

Milton Middle School Student and Family Handbook

School District of Milton

2018 - 2019



School District of Milton

*Opportunity · Achievement
Community*

MILTON MIDDLE SCHOOL

A MESSAGE TO MMS STUDENTS AND PARENTS

As we begin the 2018-19 school year, we believe it is imperative to the success of your student, that we establish ourselves (student, parent, staff) as a TEAM (Together Everyone Achieves More). In highly effective teams, members have expectations and roles that are clear and readily understood, which helps the team function at the highest level. As we work together towards success, we invite your questions or comments about the following guiding principles.

Please count on us....

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

We'll count on you...

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

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

Matt Biederwolf and Tara Czerwinski on behalf of the Milton Middle School Staff

**SCHOOL DISTRICT OF MILTON
2018-2019 School Calendar**

August 20 - 23, 27 - 30	Teacher Workshop Days - No Students
August 29	Open House 6:00 p.m. to 7:00 p.m.
September 3.....	Labor Day - No School
September 4.....	First Day of School for Students
October 8.....	NO SCHOOL - Staff Professional Development Day
October 24	MMS Parent-Teacher Conferences 3:30-7:30pm
October 25	Early Release / MMS Parent-Teacher Conferences 3:30-7:30pm
October 26.....	NO SCHOOL
November 2.....	End of Quarter 1
November 5.....	NO SCHOOL - Staff Professional Development Day
November 21.....	NO SCHOOL - Parent / Teacher Conference Compensation Day
November 22-23	NO SCHOOL - Thanksgiving Break
December 10	NO SCHOOL - Staff Professional Development Day
December 21-January 1.....	Winter Break - NO SCHOOL (Last Day for Staff and Students - December 21)
January 2.....	School Resumes
January 17.....	1st Semester/End of Quarter 2
January 18.....	NO SCHOOL
January 21.....	NO SCHOOL - Staff Professional Development Day
February 13.....	MMS Parent-Teacher Conferences 3:30-7:30pm
February 14	MMS Parent-Teacher Conferences 3:30-7:30pm
February 15.....	NO SCHOOL - Parent / Teacher Conference Compensation Day
March 11.....	NO SCHOOL - Staff Professional Development Day
March 25-29.....	Spring Break - NO SCHOOL
April 1.....	School Resumes
April 3.....	End of Quarter 3
April 19.....	No School
May 24.....	Early Release Day
May 27.....	Memorial Day - NO SCHOOL
June 6.....	Last Day of School for Students
June 9.....	End of Quarter 4
June 10.....	High School Graduation Summer School Begins

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Board of Education

Tom Westrick, President westrick@milton.k12.wi.us
Don Vruwink, Vice President vruwinkd@milton.k12.wi.us
Mike Pierce, Treasurer piercem@milton.k12.wi.us
Karen Hall, Clerk halkk@milton.k12.wi.us
Brian Kvapil kvapilb@milton.k12.wi.us
Diamond McKenna mckennad@milton.k12.wi.us
Joe Martin martinj@milton.k12.wi.us

District Administration

Tim Schigur, Superintendent 868-9200
Ryan Ruggles, Director of Curriculum and Instruction..... 868-9200
Mary Ellen Van Valin, Business Manager..... 868-9200
Susan Probst, Director of Student Services.....868-9221
Jeremy Bilhorn, MHS Principal..... 868-9300
Tara Huber, MHS Associate Principal..... 868-9300
Randy Bartels, MHS Assoc. Principal.....868-9300
Jon Lyon, NIS Principal..... 868-9280
Julie Musgrove, NIS Associate Principal..... 868-9280
Sarah Stuckey, Harmony Elementary Principal.....868-9360
Sarah Stuckey, Consolidated Elementary Principal.....868-9595
Marcia Schwengels, Milton West Elementary Principal..... 868-9230
Jennifer Cramer, Milton East Elementary Principal.....868-9380

Milton Middle School Staff

Office Phone 868-9350

Attendance Line 868-9351

Mr. Matt Biederwolf - Principal Ext.2001, biedewolfm@milton.k12.wi.us
Ms. Tara Czerwinski - Associate Principal Ext.2002, czerwinski@milton.k12.wi.us
Ms. Crystal Schmid - School Psychologist Ext.2005, schmidc@milton.k12.wi.us
Mr. Joe Massoglia - School Counselor Ext.2004, massogliaj@milton.k12.wi.us
Mrs. Emily Weinert - Administrative Assistant Ext.2000, weinerte@milton.k12.wi.us
Mrs. Elizabeth Bailey - Administrative Assistant Ext.2003, baileye@milton.k12.wi.us
Ms. Pam Neuzil - School Health Aide Ext. 1500, neuzilp@milton.k12.wi.us
Mrs. Christine Shaw - Clerical Paraprofessional Ext. 2105, shawc@milton.k12.wi.us

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

7th Grade Teachers

Mr. Ben Crittenden - Social Studies
Mr. Steve Steinke - Social Studies
Ms. Emily Rothering - Science
Mrs. Susan Jensen - Science
Mrs. Sallie Berndt - Read 180
Mrs. Brianna Miles - English Language Arts
Mrs. Terri Harbort - English Language Arts
Mrs. Jamie Prestosa - Math
Ms. Michelle Prailes - English Language Arts
Mrs. Simona Pero - Math
Mr. Jon Thompson - Math
Mr. Caleb Stinemates - Health Education / Adaptive P.E.
Mrs. Michele LaPean-Usher - French
Mrs. Jessica Westlund - Band
Ms. Kristine Farnsworth - Physical Education
Mr. Brad Kligora - Physical Education/Athletic Director
Mrs. Kristin Gannon - Art
Mr. Logan Bertrand - Choir
Mr. David Baker - Technology Education
Mr. Michael Roherty - Special Education
Mrs. Susan Lonnborg - Special Education
Ms. Samantha Ackerman - Speech and Language
Mr. Nick Sheskey - Special Education
Mr. Jeff Dye - Math

Librarian/Media Specialist

Ms. Heidi Zweifel and Mrs. Nelson

Library Aide

Mrs. Susan Rennhack and Mrs. Julie Kaas

Custodians

Mr. Shawn Duhr
Mr. Matt Gannon
Mrs. Dayna Polensky

EL Teacher

Mr. Michael Bauman

8th Grade Teachers

Mr. Paul Weix - Social Studies
Mrs. Alysha Timm - Social Studies
Mr. Jeremy Jensen - Science
Mrs. Melissa Jacob - Science
Mrs. Sallie Berndt - Read 180
Mrs. Mandy Tukiendorf - English Language Arts
Mr. Ryan Moore - English Language Arts
Mrs. Casey Rusch-Weiland - Special Education
Mr. Matthew Leibham - English Language Arts
Mrs. Ashley Hughes - Math
Mrs. Jenna Brand - Math
Mrs. Janelle Agnew - Math
Mrs. Michele LaPean-Usher - Spanish
Mrs. Jessica Westlund - Band
Ms. Kristine Farnsworth - Physical Education
Mr. Brad Kligora -Physical Education/Athletic Director
Mrs. Kristin Gannon - Art
Mr. Logan Bertrand - Choir
Mr. Matt Lee - Agriculture
Mr. David Baker -Technology Education
Mrs. Susan Lonnborg - Special Education
Ms. Samantha Ackerman - Speech and Language
Mr. Caleb Stinemates - Health Education / Adaptive P.E.
Mr. Nick Sheskey - Special Education

Support Staff

Mrs. Jessica Frusher
Mrs. Jennifer Walewangko
Mr. Steve Olson
Mr. Alex Olson
Mrs. Kristin Walsh
Mrs. Cindi Pregler
Mrs. Julie Kaas
Mrs. Cheryl Pavlik
Ms. Tara Nava
Mrs. Pam Miller

Communication

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

WAYS TO STAY INFORMED THROUGHOUT THE SCHOOL YEAR

Communication tools available at MMS

General Information:

MMS Student Handbook

Monthly Newsletter emailed to MMS Parents

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

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

Schoology - <https://miltonsd.schoology.com/login/ldap?@school=133891591>

Office Hours 7:00 until 3:30

Formative and Summative Assessment Scores

Report Cards - *November, January, March and June*

Amount of time your child reads for pleasure

Star Screener Scores - *September, January and May*

Behavioral Progress Indicators include:

Red Hawk Feather Rewards - Monthly

Student Behavior Contracts - as needed

Phone contact from teacher or administrator regarding behavior - as needed

Attendance

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

BENEFITS OF REGULAR ATTENDANCE

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

STUDENT ABSENCE

School attendance is a responsibility that is shared by student, parent, and school. Five absent days per semester may be excused with a parent's explanation. At the middle school, parent explanation may be either written or oral but must be approved by a parent and the reason for absence stated in an appropriate written note or explained through a phone conversation. If an appropriate parent explanation is not provided, the absence will be unexcused. A written doctor's statement or a religious reason may be required to explain absences in excess of the five (5) absent days per semester.

Please make every effort to avoid outside commitments like family trips during the school year, as it can be very disruptive to your child's progress. If the absence is unavoidable, it is the student's responsibility to make up work before the absence occurs.

SCHOOL RESPONSIBILITIES

1. The school will provide the opportunity for the absent student to make up academic work missed during an absence.

2. The attendance of all students will be monitored on a daily basis. Parent will be notified when student has an unexcused absence. Notification will be made by phone, mail or in person after the unexcused absence.
 3. If more than five (5) days of unexcused absences occur, a personal parent conference may be requested by the school principal or associate principal to consider the following options:
 - a. Educational counseling to review the student's educational program.
 - b. Evaluation of the student to determine if identifiable learning problems exist.
 - c. Evaluation of the student to determine if identifiable social problems exist.
- *Notification under this section will be made by phone or in person, and if necessary by registered mail.*
4. During periods of out-of-school suspension, the following procedures for the make-up of course work missed shall apply.
 - a. The student is responsible to collect course work missed from the teacher.
 - b. Student course work missed during a suspension, collected by the student, and completed by the student, will be accepted.
 - c. Assessments missed during the suspension shall be made up.

STUDENT RESPONSIBILITIES

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

PARENT RESPONSIBILITY

1. Contact school by 9:30 a.m. on the day the absence occurs and provide a reasonable explanation for the absence. For your convenience, an answering machine will take after hour calls.
2. Provide written doctor's excuse for absences in excess of five (5) absences per day per semester.

Absence

1st- 4th Parent excused absence - office documents written or verbal excuses

5th Parent excused absence - letter sent from office explaining attendance policy

10th Absence - Referral to associate principal to discuss attendance concern with the student. Also, a letter will be sent to the parent/guardian. The letter will explain truancy law.

PD listed as a reason on the Student Admit Slip - Principal's Discretion. The principal has the discretion to excuse any student's absence beyond the five parent excused absences.

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

PREPLANNED ABSENCES

Trips and vacations - We are not going to deny a child the opportunity to take a vacation with his or her parents or guardians. However, before trips are planned during school, please evaluate your child's status in light of his/her attendance. We know that there is much to be gained from quality family time, yet this time should not be at the expense of valuable school time, especially for students who are struggling academically.

In the case of a preplanned absence, the student must present the office with an explanatory note from parents **at least two (2) days prior to the requested absence**. The student then needs to take a form around to the teachers, allowing the opportunity to get the student his/her work ahead of time.

TEACHER RESPONSIBILITY

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

DISCRETION IN INTERPRETATION OF ATTENDANCE POLICY

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

STUDENT TARDIES

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

Before school:

Tardy (unexcused)

1st-3rd tardy - office documentation

4th tardy - associate principal calls parent - follow-up confirmation letter sent

5th tardy - 30 minute after school detention

The tardy and absence steps will roll back at the end of the 1st semester.

PROCEDURE FOR LEAVING SCHOOL

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

Academics

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

Grading Scale

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
below 60	F

HONOR ROLL REQUIREMENTS

Two levels of academic achievement will be recognized:

High honors = Quarterly GPA of 3.75 and above

Honors = Quarterly GPA of 3.25 to 3.749.

MIDDLE SCHOOL CURRICULUM

All students will take the following academic courses:

Math

Social Studies

Science
Language Arts

Literature
Physical Education

Exploratory classes include:

7th Grade - Health*, Art, French, Tech Ed
8th Grade - Art, Spanish, Health*, Tech Ed

Elective classes include:

Band and Choir - both grades
Agriculture - 8th Grade

***Human growth and development is part of HEALTH instruction at grades four, five, six, seven, eight, 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 Human Growth and Development program. You will be given the opportunity to preview the curriculum and instructional materials. An alternative program will be designed for students who do not participate in this unit. Complete information regarding this unit will be mailed to your home prior to the beginning of instruction.

MMS BELL SCHEDULES

8th Grade

Advisory	7:30 - 7:40
Hour 1	7:43 - 8:25
Hour 2	8:28 - 9:10
Hour 3	9:13 - 9:55
Hour 4	9:58 - 10:40
Hour 5	10:43 - 11:25
Lunch	11:28 - 11:55
Hour 6	11:58 - 12:35
Hour 7	12:38 - 1:20
Hour 8	1:23 - 2:05
Hour 9	2:08 - 2:50

7th Grade

Advisory	7:30 - 7:40
Hour 1	7:43 - 8:25
Hour 2	8:28 - 9:10
Hour 3	9:13 - 9:55
Hour 4	9:58 - 10:40
Hour 5	10:43 - 11:25
Hour 6	11:28 - 12:10
Lunch	12:13 - 12:40
Hour 7	12:43 - 1:20
Hour 8	1:23 - 2:05
Hour 9	2:08 - 2:50

MMS Grading, Reporting, and Homework Procedures

MMS recognizes that learning happens at different times for each student, and with re-learning, all students can learn at a higher level. Student learning will continue to be measured through formative and summative assessments; however, gradebooks will now reflect only these two grading categories: formative and summative. Formative assessments will account for 20% of the quarter grade and summative assessments will account for 80% of the quarter grade for **6th through 8th grade students**, and 30% formative & 70% summative for our 4th and 5th grade students. The following chart lists some ways that teachers could gather formative and summative learning data; however, it is important to note that some assessments may fall into both categories.

Examples of Formative and Summative Assessments

Formative (20%)	Summative (80%)
In-class daily work	Tests
Exit Slips	Projects
Homework (Practice)	Quizzes
Participation	Labs
Writing samples	Essays
Discussion	Mid-Terms
Spot checks	Finals / Exams
Reflection journals	Papers
Individual / Small group lessons	Speeches
Rough drafts	Presentations
Quizzes	Performances

- **Formative Assessments**
 - Formative assessments help the teacher monitor student learning that has happened at that point in the lesson or unit of study and give them feedback on how to direct further instruction. While each teacher will define which assignments are formative assessments, these are often classified as “homework”, some “quizzes”, “learning checks”, “entrance or exit tickets”, and others.

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

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

Making up Missed Formative Assessments

- Students who are absent from school for any reason are expected to make up all Formative Assessments missed in each class. 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.
- Grades will be entered as a zero until the Formative Assessment is completed to ensure students and parents know the effect of the missing grade. All incomplete grades on Formative Assessments will only be accepted until the Summative Assessment covering that material is given, or as part of a relearning plan.

Making up Missed Summative Assessments

- Students who are absent from school for any reason are required to make up all Summative Assessments missed for each class. **Students will have one week from the original assessment or due date to make-up the summative assessment.**
- It is the student's responsibility to schedule make-up summative assessments from every teacher immediately upon return to school.
- Only in unique cases of extended absence will more time be granted for completion of summative assessments past a grading term.
- Teachers are allowed to give alternative summative assessments for students who are absent.

Late Formative Assessments

- Formative work can be turned in prior to the summative assessment or end of the unit - earning up to 80% of the original value of the assignment when turned in on time.
- **Formative work completed after the summative assessment, or as part of a re-learning plan, will serve as a learning opportunity and will not be awarded points toward the overall grade. Students are expected to complete formative work to guide the learning, hence completing prior to the summative is encouraged.**

Late Summative Assessments

- Teachers will allow students to make up all summative assessments or turn in all summative projects up until the end of the 9-week grading term (quarter).
- Late summative assessments submitted before the end of the quarter may receive up to 80% credit for the assignment.

Summative Assessment Retakes

- Students may retake a summative assessment after an authentic attempt or good faith effort. Students have an opportunity to retake a summative assessment once, after completing a relearning plan with their teacher. (e.g. corrected assessments, additional learning time with teacher, verbal evidence of learning, etc.)
- *Grade calculation:* Teachers can choose to administer a full retake or a portion of the test in order to best assess the relearning of individual learning targets by the students.
- Highest of two scores if retaking full assessment.
- If completing a portion of the test to demonstrate learning of specific learning targets, points will be added back to the student's original score.
- Students who receive less than 60% on a summative assessment are required to retake the assessment.
- **Summative retakes must be taken within a week of the summative being graded and returned to students. If it is within a week of the grading period ending, the summative retake plan will be worked out between teacher and student. All formative work must also be completed before a summative retake can be taken for that unit, and a re-learning plan must be completed.**

Plagiarism

- **Summative assessments involving academic dishonesty and / or plagiarism can be re-taken one time for a maximum grade of 59%. These must be taken within a week of the summative being graded and have been deemed to have been plagiarized. All formative work must also be completed before a summative retake for academic dishonesty and / or plagiarism can be taken, and a re-learning plan must be completed. Students can also be subject to school discipline.**

Extra Credit

Students are encouraged to seize opportunities provided in the classroom to expand their learning within the existing curriculum. Students will not be provided with opportunities to earn extra credit.

SCHOOL RESOURCE OFFICER (SRO) PROGRAM

As student and staff safety is always our number one priority, MMS is fortunate to have a School Resource Officer (SRO) program. The School District of Milton has two School Resource Officers that are shared employees with the Milton Police Department and the District. Our School Resource Officers are visible members of our school community and assist students in many ways, including classroom presentations, assembly presentations, supporting positive student attendance, supporting students through bullying and harassment situations, and much more.

STUDENT SERVICES DEPARTMENT

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

The Milton Middle School Student Services Department includes our Guidance Counselor, Joe Massoglia and our School Psychologist, Crystal Schmid. These individuals assist students in dealing with family change issues, anger management, dealing with loss, as well as drug and alcohol concerns.

The Milton Middle School Student Services Office offers:

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

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

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

LIBRARY MEDIA CENTER

*The LMC staff is here to help the students and staff.
Please feel free to call if you have a question or need their help in any way.*

HOURS

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

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

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

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

CIRCULATION

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

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

COPY MACHINES

The LMC staff will make copies of any print materials needed for school projects for 10¢ per page.

FEES

Fees for all students:

Instructional Fees:	50.00
Tech Ed Fee:	2.00
Phy. Ed Fee:	<u>6.00</u>
Total School Fees:	58.00

All students must have phy. ed. uniforms and locker room padlocks. The uniform can be purchased at Dave's Ace Hardware of Milton or Throndsen Lettering, Inc. of Janesville. The padlock must be purchased at Dave's Ace Hardware.

Fees will be paid during online registration in August. Fees must be paid before students will be able to pick up their class schedules.

*** A sports fee of **\$40.00 per sport** will be assessed to each participant and will be collected separately by the coaches at the beginning of each sport.

SUPPLIES

Please see Milton Middle School webpage for updated supply lists.

PROMOTION AND RETENTION OF STUDENTS

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

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

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

TEST OPT OUT - 8TH Grade

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

WITHDRAWING FROM BAND, CHOIR, OR AGRICULTURE

Students will be allowed to withdraw from Band, Choir, or Agriculture **only during the first two weeks of the first quarter or the first week of the third quarter.** No other time during the school year will students be allowed to withdraw from Band, Choir, or Agriculture.

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

Administrator discretion will apply to unique circumstances.

WITHDRAWING FROM MILTON MIDDLE SCHOOL

Parent(s) must be present to withdraw their student from Milton Middle School. All books must be turned in and bills must be paid.

Red Hawk Expectations

Here at MMS we have established clear expectations for students and taken active steps in teaching, modeling and reinforcing those behaviors school wide. We teach students to "Follow the Red Hawk Way" by being Polite, Prepared, Productive, and Safe at all times both inside and outside of school.

AFTER SCHOOL

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

CELL PHONES AND LASER POINTERS

Students are welcome to bring their cell phones to school, however they are to be off and in lockers between 7:30 A.M. and 2:50 P.M. The only exception to this rule would be for the use or possession of such a device by a pupil, approved in advance by the Superintendent, that is used or possessed for a medical, school, educational, vocational, or other legitimate use approved by the Superintendent. A cell phone violation will result in a student picking up that phone at the end of the school day in the office. A 2nd offense will lead to the parent / guardian being notified and picking up the cell phone for his or her student in the office.

Laser pointers can be dangerous and are strictly prohibited.

Prohibited items will be confiscated for the remainder of the day. Parents may be asked to pick up items confiscated more than once.

STUDENT TELEPHONE IN OFFICE

The office provides students with a phone to use to call home. Students will need a phone pass to use the office phone between 7:30 A.M. and 2:50 P.M. Please communicate with your child during the school day through our school office.

BUS USE AND PROCEDURES

Driving a school bus is a very difficult and challenging job. The behavior of students on the school buses is a constant concern. Every student will be assigned a seat on their morning and afternoon bus route for the entire school year. 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 that 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.

USE OF A VIDEO CAMERA ON THE SCHOOL BUS

The Milton School District 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 of 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.

CLOSED CAMPUS

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

STUDENT VISITORS

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

DRESS AND GROOMING

Milton Middle School does not have a detailed dress code. We expect that all students will dress in a way that is appropriate for a school setting and that their choices respect MMS’s intent to sustain a community that is inclusive of a diverse range of identities. Students who make inappropriate or insensitive choices will be expected to reconsider. Student appearance is primarily a parental responsibility that should reflect concern for health and safety of the student and others. When the dress of an individual student constitutes a health problem, seems to be unsuitable for school, is a physical danger to any person, or when the student’s manner of dress or grooming causes a disruption or disturbance, the principal will take appropriate action to correct the situation.

Students who violate this policy will be given an opportunity to correct the situation by changing, turning a shirt inside out, covering up, or contacting a parent to bring a change of clothes to school. Students who repeatedly violate this policy will be required to attend a parent conference with administration and counselor to address the root cause of the inappropriate dress.

DANCES/ REC NIGHTS

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

Students will be admitted to dances and Rec Nights at 6:30 p.m. and not allowed to leave until 9:00. In case of an emergency, a parent should personally contact a supervisor. Supervision is until 9:30 ONLY! Please be sure to be punctual in picking up your child after all school events.

SKATEBOARDS

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

FUNDRAISING

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

POSTERS HUNG AT MMS

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

Health and Wellness

ILLNESS

If you know that your child is feeling sub-par coming to school, please call the office.

What to Do If You Become Ill at School

All ill students must report to the office. **Please do not call home from your cellphone.** Report to the office first to be seen by the school nurse. If a call home is warranted it should be completed from the student phone in the office.

Students may go home ill if they meet one of the following criteria:

- Fever of 100 degrees or higher
- Vomitting
- Diarrhea
- Undiagnosed rash

If it is necessary for a student to go home due to illness, a parent or emergency contact person designated by the parent in Skyward will be called. **We cannot release your student to anyone not listed as a parent or emergency contact in Skyward.** It is the parent's responsibility to keep Skyward updated.

If the parents disapprove of the student coming home because they feel the student is feigning illness, the student must return to class. If the parents cannot be reached (includes responsible others), the student must return to class. If it is the opinion of the principal/designee that the student is really ill, this will be conveyed to parents and the student must be allowed to go home.

***** Students must be free from the above symptoms for a minimum of 24 hours before returning to school *****

MEDICATION

If it is necessary for school personnel to give your child 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, TRANSPORTED BY AN ADULT**, and have the following printed information:

- a. Child's full name
- b. Name of medication
- c. Time to be given
- d. Amount to be given
- e. Doctor's name

** 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 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: At the school's discretion students may self-medicate certain prescription medications. Example: Inhalers or short-term medications such as antibiotics. If a student does self-medicate at school, a signed statement by the parent/guardian AND physician must be on file in the school office. Prescription medication must be in the original container and labeled with the student's name.

IMMUNIZATIONS

According to State Law (s.252.04, WisStats), all children entering a school in Wisconsin must be immunized against the following communicable diseases; diphtheria, tetanus, varicella, pertussis, polio, measles, rubella, mumps, Hepatitis B, and chicken pox. 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 the 2015-2016 SCHOOL YEAR

Age/Grade	Number of Doses
Grade 7	4 DTP/DtaP/DT/Td 1Tdap 4 Polio 2 MMR 3 HepB 2 Var
Grade 8	4 DTP/DtaP/DT/Td 1Tdap 4 Polio 2 MMR 3 HepB 2 Var

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. 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.

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 are trained to safely handle injuries to prevent contact with blood. Any student who gets blood on their body from another person is encouraged to notify school staff in the office so appropriate actions can be taken.

For further information, call Erin Kotthaus, Milton School Nurse at 868-9300.

Discipline

While we expect students to follow the Red Hawk Way by being Polite, Prepared, Productive, and Safe at all times both inside and outside of school, we understand that mistakes will be made.

Our Milton Middle School Discipline Policy is designed to help young people correct inappropriate behavior.

A range of consequences from lunch/recess detentions, after school detentions, in-school suspensions, out-of-school suspensions, behavior contracts, and pre-expulsion agreements may be imposed to deter undesirable behavior.

All students are notified of after school detentions prior to the time they are to be served.

Automatic suspension will result for the following:

Fighting; stealing; vulgar/abusive language; serious and deliberate vandalism; possession of tobacco, alcohol or other drugs; weapons; chronic, deliberate, and/or repeated non-compliance with school rules.

CONSEQUENCE STATEMENT

Students are not allowed to reschedule consequences such as detention. **Parents must contact the principal prior to the consequence to reschedule.**

SUSPENSION POLICY

NOTIFICATION OF SUSPENSION

Student's Name: _____

After deliberation, a decision has been made by the Milton School Administration to suspend the above named student from school. This suspension is made in accordance with Wisconsin Statutes 120.13(b) (SCHOOL BOARD POWERS) which reads in part: "The school district administrator or any principal...may make rules, with the consent of the school board, and may suspend a pupil for not more than 5 school days...for noncompliance with such rules or school board rules, or for conduct by the pupil while at school or while under the supervision of school authority which endangers the property, health, or safety of others."

The student is suspended from school for the period of _____. Until readmission after the suspension, the student will not be allowed to attend classes or any school sponsored activity. The student must stay off of school grounds until date of re-entry. Schoolwork assigned during the suspension may be made up.

ACADEMIC HONESTY

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

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

There is an “academic honesty” poster in each room for student review.

DANGEROUS MATERIALS

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

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

TOBACCO USE

Smoking, chewing, and/or the possession of tobacco products in the school building, or on school grounds, 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 a controlled substance or alcoholic beverage, will not be allowed to attend or participate in any school activity.

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

STUDENT ALCOHOL AND OTHER DRUG ABUSE 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 can be successfully treated if identified early, if appropriate referral to community agencies is made, and if adequate support is afforded to those who are in the process of recovery.

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.

1. The use, possession, and/or sale of illegal drugs or alcoholic beverages and/or drug paraphernalia in or on school property or at school events, and attendance at school or events while under the influence of intoxicants or drugs is prohibited. This includes the use and/or possession of “look-alike” substances and/or alcohol as defined by state law.
2. Students shall be subject to immediate suspension or expulsion in accordance with Wisconsin Statutes for use, possession, and/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.
3. The thrust of the school district’s activities with respect to this problem shall be an attempt to identify people using alcohol or other drugs and those under the influence of alcohol 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 shall be referred to the building principal/designee. If the referred student admits involvement in alcohol and/or other drug abuse, the student may be required to arrange for an assessment by a state licensed alcohol and other drug treatment provider. The arrangements for this assessment must be made within five days or the student will be suspended from school. If the student denies involvement, he/she shall be asked to submit to a urine sample, which shall 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 shall be required to submit to an assessment program by a state licensed alcohol and other drug treatment provider. The assessments referred to above, shall be broad-based assessments and shall include the history of alcohol and other drug use, psychosocial 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 arrangements for and payment of the assessment shall be the responsibility of the student and/or his/her parents. The assessment provider shall make recommendations, which shall be sent to the school, and those recommendations shall be followed as a condition of the student's continuing participation in school and school events.

4. In the event the testing of the student's urine sample is negative for alcohol or mood altering chemicals, no further action shall 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 shall be suspended by the building principal for three days and the parents/guardians shall be notified of the suspension. The student shall be required during that three-day period to submit to the assessment program at a state licensed alcohol and other drug treatment provider. The assessment program shall 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.

5. It is understood that on the basis of his or her assessment by the person employed at 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. continued one-to-one involvement with the resource person or counselor
- c. continued 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

These recommendations shall be sent to the building principal of the school district and the student shall follow the recommendations of the treatment provider. The building principal and the School District of Milton shall be authorized by the student's parents/guardians to receive information about the recommendations made by the treatment provider and shall 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.

6. Prescription medications are exceptions to this policy when used by the individual for whom they were prescribed, and in the manner and amount prescribed.

7. 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 for the welfare of the student and of any other relevant factors involved.

8. Discipline will be imposed independently of court action. Students shall be subject to immediate suspension or expulsion in accordance with Wisconsin Statutes for use, possession and/or drug paraphernalia, but the suspension or expulsion allows for a hearing and review in the same manner as suspension or expulsion for any other reason.

9. If the situation warrants it, the principal should communicate all available information promptly to the police, and offer full cooperation of the administration and faculty in a police investigation.

STUDENT ASSISTANCE PROGRAM POLICY

The School District of Milton 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 afforded 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:

1. It should be understood by parents/guardians, students, and staff that all school rules and regulations or state and federal law will be vigorously enforced by school officials.
2. 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.
3. An essential feature of the program is that students, 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.
4. Students may be referred to the building contact person by school staff, other students, parents/guardians, or community agencies (i.e. clergy, law enforcement, etc.).
5. When a referral is made the building contact person will assess the nature and scope of the student's problems and may consult with the student.
6. On the basis of his/her screening, the resource person may recommend one or more of the following courses of action:
 - a. No reason for immediate concern - no chemical problem
 - b. Continued one-to-one involvement with the building contact person or school counselor
 - c. Continued involvement with the building contact person and group experience
 - d. Referral for outside assessment
 - e. Inpatient treatment (with intervention)
 - f. Outpatient treatment (with intervention)
 - g. Involvement in AA, Alanon, Alateen, Narcotics Anonymous
7. At all times it is the prerogative of the student and his/her family to accept referral to the building contact person or to outside assistance, or to reject it unless the referral was made through violation of the school district alcohol and other drug abuse policy. Regardless of whether a student accepts or rejects assistance it still remains his/her responsibility to maintain satisfactory levels of performance and conduct, or face such legitimate disciplinary action as may be warranted by the school district alcohol and other drug abuse policy.
8. 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.

9. 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).

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

11. 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 and staff.

12. 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.

13. 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 14 & 15 of this handbook.

14. 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 persons. 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.

NON-DISCRIMINATION

Milton School District 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, or sexual orientation; or physical, mental, emotional, or learning disability.

It is the policy of the School District of Milton, pursuant to s. 118.13, Wis. Statute, 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, extra curricular, pupil services, recreational, or other programs.

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

DISCRIMINATION COMPLAINT FORM

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

Signature of Complainant Date Complaint Filed

The school district will provide written acknowledgment 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
2nd copy - School/Department
3rd copy - Complainant

TITLE VI/IX/504 COMPLAINT PROCEDURE

If any person believes that the School District of Milton or any part of the school organization has inadequately applied the principles and/or regulations of Title VI/IX/504 or is in some way discriminatory on the basis of race, color, religion, national origin or sex, he/she may bring forward a complaint to the Administration Officer at the following address: 430 E. High St., Milton, WI 53563

HARASSMENT/BULLYING

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

- physical (hitting, kicking, spitting, pushing, pulling, theft, blocking or impeding movement, unwelcome physical contact)
- verbal (taunting, malicious teasing, insulting, name calling, making threats)
- Indirect (e.g. spreading cruel rumors, manipulating social relationships, coercion, intimidation, social exclusion, and sending insulting messages or pictures intended to harm by mobile phone or using the internet - also known as cyber bullying)

Bullying is prohibited in all schools. Concerns or reports of bullying should be promptly referred to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student to a teacher, counselor, coach, administrator or other staff member. All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to building administration. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

Bullying reports shall be investigated promptly. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying report will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

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

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

STUDENT SEARCH AND SEIZURE

School authorities have an interest in the preservation of property, health and safety of others, and in the maintenance of order for all those in the schools of the district.

RATIONALE

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

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

LOCKER SEARCHES

Effective July 15, 1998, designated school officials (i.e. the principal or his/her designee), employees, or agents MAY search a student's locker as necessary and appropriate without notice, without consent, and without a search warrant (Wisconsin Statute 118.325). School [Board Policy 5771](#) specifies that the district retains ownership or possessory control of all students' lockers AND designates those school officials, employees, or agent positions who may conduct the locker searches.

SEARCH OF STUDENTS

If the school authority has reasonable suspicion to believe that the student is violating either the law or rules of the school and that a search will turn up evidence of such a violation, a more comprehensive search of the student's person may be conducted. Such a search may be conducted in private by a school authority of the same sex with an

adult witness of the same sex unless the health or safety of the students will be endangered by the delay that might be caused by the following of these procedures. This section does not authorize a strip search of any pupil prohibited by Wis. Stat. 948.50.

COOPERATION WITH LAW ENFORCEMENT AGENCIES

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

TREATMENT OF SCHOOL PROPERTY

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

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

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

SCHOOL LOCKERS

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

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

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

FOOD PROGRAM

BEVERAGE CONSUMPTION

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

NUTRITION TEAM INFORMATION

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

School nutrition programs are regulated by the United States Department of Agriculture (USDA) and are required to follow new guidelines for meals offered as mandated by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). A nutritionally-balanced meal must offer a protein source, whole grains, fruit, vegetable and milk daily to students.

Every student will be required to take a minimum of a ½ cup serving of fruit and/or vegetable as one of the minimum three of five meal components offered. School nutrition programs will also be required to adhere to specific minimum and maximum calorie ranges based on student grade levels beginning with the upcoming school year. The implementation of further nutrition requirements include limits on sodium and increasing the amount of whole grain-rich foods at breakfast and lunch.

FAMILY MEAL ACCOUNTS

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

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

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

A LA CARTE BLOCK

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

2018-2019 MEAL PRICES

Breakfast
Free--Free and Reduced Students
\$1.30--All Other Students

Lunch
Free--Free Students
\$.40--Reduced Cost
\$2.95--Middle School
\$3.75--Addtl Lunch

MILK PURCHASES

A ½ pint of milk is available for purchase for students choosing to bring a lunch from home or for students wishing for additional milk to enhance their breakfast or lunch meal purchase. The charge for ½ pint milk is \$.40 and may be charged to the family meal account (provided funds are available) or paid by cash.

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

Emergencies & Weather-Related Situations

CRISIS DRILLS

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

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

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

Tornado drills will be held in the fall and the spring to practice orderly and quiet movement to the assigned emergency locations. No student is allowed to leave the school grounds unless his/her parent or guardian physically appears in the building to escort the child home. When such conditions indicate that a school is in imminent danger, we will protect our employees by requiring that they seek immediate shelter in assigned areas. When this occurs, we will not answer our phones or greet parents arriving at school in unsafe locations of the building.

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

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

INCLEMENT WEATHER

If school is to be closed, announcements will be made prior to 7:00 a.m. on radio stations WCLO-1230-Janesville, and WFAW-740-Fort Atkinson. In the event of a tornado warning during school hours, students will be in designated safe areas along with staff members. If you choose to pick up your student during a tornado warning, please come to the basement and inform an office staff member. Only parents or emergency contacts will be allowed to pick up a student during a tornado warning.

Activities, Clubs, and Athletics

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

FLAG AND PLEDGE OF ALLEGIANCE

Every school board and the governing body of every private school shall cause the U.S. flag to be displayed in the schoolroom or from a flagstaff on each school ground during the school hours of each school day.

Every public and private school shall offer the pledge of allegiance in grades 1 to 8 each day of the week. No pupil may be compelled, against the pupil's objections or those of the pupil's parents or guardian, to recite the pledge.

ORGANIZATIONS AND CLUBS

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

FORENSICS

Students compete with students from other schools in various types of public speaking including prose and poetry reading, storytelling, play acting, original speeches, radio announcing, and TV broadcasting.

SCHOOL PAPER - RED HAWK REPORTER

The Red Hawk Reporter staff members have the opportunity to write a variety of newspaper articles, including movie reviews, current events, sports stories and interviews with teachers and students. Students will be instructed on how to write a factual news story using the 5 W's. The Red Hawk Reporter staff is also responsible for the computer "production" or deciding on the layout of the newspaper and inserting graphics or digital photographs to accompany stories.

STUDENT COUNCIL

Student Council provides students a chance to experience and participate in their own student government. Student Council oversees school-wide activities choices, student dances, and fund-raisers.

Concerns from individual classes are expressed through classroom representatives. Each fall Student Council officers are elected in a mock convention that has received statewide newspaper and television coverage.

YEARBOOK

If you join the Yearbook Staff, you will have the opportunity to capture memories and provide a historical record of the school year. You will participate in interviewing teachers and students, writing headlines and stories, designing the layout of yearbook pages, and taking pictures.

The final project will be a yearbook you can be proud of for years to come. Being on the Yearbook Staff at MMS will give you the experience of working with others, making new friends, and having fun.

ATHLETICS

Seventh and eighth grade boys and girls will be offered the opportunity to participate in the athletic program. We are in the Rock River Conference. The schools in this conference include Fort Atkinson, Jefferson, Johnson Creek, Lake Mills, Milton, and Watertown. Information regarding the various activities, insurance, physicals, insurance waiver forms, can be picked up in the school office. Girl's volleyball and boys and girls tennis will begin the first week of school followed by boys basketball, boys wrestling, girls basketball, and boys and girls track. A \$40.00 athletic fee is required for participation in each sport. Please make checks payable to School District of Milton. **NO FEES WILL BE REFUNDED AFTER THE FIRST DAY OF PRACTICE. On the day of an event, students must be in attendance before the end of first period class or have a medical excuse to participate.**

ATHLETIC PERMIT CARDS

Athletic permit cards must be on file in the athletic office prior to participation. An updated green physical card must be turned in for each sport; however, you will not need a new physical exam for each sport. Sports physicals are good for two school years. Any physical taken after April 1st of a calendar year will be good for the next two school years. For example: A physical taken on April 2, 2014 will cover the remainder of the 2014-2015 school year and the next two school years. (2015-2016 and 2016-2017.) A physical taken on March 30, 2014 would be good for the remainder of the 2014-2015 school year and the 2015-2016 school year. Insurance forms must be on file in the office prior to participation in any sport. In addition, the Rules of Participation sheet is to be signed by parents and students and returned to the coach prior to participation.

TRANSPORTATION TO AND FROM ATHLETIC AND ACTIVITY EVENTS

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

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

Milton Middle School
20 E. Madison Ave.
Milton, WI 54563
(608) 868-9350

Child Find Notice

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

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

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

ANNUAL NOTICE HOMELESS CHILDREN/UNACCOMPANIED YOUTH

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

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

- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

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

- The local district staff person (liaison) for homeless children and unaccompanied youth is Susan Probst, Director of Student Services, (608) 868-9221 or probsts@milton.k12.wi.us. Also you may contact District Social Worker Verlene Orr at (608) 868-9561 or orrv@milton.k12.wi.us.
- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin. “School of origin” is defined as the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- Written explanation of a child or youth’s school placement, other than school of origin or the school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children. These shall include: special notices of events, parent-teacher conferences, newsletters, and access to student records.

IDEA Complaint Procedures

34 CFR § 300.151-153 and § 115.762(3)(g), Wis. Stats.

Complaint

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

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

complaint must forward a copy of the complaint to the public agency at the same time the complaint is filed with the department.

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

RELEASE OF STUDENT INFORMATION

The School District of Milton, pursuant to the Family Educational Rights and Privacy Act and State Statutes 118.125 (1) (b) and 118.25 (2) (j) (1 and 2) has designated the following as directory information as provided in said Act and Statute: Student's name; present address; telephone listing; date and place of birth; current grade; parents' names; dates and places of attendance; participation in officially recognized activities and sports; weights and heights of members of 20 athletic teams; students' photograph; the most recent previous educational agency or institution attended by the student; and degrees and awards received. Any parent, guardian, or eligible student (18 years of age or older) may inform the district by completing the district's Request to Withhold Directory Information form, which can be obtained from the school offices, of his/her desire that all or any part of the directory information may not be disclosed without the parent, guardian, or eligible student's consent, provided that such notification is given to the district within thirty (30) days of receipt of this notice. Any previous notices on file with the School District of Milton to withhold the disclosing of directory information are NOW VOID.

Religious Accommodations

The School District of Milton recognize the different faiths and religions of its students and works to provide reasonable accommodations that come with an sincerely held religious beliefs with regards to examinations and other academic requirements. Student/ parents are to contact the high school principal, Mr. Jeremy Bilhorn at (608) 868-9300 to make any request.

State statute also allows students the to miss school for religious observances and education. (See School Board Policy 5223). Students must have written parental permission to be absent from school during required periods and cannot miss more than 180 minutes for religious instruction per week. Students must be properly registered and have a copy of that registration on file with Mr. Bilhorn. The supervisor of the religious instruction must report monthly to the highs chool the names of students who are attending weekly instruction.