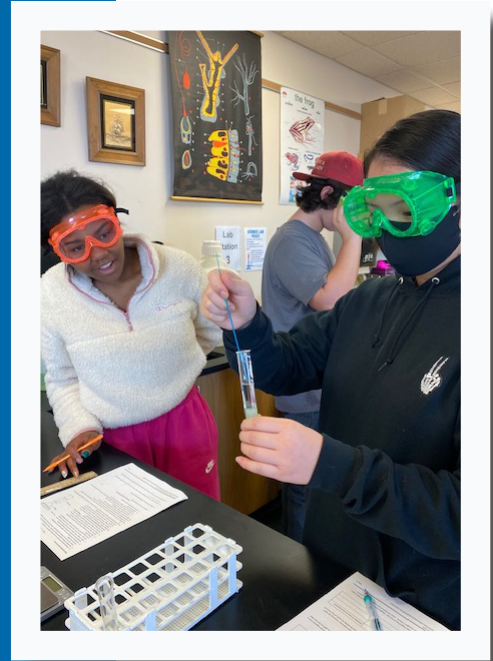




manitowocpublicschools.org



**INSPIRING
EDUCATION.**

**EMPOWERING
COMMUNITY.**

**UNLEASHING
POTENTIAL.**

2023-24

MPSD BASICS

SUPERINTENDENT MESSAGE



Dear MPSD Families and Students,

Welcome to the 2023-2024 school year! All summer we have been getting ready to welcome our students back to their classrooms, sports fields and performance stages. Our buildings and grounds personnel have been doing annual facilities maintenance, as well as larger projects such as installing a new playground at Jefferson Elementary School.

Our staff have been attending professional development, including about 30 school administrators, teachers and coaches who attended a weeklong New Leaders Institute training in Baltimore, MD, on our new reading curriculum and whole-school reform program, Success For All. Students in grades K-8 will be focusing on reading, with a greater emphasis on phonics as well as cooperative learning in teams. We are excited to see the improvements that other districts using SFA have seen!

Are you ready for the new school year?

Please review this School Basics packet for school schedules, registration and fees information, policies, procedures and resources including your rights under the law. This important information will help you prepare for the next school year and you may want to keep this packet in a convenient location for future reference.

We value families as critically important partners with school district staff in the education of your children. As our partners, please contact teachers, principals or myself anytime throughout the school year if you have questions. We welcome your involvement in order to provide the most personalized education possible, and we hope to see you at school events. If you are interested in joining two new district-wide Parent Advisory Committees, one of which focuses on Special Education, please reach out to me or your school PTO.

You can stay connected with the latest MPSD news and information by checking our website, manitowocpublicschools.org, as well as the MPSD Connection community newsletter and school e-newsletters. Connect with us on Facebook and Instagram [@manitowocschools](https://www.instagram.com/manitowocschools), and Twitter [@ManitowocPublic](https://twitter.com/ManitowocPublic) for the latest on what's going on in our classrooms and extracurricular activities.

Have a great school year!

James Feil, Superintendent
Manitowoc Public School District
920-686-4781
feilj@mpsd.school



OUR MISSION

The MPSD Commits to Educate,
Engage, and Inspire All Learners to
Thrive In a Global Community



OUR VISION

Inspiring Education.
Empowering Community.
Unleashing Potential.



OUR VALUES

Relationships · Compassion
Collaboration · Dedication
Integrity · Inspiration

4K INFORMATION



4-year old kindergarten (4K) is a free, optional, early learning program for children who are four years old by September first of any given year. 4K is regulated by the Department of Public Instruction and partially funded by the State of Wisconsin. 4-year old kindergarten helps children be prepared to participate in all-day kindergarten. This year, MPSD is offering two sections of all-day 4K. You can register your child for 4K by stopping at MPSD's Central Office at 2902 Lindbergh Drive. Call ahead at 686-4777 to find out what documents you need to bring to enroll your child.

In Manitowoc 4K classrooms are located at Riverview School, Lakeshore Child Care Center and the Manitowoc YMCA as community partner sites. The only requirement for 4K is that a child be age 4 by September first. Our play-based 4K program is designed to grow children's social and academic skills to set them up for success in kindergarten.

Start and end times for 4K in 2023-2024 are below:

LOCATION	A.M. SESSION	P.M. SESSION	ALL DAY SESSION
Riverview	8:00 a.m. - 11:05 a.m.	11:55 a.m. - 3:00 p.m.	8:00 a.m. - 3:00 p.m.
Lakeshore Child Care Center	8:00 a.m. - 11:05 a.m.	NONE	NONE
Manitowoc Two Rivers YMCA	8:25 a.m. - 11:30 a.m.	12:20 p.m. - 3:25 p.m.	NONE

MPSD elementary and middle schools will have a change in how breakfast is served in 2023-24. We will continue to offer Free and Reduced rates for those who qualify. In order to determine if your family qualifies, you will need to complete the forms offered at your school and return them to the District office. This information is kept confidential. Any child is eligible to purchase breakfast from the school. Breakfast services will be offered in the cafeteria prior to the start of the school day. The times listed below are the window in which each school will offer the service. **Please be aware that breakfast end times will be followed to ensure that all students are in their classrooms and ready to start their day of learning, on time.** Additional information about breakfast procedures will be shared in Welcome Back to School letters from each school in mid-August.

- Jefferson, Franklin, and Madison will serve breakfast 7:45 - 8:05 a.m.
- Monroe, Jackson, and Riverview will serve breakfast 8:15 - 8:35 a.m.
- Washington and Wilson will serve breakfast 7:15 - 7:45 a.m.

Please Note: Free and Reduced School Meals Program is provided in a separate packet. All Free & Reduced applications must be completed and returned to the District Office, 2902 Lindbergh Drive, Manitowoc, WI 54220.

MPSD SCHOOL LOCATIONS & TIMES

Franklin Elementary
800 S. 35th Street
8:10 a.m. - 3:10 p.m.

Jackson Elementary
1201 N. 18th Street
8:40 a.m. - 3:40 p.m.

Jefferson Elementary
1415 Division Street
8:10 a.m. - 3:10 p.m.

Madison Elementary
701 N. 4th Street
8:10 a.m. - 3:10 p.m.

Monroe Elementary
2502 S. 14th Street
8:40 a.m. - 3:40 p.m.

Riverview Learning Community
4400 Michigan Avenue
8:40 a.m. - 3:40 p.m.

Washington Middle School
2101 Division Street
7:45 a.m. - 3:00 p.m.

Wilson Middle School
1201 N. 11th Street
7:45 a.m. - 3:00 p.m.

Lincoln High School
1433 S. 8th Street
8:10 a.m. - 3:30 p.m.

**Stangel Learning Community/
McKinley Academy**
1002 E. Cedar Ave.
8:00 a.m. - 3:30 p.m.

2023-2024 Calendar at a Glance

Wilson Picture Day

August 16
9:00 a.m. - 3:00 p.m.
Wilson Gym

Washington Fee & Schedule Pick-Up Day

August 16 • 8:00 a.m. - 3:00 p.m.
Main Office

August 17 • 10:00 a.m. - 5:00 p.m.
Main Office

Middle School Transition Day

August 31 • 7:45 a.m. - 12:30 p.m.
All 6th grade & NEW 7th &
8th grade students

August 31 • Picture Day

Hours

Doors Open: 7:30 a.m. • **Start Time:** 7:45 a.m.

Lunches

6th: 11:29 - 11:59 a.m. • **7th:** 12:02 - 12:32 p.m. • **8th:** 12:32 - 1:02 p.m.

	6th Grade	7th Grade	8th Grade
7:45 - 8:06	Advisory	Advisory	Advisory
1 8:06 - 9:02	Elective or Core Class	Elective or Core Class	Elective or Core Class
2 9:05 - 10:01	SFA Literacy	Elective or Core Class	Elective or Core Class
3 10:04 - 11:00	Elective or Core Class	SFA Literacy	Elective or Core Class
4A 11:03 - 11:59	11:03 - 11:29 Intervention 11:29 - 11:59 Lunch	Elective or Core Class	Elective or Core Class
4B 12:02 - 1:02	Elective or Core Class	12:02 - 12:32 Lunch 12:35 - 1:02 Intervention	12:02 - 12:29 Intervention 12:32 - 1:02 Lunch
5 1:05 - 2:01	Elective or Core Class	Elective or Core Class	SFA Literacy
6 2:04 - 3:00	Elective or Core Class	Elective or Core Class	Elective or Core Class



Core Class= Math, Science, Social Studies in the above schedule

2023-2024 Calendar at a Glance

August 16

Picture Day

12:00 p.m. - 3:00 p.m.

August 28 -30

Chromebook & Supply
Distribution

8:00 a.m. - 3:00 p.m.

August 31

Transition Day for
NEW students only

September 5

First day ALL students

September 20

Picture Day Make up
12:00 p.m. - 2:00 p.m.

October 11

Trimester 1 Parent
Conferences
9:00 a.m. - 4:00 p.m.
No classes

January 18

Trimester 2 Parent
Conferences
9:00 a.m. - 4:00 p.m.
No classes

May 8

Trimester 3 Parent
Conferences
9:00 a.m. - 4:00 p.m.
No classes

May 30

McKinley Academy
Graduation
5:00 p.m.

Building Schedules

Virtual Grades K-1:

8:00 a.m. - 2:40 p.m.

Virtual Grade 3:

8:00 a.m. - 3:00 p.m.

Virtual Grade 5:

8:00 a.m. - 2:55 p.m.

All Grades 9-12:

9:00 a.m. - 3:00 p.m.

Virtual Grade 2:

8:00 a.m. - 2:55 p.m.

Virtual Grade 4:

8:00 a.m. - 2:40 p.m.

Virtual Grades 6-8:

8:00 a.m. - 2:40 p.m.

Lunch Schedules

Virtual Grades K-5:

12:10 p.m. - 12:40 p.m.

Virtual Grades 6-8:

11:30 a.m. - 12:10 p.m.

Grades 9-12:

11:30 a.m. - 12:30 p.m.

LINCOLN HIGH SCHOOL

BELL SCHEDULE



Monday		Tuesday		Wednesday		Thursday		Friday	
1st	8:10 - 9:34	5th	8:10 - 9:34	1st	8:10 - 9:34	5th	8:10 - 9:34	1st	8:10 - 8:54
WIN	9:38 - 10:27	WIN	9:38 - 10:27	WIN	9:38 - 10:27	WIN	9:38 - 10:27	HR	8:58 - 9:23
2nd	10:31 - 11:59	6th	10:31 - 11:59	2nd	10:31 - 11:59	6th	10:31 - 11:59	2nd	9:27 - 10:11
3rd A Lunch	11:59 - 12:34	7th A Lunch	11:59 - 12:34	3rd A Lunch	11:59 - 12:34	7th A Lunch	11:59 - 12:34	3rd	10:15 - 10:59
3rd A Class	12:38 - 2:02	7th A Class	12:38 - 2:02	3rd A Class	12:38 - 2:02	7th A Class	12:38 - 2:02	4th	11:03 - 11:47
3rd B Class	12:03 - 12:45	7th B Class	12:03 - 12:45	3rd B Class	12:03 - 12:45	7th B Class	12:03 - 12:45	5th A Lunch	11:47 - 12:13
3rd B Lunch	12:45 - 1:20	7th B Lunch	12:45 - 1:20	3rd B Lunch	12:45 - 1:20	7th B Lunch	12:45 - 1:20	5th A Class	12:17 - 1:06
3rd B Class	1:20 - 2:02	7th B Class	1:20 - 2:02	3rd B Class	1:20 - 2:02	7th B Class	1:20 - 2:02	5th B Class	11:51 - 12:13
3rd C Class	12:03 - 1:27	7th C Class	12:03 - 1:27	3rd C Class	12:03 - 1:27	7th C Class	12:03 - 1:27	5th B Lunch	12:13 - 12:43
3rd C Lunch	1:31 - 2:02	7th C Lunch	1:31 - 2:02	3rd C Lunch	1:31 - 2:02	7th C Lunch	1:31 - 2:02	5th B Class	12:43 - 1:06
4th	2:06 - 3:30	8th	2:06 - 3:30	4th	2:06 - 3:30	8th	2:06 - 3:30	5th C Class	11:51 - 12:37

- **A Lunch:** Students who have 3rd/7th or Friday 5th on the 1st Floor (JFK/Tech)
- **B Lunch:** Students who have 3rd/7th or Friday 5th on the 2nd Floor
- **C Lunch:** Students who have 3rd/7th or Friday 5th on the 3rd Floor

5th C Lunch	12:41 - 1:06
6th	1:10 - 1:54
7th	1:58 - 2:42
8th	2:46 - 3:30



LINCOLN HIGH SCHOOL ACP JOURNEY



Academic & Career Planning (ACP) is a student-driven, adult-supported process that helps students create their own unique vision for post-secondary success. ACP is an important part of Lincoln's mission for every student to graduate career, college, and community ready!

ACP is part of everything we do at Lincoln. Students complete ACP activities during classes, homeroom, and by attending ACP events throughout high school.



- Set person and career goals
- Develop 4-year Course Plan
- Complete career assessments
- Develop Activity Resume
- Attend Career Expo



- Revise personal and career goals
- Revise 4-year Course Plan
- Participate in Mock Interview (10, 11 or 12)
- Explore education and lifestyle
- Learn how workplace values affect career choices
- Learn about workplace skills and attitudes
- Participate in Reality Store



- Revise personal and career goals
- Revise 4-year Course Plan
- Participate in Mock Interview (10, 11 or 12)
- Explore college admissions
- Explore how job market impacts career choices
- Attend Wisconsin Education Fair



- Revise personal and career goals
- Revise 4-year Course Plan
- Participate in Mock Interview (10, 11 or 12)
- Explore college application process
- Learn about educational funding options
- Develop a career backup plan
- Create as resume and cover letter
- Senior Spotlight

ADDITIONAL OPPORTUNITIES

- College Visits
- Industry Tours
- Job Shadows
- Job Fairs
- Dual-Credit Courses
- Industry Certifications - Adobe, Autodesk, ACCT, CNA, MOS, YA, etc.
- Work-Based Learning - YA, Work experience, etc.
- Dual Credit Program - Rising Phoenix, College Here & Now, Early College Credit Program, Start College Now, etc.



LINCOLN FAMILIES: SAY HELLO TO XELLO!

Xello is an engaging online program that helps students build the skills, knowledge, and plans to be future-ready. Students use Xello to research careers, explore post-secondary options, and complete ACP activities.

HOW IT WORKS

XELLO: STUDENT EXPERIENCE

BUILD SELF-KNOWLEDGE

Define interests, skills, and preferences

EXPLORE OPTIONS

Learn about career possibilities and educational pathways

PLAN & REVISE

Create and revise plans for post-secondary success

XELLO: FAMILY EXPERIENCE

EXPLORE XELLO FAMILY

Parents/guardians will see all children linked to their account

DISCOVER YOUR CHILD'S INTERESTS

See the work your child had done, including interests, careers, and schools they have saved

ACCESS A STUDENT DEMO ACCOUNT

Create and revise plans for post-secondary success

SUPPORT YOUR CHILD'S ACP JOURNEY

Xello is a great tool to start future planning conversations with your child

☑ PARENTS/GUARDIANS:

Watch for info about accessing your Xello Family account in the Monday Memo

☑ **IMPORTANT:** Your email address must be correct in Infinite Campus in order to access your Xello Family account

GETTING READY... MAKE IT A GREAT YEAR



PUBLIC ACCESS TO YOUR CHILD'S PHOTO & INFORMATION

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

4K & K-5 STUDENTS:

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

MIDDLE & HIGH SCHOOL STUDENTS:

- Student name & age
- School & grade level
- Participation in school-sponsored activities and sports
- Height and weight (if a member of an athletic team)
- Photograph
- Diplomas and awards received
- Name of previous school(s)

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

MIDDLE & HIGH SCHOOL: In compliance with the federal Every Student Succeeds Act (ESSA), we are required to give your child's name, address, and phone number to military recruiters and institutes of higher education. As part of this law, it is our responsibility to inform you of this practice and of your right to keep your child's information private if you so choose.

TO OPT OUT: If you want us to deny the release of your child's name, address & phone number to **military recruiters and institutes of higher education**, just notify the school in writing within 14 days of the first day of school or within 14 days of enrolling in MPSD.

MPSD BUILDING PHONE NUMBERS

LOCATION	ADMINISTRATOR	OFFICE #
Administration Building	General Information	(920) 686-4777
Administration Building	James Feil, Superintendent	(920) 686-4783
Lincoln High School	Micah Hoffman, Principal	(920) 663-9605
Washington Middle School	Principal to be determined	(920) 663-9574
Wilson Middle School	Anna Beatty, Principal	(920) 663-9583
Stangel Learning Community/ McKinley Academy	Christopher Dirkes, Principal	(920) 686-4700
Franklin Elementary School	Matthew Heller, Principal	920) 663-9513
Jackson Elementary School	Jill DeRosier, Principal	(920) 663-9523
Jefferson Elementary School	Lisa Delsman, Principal	(920) 663-9533
Madison Elementary School	Jennifer Eichmeier, Principal	(920) 663-9543
Monroe Elementary School	Alexandra Nugent -Timofeeva, Principal	(920) 663-9553
Riverview Elementary School	Courtney Schultz, Principal	(920) 663-9504

4K-12 REGISTRATION

It's not too late to register for the 2023-2024 school year. Children who have moved into the MPSD recently, have moved within the district during the summer, or plan to switch from private to public school should register for school soon! A parent/legal guardian may register children grades 4K-Grade 12 between 7:30 a.m. - 4:00 p.m. weekdays at the MPSD Administrative Offices, 2902 Lindbergh Drive. (Please note the District Administrative Office is closed from 11:00 a.m. - 12:00 p.m.)

Your child does not need to be present when registering them for school. The parent/legal guardian should bring the child's original birth certificate and immunization information when registering the child. If transferring from another school, please bring former school's name and address as well.

BUS TRANSPORTATION

Many students are transported to and from school each day through a contract with Brandt Buses, Inc. Routes will be posted by the middle of August on the MPSD and Brandt Bus website (brandtbuses.com).

FREE TRANSPORTATION is provided for:

- All K-12 public and private school students who reside two miles or more from school (as designated for their attendance area)
- 4K students (does not accommodate before- and after-4K childcare)
- Students who are homeless
- Some students in out-of-home placements such as foster care

All 6-12th grade students are able to ride the Maritime Metro City Bus for free as an option to be transported to/from school. Students will need to present his/her student ID card when boarding the bus. It is the parent's responsibility to report serious health concerns, i.e. diabetes, heart issues, seizures, etc. This information is to be shared in writing with Brandt Bus Co. 71 Albert Dr., Manitowoc WI 54220. In addition, a copy of the letter is to be given to the secretary at your child's school. Questions about transportation may be addressed to Brandt Buses at (920) 682-8823 or MPSD Transportation Coordinator at (920) 663-9552.

OPPORTUNITIES YOU SHOULD KNOW ABOUT



EARLY COLLEGE CREDIT PROGRAM

The Early College Credit Program allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. Under this program, "institution of higher education: means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state. While technical colleges are not eligible institutions of higher education under the Early College Credit Program, pupils that have completed 10th grade will continue to have the option to take courses at technical colleges through a separate statute, 38.12(14).

Students who are interested in participating in the Early College Credit Program or other dual enrollment opportunities should talk with their high school counselor.

HOMELESS CHILDREN

All children have a right to go to school no matter where they live or how long they have lived there. Children who are homeless, including those living in shelters, motels, vehicles, campgrounds, or other dwellings due to homelessness, are entitled to enroll and attend classes as well as receive free transportation and free meals. For assistance, please contact your child's school counselor or the Director of Pupil Services at (920) 686-4740.

DRUG-FREE SCHOOLS

Students and employees have the right to attend school and work in an environment free from the non-medical use of alcohol, drugs, and mood-altering substances. These substances interfere with the learning environment and the performance of students and employees.

The MPSD PROHIBITS:

- The use, possession, sale or intent to sell or transfer drugs, drug paraphernalia or alcohol. Smoking and use of tobacco:
 - » In all MPSD buildings
 - » On any premises owned by, rented by, or under the control of MPSD
 - » At school-sponsored activities and athletic events wherever they occur
- The presence of illegal drugs, chemicals or alcohol in a person's system when he or she is in or on school property, in any district-owned vehicle, or at school-sponsored events (except for nicotine or caffeine, the presence of chemicals in one's system must not exceed 0.0%).

OPEN ENROLLMENT

Wisconsin's Public School Choice Program allows students 4K to 12 to attend any public school in the state if space is available and is subject to certain other restrictions. The education is tuition-free, but the parent is responsible for transportation.

TWO WAYS TO APPLY

Regular Open Enrollment applications are used to apply for the following school year Alternative Open Enrollment applications are used to apply for the current school year

The Regular Open Enrollment program is available to current district residents, (1) who move out of the district during the current school year and wish to return to the Manitowoc Public School District in the fall of the coming school year, or (2) who anticipate moving out of the district prior to the coming school year and would like to be eligible to return at that time.

The application period is established by state law as beginning on the first Monday in February and ending at 4 p.m. on the last Friday in April. Online applications are recommended. Parents may apply at dpi.wi.gov/open-enrollment.

If a parent chooses to complete a paper application, it must be physically received by the District Office by 4 p.m. on April 30. A postmark is not sufficient. Applications are available by the first day of the application period at the MPSD's Administrative Offices located at 2902 Lindbergh Drive in Manitowoc (weekdays 7:30 a.m. - 4:00 p.m., closed 11:00 a.m. - 12:00 p.m.)

The MPSD has limited spaces available for Open Enrollment students in need of special education services. If Open Enrollment applicants qualify for or are currently receiving special education services, the acceptance of their application is dependent upon space availability in each program.

The Alternative Open Enrollment program allows pupils to apply at any time during the school year if certain criteria are met. Paper applications must be completed and submitted to the District Office. For further information or an application form, please call (920) 686-4796 or email openenrollment@mpsd.school.

HEALTH SCREENINGS

PHYSICAL EXAMINATION

It is recommended that all children entering school for the first time have a physical exam by their medical provider. Vision and dental exams are highly recommended as well.

VISION SCREENING

The ability to see properly affects learning. All students from 4K - grade 8 are annually screened for vision abnormalities. If your child does not pass the vision screening, a letter will be sent to your home. Please contact your school office if you do not want your child's vision screened.

SCHOOL BASED DENTAL CLINIC

Lakeshore Community Health Care provides dental services during your child's school day. They provide an examination, cleaning, X-rays, sealants, fillings and much more. Any child who is NOT currently established with a dentist is able to be seen. All children are accepted and claims are sent to insurance companies or sliding scale fees are applied. The clinic will visit every school in the district based on interest level.

IMMUNIZATIONS

State Law requires the following immunizations. Immunizations may be waived for medical, personal conviction, or religious reasons. However, if there is an outbreak of vaccine preventable disease, students with waivers may be excluded from school until the outbreak subsides.

AGE	NUMBER OF DOSES					
Pre-K	4 Dtap		3 Polio	3 Hep B	1 MMR	1 Varicella
K - Grade 5	4 Dtap		4 Polio	3 Hep B	2 MMR	2 Varicella
Grade 6-12	4 Dtap	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Varicella

Meningococcal and Human Papillomavirus (HPV) vaccinations are recommended at age 11. Meningococcal conjugate vaccine protects against bacteria that can cause meningitis, a very serious illness which can lead to death in as little as 48 hours. A second shot is recommended for teens at age 16 to continue providing protection.

An annual flu and covid vaccine is recommended for everyone. Please talk to your medical provider about these important vaccines.

Please see the MPSD website for further school health information and how to contact a school nurse directly.

SCHOOL NURSING SERVICES

School nurses are Registered Nurses who bridge health care and the educational system to ensure that each child is at their best for optimal learning.

MPSD employs 3.8 RN's to provide coverage for the District's 10 schools and 4 off site programs. Listed below are some of the responsibilities of the MPSD School Nurse:

- Assess students need to identify who may need nursing services during the school day
- Work collaboratively with parents/guardians and their student's medical providers
- Create individualized health plans/emergency action plans for students with chronic health needs requiring medication and or treatments at school
- Ensure safe medication administration and treatments according to medical orders
- Member of the IEP/504 team to provide information and interventions when the students health needs affect their education
- Staff training on individual student needs, general medical emergencies, CPR/AED, and first aid
- Case management of students with health needs
- Communicable disease monitoring
- Refer to community resources as needed

SCHOOL NURSES

Jennifer Hinz - RN, BSN Lead

School coverage: Lincoln, Stangle Learning Community, Next-Step program, GED-02 program

Phone: (920) 323-7445, Email: hinzj@mpsd.school

Kelly Gagnon RN, BSN

School coverage: Monroe, Franklin and Jefferson Elementary

Phone (920) 323-1276, Email: gagnonk@mpsd.school

Sara Kadow - RN

School coverage: Madison, Jackson, Riverview Elementary

Phone: (920) 323-0644, Email: kadows@mpsd.school

Jennifer Monte-Last - RN, BSN

School coverage: Wilson and Washington Middle

Phone: (920) 323-7592, Email: monte-lastj@mpsd.school

MEDICATION GUIDELINES

Per MPSD Emergency Nursing Services Plan (MPSD website > Services > Nursing Services > Emergency Nursing Services Plan)

- Parents are encouraged to administer medications to their child while the child is at home. When medications are required during the school day, the school nurse or appropriate staff designated by the school principal, may administer medications to students under established procedures and conditions and, in compliance with Wisconsin State Statute 118.29.
- A new MPSD Medication Consent form must be signed annually by both the health care provider with prescriptive authority and the parent/guardian prior to the administration of any prescription medication.
- If your child has medication at school, a new Medication Consent form will be required prior to the start of the new school year. The form can be found on the MPSD website under Nursing Services>Parents Forms, or pick one up from your child's school.
- Medication must be provided to the school in the original pharmaceutical container imprinted with the following information:
 - » child's full name
 - » time to be given
 - » name of drug and dosage
 - » physician's name
- It is the parent/guardian's responsibility to transport medication to/from school
- Medication must be counted/quantified upon receipt in the school office. The quantity of pills (or quantity of liquid) shall be recorded. It is recommended that the parent/guardian also observe the count and co-sign. If parent/guardian is not available, another staff member will sign as witness.
- Medication will be administered to the child during the designated time window by designated staff.
- Requests for medication to be administered on an infrequent basis, such as when a student forgets, will not be accepted.
- Only exact dosages will be administered. No partial doses will be given.
- If a student does not show up for prescribed medication, at least one attempt will be made to locate the student. If a student misses the designated time window, the medication cannot be administered by school staff. A parent/guardian will be contacted to inform of the missed dose. A parent/guardian may come to school to administer the medication outside of the prescribed time window.
- A new order must be received from the health care provider if: The time the medication is administered changes from the original order, the dosage changes from the original order, or the medication changes from the original order.
- The school will keep an accurate and confidential record for each student receiving medication.
- Discontinuation of any medication is best done in writing by a parent or provider. If discontinued at the discretion of parents only, notification of the provider is recommended.
- In accordance with state law (Wis. Stat. sec. 118.291 and 118.292), students are allowed to self-carry an asthma inhaler or EpiPen for an emergency situation. The student must have an annual completed MPSD medication consent form in which the prescriber indicates permission for the student to self-carry. In general, self-carrying occurs at 5th grade level or higher. Requests for younger students to self carry will be reviewed on a case-by-case basis. MPSD is absolved from any responsibility including safeguarding the student's inhaler or EpiPen.
- In accordance with state law (Wis. Stat. sec. 118.29(2)2m), For any student receiving Epinephrine for a possible allergic reaction, 911 will be called as soon as possible to report the administration of epinephrine. The used EpiPen will be sent along with EMS.
- Parents may authorize the school to administer a non-prescribed medication using the MPSD medication consent form. A physician does not have to authorize over the counter medication as long as it is being given per manufacturer's instruction.
- If a student is found using or possessing a non-prescribed medication without parent/guardian(s) authorization, she/he will be brought to the school office and parent/guardian(s) will be contacted. The medication will be confiscated until written authorization is received.
- In accordance with the standards of nursing practice, the school nurse may refuse to administer or allow any medication to be administered, which based on nursing judgment, is potentially harmful, dangerous, or inappropriate in the school setting. In these cases, the parent and health care provider shall be notified by the school nurse and the reason for refusal.

STAYING CONNECTED...

Please check our district's website, www.manitowocpublicschools.org, for additional information about our school district, including our community connection newsletter under "District" and many resources under "For Families."

COMMUNICATION FROM FAMILIES

All students will receive an annual health history form at the start of each school year. Please complete the form and return it to school so that the school nurses can review it. If your child has a serious health condition, a school nurse will be contacting you to complete an emergency action plan. The common diagnoses that necessitate an action plan are: life threatening allergies, unstable asthma, seizures, diabetes, cerebral shunt and heart conditions.

PHONE ALERT SYSTEM

You may receive an automated phone call through our Infinite Campus Messenger system to the numbers provided by you to your home/cell numbers for any important messages. The Messenger system does not call work numbers because it is an automated call and businesses would not know who should receive the call.

TEACHNOLOGY TEAM



Our Teachnology Team is excited to welcome our students back! Please take a moment to read over the Student User Agreement and the Student Acceptable Use Policy found by scanning this QR code. You can also find this information and more on our District website manitowocpublicschools.org/district/it.



PAYMENT OF ALL SCHOOL FEES

- 4K Student Fee: \$5
- Elementary Student Fee Grades K-5: \$25
- Middle School Student Fees Grades 6-8: \$40
- Middle School Yearbook: \$25
- Lincoln High School Student Fees Grades 9-12: \$50
- LHS Yearbook Purchase: \$60
- Athletic Participation Fee: \$50
(If student participates in athletic activities)

MPSD requires grade 7-12 sports participants to have a physical exam card on file. Blank cards available in the office at both the middle schools and the high school and must be completed by a physician. The card is valid for two years.

DISTRICT-WIDE FINES

- Missing/Damaged Chromebook: \$150
- Missing Chromebook Charger: \$15

Fees can be paid online or at the school office with cash, check, or credit card. Processing fee is \$2 per credit card transaction and free for Debit Card/ACH/eCheck transactions. For online payments, log into your Infinite Campus Parent Portal and select the "Fees" tab. Infinite Campus can be accessed via the Manitowoc Public School District Website (Parent Resources > Infinite Campus) or this QR code. If you do not have access to the Infinite Campus Parent Portal, please contact your school secretary. All checks can be made payable to the Manitowoc Public School District.



INSTRUMENT RENTALS

The rental fee for school-owned instruments, excluding percussion, is \$50. There is no charge for the use of drums and keyboard instruments; however, percussionists are responsible for purchasing their own sticks, stick bag, and mallets. Wind and string players must furnish their own reeds, replacement strings, valve oil, and other supplies.

SCHOOL PERFORMANCE REPORT CARD

Notice to Parents/Guardians: According to Wis. Stat. 115.38, school districts are required to publish a School Performance Report by May 1 of each year. The report is posted on our website, manitowocpublicschools.org or can be found on the DPI website at apps2.dpi.wi.gov/reportcards/home. Additionally, school districts are required, by January 1 of each year, to notify the parent/guardian of each pupil enrolled, and their right to request a paper copy of the School Performance Report. You can contact Student Learning at (920) 686-4779 for more information.

NONDISCRIMINATION

It is the policy of the Manitowoc Public School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability as required by S. 118.13, Wisconsin Statutes. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title II of the ADA of 1990.

Questions, complaints, or requests for additional information regarding these laws, the student records policy, or the religious accommodations policy, may be addressed to:

Director of Human Resources: Manitowoc Public School District
2902 Lindbergh Drive, Manitowoc, WI 54220
(920) 686-4787

SCHOOL CLOSINGS

When you live in Wisconsin, you know that blizzards, cold temperatures, or blowing snow will sometimes interfere with the school schedule.

Despite our printed calendar, Mother Nature has a way of having the last word. When the weather is “iffy,” please visit the MPSD website or the media sources listed on this page. Local radio stations and Green Bay TV channels will have information about school closings and bus delays by 6 a.m. If there is no announcement, parents can assume school is in session and buses will run as usual. As always, parents have the responsibility and right to determine what is best for their child. Parents with concerns about their children getting to school safely are urged to use their discretion about sending them.

EARLY DISMISSAL

When school is canceled in the middle of the day, the school district will provide as much lead time as possible so families can make child care and transportation plans.

LATE START

In the case of a weather-related two-hour late start:

- Morning EC/4K will not meet
- All students in 5K-age 21 report to school two hours later than usual
- Buses will run two hours later than usual
- All students will leave school at the regular dismissal time

When a late start or early dismissal is called, parents should check the MPSD website or listen to the radio for instructions.

SNOW MAKE-UP DAY

The 2023-24 calendar has one built-in weather make-up day on April 29th. If needed, the make-up day is an official school day. If not needed, it will be a day off.

GOOD TO KNOW

- When schools are closed, after-school activities and athletics are also canceled for the day. This includes non-school activities that meet in MPSD buildings.
- Families are asked to develop a plan for school closings. Children should know transportation plans, and what to do if a parent isn't home.
- During a weather emergency, parents may pick up their children at any time and do not need to wait for the announced dismissal time. If parents wish to pick up children who are usually bussed, please arrive at least 15 minutes before the announced bus pick up time.
- There will be no penalty to a student when a parent chooses not to send him or her to school because of weather conditions. However, the day will count as an absence.
- In the event of a weather-related school cancellation, the menu for Elementary and Middle Schools on the day students return will be the previous day's scheduled lunch menu with the exception of pizza which will remain as menued.

SCHOOL CLOSING ANNOUNCEMENTS

manitowocpublicschools.org

- Channel 2 – WBAY TV
- Channel 5 – WFRV TV
- Channel 11 – WLUK TV
- Channel 26 – NBC TV
- WOMT – WQTC Radio
- 1240 AM – 102.3 FM
- WCUB – WLTU Radio
- 98AM – 92.1 FM
- WLKN Lake 98 - 98.1 FM
- WIXX Radio 101.1 FM
- WGBW Radio 1590 AM

2023-2024 CALENDAR AT A GLANCE

Visit manitowocpublicschools.org for the most up-to-date 2023-2024 school calendar.

August 31	Transition Day for K, 6, 9 & New MS/HS Students
September 1	No School for Students or Staff
September 4	Labor Day - No School for Students or Staff
September 5	First Day of School for ALL Students
October 11	Lincoln Conferences - 1/2 Day for LHS Students
October 13	Staff Development Day - No School for Students
November 2	End of 1st Quarter - Regular Day of School for Middle School & High School Students
November 2	Elementary Conferences - No School for Elementary School Students
November 3	No School for Students or Staff
November 16	Middle School Conferences - 1/2 Day for Middle School Students
November 22	1/2 Day for Students & Staff - No 4K
November 23-24	No School for Students or Staff
December 25-29	No School for Students or Staff
January 1	No School for Students or Staff
January 2	Staff Development Day - No School for Students
January 18	End of 2nd Qtr./Semester - Full Day of School
January 19	Records Day; No School for Students - Full Day for Staff
Jan. 22	Staff Development Day - No School For Students
February 15	Elementary Conferences - No School for Elementary Students
February 16	No School for Students or Staff
February 19	Staff Development Day - No School for Students
Mar. 5	LHS Conferences - 1/2 Day for LHS Students
March 7	Middle School Conferences - 1/2 Day for Middle School Students
March 22	End of 3rd Quarter - Full Day of School
March 25-29	No School for Students or Staff
April 26	No School for Students or Staff
April 29	Weather Make-Up Day
May 27	Memorial Day - No School for Students or Staff
May 30	McKinley Graduation
June 6	Last Day of School - 1/2 Day for Students, No 4K, Full Day for Staff
June 7	Lincoln Graduation 1:00 p.m.

STUDENT CODE OF CONDUCT

The goal of the MPSD Code of Conduct is to provide a framework for the process by which students learn to successfully interact with the members of our learning community and community at large. The Code of Conduct enables students and adults in our school community to understand our common expectations, reflect on our core values, and remain focused on learning. The goal is to get students to recognize that they are responsible for their own behavior, to make good choices, and realize the consequences of their actions, positive or negative. Members of the MPSD learning community (students, staff, parents/guardians, and community) are essential to creating and maintaining a positive learning environment knowing that:

- The school environment must be physically, socially, and emotionally safe for everyone
- The Code of Conduct is a framework to facilitate teaching and learning by establishing clear, consistent expectations and developmentally appropriate consequences
- Conflicts will be handled with respect for the rights of all involved
- Please reference the full Student Code of Conduct please use this [link](#)

ATTENDANCE

Under Wisconsin law, any student with five unexcused absences in a semester is considered a habitual truant. Students may be excused for the following reasons:

- Illness
- Family emergency or tragedy
- Trip with parents provided parents have made arrangements in advance with school principal
- Medical or dental appointment if it cannot be arranged during non-class hours
- Recognized religious observance or service
- Emergency work at home which cannot be accomplished without the help of the student
- Other emergency or personal absence requested by parents in advance and approved by the school principal
- Enrollment in an alternative program approved by the school principal, the cost of which shall be paid by the parent
- Enrollment in a court-ordered alternative program

When absent for any reason, except truancy, students will be allowed to make up all missed work, including tests. No student may have a grade reduced or credit denied solely on the basis of absence from school. In the event of truancy, the opportunity to make up work is at the discretion of the school principal.

PROGRAM OR CURRICULUM MODIFICATIONS

In accordance with section 118.15(1)(f) of the state statutes:

- Students and their parents or guardians have a right to make a written request to the school board requesting that the student be provided program or curriculum modifications as outlined in section 118.15(1)

(d) of the state statutes. Such modifications include but are not limited to: modifications within the child's academic program, school work training or work study, enrollment in an alternative public school or program within the district, enrollment in a nonsectarian private school or program within the district, home-bound study including nonsectarian correspondence courses, or enrollment in a public education program located outside the MPSD.

- In response to a parent's request, the school board shall issue a written decision within 90 days. If the request is denied, the school board shall give its reasons for the denial.
- Any decision made in response to a request for program or curriculum modifications shall be reviewed by the school board upon request of the child's parent or guardian. The school board shall provide its decision in writing, if the child's parent or guardian so requests.

RELIGIOUS ACCOMMODATION

Students will be released from school for religious instruction according to these guidelines:

- Students in middle and high school may be released for religious instruction during any unscheduled time period
- Students in elementary schools may be released for religious instruction for not more than 180 minutes per week
- To be released for religious instruction, each student must have a written request signed by his/her parent or guardian
- The supervisor of each group providing religious instruction in this release-time program must report monthly to the principal of each school the names of pupils who attend each session
- Any student who is absent from such religious instruction after requesting the privilege may be denied the privilege of release time
- Any transportation to and from religious instruction shall be the responsibility of the parents or of the sponsoring organization
- The school district is released from all liability for a pupil who is absent from school in accordance with State Statute 118.155 sub. (1)

STAFF QUALIFICATIONS

In accordance with the federal No Child Left Behind Act of 2001, parents have a right to request information about the professional qualifications of their child's teachers. This information includes:

- Whether a teacher is fully licensed for the subject matter and grade level taught
- Whether a teacher is in the classroom under a provisional or emergency license
- The teacher's undergraduate major and any graduate degrees or certifications the teacher may have, including the field of concentration
- Parents also have a right to know if their child is receiving services from a paraprofessional and, if so, the qualifications of that individual
- Parents must be notified if their child is taught for four consecutive weeks by a teacher that is not "highly qualified" as defined under the law

SCHOOL LOCKERS

Lockers are provided for the convenience of students. They are to be used solely and exclusively for storage of outerwear, footwear, and school-related materials. No student shall use the locker for any other purpose. A locker is not a student's private property or under his/her exclusive possession. It may be opened and inspected by school authorities at any time. Unauthorized items found in the locker may be removed and held by the school for return to the parents or guardians of the student (without the school being liable for their safekeeping), unless the inspecting authority suspects that possession or storage of the unauthorized item involves a violation of law. In this case the suspect material shall be turned over to law enforcement officials and parents will be notified.

PARENT INVOLVEMENT

The MPSD believes that the education of children is a joint responsibility with the schools, the community, and parents working together to promote high achievement. In consultation with parents, the district will establish, develop, and maintain programs and practices that encourage parental involvement. Specifically:

- A parent participation survey may be conducted yearly to determine how parents would like to be involved.
- The MPSD will include parents in advisory roles to help make decisions that affect their children's education.
- The MPSD will promote communication between home and school about school programs, student progress, and school-level assessments (tests).
- The MPSD will offer assistance to parents concerning parenting skills and ways to help children with learning at home.
- The MPSD will encourage the use of parent volunteers in school-level or district activities.
- The MPSD will provide families with information or contacts for participation in community and support services as needed.

NONCUSTODIAL PARENTS

The MPSD will make every effort to foster parents' involvement in their children's schooling. The district will remain neutral in situations when parents are involved in legal actions affecting the family, unless directed otherwise by court order. It is the responsibility of the parents to notify the district of a court order. Parents are responsible to notify the school of the names and contact information of the custodial and noncustodial parents.

The noncustodial parent may participate in all activities, including conferences, and have access to school records unless such access has been restricted by court order. The school may release a student to either parent, unless expressly curtailed or restricted by a court order that has been provided to the principal.

SPECIAL EDUCATION SCREENING

Federal law requires public school districts to locate and identify children ages three and older with exceptional educational needs who are not already receiving special education services.

The MPSD will provide a Child Find screening for preschool-age children. Parents may call Riverview School for information or to make arrangements.

In the case of school-age children, a parent may submit a written request to the child's principal asking for a special education evaluation at any time. With the parent's permission, the school may provide various educational interventions prior to a formal evaluation. For more information, please call the MPSD Special Education Office at (920) 686-4741.

The following circumstances might indicate that an infant, child, or adolescent has exceptional needs:

- Hearing, vision, or speech deficits
- Doing things slower or later than other children
- Serious physical or orthopedic impairments
- Other problems which prevent attending school or prevent effective learning while in school

SPECIAL EDUCATION SERVICES

As part of the screening described above, the district will determine whether the child meets the State of Wisconsin's eligibility criteria for exceptional educational needs.

The MPSD offers special education programs in the areas of intellectual disabilities, learning disabilities, emotional behavioral disabilities, other health impaired, orthopedic impaired, hearing impaired, autism, speech and language impaired, visually impaired, and traumatic brain injury.

A student may be placed in one or more of these programs after an evaluation by a comprehensive team. This team is made up of school district personnel, one of both parents, and, often, non-school personnel who are knowledgeable about the child.

School personnel on the evaluation team include individuals such as school psychologists, occupational therapists, physical therapists, school nurses, regular classroom teacher(s), and/or special education classroom teacher(s).

A child may not be placed in a special education program until the school district has developed an Individual Education Plan (IEP) and obtained parental authorization.

Please direct questions about this policy, the referral process, evaluation, or special education services to any principal or to Katie Eichmann, Director of Pupil Services, at (920) 686-4740.

STUDENT RECORDS

The following information is provided in compliance with the federal Family Educational Rights and Privacy Act (FERPA):

- All pupil records are confidential except as otherwise provided by state or federal law.
- Student records consist of progress records and behavioral records. Progress records include student grades, courses taken, attendance records, immunization records, and records of extracurricular activities. Behavioral records are all other records maintained by the school or any school employee including, but not limited to, test data, psychological data, physical and health data, personal data, anecdotal records, and records of student conduct.
- The building principal shall have primary responsibility for maintaining the confidentiality of all student records and processing requests for inspection and transfer of student records.
- An adult pupil or the parent/guardian will, upon request, be shown any and all of the student's records in the presence of a person qualified to explain and interpret them. A copy will be provided upon request.
- The parent/guardian or adult pupil has the right to seek amendment of the pupil's school records that are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights by submitting written evidence to the school principal. If the principal does not delete or change the material as requested, the parent/guardian or adult pupil may provide a written statement which the principal will attach to and maintain with the pupil record.
- It is the responsibility of the principal to transfer the records of a pupil who moves from one building to another within the MPSD.
- Behavioral records may not be maintained on file for more than one year after a student terminates enrollment. Progress records may not be maintained on file for more than ten years after a student terminates enrollment. A transcript of senior high school graduates will be microfilmed approximately every five years for all persons who graduated since the previous microfilming was done. Upon written request by the parent, guardian, or adult pupil, any portion of a pupil record may be retained on file for a longer time.
- Upon written request or permission of a parent, guardian, or adult pupil, the school shall make available to the person named in the request the specified portion of the pupil record.
- In furnishing student data requested by state or federal educational agencies for any purpose (including research, analysis, audit, or report of programs), such data shall not include information (including social security numbers) which would permit the subsequent identification of such students or their parents.
- When a pupil transfers to another school outside of the MPSD, upon request, all pupil records will be forwarded to the new school.
- A copy of the progress records of a pupil who is the subject of a court proceeding shall be forwarded to any state or federal judge, upon request of that judge.
- A parent who has been denied periods of physical placement with his or her child by a court order shall not have access to or be able to

authorize the transfer or release of a child's student records.

- When an adult pupil is dependent upon the parents or guardian, the parents or guardian of that adult pupil may have access to the pupil's records, unless the adult pupil informs the school in writing that the information may not be disclosed to the parent or guardian.

Parents/guardians or adult students have a right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education alleging MPSD non-compliance with FERPA requirements.

PRIVACY RIGHTS

The Protection of Pupil Rights Amendment gives parents and adult regarding surveys, the collection of information for marketing purposes, and certain physical exams. If the U.S. Dept. of Education funds a survey in whole or in part, a student's parents or an adult student must consent in writing before the student may provide information in the following "protected" categories:

- Mental or psychological problems of the student or the student's family
- Political affiliations
- Sexual behavior attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of the student's family members
- Privileged or similar relationships recognized by law, such as with attorneys, doctors, and clergy
- Religious practices, affiliations, or beliefs held by the student or the student's family income, other than what is required by law to determine program eligibility.

A student's parents or an adult student have the right to "opt out" of:

- Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling, or otherwise distributing the information to others.
- Any survey asking protected information, regardless of the funding source.
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school, and not necessary to protect the immediate health and safety of a student. Exceptions: hearing, vision, or scoliosis screenings and any physical exam or screening permitted or required under state law.
- A student's parents or an adult student have the right to inspect, upon request, the following items before the district uses or administers them:
 - » Surveys that ask students for protected information. This includes any instructional material used in connection with the survey.
 - » Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
 - » Instructional materials used as part of the educational curriculum.

A student's parents or an adult student who believes a school or the school district has not adequately complied with the above principles may file a complaint with the Superintendent at (920) 686-4781. If you remain dissatisfied, you may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW,

NOTICE OF SPECIAL NEEDS SCHOLARSHIP PROGRAM

This notice serves to inform parents and guardians of students with disabilities that the State of Wisconsin has established the Special Needs Scholarship Program. The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school.

The Special Needs Scholarship Program is governed by Wisconsin Statutes 115.7915 Chapter PI 49. For more information about any of the special needs scholarship programs, please visit the Wisconsin Department of Public Instruction website at dpi.wi.gov/parental-education-options/special-needs-scholarship. If you have any questions, please contact the Director of Pupil Services at (920) 686-4740.

ASBESTOS MANAGEMENT

As a result of the federal law AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos.

Asbestos has been used in many building materials due to its outstanding, insulating and strengthening properties. When it is undisturbed or intact, it poses little hazard to human health. It is only when damage has or may occur that the quality of the school's management program becomes an issue. In 1988, all buildings owned, leased, or "under the control of" the School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the School District prepared and the state approved a comprehensive management plan for administering the asbestos located within its buildings, safely and responsibly.

Once every three years, certified inspectors must re-inspect the remaining materials. In addition, the rule requires a periodic walk-through (called "surveillance") in each area containing asbestos every six months.

Short-term workers (outside contractors e.g. telephone repair workers, electricians, etc.) must be provided information regarding the location of asbestos in which they may come in contact.

The Manitowoc Public School District recently completed removal as part of mechanical system upgrades throughout the district.

In addition, we continue to ensure our asbestos building materials are kept in good condition by continuing our Operations and Maintenance (O&M) program throughout the Buildings. Manitowoc Public School District continues a working relationship with Environmental Management and Consulting (Lake Mills, WI) to assist us in managing our asbestos materials.

The School District has a list of the locations and types of asbestos-containing materials found in the building with a description and timetable for their proper management. A copy of the Asbestos Management Plan is available at the School District Office at a cost of twenty-five (25) cents per page. Our goal is to be in full compliance with AHERA.

It is our policy to maintain a safe and healthy environment for our students and our staff members. This shall be accomplished by strict enforcement of the policies regarding asbestos by the asbestos manager and school officials. All questions or concerns regarding the management of asbestos within the School District should be directed to Micheal Schwarz, LEA Designated Person for the Manitowoc Public School District at (920) 686-4765.

FOR YOUR INFORMATION

ANNUAL NOTICES

manitowocpublicschools.org

FULL LIST OF POLICIES

go.boarddocs.com/wi/mpsd/Board.nsf/Public?open&id=policies

QUICK LINKS TO POLICIES OF INTEREST

- [Bullying](#)
- [Personal Communication Devices](#)
- [Disorderly Conduct](#)
- [Student/Parent Rights](#)

TRANSLATION INFORMATION

If you would like this information translated into Spanish/Hmong, please call:

- Si usted necesita esta informacion traducida al Español, por favor llame al (920) 663-9372
- Yog koj xav tau ib daim txhais ua lus Hmoob, thov hu Hmoob Tus Xov Tooj, (920) 663-9373.

FREE & REDUCED SCHOOL MEALS PROGRAM

Free and Reduced School Meals Program is provided in a separate packet. All Free & Reduced applications must be completed and returned to the District Office, 2902 Lindbergh Drive, Manitowoc, WI 54220.