

# Madison Student Handbook

## 2021-2022



## **SCHOOL DAY AND ATTENDANCE**

### **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**

All students are expected to be in attendance each day school is in session. Reasons for which students may be absent;

- Illness (fever of 100 or above, vomiting, serious contagious illness)
- Family emergency or tragedy
- Trip with parents provided absence has been arranged in advance with the school principal by parents. (Please prearrange with the office)
- Medical or dental appointment
- Recognized cultural observance or service

If your child is absent, please call our attendance line at 663-9730. This will allow you to leave a message at any time. If a call is not received by 9:00 A.M., the office personnel will call you to verify the absence. Please remember parents can excuse their child/children up to 10 days per school year.

### **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 PROCEDURES**

On mornings when it is raining, snowing, or severe cold (feels like temperature of "0" or below), signs are posted by the student entrances inviting them to come in. Bus riders can come in

when their bus drops them off. At 8:00 A.M. walkers and family drop-off students can enter. All students will go to the gym unless directed otherwise.

## **DISTRICT SPECIFIC INFORMATION**

### **VISITORS, VOLUNTEERS AND GUESTS TO THE SCHOOL**

Parents are always 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 (1240 AM - 102FM), WCUB-WLTU (980AM - 92.1FM), WLKN (98.1FM), WIXX (101.1FM) and WTRW (1590 AM) – 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 663-9540\*\***

## **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.

## **CONFERENCES**

Parents/guardians of Madison 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 will also be the time scheduled for the spring conference as well. Dates are listed on the MPSD online calendar. We will arrange times with you closer to the dates.

## **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**

### **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 and the office staff. Please notify the teacher in advance if at all possible.

## **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.

## **FRIDAY FOLDERS**

Each Friday, or last day of the week, students will bring home a folder 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).

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

## **GUIDELINES FOR BUS RIDERS**

When students arrive at school, they should proceed immediately around the outside of the building to their assigned door. When leaving in the afternoon, students must go to the assigned area. 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**

A monthly newsletter to parents is sent home digitally at the beginning of the month. Please make sure we have your current email to receive this. This is our primary communication with parents providing lots of information about events, activities, general information, etc. Please contact the office if you would like a paper copy sent home.

## **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 office. 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 663-9540.

## **PARENT TEACHER ORGANIZATION (PTO)**

At Madison School we are fortunate to have a wealth of parents and teachers willing to work together for the good of our students. The Madison 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 perhaps the best tool we have in the education of our young people. Our meetings are held monthly. Please watch your child's Friday Folder for more information about meeting dates and times. You can also check the PTO page on the website for more details.

## **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 663-9730. 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**

K-2 students will enter the building through the north door and 3-5 students will enter through the doors on the playground. When students arrive at school they should line up at their door to prepare to enter. Doors will open at 8:00 and students will be allowed to enter the building. The first bell will ring at 8:10 am to indicate the start of school. There will be no play on the playground before school and no supervision prior to 8:00. Students should not arrive at school before 8:00.

Students will be dismissed at 3:10 pm out the same doors they enter in the morning. When the weather permits, grades 3-5 may find it easiest to walk through the grass by the north doors down to the playground. When the weather does not permit, students will use the sidewalk to walk alongside the southside of the school and around the gym to the back playground.

When school begins, help keep our students safe by not driving into the parking lot during drop-off and pickup times. If you or your child have mobility needs and need accommodations for entering the building, please reach out to the school office to make arrangements. Make plans to meet your child somewhere outside the building after school in a designated spot. Parents will not be allowed in the building to meet their child(ren).

If you need to talk to your child(ren)'s teacher after school please meet your child on the playground and then stop in the office to check in.

## **TIME SCHEDULE**

8:00 A.M. Doors open for student to enter the building

8:10 A.M. Students should be in the building, bell rings

Lunch Schedule:

	<b>Lunch</b>	<b>Recess</b>
K	12:20 - 12:40	12:00 - 12:20
1	12:20 - 12:40	12:00 - 12:20
2	12:40 - 1:00	12:20 - 12:40
3	12:40 - 1:00	12:20 - 12:40
4	1:00 - 1:20	1:20 - 1:40
5	1:00 - 1:20	1:20 - 1:40

3:10 P.M. School dismisses

Children should not arrive at school before 8:00 A.M.

## **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](mailto: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.

**For the 2021-22 School Year:**

**School meals are FREE through the end of the 2021-22 School Year for all MPSD students!**

Free meals are being provided through federal funding to ensure all students have access to healthy meals as the country recovers from the COVID pandemic

Even though meals will be served free to all students during the 2021-22 School Year, Free & Reduced eligibility helps with MPSD funding and gives families the ability to waive fees and qualify for P-EBT benefits.

A new Free & Reduced application must be completed each year to qualify 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 our school office at 663-9540 or 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 by contacting Janelle Schultz at 686-4774.

### **BREAKFAST AT SCHOOL**

Breakfast will be available for free for all students in the classroom. This will be offered to students first thing in the morning.

### **LUNCH AT SCHOOL**

Students eat lunch in a portion of the gym designated as the lunchroom. MICROWAVES ARE NOT AVAILABLE

The student lunch scheduled times are listed below:

	<b>Lunch</b>
K	12:20 - 12:40
1	12:20 - 12:40
2	12:40 - 1:00
3	12:40 - 1:00
4	1:00 - 1:20
5	1:00 - 1:20

### **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 35 cents, which will be deducted from their Food Service account.

## **School Safety**

### **SAFETY PATROL**

5th graders will have the opportunity to participate in safety patrol throughout the school year. Patrol permission forms will be sent home after student training and should be returned for students to participate. It is important that students that participate in safety patrol demonstrate responsibility by attending assigned patrol times and following protocol shared during training.

### **TOBACCO, ALCOHOL, AND OTHER DRUGS**

#### **Smoking**

State law forbids smoking or the possession of smoking materials for people under the age of 18. 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.

### **WEAPONS**

Board of Education Policy 5772

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved.

## **District Policies**

### **BOARD OF EDUCATION POLICIES**

All district policies are available online at [www.manitowocpublicschools.org](http://www.manitowocpublicschools.org).

### **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.

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

Revised 2/10/15

## **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.