequent violation.
2. **Extracurricular Activities:** (excluding interscholastic sports): The participant will be suspended for one calendar year from the date of the establishment of the third violation and each subsequent violation.
3. **Academics:** The participant will no longer be considered for an academic letter and/or additional bars.

By WIAA regulations, for violations which occur after a school begins WIAA tournament competition, the consequence is immediate disqualification of the student for the remainder of the total tournament series in that sport.

Consequences for alcohol, drugs, tobacco, criminal behavior violations when they occur for the time period in which the sport/activity is not taking place:

First Violation

1. **Interscholastic Sports:** The participant will be suspended for a minimum of 20% of scheduled contests of the next sport engaged in. Percentages will be rounded up to the next full contest. Example: 1.3 would be a 2-contest suspension. Suspension will begin on the date that guilt has been

established or the participant is eligible to serve. The coach of that sport has the prerogative of extending the suspension beyond the minimum. On the first offense only, if the athlete or parent/guardian self-reports the violation prior to the coach being informed by any other source, the coach will not extend the suspension beyond the 20% of scheduled contests. Practice requirements during that suspension will be determined by the coach/adviser. (Student Assistance Policy requirements do apply in self-referral incidents.)

2. **Extracurricular Activities:** (Excluding interscholastic sports): The participant will be suspended for 10 school days and corresponding weekends of the next activity engaged in. The adviser of that activity has the prerogative of extending the suspension beyond the minimum. Suspensions also will lead to loss of any applicable letter points for this time period. On the first offense only, if the participant or parent/guardian self-reports the violation prior to the adviser being informed by any other source, the adviser will not extend the suspension beyond the minimum. (Student Assistance Policy requirements do apply in self-referral incidents.)
3. **Academics:** The participant will lose one quarter's credit (current or future) toward a letter/bar.

Second Violation

1. **Interscholastic Sports:** The participant will be suspended for a minimum of 50% of the contests of the next sport engaged in. The coach of that sport has the prerogative of extending that suspension beyond the minimum. Practice requirements during the suspension will be determined by the coach/advisor.
2. **Extracurricular Activities** (excluding interscholastic sports): The participant will be suspended from participation for 20 school days and corresponding weekends of the next activity engaged in. The adviser of that activity has the prerogative of extending the suspension beyond the minimum. Suspension also will lead to loss of any applicable letter points for this time period.
3. **Academics:** The participant will lose three quarters' credit (current or future) toward a letter or bar. This is in addition to the quarter lost under first penalty.

Third Violation

1. **Interscholastic Sports:** The participant will be suspended for one calendar year from the date of the establishment of the third violation and each subsequent violation.
2. **Extracurricular Activities** (excluding interscholastic sports): The participant will be suspended for one calendar year from the date of the establishment of the third violation and each subsequent violation. Suspension will also lead to loss of any applicable letter points for this time period.
3. **Academics:** The participant will no longer be considered for an academic letter and/or additional bars.

Consequences for violation of trafficking in and/or sale of drugs and other contraband; illegal procurement/criminal weapon violation; or coaches'/advisers' expectations whenever they occur:

- * **For trafficking in and/or sale of drugs and other contraband:** The minimum consequence for this violation will be suspension for one calendar year from the date of the establishment of the violation and each subsequent violation.
- * **For illegal procurement/criminal weapon violation:** The consequence will be suspension of not less than one contest for a misdemeanor-type violation and one calendar year from the date of the establishment of the violation, and each subsequent violation for a felony-type violation.
- * **For violations of coaches'/advisers' expectations:** The consequence will be the prerogative of the coach/adviser. The coach/adviser is given the prerogative to impose consequences for actions or behaviors which reflect negatively on the sport and/or program.

Athletic/Activity Code Appeals Procedure

An Appeals Process is a procedure which is recognized as a necessary part of any rules and regulations. The appeals process furthermore, and of primary importance, recognizes the rights of the individual since it outlines his/her recourse in the event he/she feels the wrong decision has been made. The steps outlined hereafter are the procedure for a student and his/her parents/guardian to follow in appealing decisions relating to eligibility. It should be understood that students and parents will be expected to follow the appeal-process steps in the event that legal action should be initiated at some later date.

The student remains under suspension while the appeal is in process.

1. After a ruling of ineligibility resulting in suspension from athletics/activities has been made, a student and/or his/her parents/guardian may formally appeal the decision in writing to the activities director, provided an appeal is received within 14 days from the first day such ineligibility shall take effect.
2. After an appeal has been received and the school's formal reply mailed to the parents/guardian, a date for a hearing will be established by the principal. Such date shall be within 14 days after receipt of the written appeal of the student and his/her parents/guardian. Present at the hearing shall be the activities director, principal and/or associate principal of the school, the student, and the parents/guardian. **The coach/adviser will be informed of the hearing and may be in attendance at the request of the principal. Elements that may result in the principal making this request are the coach/adviser's exercising his/her prerogative or a violation of a coach/adviser's rule relating to**

the specific sport/activity.

3. If the athlete and his/her parents/guardian are dissatisfied with the finding of the hearing, a review by the board of education may be requested. Such a request must be received by the principal or activities director within 14 days after receipt of the written reply informing the student and his/her parents/guardian of the results of the hearing. Present at the hearing, in addition to the board of education, shall be the activities director, principal and/or associate principal of the school, the student, and the parents/guardian.

The coach/adviser will be informed of the hearing and may be in attendance at the request of the principal. Elements that may result in the principal making this request are the coach/adviser's exercising his/her prerogative or a violation of a coach/adviser's rule relating to the specific sport/activity.

4. The provisions as outlined above shall be the sole and exclusive remedy for appeal from the rulings referred to in Paragraph 1.

Transportation to and from Athletic and Activity Events

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

Occasionally, students request alternative transportation. By far the most acceptable alternatives is that the parent/guardian of the student **must see the coach/adviser face to face** to request a change and provide a written request stating said request. The parent must transport the student and must make both written and oral request to do so at the time of transport. Under extenuating circumstances, the building administrator may waive this regulation, provided circumstances warrant an exception, and both oral and written request has been received from all parties involved **prior to the event.** Such requests are subject to approval.

Athletic Participation and Homecoming Court

Any participant who has served or is currently serving a code violation during the fall season of the current year is ineligible to be a member of the Homecoming Court.

HIGH SCHOOL ATHLETIC ELIGIBILITY INFORMATION BULLETIN

For complete WIAA Eligibility for Athletes, please go to this link: <http://www.wiaawi.org/Schools/EligibilityRulesForms.aspx>

Miscellaneous Information

Immunizations

According to state law (252.04 WI Stats.), all children entering a school in Wisconsin must be immunized against the following communicable diseases: diphtheria, tetanus, pertussis, polio, measles, rubella, 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.

STUDENT IMMUNIZATION LAW – AGE/GRADE REQUIREMENTS FOR 2015-2016

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 ²	3 Polio	3 HepB	1MMR ⁵	1Var ⁶	
Grade K - 5	4DTP/DTaP/Td ^{1,2}	4 Polio ⁴	3 HepB	2MMR ⁵	2 Var ⁶	
Grades 6 - 12	4DTP/DTap/Td ²	1Tdap ³	4 Polio ⁴	3 HepB	2MMR ⁵	2Var ⁶

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 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 there 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.

Student Assistance Program Policy

The school district recognizes that students often need education and assistance because a person significant to them is afflicted with chemical dependency, or 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 provide education and assistance to any student displaying the signs of such harmful involvement.

The School District of Milton recognizes that chemical use may evolve into chemical dependency which is a serious illness. This can be successfully treated if identified early, if appropriate referral to community agencies is made, and if adequate support is offered 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 drug abuse-related problems, along the following guidelines:

- * It should be understood by parents/guardians, students and staff that all school rules and regulations or state and federal laws will be vigorously enforced by school officials.
- * The main responsibility for operating the program will be in the hands of each building principal (or his/her designee) who will interpret the district's policy to students, staff, parents/guardians, and the community, and the building contact person who will assess the nature and scope of alcohol and drug problems in students referred, and make recommendations for the appropriate form of assistance.
- * An essential feature of the program is that students, along with their families, are encouraged to contact staff persons, the building principal, or the building contact person regarding problems with alcohol and other drugs, with the assurance that such contacts will be handled confidentially.
- * Students may be referred to the building principal or the building contact person by school staff, other students, parents/guardians, or community agencies (i.e., clergy, law enforcement, etc.).
- * When a referral is made, the building contact person will contact other staff members in an attempt to assess the nature and scope of the student's problems and may consult with the student. In addition, the student may be required to arrange for an assessment by a state-licensed alcohol-and-other-drug-treatment provider. If so required, the arrangements must be made within three days, or the student will be subject to suspension from school.
- * On the basis of the assessment, the following courses of action may be recommended:
 - a. no reason for immediate concern: no chemical problem;
 - b. one-to-one involvement with the building contact person or school counselor;
 - c. involvement with the building contact person and group experience;
 - d. referral for outside evaluation;
 - e. inpatient treatment (with intervention);
 - f. outpatient treatment (with intervention);
 - g. involvement in AA, Alanon, Alateen, Narcotics Anonymous.
- * In cases of self-referral, the situation will be regarded as it would for any illness with respect to benefits and privileges. So long as a student is involved with the program, and is making satisfactory progress, there is no reason why he/she may not remain in school.
- * No records of a student's participation in the program will become a part of the permanent record. The fact of a student's participation in the program, including conversations he/she may have with staff members or the building contact person, will be held strictly confidential, as required by federal confidentiality regulations and Wisconsin Statute (e.g., 118.125).

Support opportunities will be available through the Student Assistance Program for those students returning to the school environment following treatment.

- * The awareness and support of parents/guardians for a student affected by alcohol and other drug abuse and chemical dependency is necessary. However, where either students or parents/guardians do not wish to cooperate in making needed assistance available, the student's status in school may have to be reevaluated, taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students/staff.
- * The use or possession of illegal drugs or alcoholic beverages in or on school property, or at school events, and attendance at school or school events while under the influence of intoxicants or drugs, is prohibited.
- * Prescription medications are to be construed as exceptions to this policy when used by the individual for whom they were prescribed, and the manner and amount prescribed. Policy covering such medications is found on page 23 of this handbook.
- * It shall be the responsibility of each building administrator and/or his/her designee to develop procedures consistent with this policy, and to provide the necessary orientation and training of staff members. The building administrator/designee and the building contact person for each building will periodically evaluate the progress of the program and its effectiveness, and make annual reports and recommendations to the program coordinator who shall in turn be responsible for reporting to the board of education.

Title VI/IX /504 Complaint 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.

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 with 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 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 reasonable 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.

Nondiscrimination Statement

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 times.

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 (Jeremy Bilhorn)

2nd Copy - School/department

3rd Copy - Complainant