

**Parent/Student Handbook
Jackson Elementary School**

1201 North 18th St.
Manitowoc, WI 54220
920-663-9520
Updated July 2022



Our Mission

To educate, inspire, and support all students to achieve high levels of learning in a safe, respectful, and kind environment that builds a foundation for lifelong learning.

Core Values

Dedication • Relationships • Integrity • Inspiration • Collaboration

MEET OUR OFFICE STAFF



Anna Beatty
Interim Principal
663-9522



Patrice Fischer
Principal Secretary
663-9523



Wendy Van Laarhoven
Secretary
663-9524



Jill DeRosier
Dean of Students
663-9452



Amy Wiesner
School Counselor
663-9433

TRANSLATOR HOTLINES

“If you need this information translated in Spanish, please call...”

Si usted necesita esta información traducida al Español, por favor llame al 663-9372.

“If you need this information translated in Hmong, please call...”

Yog koj xav kom peb txhais cov ntawv no ua lus Hmoob, thov hu 663-9373

ABC SPECIALS SCHEDULE

Students will have Art, Music, and Physical Education on a three day rotation basis known as an ABC schedule. Each day of the week will be assigned a letter (A, B, or C) and your child(ren) will have 45 minutes of a specials class during their assigned time. Your child(ren)'s teacher will communicate what special will be for each assigned day and share information about this schedule.

ATTENDANCE

MPSD Student Engagement Team Mission:

The Manitowoc Public School District (MPSD) community commits to building relationships and working collaboratively as a cohesive student-focused team while being open-minded and vulnerable in our journey to improve student engagement.

What are the Systems of Attendance?

Every school year, the Manitowoc Public School District Systems of Attendance (SOA) Team evaluates student attendance on a weekly basis, identifying students who are struggling to engage in school consistently. Manitowoc Public School District will be partnering again with the City of Manitowoc to engage students in learning by supporting high levels of attendance.

How will MPSD Measure Attendance?

Each week, various student reports will be evaluated in order to determine which students may be in need of additional support. Our ultimate goal is to increase student engagement and academic achievement by improving attendance. Students who have numerous unexcused absences will enter our SOA process.

How do Students Earn Unexcused Absences?

Guardian permission/reason for the absence was not provided to the office.
Students who are absent from Virtual Learning.

How many days can my child be absent (excused or unexcused) prior to being considered truant?

The MPSD recognizes a maximum of 10 partial or whole days of excused absences per school year. We understand that there are circumstances in which a student's absence may exceed 10 days; building administrators will work with families during these situations to ensure students are supported.

What are the Supports (Levels of Intervention) that will Occur if My Student Enters SOA?

- Level 1 - A courtesy Robo-Call generated through our Infinite Campus student information system will alert parents and guardians when their student has been marked for an unexcused absence.
- Level 2 - If Level 1 is unsuccessful in improving attendance, students who were marked unexcused for all or part of four (4) school days, students, and/or families will receive additional communication from a school administrator or their designee. Students and/or guardians will work with their building representative to develop a Personalized Learning Plan housed in Infinite Campus to determine any support necessary to improve engagement.
- Level 3 - If Level 2 is not successful in improving attendance, families will receive written communication requesting an in-person meeting with a building representative. The purpose of this meeting will be to review and revise the plan built in Level 2 and to communicate what next steps may occur if your student's engagement does not improve.
- Level 4 - If Level 3 is not successful, students and/or guardians will meet with administration during a period throughout the day to review the personalized learning plan. This will serve as a final warning before the student and/or guardians receiving a citation.
- Level 5 - If there is a lack of engagement in the above Levels of support and lack of communication with school personnel, the student or guardians can receive a habitual truancy fine amounting to \$439. Students or

guardians that receive the fine will be automatically enrolled in the truancy buy-back plan. Students that come back to school will earn money back on their habitual truancy fine.

Who do I Contact to Notify the School of my Student's Absence?

Jackson Elementary School Attendance Line (920) 663 - 9519

When Can I Call to Excuse my Student's Absence(s)?

- Up to 24 hours after the absence (Parents are allowed to excuse their students from school up to 10 times per school year. Additional absences require a medical excuse. 11 + absences w/out a medical excuse become "Unexcused")
- In advance of an absence or appointment.

Tips on Tracking and Supporting your Students Attendance

- Visit the Infinite Campus Parent Portal to ensure that your address and phone numbers are up to date.
- If changes are required, please contact your school's secretary to edit this important information.
- If you do not have access to the online Infinite Campus Parent Portal, please reach out to your school secretary for assistance.
- Talk with your son or daughter about their absences, and feel free to contact your school's administration for information involving those absences.
- Plan for vacation time by alerting school secretaries before your vacation so that your student is accurately marked in attendance.

Please contact any of our administrator or Dean of Students with questions! The SOA team appreciates your support and cooperation as we strive for engaged community members, creative problem solvers, and effective communicators. Attendance & engagement are crucial to the academic success of students in the Manitowoc Public School District.

TRUANCY PROCEDURES

By Wisconsin statute 118.16, truancy is defined as any absence of part or all of one or more days from school during which a school official has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

If determined that a student has been truant, school officials may require a student conference, parent conference, counseling, detention, or suspension to deal with the problem.

Wisconsin Act 239 defines "habitual truant" as: "A student who is absent from school without an acceptable excuse for part of all of 5 or more days on which school is held during a school semester." When a child first becomes a habitual truant according to this definition, notice must be sent to the parent or guardian by registered or certified mail." A truancy meeting will be held with the principal, parent and child.

Parents or guardians have the responsibility, under Wisconsin Law S.118.15 (1) (a) to cause their child to attend school regularly. In accordance with Wisconsin statute, the Manitowoc Public School District has adopted a truancy plan which is on file in the office of each building principal.

BEFORE SCHOOL INCLEMENT WEATHER PROCEDURE

On mornings when it is raining, snowing, or severe cold (feels like temperature of "0" or below), staff are posted by the student entrances inviting students to come in. Bus riders can come in when their bus drops them off. At 8:25 enter. All

k-2 students report to the gym. Students keep their backpacks with them and wait for teachers to pick them up for the day.

DISTRICT SPECIFIC INFORMATION

VISITORS, VOLUNTEERS AND GUESTS TO THE SCHOOL

Parents are welcome to volunteer at school. Classroom and library volunteers are always needed. If parents wish to help in the school, call or come to the school and make arrangements according to the school's needs and your schedule. If you could help in preparation of materials, reading with students, or if you have a hobby or skill to share, inform the school accordingly. **Parent volunteers in the classroom and on field trips will need to have a background check completed prior to volunteering or a field trip. These forms can be filled out in the office.**

For the welfare of students and to facilitate the orderly operation of schools, all persons except for registered students, faculty and employees of the Manitowoc Public School District, are required to register in the school office for authorization to be in any school building or on the school grounds. Visitors will need to have their driver's license and will be registered through our Raptor system. Visitors will wear a visitor's badge, which must be returned to the office when leaving the school. Loitering in the school buildings or on school grounds by unauthorized personnel is prohibited.

STUDENT DIRECTORY DATA

The MPSD considers the categories listed below to be student directory data. Unless a parent/guardian denies permission in writing, this information may appear in news releases and may be shared with the public under the open records law.

- Student name and age
- School and grade level
- Honors and awards received
- Participation in school-sponsored activities and sports
- Photograph
- Name of previous school(s)

A parent may deny the release of some or all of the items by submitting a written request to the child's principal annually by the third Friday in September or within 14 days if the child enters the MPSD after the school year has begun.

SCHOOL CLOSING

At times of inclement weather, tune in to the following to get further details on school closings or delays: Radio Stations -- WOMT-WQTC (1240AM - 102FM), WCUB-WLTU (980AM - 92.1FM), WLKN (98.1FM), WIXX (101.1FM) and WTRW (1590AM) – Television Stations – Channels 2, 5, 11, and 26. You will also receive a phone call and text message from the MPSD automated calling system. ****Please make sure you have provided the school with your current phone number to receive these calls/texts. If your number has changed please call the office at 663-9520****

CONFERENCES

Parents/guardians of Jackson Elementary students will be invited to attend two scheduled conferences, one in fall and one in the spring. Both conferences are by appointment. Parents/guardians will receive appointment request slips prior to the fall conferences. The time that has been selected in fall will also be the time scheduled for the spring conference. Dates are listed on the MPSD online calendar.

STUDENT PROGRESS

Students' academic progress is reported to parents at least four times during the school year – or more often if your child is having difficulty in any subject area or doing exceptionally well in one. Please feel free to make an appointment to talk to your child's teacher. If your child is experiencing academic or behavior problems

in school, you will be notified. The school needs your help and support in order to help your child learn and develop in many ways. Parent teacher conference opportunities will be held once in the fall and once in the spring.

STUDENT LEARNING MATERIAL CARE AND FINES

Student learning materials (textbooks, library books, technology) are supplied for students. Please be respectful of these materials by keeping them clean, safe and dry, and away from pets.

Fines will be charged for damaged or lost materials.

Lost Textbook--full replacement cost

Damaged Textbook--Fines depend on the nature of the damage.

Library Book--Cost will be determined by library personnel based on the value of material.

Chromebooks --\$150

Chargers--\$15

Hotspots--\$25.

SCHOOL SPECIFIC INFORMATION

BEHAVIOR EXPECTATIONS: JAGUAR WAY

Support for all of our students begins with a safe learning environment. Our goal is to promote a positive learning environment by explicitly teaching expectations in all areas of our school. Our basic expectations for our community members are summarized into the “Jaguar Way”- be safe, kind, respectful, and responsible.

Area	Be Safe	Be Respectful	Be Responsible	Be Kind
CLASSROOM	DEVELOPED INDIVIDUALLY BY EACH CLASSROOM TEACHER			
LUNCHROOM	-Walk -Stay seated -Feet on the floor -Keep hands/feet to self	-Voice level 1-2 -Voice level 0 when adult is speaking -Raise your hand when you need help	-Voice level 1 when waiting -Be prepared -Follow directions -Keep your area clean	-Be helpful to others -Include everyone -Use kind words
HALLWAY	-Walk -Use line basics -Walk on the right -Stay single file	-Close lockers quietly -Voice level 0 -Keep hands to self	-Keep hallways clean -Keep lockers clean & closed	-Smile at others -Help those in need -Use kind words
PLAYGROUND	-Use equipment appropriately -Stay in designated areas -Get help when needed -Keep rocks, snow, & ice on the ground	-Include others -Share -Take turns -Play by the rules	-Dress for the weather -Line up the 1st time the whistle blows -If you take equipment off the cart, put it away	-Solve problems with kindness -Use kind words
BATHROOM	-Quietly wait your turn -Wash hands with 1	-Voice level 0-1 -Give others their privacy	-Come in & then get back to class -Keep the bathroom	-Use kind words

	<p>pump of soap & water</p> <ul style="list-style-type: none"> -Make sure water stays in the sink 		clean	
LINE UP	<ul style="list-style-type: none"> -Stay in designated area -Keep hands/feet to self 	<ul style="list-style-type: none"> - Voice level 0-1 -Quiet hands & feet 	<ul style="list-style-type: none"> -Line up when asked -Stay in order 	<ul style="list-style-type: none"> -Change from a 'me first' attitude to a 'me second' attitude -Use kind words
LIBRARY	<ul style="list-style-type: none"> -Walk -Use shelf markers appropriately -Always push-in chairs 	<ul style="list-style-type: none"> -Voice level 1 -Quiet hands & feet 	<ul style="list-style-type: none"> -Choose good-fit books -Treat books responsibly -Return books on time 	<ul style="list-style-type: none"> -Help others -Use kind words
BUS LINE	<ul style="list-style-type: none"> -Walk -Stay in designated areas -Ask permission to get a drink and/or use the bathroom 	<ul style="list-style-type: none"> -Voice level 1-2 -Quiet hands & feet -Hands/feet to self 	<ul style="list-style-type: none"> -Get to the bus line immediately when dismissed -Sit quietly -Wait patiently -No pushing/shoving -Use Line Basics when loading the bus 	<ul style="list-style-type: none"> -Use kind words -Include others
INDOORS- BEFORE SCHOOL (POOR WEATHER)	<ul style="list-style-type: none"> -Walk along the black line to your designated area -Sit down -Keep coats & other outdoor clothing on so others don't trip 	<ul style="list-style-type: none"> -Voice level 1-2 -Quiet hands & feet 	<ul style="list-style-type: none"> -Follow directions of all adults -Keep materials in your space -Keep track of materials -Clean up when asked 	<ul style="list-style-type: none"> -Help others -Make space for classmates -Use kind words
INDOOR RECESS (POOR WEATHER)	<ul style="list-style-type: none"> -Walk -Follow classroom safety rules -Stay in the classroom 	<ul style="list-style-type: none"> -Voice level 1-2 -Take Turns -Quiet hands & feet -Listen to supervisors 	<ul style="list-style-type: none"> -Keep track of materials -Put materials away correctly at end of recess 	<ul style="list-style-type: none"> -Include others -Use kind words

FRIDAY FOLDERS

Each Friday, or last day of the week, students will bring home a folder or envelope that will contain school/community related notices and/or special forms. Be sure to take all the papers out, sign the envelope, and return it the next school day with your child (ren). This process has reduced the constant trickle of notices that could come home daily.

If you have more than one child attending Jackson Elementary, please be sure to look through all their envelopes. There will be some duplication of materials, but there will also be information specific for each child.

BIKES, SKATEBOARDS/SCOOTERS/ROLLER BLADES (In-Line Skates)

Bikes, skateboards, scooters, roller blades (in-line skates) or roller skates are not to be used on school property during school hours, except with prior approval. Students may ride these items to and from school, provided they stop using them upon arrival at the edge of the school campus. If a student repeatedly does not comply with this request, the privilege to ride the equipment to school will be revoked.

- Bicycle riders are expected to ride in a safe manner
- Bikes should be licensed
- Bikes must be locked in the bike rack
- Bicycles are not to be ridden on the playground
- Helmets are **STRONGLY** encouraged
- Students in first and second grades are discouraged from riding bicycles to school.
- Students are encouraged to wear helmets and knee and elbow pads with skateboards, scooters or in-line skates.

BIRTHDAYS

If they wish to, students may bring birthday treats to school. Students will be able to share treats with their classmates. Please notify the teacher in advance if at all possible. Please be aware of any food allergies in your child's classroom and provide treats that all students can enjoy.

FIELD TRIPS

Parent permission is required for field trips. Please make sure to watch your child's Friday folder for these forms. Forms will need to be signed and returned back to your child/children's classroom teacher. If you have made arrangements with your child's teacher to chaperone a field trip, you will need to complete a background check form.

GUIDELINES FOR BUS RIDERS

When bus students arrive at school, they should proceed immediately to the playground and line up with their class when the bell rings. When leaving in the afternoon, students will be escorted to the playground area to line up by their assigned bus number. A bus supervisor will monitor and then escort them to the buses.

Students who ride the school bus are expected to conduct themselves in an appropriate manner while waiting for the bus and while riding the bus. Misbehavior will result in parents being notified. When a second report is issued, parents will be notified and other restrictions will be imposed. A third report will result in suspension from riding the bus for up to five (5) days. A serious act endangering the safety of other students may result in immediate suspension of riding privileges. When students do not ride the bus home, the school office **must** be notified by the parents. Passengers will not be permitted to board or exit a bus except at home or school unless their parents have made special arrangements. These arrangements must be submitted in writing. Passengers must be ready to board when the school bus arrives.

If you have questions for Brandt Bus, please contact them at 682-8823.

NEWSLETTER

At least monthly, you can expect an electronic newsletter to be shared out through an Infinite Campus email and text. We will also provide the link on our Facebook page. We do not provide a printed version of our Newsletter unless it is requested. Our newsletter is our primary communication with parents providing lots of information about events, activities, general information, etc. Thank you for staying informed about what is happening at school.

LOST AND FOUND

Mark clothing and personal items with your child's name so that if items are misplaced, they can be returned. Unidentified items are turned into the "lost and Found". Glasses, jewelry, and keys are kept in the main hallway. At the end of each quarter unclaimed items will be given to charity.

MONEY AND VALUABLES

The school is not responsible for money and items of value that are brought to school by students. If money is needed for a school-related item (school pictures, book fair, etc.) the school office or classroom teacher will notify you. When sending money to school for any reason, please send it in an envelope. Items such as hand-held electronic games, toys, trading cards etc. may not be brought to school unless special permission is given by a staff member. If you are not sure if an item can be brought to school, please call the office to check at 663-9520.

PARENT TEACHER ORGANIZATION (PTO)

At Jackson Elementary we are fortunate to have parents and teachers willing to work together for the good of our students. The Jackson Parent Teacher Organization is a vibrant, caring group of adults who strive to enhance the educational opportunities for our children. The interest and energy of concerned parents is an important part of the education of our young people! Our meetings are held monthly. Please check the Facebook page or our school newsletter for meeting dates and times.

PETS

No animals may be on school property during school hours or for school events. Parents and guardians should not bring dogs to the playground when they are picking children up.

PLAYGROUND/RECESSES

Students will have daily opportunities for outdoor recess as the weather permits and should dress accordingly. Many activities are available for students. To keep the playground safe, students should use only the playground equipment and materials provided to them by the school. **The school will not assume responsibility for broken or stolen property or assume liability for equipment that is brought from home.** Rough and inappropriate behavior on the playground or playground equipment can cause injury. Tackling and throwing of snow/ice or pea gravel is not allowed at any time.

The "feels like" temperature of zero (0) will be used to decide whether recesses are to be inside or outside. **If there is a health concern that prevents a child from going outside, please provide a doctor's note including the number of days the child is to remain inside.**

REQUEST TO LEAVE SCHOOL EARLY

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal or called in to the school office. The time and reason for leaving should be included. **The parent, or an appointed adult, must then sign the student out in the office before the child can leave the building.** When the student returns to school, they must sign in at the office.

ILLNESS OR EMERGENCY

If your child becomes ill or is accidentally injured, the school will call you. Therefore, it is important that you provide the school with current emergency phone numbers and inform the school of any changes. Be sure to notify the school whenever your contact information changes (even if the change is temporary.)

If your child is absent, you are asked to call the school attendance line at 663-9519. This will allow you to leave a message at any time. If a call is not received by 9:00 AM office personnel will call you to verify the absence.

STUDENT DRESS

Clothes that students wear to school should maintain an appearance that does not distract from the learning environment. Clothing displaying inappropriate language, pictures, and promotions of alcohol, drugs, or tobacco use are prohibited. Hats and other items worn on the head such as bandanas are not allowed in the school building. Students attending school inappropriately dressed will call home to obtain other clothes or be given other clothes to wear from

school. Remember to have tennis shoes for your children on days they have physical education classes. Trends come and go; additions may be made to this list at the discretion of the Principal. Staff Members are at liberty to make decisions about the appropriateness of student clothing and appearance.

STUDENT PICK-UP AND DROP-OFF

All students meet on the playground in the morning by class and will be brought into the building through the playground doors. Dismissal is at 3:40. Once the entire class is ready to go, classes will walk together. Bus riders go directly to the gym and parent-pick-up students walk out the back by the playground with their teacher. Kindergarten and 1st grade parents or their designee are expected to pick up students in person at their assigned entrance.

Some friendly reminders. The 17th St. cul de sac is for pick up and drop off only. Please DO NOT use this area to park. Parking is permitted immediately before and after school in the Redeemer Lutheran Parking Lot. This is a great option for parents who escort their child to the playground area in the morning or meet their child on the playground afterschool. From 7:30-4:00pm parking is prohibited on the school side of the street except for areas marked "Drop Off & Pickup Only". Parking is permitted across the street from school in designated areas. Please be careful not to block our neighbors' driveways when parking your vehicle. Please escort your child across the street using the painted crosswalks or have your child use crosswalks that are supervised by the crossing guard or staff members.

Arrival time

Students should not arrive at school prior to 8:25. All students need to be at school on the back playground for the first bell ring (8:35). At 8:40 School begins students should be in their classrooms.

Dismissal

Please be prompt when picking students up at the end of the school day. We do not permit students to stay on school grounds after school unless they are participating in a school-sponsored activity. Students are dismissed at 3:40 P.M.

No one is permitted to enter the playground to speak to or to pick up a child during the school day. During the school day children must be picked up in the office only. All visitors must come directly to the office and register.

Lunch Schedule

Lunch Schedule varies from year to year, please check with your child's teacher to confirm lunch eating time and lunch recess time.

FOOD SERVICE

MEAL PROGRAM

The Manitowoc Public School District has contracted Chartwells to manage and carry out our school lunch program. This lunch program will comply with all guidelines for the National School Lunch Program. Each day your child (ren) will have the opportunity to select from several options offered to make up the school lunch.

Chartwells will use a debit account system to manage payments and purchases in Infinite Campus. Under this system, parents and guardians can deposit money directly into an account established for their family. Information for this system can be found on the Manitowoc School District website, under Services, then Food Services. Online payments will be posted to the food service account immediately. If you have questions about your food service online account or want to know more about the food service program, please contact Pam Kretsch at kretschp@mpsd.school or call 920-686-4773. The system is not a charge account and payment must be received prior to the purchases.

Cash or check payments will be posted to the account the following school day after being received. A drop box for payment is located outside the office.

MPSD is participating in the Community Eligibility Provision (CEP) for the 2022-23 school year. CEP allows us to serve a FREE breakfast and lunch meal to all students each school day regardless of Free & Reduced eligibility!

If a student chooses to take milk without taking a complete breakfast or lunch meal, ala carte milk charges will apply and the student's food service account will be charged for the milk.

***MPSD will still be requesting Free & Reduced applications from households with a student participating in the CEP;** however, receipt of free breakfast and lunch meals does not depend on returning it. **Completing the application is still necessary for other programs like waiving school fees and P-EBT and may be used to determine if your household is eligible for these additional benefits.**

A new Free & Reduced application must be completed each year unless you received a letter from the district stating you are already approved. Applications are included in the Back to Basics mailing. If you need another one please contact the Manitowoc Public School District Administration Office at 686-4777. Applications can also be found on the MPSD district website under Services, Food Service, then Free & Reduced. You may also apply online in your Infinite Campus Parent Portal; Meal Benefits. Only one application needs to be filled out per household. Should you have any questions while completing the application, please contact Pam Kretsch at 686-4773.

Please direct all questions to Chartwells Food Service Director at 920-686-4774.

BREAKFAST AT SCHOOL

Breakfast will be available for students each morning in the classroom.

LUNCH AT SCHOOL

Students eat lunch in the lunchroom/gym. Parents are always welcome to join their child for lunch. If an adult wants to eat hot lunch, please call the office to order lunch in advance at 663-9520.

MICROWAVES ARE NOT AVAILABLE for reheating food. Please use a thermos to keep food warm for your child, or send a cold lunch.

MILK FEES

Breakfast Milk - Milk served with breakfast will be free for students. Students must take the breakfast to get milk.

Lunch Milk - Students may purchase an ala carte milk for 45 cents, which will be deducted from their Food Service account.

DISTRICT BEHAVIOR EXPECTATIONS & POLICIES

[MPSD Code of Conduct Linked Here](#)

The Code of Conduct includes the following:

- Unacceptable Behaviors & 4 Levels of Response
- District Policies
 - Alcohol & Drug Policy #5530
 - Bullying Policy #5517.01
 - Cell Phones Policy #5136
 - Destruction or Misuse of Property Policy #5600
 - Disorderly Conduct Policy #5520
 - Discrimination/Harassment Policy #5517
 - Hazing Policy # 5516
 - Internet use Policy #7540/7540.03
 - School Security Policy #8410
 - Sexual Misconduct/Assault Policy #2266
 - Weapons/Look-Alikes Policy #5772

[MPSD Basics 22-23](#)

This publication includes information regarding school schedules, fees, registration, policies and more.

All district policies are available online at www.manitowocpublicschools.org.

TOBACCO, ALCOHOL, AND OTHER DRUGS

Smoking

State law forbids smoking or the possession of smoking materials for people under the age of 21. Students are not permitted to smoke or possess smoking materials IN or AROUND school. Violation of the smoking policy will result in disciplinary action and city ordinance citations. All Manitowoc Public School District buildings are designated as tobacco free. Use or possession of tobacco in any form in or around the school building, on the school bus, or during any school-sponsored activity is prohibited for everyone.

Alcohol/Drug Use

The use, possession, sale or intent to sell, transfer of drugs, or other substances for non-medical purposes is prohibited. The use or possession of drug paraphernalia (as defined in State Statutes 161.571-577) or alcohol is prohibited. Having illegal drugs, chemicals or alcohol in a person's system in or on school property, in any district owned or contracted vehicle or at school-sponsored events is prohibited.

CELL PHONES

Students are allowed to have cell phones at school but they must be turned off and be stored in their locker or backpack. Students are not allowed to use cellphones in school or on the playground. If students are found using their cellphone at school they will turn them into the office for the day. The student can pick it up at the end of the day. If the student is using their cell phone a second time without permission it will be in the office and a parent will need to come in to retrieve it.

Wisconsin statute 175.22, Act 118 prohibits the use of any cell phone, camera or other recording device to capture, record or transfer a representation of any person or part of a person.

Cell phones, cameras, or other recording devices are strictly prohibited in MPSD restrooms or locker rooms.

The MPSD is not responsible for lost/stolen cell phones or other electronic devices.

BOARD OF EDUCATION POLICIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

According to the Family Education and Privacy Act of 1974, student information and records are made available to custodial parents. The Manitowoc Public School District, in its attempt to promote the best interests of each student enrolled in its school in partnership with both parents of the student, shall maintain strict neutrality between parents who are involved in a divorce, legal separation or annulment whether pending or completed unless otherwise directed by a court order. Both parents, upon request, will have access to their child's grade reports, notices of school activities, disciplinary actions, notices of teacher or principal conferences, etc., unless the custodial parent provides the school's principal with written evidence of a court order prohibiting the non custodial parent from such access. If you have any questions contact your child's school principal.

DISTRICT HEALTH POLICIES

HEAD LICE PROCEDURES

In the event that a child has been diagnosed as having head lice in the Manitowoc Public School district, the following procedure will be followed in addition to the detailed recommendations for control of head lice in the home. The reference sheets in the office should be distributed to all families that are faced with this issue in their home.

Protocol: Students diagnosed with live head lice will be contacted by school with information about treatment and information will be sent home. The student can go home at the end of the day, be treated and return to school following acceptable treatment. Students diagnosed with live head lice should be discouraged from close direct head contact with others. If the student has long hair they are to be encouraged to tie the hair back.

Treatment: There are many acceptable treatment options: however, treatment with a product that is a pediculicide is the most sure way to kill lice and prevent further re-infestation. Please follow package directions, nit combing, re-treatment directions, and home clean up (see school nursing pamphlet). There is no scientific evidence that home remedies are effective.

Return to School: Following return to school, students will be checked to ensure that there are no live lice present. A student will NOT be readmitted to school with live bugs. If live lice are found, designated appropriate staff will contact parent/guardian to have the student picked up from school. Additional education will be provided to the family by a school nurse or appropriate staff. If family reports difficulty obtaining treatment supplies, a nit comb and/or lice shampoo (if available) will be offered to parent/guardian.

Information will be sent home to alert parents if there are three or more children in a classroom in 30 days that are infested with lice.

MEDICATION DISTRIBUTION

The Manitowoc Public School District Policy 5330 states:

5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a

nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any over-the-counter drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the district medication consent form must be completed by parent and physician.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Only those nonprescription drugs that are provided by the parent or guardian in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any staff member authorized in writing by the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon and epinephrine, unless the act or omission constitutes a high degree of negligence. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed DPI training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a healthcare professional, shall be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any district administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as district employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions, parent and physician consent forms, the Medications Administration Daily Log(s) and any reported errors in medication administration.

The District Administrator shall prepare administrative guidelines to ensure the proper implementation of the requirements of this policy.

118.29, 118.291, 121.02 Wis. Stats.
PI 8.01(2)(g)

Wis. Admin. Code N 6.03

2009 Wisconsin Act 160

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STUDENT IMMUNIZATIONS

Wisconsin State Law requires immunizations of all students. The law requires that proof of immunizations be submitted or a signed waiver claiming health, religious or personal conviction exemption be submitted.