

MILTON MIDDLE SCHOOL'S MANTRA

The staff at Milton Middle School believe that if we
WORK TOGETHER TOWARDS SUCCESS
ALL of our students will find success at MMS.

PRINCIPAL'S MESSAGE TO MMS STUDENTS AND PARENTS

As we begin the 2015-16 school year, we believe it is imperative to the success of your student, that we establish ourselves (student, parent, staff) as a TEAM. 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 hold all learners to high expectations and communicate those expectations to students and parents
- To establish open communication in a variety of formats
- 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, seeking your counsel when appropriate.

We'll count on you...

- To realize our focus as educators is to make decisions that are in the best interest of all of our students
- To ensure that all families are actively engaged in their 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 each child
- To contact the adult closest to your concern first---a teacher or coach before coming immediately to the administrator
- 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!

Laura Jennaro and Matt Biederwolf on behalf of the Milton Middle School Staff

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Board of Education

Jon Cruzan, President
Shelly Crull-Hanke
Bob Cullen
Tom Westrick
Betsy Lubke
Janet Green
Rob Roy

District Administration

Tim Schigur, Superintendent
Heather Slosarek, Director of Curriculum and Instruction
Mary Ellen Van Valin, Business Mgr.
Susan Probst, Director of Student Services
Jeremy Bilhorn, MHS Principal
Tara Huber, MHS Associate Principal
Randy Bartels, MHS Assoc. Prin.
Laura Jennaro, MMS Principal
Matt Biederwolf, MMS Associate Principal
Sarah Stuckey, NIS Principal
Julie Musgrove, NIS Associate Principal
Jon Lyon, Harmony Elementary Principal/
Consolidated Elementary Principal
Dan Grady, Milton West Elementary Principal
Jennifer Cramer, Milton East Elementary Principal

Milton Middle School Staff

Mrs. Laura Jennaro - Principal
Mr. Matt Biederwolf - Associate Principal
Ms. Crystal Schmid - School Psychologist
Mr. Joe Massoglia - Guidance Counselor
Mrs. Kristi Martin - Administrative Assistant
Mrs. Elizabeth Bailey - Administrative Assistant
Ms. Emily Schoen - Administrative Assistant/ School Nurse

7th Grade Teachers

Mr. Paul Weix - Social Studies
Mr. Steve Steinke - Social Studies
Ms. Emily Rothering - Science
Mrs. Susan Jensen - Science
Mrs. Jackie Kas - Read 180
Mrs. Brianne Miles - Literature and Language
Mrs. Terri Harbort - Literature and Language
Mrs. Jamie Prestosa - Literature and Language
Mr. Matthew Liebham - Literature and Language
Mrs. Melissa Perkins - Math
Mr. Jon Thompson - Math
Mrs. Sallie Berndt - Reading Interventionist/ Coach
Mr. Blake Rowe - Health/Physical Education
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
Mrs. Patricia Goff - Choir
Mr. David Baker - Technical Education
Mrs. Casey Rusch-Weiland - Special Education, Lit/Lang
Mrs. Susan Lonnborg - Special Education, Math
Ms. Debra Hughes - Speech and Language
Mrs. Rhonda Demos - Special Education

Librarian/Media Specialist

Ms. Heidi Zweifel

Custodians

Mr. Sean Duhr
Ms. Christine Burkett
Mr. Matt Gannon

8th Grade Teachers

Mr. Steve Jeter - Social Studies
Mrs. Alysha Timm - Social Studies
Mr. Jeremy Jensen - Science
Mrs. Melissa Jacob - Science
Mrs. Jackie Kas - Read 180
Mrs. Brenda Treat - Literature and Language
Mr. William Beil - Literature and Language
Ms. Krista Kreuscher - Literature and Language
Mr. Matthew Liebham - Literature and Language
Mrs. Ashley Hughes - Math
Mrs. Jenna Eden - Math
Mrs. Sallie Berndt - Reading Interventionist/ Coach
Mr. Blake Rowe - Physical Education
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
Mrs. Jennifer Wiczer - Choir
Mr. David Baker - Technical Education
Mrs. Brittany Morgan - Business
Mrs. Susan Lonnborg - Special Education, Math
Ms. Debra Hughes - Speech and Language
Mrs. Rhonda Demos - Special Education
Mr. Joshua Cash - Special Education, Lit/Lang

Support Staff

Mrs. Kelly Conger
Mrs. Tammy Fry
Mrs. Amy Hageman
Mrs. Julie Kaas
Mrs. Cheryl Pavlick
Mrs. Dawn Radke
Mrs. Susan Rennhack

Attendance

ATTENDANCE POLICY

BENEFITS OF REGULAR ATTENDANCE

The School District of Milton believes daily attendance is very important both for academic and social development. Students who attend school on a regular basis have all the advantages of professional teacher preparation, presentation and individual assistance should it be necessary. Regular participation in class allows for help with daily and long term assignments and ultimately will influence 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 will be excused with a parent's explanation. At the 7-8 levels, parent explanation may be either written

or oral. A phone call to the school for students in grades 7-8 is sufficient parent explanation for absence.

Absence

may be for illness or personal reasons but must be approved by a parent and the reason for absence stated in an appropriate written or oral parent explanation. If an appropriate parent explanation is not provided, 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.

Should absenteeism become an issue that has an adverse effect on the child's academic performance, 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 and 6. In some cases truancy will be filed at the Rock County level.

Families should make every effort to avoid outside commitments like family trips, during the school year. 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 his/her agent 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.

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 his agent 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.

Absence

1st- 4th Parent excused absence - office documentation

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.

STUDENT TARDIES

If the students are tardy to 1st hour they must report to the office. Other hours, the teacher needs to 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

CLASSROOM PROCEDURES

We, the Milton Middle School Staff, find that when students follow these procedures they are successful and far fewer conflicts arise.

1. No book bags, backpacks, etc. will be allowed in the classroom.
2. Assignment due dates are firm. If a student does not hand in their homework on time they will be ZAPPED by their teacher and earn ½ OF THE EARNED CREDIT for their late work.
3. Coats and jackets should remain in lockers until after school.
4. Student work will have name clearly displayed in upper right corner.
5. Grading Scale:

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

CONFERENCES

The conference dates for this year are as follows:

Wednesday, October 21, 2015

Thursday, October 22, 2015

Wednesday, February 24, 2016

Thursday, February 25, 2016

*** PARENTS ARE ENCOURAGED TO ATTEND CONFERENCES WITH THEIR SON/DAUGHTER***

MIDDLE SCHOOL CURRICULUM

All students will take the following academic courses:

Math	Social Studies
Science	Literature
Language Arts	Physical Education

Exploratory classes include:

7th - Art, French, Health, Tech Ed

8th - Art, Business Ed, Spanish, Tech Ed

Elective classes include:

Band and Choir - both grades

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 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.

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. **Students who do not pay middle school fees will not be invited to our promotion picnic. In addition, they will not be allowed to go on the 8th grade class trip to Great America.**

*** 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.

GUIDANCE/COUNSELING

The Milton Middle School guidance office assists students in dealing with drug and alcohol concerns, family change issues, anger management and dealing with loss.

The Milton Middle School Guidance Office offers:

Individual Counseling	Career Exploration Activities
Small Group Counseling	Parent Assistance
Classroom Developmental	Guidance Activities

A few ways the Middle School Guidance 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

HOMEWORK/MAKE-UP WORK

Over the years we have found that a key element in student success is completing and turning in homework assignments. Study skills are taught and the use of the Schoology calendar is essential for success.

We have wrestled with homework policies and have adopted one which is reasonable, designed to encourage students to develop good work habits, and allows for make-up work due to absence.

Parents are encouraged to communicate with your child's teachers as to the amount and relevance of daily assignments to better understand the educational process.

1. When a student is absent, make-up homework assignments and evaluation will follow these guidelines:
 - a. Students are responsible for requesting make-up work
 - b. Number of days absent = number of days for make up
2. Long term illness due to chronic conditions or hospitalization will be handled on an individual basis.
3. **Do not request homework until the second day of absence. Requests should be in to the office by 9:30**

A.M.

HOMEWORK POLICY

1. How much time should be devoted to homework outside of school?

This will vary by day/teacher/assignment. Many teachers often give time in class to begin homework. Time management is a life skill we work to help students attain. The time expected should be reasonable. We feel that given these goals and guidelines, we cannot pin down an exact time, because the same assignment will take some students 5 minutes and others an hour.

2. How will we handle incomplete assignments?

Students should earn as many points (or the percent) of the whole assignment that they have completed correctly. Example: If there is a 20 point assignment and they have done 5 and 3 of those are correct, they will earn 3/20, or 15%. If they only get 1 correct, they earn 1/20, or 5%. (Some grade by percent, others by points.)

3. How will we handle missing assignments, or late projects?

If a 7th grade student does not hand in their homework on time they will be ZAP'D by their teacher. ZAP stands for Zeros Aren't Positive.

7th grade students

Quarter 1, 2 and 3 - students will be able to earn up to 90% on the work turned in within 24 hours of completing the ZAP. If they do not hand the assignment in within 24 hours, students will have one week in which to turn the work in for up to 50% credit. If the assignment is not turned in within one week of the ZAP, the student will receive a zero in the gradebook.

Quarter 4 - students will be able to earn up to 90% on the work turned in within 24 hours of completing the ZAP.

8th grade students

Quarter 1 - students will be able to earn up to 90% on the work turned in within 24 hours of completing the ZAP. If they do not hand the assignment in within 24 hours, the student will receive a zero in the gradebook.

Quarters 2, 3 and 4 - students are expected to complete homework assignments on time. 8th grade teachers will share the homework policy with students and parents at the beginning of quarter 2.

HONOR ROLL REQUIREMENTS

Two levels of academic achievement will be recognized: High honors, which is 3.75 and above, and honors, which is 3.25 to 3.749.

LIBRARY MEDIA CENTER

Hours: Monday - Friday: 7:15 a.m. - 2:45 p.m.

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

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

Students using the LMC before school are expected to come directly to the LMC and to remain there until the first bell rings. Students using the LMC after school and during the evening hours are expected to remain in the LMC and leave the building immediately upon completion of their work. 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.

COMPUTER LAB

Computer labs located in room 207 and the LMC are available for student use. Computers should only be used for class-related work during the school day. When using the computers, students are expected to follow the guidelines stated in the district's Acceptable Use Policy. Additional guidelines for computer uses are posted in the computer lab.

COPY MACHINES

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

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 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

RELEASE OF STUDENT DIRECTORY DATA INFORMATION

The School District of Milton, pursuant to the Family Educational Rights and Privacy Act and State Statutes 118.123 (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; parents names; dates and places of attendance; participation of 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. Request to withhold Directory Data Information must be renewed annually.

REQUEST TO WITHHOLD DIRECTORY DATA INFORMATION

I hereby request the withholding of the following information having been designated as being Director Data Information by the School District of Milton with regards to:

_____ Who attends _____
(Student's Name) (School)

_____	Present Address	_____	Telephone Listing
_____	Date & Place of Birth	_____	Current Grade
_____	Parents' Name	_____	Student's Photograph
_____	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		

(Signature of Parent, Guardian or Elig. Student)

(Date)

SUPPLIES

Please see Milton Middle School webpage for updated supply lists.

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.

TEST OPT OUT - 8TH & 10TH GRADE

School boards are required by state law to annually notify the parent or guardian of each student enrolled in the eighth and tenth grades 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 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.

WITHDRAWING FROM BAND OR CHOIR

Students will be allowed to withdraw from Band or Choir **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 or Choir.

A student's request to withdraw from Band or Choir must be made in writing from a parent or legal guardian. The request to withdraw must be approved by the Band or Choir director. **Students who drop band/choir will be assigned a study hall only.**

Administrator discretion will apply to unique circumstances.

MMS BELL SCHEDULES

8th Grade

Hour 1 7:35 - 8:19

Hour 2 8:22 - 9:06

Hour 3 9:09 - 9:53

Advisory 9:56 - 10:11

Hour 4 10:14 - 10:58

Lunch 11:01 - 11:37

Hour 5 11:40 - 12:24

Hour 6 12:27 - 1:11

Hour 7 1:14 - 1:58

Hour 8 2:01 - 2:45

7th Grade

Hour 1 7:35 - 8:19

Hour 2 8:22 - 9:06

Hour 3 9:09 - 9:53

Advisory 9:56 - 10:11

Hour 4 10:14 - 10:58

Hour 5 11:01 - 11:45

Lunch 11:48 - 12:24

Hour 6 12:27 - 1:11

Hour 7 1:14 - 1:58

Hour 8 2:01 - 2:45

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 prohibited from using cell phones during the school day. 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. 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.

BUS USE AND PROCEDURES

Each student who rides the bus for any purpose will receive a copy of the rules as set forth by the Milton School Board. 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 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 - 7:35a.m. - 2:45 p.m., without the permission of the building administrator. Permission to be gone for legitimate reasons should be received **prior** to student's absence.

DANCES

There are two to four dances held during each school year. Dance attendance will be restricted to students of Milton Middle School. All dances follow the school dress code; there are no formal dances at the 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 who are behaving inappropriately will be sent home. Students who are absent from school on the day of a dance without an exempt excuse and students who are suspended will not be allowed to attend.

Students will be admitted to dances 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.

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.

DISCIPLINE PLAN

Our Milton Middle School Discipline Policy and procedures is designed to help young people correct inappropriate behavior. The following steps occur prior to a student receiving a detention or other disciplinary action. All students are notified of detentions prior to the time they are to be served.

We include a severe clause, which may require a detention, in-school suspension, out-of-school suspension, or behavior contract. Detention is to be served outside the school day on the day of or the day following the event or during lunch at principal discretion.

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.

Substitute teachers are doing the School District of Milton a service and are given the same courtesy to administer discipline measures.

CONSEQUENCE STATEMENT

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

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.

DRESS AND GROOMING

Students' appearance is primarily a parental responsibility that 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, seems to be unsuitable for school wear, 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. Writing on clothing or body is not allowed.

Certain apparel not allowed includes, but is not limited to: hats, caps, and other head gear; spaghetti strap tank tops, short shorts, pajama bottoms, fish-net tops; clothing with offensive language or pictures; shoes or boots that mark the floors; tops that do not completely cover the mid-section; any apparel with spikes or hobnails; or cleats. Protruding wallet chains and heavy neck chains are also disallowed.

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.

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 that 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 conversation to expulsion from school in accordance with Board policy and state law.

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.

HARASSMENT

Definition: HARASSMENT IS ANY VERBAL, WRITTEN, VISUAL, OR PHYSICAL ACT WHICH IS UNWELCOME AND HAS THE EFFECT OR CREATES 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:

- * Racial insults
- * Physical or mental abuse
- * Derogatory ethnic slurs
- * Sexual comments or sexual jokes
- * Unwelcome sexual advances or touching
- * Request for sexual favors used as a condition of decisions made affecting an individual

Any student who believes that he or 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 the guidance counselor or principal.

FOOD PROGRAM

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.

15 -16 MEAL PRICES

Breakfast

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

Lunch

Free--Free Students
\$.40--Reduced Cost
\$2.75--Middle School
\$3.55--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

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 districts 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 shall 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 elsewhere in 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.

BEVERAGE CONSUMPTION

Students are not permitted to drink beverages anywhere in the hallways or classrooms during the school day. No open beverages are allowed in student lockers. Carrying open beverages anywhere in the hallways is not allowed. Students bringing beverages to school for consumption *during* lunch in the lunchroom are to put the beverage into their lockers immediately and take out to the lunchroom at lunchtime only. Soda brought to school for meals must be 20 ounces or less. Malt-based beverages are **not** allowed in school at any time. These rules also apply to extracurricular events, field trips, etc.

Water is allowed in the classroom with teacher discretion, but never in the computer lab or LMC.

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.

STUDENT SEARCH AND SEIZURE

RATIONALE

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

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

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

LOCKER SEARCHES

Effective July 16, 1998, designated school officials, employees, or agents **MAY** search a student's locker as necessary and appropriate without notice, without consent and without a search warrant if the school board has:

- (1) Adopted a written policy specifying that the district retains ownership and control of all student lockers AND designating the school official, employee or agent positions who may conduct the locker searches.
- (2) Distributed a copy of the policy to students enrolled in the district.
- (3) This policy includes random canine 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.

TOBACCO USE

Smoking, chewing, and/or the possession of tobacco products in the school building, or on school grounds, is not permitted. The rules related to smoking, chewing, or possessing tobacco products apply to any school-sponsored activity, whether on or off campus.

STUDENT VISITORS

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

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.

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.

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

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.

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, nun chucks, 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.

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.

NOTE WRITING

Recreational note writing between students is prohibited. This activity creates unneeded conflict and controversy. This includes journal writing back and forth in your own notebooks. In addition, students are not to be writing on their bodies or clothing.

ADDITIONAL RULES

- No selling, soliciting, or money exchange for unapproved reasons is allowed.
- All posters must have principal approval prior to displaying them in our school.
- The purposeful possession of look-alike drugs, baggies, or even the clandestine discussion of drugs is prohibited.
- All students will cooperate with administrative investigations.

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
- Evacuation
- Lockdown
- Red Cross (Emergency Medical Response)

When tornado warnings sound, we move our students to their assigned emergency locations in each school building. 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.

Also, please check in at the office when visiting to sign in and pick up a visitor's pass. Help us to ensure a positive learning environment. If you have any questions or concerns, please call us at 868-9350.

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

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

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.

Some of the things you will be a part of include 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.

Miscellaneous Information

ILLNESS

What to Do If You Become Ill at School

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

All ill students must report to 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 on the registration card will be called. **We cannot release your student to anyone not listed on the registration card.** It is the parent's responsibility to keep the card 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 *****

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 Teresa Baker, Milton School Nurse at 868-9300.

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.

TATTOOS & BODY PIERCING

Tattooing and body piercing are very popular means of self-expression with our youth today. Unfortunately, a tattoo or body piercing can cause some significant health problems (infection, sepsis, etc.) if they are not done properly. That is why the State of Wisconsin has laws that regulate who can receive a tattoo or body piercing and who can provide a tattoo or body piercing.

Current state regulations indicate that a person who does tattooing or body piercing must be licensed and can only work in a licensed business. A person receiving a tattoo in Wisconsin must be 18 years of age. A parent's consent does not lower this age limit. A person receiving a body piercing (other than the ears) must be 18 years of age. A parent's consent can lower this age limit to 16.

The Rock County Health Department licenses tattoo and body piercing businesses and practitioners. The Health Department also does follow up on complaints and can issue citations for practice that is not in compliance with the state laws. If you have questions or concerns regarding tattoo or body piercing practices in Rock County, please call the Rock County Health Department at 757-5440.

NSF CHECKS

Any person who writes a Non-Sufficient Fund check will be required to pay the school district the check amount, a district bookkeeping charge of \$20, and bank service charge of \$15 in cash or a money order. Students with unresolved fees will not be allowed to participate in end of year activities including 8th grade picnic or the 8th grade class trip. Unresolved fees will carry over to the next year or until paid.

TELEPHONE

Students will not be excused from class to place calls. Students will be allowed to use the phone in the office in emergency cases only. Students will need a phone pass to use the office phone until 2:42 p.m. Students are to avoid making long distance calls at school expense.

WAYS WE TRY TO KEEP YOU INFORMED

The following is a list of school/home communication tools that are available at MMS:

Mid-quarter Deficiencies	Skyward Family Access
Student Behavior Contracts	Schoology
Student Retention/Prevention meetings	Twitter
MMS Student Handbook	School Web Page
Homework/Grading/ ZAP Policy	Office Hours 7:00 until 3:30
Report Cards	

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. 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 or, 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).

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

Signature of Complainant	Date Complaint Filed
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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

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