

# Stangel Learning Community

Proudly Serving:

McKinley Academy  
Manitowoc Comprehensive Program  
Homebound/Neutral Site Instruction  
Jailbound Instruction  
Next Step Programming  
GEDO#2

## Student/Parent Handbook 2021-2022

*Through innovative and meaningful learning opportunities in a supportive setting, McKinley Academy empowers individuals to become compassionate, collaborative, inquisitive people who value learning, creativity, and the uniqueness of others*

## Table of Contents

	<b>Page</b>
<a href="#"><u>Stangel Learning Community Telephone Numbers</u></a>	2
<a href="#"><u>Stangel Learning Community Email Addresses</u></a>	2
<a href="#"><u>McKinley Academy Board of Directors</u></a>	3
<a href="#"><u>2021-2022 McKinley Academy Calendar</u></a>	4
<a href="#"><u>Forward</u></a>	5
<a href="#"><u>Rules For Our School</u></a>	5
<a href="#"><u>Curriculum/Graduation Requirements</u></a>	6
<a href="#"><u>Equal Education Opportunity/Anti-Harassment</u></a>	7
<a href="#"><u>Harassment/Bullying</u></a>	8
<a href="#"><u>Sexual Harassment</u></a>	8
<a href="#"><u>Absences</u></a>	9
<a href="#"><u>Virtual Failure to Participate Process</u></a>	10
<a href="#"><u>Alcohol/Drug Use</u></a>	10
<a href="#"><u>Search &amp; Seizure</u></a>	10
<a href="#"><u>Cell Phones/Electronic Communication Devices</u></a>	11
<a href="#"><u>Direct Contact Communicable Diseases</u></a>	11
<a href="#"><u>Dress and Appearance</u></a>	12
<a href="#"><u>Early Dismissal</u></a>	12
<a href="#"><u>Emergency Closing and Delays</u></a>	13
<a href="#"><u>Food Service</u></a>	13
<a href="#"><u>Injury and Illness</u></a>	13
<a href="#"><u>Internet Use Policy</u></a>	13
<a href="#"><u>Lockers</u></a>	14
<a href="#"><u>Medication Guidelines</u></a>	14
<a href="#"><u>Non-prescribed Medications</u></a>	15
<a href="#"><u>Prescribed Medications</u></a>	15
<a href="#"><u>Scheduling</u></a>	15
<a href="#"><u>Nicotine/Tobacco/Vaping</u></a>	16
<a href="#"><u>Student Records</u></a>	16
<a href="#"><u>Privacy Act of 1974</u></a>	17
<a href="#"><u>Military Recruiters and Institutions of Higher Education</u></a>	17
<a href="#"><u>Student Services</u></a>	17
<a href="#"><u>Visitors</u></a>	18
<a href="#"><u>Student Parking</u></a>	18

## School Contacts

Main School Line	920-686-4700	
Christopher Dirkes, Principal	920-686-4702	dirkesc@mpsd.school
Kristin Roekle, Secretary	920-686-4700	roeklek@mpsd.school
Stephanie Boncher, Counselor	920-686-4705	bonchers@mpsd.school
<b>McKinley Academy</b>		
Nathaniel Muckerheide, Teacher	920-686-4708	muckerheiden@mpsd.school
Kathleen Penland, 9-12 Teacher	920-686-4704	penlandk@mpsd.school
Jenny Hinz, School Nurse	920-686-9411	hinzj@mpsd.k12.school
Rob Noe, 9-12 Teacher	920-686-4735	noer@mpsd.k12.school
Stephanie Stevens, 9-12 Teacher	920-686-4706	stevenss@mpsd.school
Aaron Mancheski, 9-12 Teacher	920-686-4710	mancheski@mpsd.school
Kristyn Lohoff - Virtual 6-8		lohoffk@mpsd.school
Ashley Debo - Virtual 6-8		debogrossa@mpsd.school
Elizabeth Sanger - Virtual 5k-2		sangerkuckkane@mpsd.school
Katie Bachochin - Virtual 5K-2		bachochink@mpsd.school
Tracy Gerlach - Virtual 6-8		gerlacht@mpsd.school
Jenna McKnight - Virtual 3-5		mcknightj@mpsd.school
Rebecca Hoyt - Virtual 3-5		hoctr@mpsd.school
<b>Manitowoc Comprehensive Program</b>		
Lisa Vieau, Teacher	920-686-4715	vieaul@mpsd.school
<b>Homebound/Neutral Site Instruction</b>		
Christopher Deubler	920-663-9813	deublerc@mpsd.school
<b>Next Step</b>		
Sara Weyenberg	920-323-1100	weyenbergs@mpsd.school
Todd Lotz	920-323-2810	lotzt@mpsd.school
<b>GEDO#2</b>		
Kristin Lee	920-323-2612	leek@mpsd.school
<b>School Resource Officer</b>		
Kayla Rocklewitz	920-663-9895	rocklewitzk@mpsd.school

<b>McKinley Academy Board of Directors</b>	
<b>President</b>	Lisa Bruere
<b>Vice President</b>	Marie Hawkins
<b>Secretary</b>	Jill Hennessey
<b>Treasurer</b>	Marie Hawkins
	Parker Nadeau
	Lindsey Krause
	Tina Nichols
	Winston Weinert
<b>Student Rep.</b>	

## **2021-22 McKinley Academy Calendar**

August 30	First Day of School - New students only (Distance learning orientation)
August 31	First Day of School - ALL students (Distance learning orientation)
Sept. 6	No School
Sept. 30	Picture Day (starts at 10:00 am)?
Oct. 15	No school/Staff Development
Nov. 3	Picture Retake Day
Nov. 19	No school/Staff Development
Nov. 24	End of Trimester 1
Nov. 25	Thanksgiving Break – No School
Nov. 26	Thanksgiving Break – No School
Nov. 29	Classes Resume
Dec 23	Winter Break Begins – No School
Jan. 3	Classes Resume
Jan. 17	MLK Day - No School
Jan. 18	No School; Records Day
Jan. 19	No school/Staff Development
Feb. 21	No School
March 4	End of Trimester 2
March 11	No School; Staff Development
March 28	Spring Break Begins – No School
April 4	Classes Resume
April 15	No school
April 22	No school/Staff Development
May 20	Weather Day
May 30	Memorial Day – No School
June 2	Celebrating our senior class at 12:00
June 2	McKinley Academy Graduation 5:00 pm
June 9	Last day of school for students/ ½ day for students

## Forward

This student handbook was developed to answer many of the commonly asked questions that you and your parent/guardian(s) may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education, the District, and this school. This handbook is effective immediately.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parent/guardian(s) use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## Rules For Our School

1. Treat others with the same respect you are treated with by the adults in this school.
2. Your actions, dress, possessions, etc. may not cause a problem for anyone else or interrupt the learning process.
  - a. Problem actions include, but are not limited to:
    - i. Swearing, vulgarity, fighting, bullying, disrespect, defiance, insubordination
  - b. Problems related to dress include, but are not limited to:
    - i. Alcohol or drug logos on clothes
    - ii. Images, text, or fashions promoting harassment or gang activity
    - iii. Clothing that does not adequately cover chest, back, stomach, thighs, butt and/or groin
  - c. Problems related to possessions include, but are not limited to:
    - i. Illegal substances
    - ii. Weapons
    - iii. Items belonging to someone else, without permission to possess them
3. If your actions, dress, or possessions cause a problem for anyone else, you will be asked to solve that problem.
4. If you cannot solve the problem, or choose not to, staff members will impose upon you an appropriate consequence. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
5. If students and/or parents feel that the consequences are unfair, they should request a meeting.
  - The meeting does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question.
  - In the event that the discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

## Curriculum/Graduation Requirements

### McKinley Academy

4 Credits of English	2 Credits of Wellness
3 Credits of Math	2 Credits of Transitional/Career Education
3 Credits of Science	7 Credits of Electives
3 Credits of Social Studies	
<b>24 Credits total</b>	

The school's curriculum is based upon State Academic Standards and students are required to complete 24 credits to graduate. The Academy features coursework in the core areas developed by the staff or outside organizations.

All courses offered for credit are subject to the approval of the McKinley Academy Board of Directors or the Manitowoc Public School District Board of Education (courses already approved and offered in MPSD). A list of approved courses can be obtained from the school office.

### **Additional Requirements**

**Community Service** – students must complete twenty hours of community service.

**Financial Literacy** – All students will be required to complete a personal finance class at McKinley Academy. The course will be offered to juniors and seniors and will be based on Wisconsin's Academic Standards for Personal Financial Literacy.

## **Equal Education Opportunity/Anti-Harassment**

It is the policy of the Manitowoc Public School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's race, color, creed, age, physical, mental or emotional disability, sexual orientation, marital or parental status, religion, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background. Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Ms. Joanne Mezen, Director of Pupil Services at Central Office, 686-4740 or an administrator at your school.

Any person who believes that they have been discriminated against may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Ms. Joyce Greenwood-Aerts  
Manitowoc Public School District  
2902 Lindbergh Drive, Manitowoc, WI 54220  
920-686-4787  
[greenwood-aertsj@mpsd.school](mailto:greenwood-aertsj@mpsd.school)

The complaint will be investigated and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.



## Harassment/Bullying

The Manitowoc Public School District is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- a. graffiti containing offensive language;
- b. name calling, jokes or rumors;
- c. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- d. note or cartoons;
- e. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- f. written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- g. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- h. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

It is also the policy of the Manitowoc Public School District and Stangel Learning Community that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

If you wish to report harassment, please contact a school administrator.

A copy of school's Anti-Harassment Policy, including the reporting, investigation and resolution procedures, is available online: [MPSD Policy 5517](#).

## Sexual Harassment

MPSD's policy and code of conduct have been established to maintain and ensure learning and working environment free of any form of sexual harassment or intimidation toward and between student, employees, parents, and volunteers.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, uninvited telephone calls, or letters, and other verbal, visual, or physical conduct of a sexual nature. Sexual Harassment also

includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects, or pictures in the workplace, sexually explicit or offensive jokes, or physical assault.

No employee or student shall threaten or insinuate, explicitly or implicitly, that an employee's or student's refusal to submit to sexual advances will adversely affect that person's school performance, employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment, career, or educational development. No employee shall promise, imply, grant any preferential treatment in connection with another employee, or student engaging in sexual conduct.

References: Title IX Educational Amendments, Title VII Civil Rights Act, Wisconsin State Statutes Sect. (118.13); (118.20); (111.36).

### **Absences**

An absence **may** be excused with a phone call or note from your parent(s) or guardian(s) (hereafter referred to as "parent(s)").

The morning of the day of your absence, your parent(s) should call the school office to report your absence and the reason for it.

**McKinley Academy and Manitowoc Comprehensive Program: dial 686-4700**

**Lincoln Alternative Program: dial 663-9549**

The school secretary will call each student's home if the office has not previously received information regarding your child's absence.

If a phone call or a note from your parent(s) is not received, the absence will not be excused.

After five unexcused absences in a trimester, the administration may refer the truancy matter to the Department of Human Services or the School Resource Officer and ask the School Resource Officer to issue a truancy citation(s).

You will be considered truant whenever you are not in attendance in school, class, or any assigned activities without the permission of your parent, and/or designated school official.

As with any situation, there are times when extenuating circumstances may prevail. These will be dealt with on a case-by-case basis and addressed individually.

If you are suspended from school, you are not allowed to be on school property.

### **Virtual Failure to Participate Process**

In accordance with the state rules for Virtual Charter Schools, McKinley Academy will follow the below process for students that fail to participate and engage in virtual instruction.

All students enrolled in McKinley Academy will also be subject to McKinley Academy Board of Directors policies on expected attendance and engagement. Any day in which a McKinley Academy student fails to attend in-person instruction or to engage in virtual instruction without a valid excuse, the student's parent or guardian will be notified.

If a McKinley Academy student fails to attend in-person instruction or to engage in virtual instruction without a valid excuse for part or all of 3 school days in a semester, the McKinley Academy administrator will notify the student's parent or guardian in writing of the attendance policy, guidelines governing truancy, and expectations for the student to return to attendance/engagement.

If a McKinley Academy student fails to attend in-person instruction or to engage in virtual instruction without a valid excuse for part or all of 5 school days in a semester, the McKinley Academy administrator will request an attendance meeting with the student's parent or guardian in which a plan for success will be developed. For an open enrolled student, the McKinley Academy administrator will also notify the pupil's resident school district of the student's lack of attendance/engagement.

If the McKinley Academy student fails to attend in-person instruction or to engage in virtual instruction without a valid excuse for part or all of 5 additional school days in the semester, the McKinley Academy administrator may make a recommendation to the McKinley Board of Directors that the student be assigned to his/her home school (for resident student) or returned to his/her resident school (for non-resident open enrolled student). The student's parent or guardian will be informed in writing of any recommendation for removal that is being forwarded to the McKinley Board of Directors.

### **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.

### **Search & Seizure**

Search of a student and his/her lockers and possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Manitowoc Public School District Board of Education, if there is a reasonable suspicion that the student is in violation of laws or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law. No strip searches will be conducted by any employee of Stangel Learning Community or the Manitowoc Public School District, but may be conducted by law enforcement officials, if deemed necessary. Anything that is found in the

course of a search that may be evidence of a violation of Stangel Learning Community rules or the law may be confiscated and held or turned over to the police. Stangel Learning Community reserves the right not to return items which have been confiscated.

### **Canine Search**

It is the policy of Stangel Learning Community to maintain a drug-free and healthful school environment. In an effort to protect the health and welfare of its students, the Board of Education authorizes the use of trained canines on school property, to detect the presence of controlled substances in school buildings and on school properties. Canine searches will be scheduled at the discretion of the Superintendent or designee.

### **Cell Phones/Electronic Communication Devices**

While cell phones are valuable communication devices, they pose a distraction in the school setting. Students may bring cell phones into the school building but they may not be used during the school day except during lunch time or when teachers allow students to use the device as a tool for learning.

**If parents must contact their child, please do so during the lunch period or call the school office.** The office staff is excellent at relaying emergency messages from parents to students.

If a cell phone or personal electronic device is confiscated, it will be held in the office and a parent will be contacted. Exceptions to this policy may be made on an individual basis. Please contact an administrator to discuss circumstances that may require modifications prior to using a cell phone in school.

**No student may take any photo or video of anyone in school or on school grounds, without that person's permission.**

**These devices are strictly prohibited in MPSD restrooms or locker rooms. Wisconsin statute 175.22 prohibits the use of any cell phone, camera or other recording device to capture, record or transfer a representation of a nude or partially nude person.**

See [MPSD Policy 5518](#)

### **Direct Contact Communicable Diseases**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people (county health officials and school health officials) to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parent/guardian(s) may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and

students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## Dress and Appearance

Any fashion (dress, accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

We believe that the responsibility for the personal appearance of students enrolled shall normally rest with the students themselves and their parents and/or guardians. However, student dress should not affect the health and/or safety of students, be vulgar, or disrupt the learning process within the school. The following guidelines will be adhered to:

- No student will be permitted to wear any clothing, jewelry, or other item which is normally identified with an anti-social organization (i.e. – gangs hate groups, rebel flag, swastika), or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, racial/ethnic slurs, and/or illegal drugs.
- Student(s) displaying tattoo(s) depicting anti-social, offensive, drug, alcohol, or tobacco related themes will be required to cover the tattoo(s) or be sent home to change clothing.
- Shoes must be worn at all times. For safety reasons, slippers are not recommended and will not be allowed in classrooms where there is a risk of injury.
- Bandana headscarves, hoods and sunglasses should be removed upon entering the building during school hours.
- Clothing should be neat and provide adequate coverage. Specifically, chest, upper thighs, butt, back, and midriff must be adequately covered. Torn clothing cannot expose any area that should otherwise be covered according to the policy. Undergarments may not be visible.

**Students will be asked to change their clothes if they are inappropriate, or may be sent home.**

School appropriate dress is expected for all school functions.

## Early Dismissal

No student will be allowed to leave school prior to dismissal time without prior permission from the parent or guardian. No student will be released to a person other than a custodial parent/guardian(s) without permission from the parent/guardian(s).

If you have an appointment during the school day, your parent/guardian should notify the school office. You must sign out in the office before leaving the building and sign back in upon your return.

## Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

[www.manitowocpublicschools.org](http://www.manitowocpublicschools.org)

Channel 2 – WBAY TV

Channel 5 – WFRV TV

Channel 11 – Fox News

Channel 26 – NBC TV

WOMT/WQTC Radio - 1240AM/102.3FM

WCUB/WLTU Radio - 980 AM/92.1 FM

WLKN Lake 98 - 98.1 FM

WIXX Radio 101.1 FM

WGBW Radio 1590 AM

Parent/guardian(s) and students are responsible for knowing about emergency closings and delays.

Please have a procedure in place if bad weather occurs during the day and school is dismissed early. Occasionally review this with your child. When school is cancelled in the middle of the school day, the school district will provide as much lead time as possible so families can make child care and transportation arrangements.

## Food Service

Stangel Learning Community provides food service just like all MPSD schools. Students may receive breakfast (cereal, milk, and juice) and/or lunch through our food service program. For more information on food service, to obtain an application for free & reduced meals, or to see a menu calendar, please visit the MPSD web site or contact our school.

## Injury and Illness

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the main office. The nursing or office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

## Internet Use Policy

The use of school computers (hardware and software) is a privilege, not a right. Students who intentionally damage computer hardware or software, who misuse such material/equipment, or introduce unauthorized elements into programs/ equipment (i.e. viruses) will be subject to disciplinary action, which could result in expulsion.

In order to be permitted to have access to the internet, students and their parents/guardians must sign and return to the main office MPSD Student Acceptable Use Agreement.

### Appropriate use consists of:

- Communicating courteously
- Respecting and upholding copyright laws and all other applicable laws or regulations
- Respecting the rights and privacy of others by not accessing private files
- Following the directions of the teacher or supervisor

- Complying with their rules when using another organizations' network
- Asking your teacher or supervisor when you are unsure about whether an action is appropriate or not

**Inappropriate use consists of:**

- Using the Internet for commercial use, product advertisement, or political lobbying activities
- Using computer networks to support illegal activities as defined by federal, state or local laws
- Reconfiguring or changing setups in any computer system
- Using computer networks for obscene purposes such as the receipt, storage, or distribution of profanity or other offensive language and sexually explicit materials including nudity and other graphic or textural depictions of sexually explicit activities
- Using mail or message services to harass, intimidate or otherwise annoy another person
- Purchasing goods or services for personal use without authorization from school district official.

**Lockers**

Lockers are available at the request of the student. You are responsible for maintaining it in a neat, orderly fashion. Trading or sharing lockers will not be permitted. Do not give your locker combination to anyone.

The school is not responsible for lost or stolen items. You may bring personal items into school at your own risk. Do not put anything in your locker which is in violation of school rules or the law. Your locker is the property of the Manitowoc Public School District. Court rulings support giving school officials the right to inspect your locker at any time with or without your consent.

**Medication Guidelines**

MPSD school personnel will administer medication to students only when it is under a doctor's order and when the proper form has been completed and signed by the parent or legal guardian, physician, and school principal.

1. The *Consent to Administer Medication to be given at School* form is available at each school health office. This form includes the following sections:
  - a. written instructions from the prescribing physician for the administration of the medication.
  - b. written statement indicating the physician's willingness to communicate with the school employee administering the medication.
  - c. a written statement from the parent authorizing school personnel to administer the medication and contact the physician if necessary.
  - d. a written statement from the principal authorizing a school employee to administer the medication.
2. Medication must be provided to the school in the original pharmaceutical container imprinted with the following information:
  - a. child's full name
  - b. name of drug and dosage
  - c. time to be given
  - d. physician's name
3. Medication will be administered to the child at the designated time(s) by the school.

4. The physician must provide written instructions about the length of time the child shall receive the medication. Written instructions must be received from the physician if the drug is to be discontinued or if there is a change in dosage/time of administration from the original instruction.
5. The school will keep an accurate and confidential record for each pupil receiving medication.
6. Diagnosis and treatment of illness and the prescribing of drugs are never school responsibilities and should not be undertaken by any school personnel.
7. New prescriptions must be received annually for pupils on yearly medication.

### **Use of Non-prescribed (over the counter) Medications**

Certified or licensed staff will not be permitted to dispense non-prescribed, over-the-counter (OTC), medication to any student without written parental consent.

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the health office. A physician does not have to authorize such medication.

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 for authorization. The medication will be confiscated until written authorization is received.

### **Use of Prescribed Medications**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parent/guardian(s) should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization form must be filed with the nurse's office before the student will be allowed to begin taking any medication during school hours. The forms are available in the school nurse's office.
- C. All medication must be registered with the nurse's office.
- D. Medication that is brought to the nurse's office will be properly secured.
- E. Medication may be conveyed to school directly by parent.
- F. Distribution of prescription medication must follow the Manitowoc Public School District specific guidelines available in the nurse's office upon request.
- G. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's request and parent/guardian(s) written release.

### **Scheduling**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the principal's office. It is important to note that some courses and change requests may be denied because of limited space or the need to complete prerequisites courses



or insufficient reasons for the request. Students are expected to follow their schedules. Any variation must be approved prior to the schedule change.

## **Nicotine/Tobacco/Vaping**

Recent change in Wisconsin Legislature now prohibits the use or possession of nicotine. That means all electronic cigarettes containing a liquid nicotine or just the liquid nicotine by itself are illegal for anyone under the age of 18 to possess, attempt to possess, or purchase. The same remains in effect for tobacco.

### **Nicotine, Tobacco and Vaping Devices**

Wisconsin State Statute and the Manitowoc City Ordinance prohibits the use or possession of tobacco products, nicotine products, and electronic smoking devices (vapes) by any person who has not attained the age of 18. That means that all electronic smoking devices containing a liquid nicotine, just the liquid nicotine by itself, or just the electronic smoking device by itself, are illegal for anyone under the age of 18 to possess, attempt to possess, give or purchase. The same remains in effect for all tobacco products. The use of an electronic smoking device or tobacco product by any person on school premises is strictly prohibited. School policy is that students using or in possession of nicotine products, electronic smoking devices or tobacco products will receive consequences. The first offense may have a consequence of a warning, citation, school service project, and/or any combination of the aforementioned consequences. It shall be at the discretion of school administration as to the specific consequence issued. A citation will be issued under Manitowoc City Ordinance for all second and subsequent offenses.

## **Student Records**

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the education interests of students. The rights and responsibilities of students, parent/guardian(s) and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records – directory data and confidential records.

Directory data can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parent/guardian(s) of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data includes those student records which identify the following:

- Student name
- School
- Grade level
- Age
- 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)

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent/guardian(s) consent in writing. However, there are exceptions to confidentiality, and request for records within these exceptions may be granted without parent/guardian written consent. If you have questions about the confidentiality of student records

and/or the release of student records to third-parties, please contact your school principal or consult the Board's Student Records Policy and Administrative Guidelines.

Parent/guardian(s) and students are reminded of: 1) their rights to inspect, review and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure to the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parent/guardian(s) and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:  
[FERPA@ED.Gov](mailto:FERPA@ED.Gov); [PPRA@ED](mailto:PPRA@ED).

### **Privacy Act of 1974**

The Manitowoc Public School District, in its attempt to promote the best interests of each student enrolled in its schools 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 conference, 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.

### **Military Recruiters and Institutions of Higher Education**

In compliance with the federal No Child Left Behind Law, we are required to give your child's name, address and phone number to the military recruiters and institutes of higher education. The MPSD has been following the law since it was passed and will certainly continue to do so. 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. If you want us to deny the release of your child's name, address and phone number to military recruiters and institutes of higher education, please notify the school in writing before September 20.

### **Student Services**

Stangel Learning Community has access to MPSD pupil services as needed. Services available to Stangel Learning Community include school counseling, nursing, and special education case management &

consulting. If you have questions about student services, please contact our school or Joanne Metzen, MPSD Director of Pupil Services.

## Visitors

Visitors, particularly parents and guardians, are welcome at school. In order to properly monitor the safety of students and staff, each visitor must register at the front desk (inside the main entrance) for authorization to be in the school or on the grounds. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. This would also pertain to returning student alumni. School administration reserves the right to restrict access to classrooms if such access adversely impacts the educational environment of the school. Students **may not** bring visitors to school without first obtaining written permission from the principal. There must be a compelling reason to have a visitor in the school. Loitering by unauthorized personnel is prohibited.

## Student Parking

Students do not need to pay to park, however they must fill out the Stangel Learning Community parking registration form before they may park in the Stangel Learning Community parking lot. The administrative rules governing student use of automobiles are listed below.

### Rules and Regulations

1. A yearly fee is not required to park; however the vehicle being driven to school must be registered with the school office.
2. Applicants must possess a valid driver's license.
3. Vehicles must be registered and insured.
4. Application forms must contain the student's name and the license number of the vehicle authorized to park at McKinley, the student's driver's license number and the signatures of the student and a parent/guardian.
5. Parents/Guardians/student 18 years of age or older must certify that the vehicle described on the application is insured and must carry liability insurance.
6. Only vehicles registered with the school will be allowed to enter the lot.
7. Once the lot is entered, the vehicle must be parked, vacated and locked immediately.
8. Students may not be in their vehicles or in the parking lot during the school day - including the lunch period.
9. Vehicles are allowed to leave the parking lot only during the student's lunch period, after school or when authorized by attendance office, health office or administration.
10. Vehicles not registered will result in having to use street parking.
11. To drive and park a vehicle on school grounds is a privilege. This privilege may be revoked AT ANY TIME and such a decision is solely the prerogative of school administration.

Violations of rules, some of which are also subject to ticketing by Manitowoc Police Department. Rules include but are not limited to:

1. Careless operation of a vehicle, including transportation of students on the outside of vehicles

2. Excessive speed (speeding, squealing tires)
3. Loud noise (radio, alarms, engines, exhaust)
4. Non-registration of vehicle
5. Littering
6. Parking in a fire lane, faculty lot, visitor spot, on the sidewalk or grass
7. Parked in more than one space or outside designated parking stall (lines)
8. Vehicles must be pulled into their space and not back in
9. Use of vehicle to transport, possess, or consume tobacco, nicotine, alcohol, or any illegal substance
10. Any other act that is considered dangerous or in violation of local traffic ordinance
11. Illegally parked vehicles will be ticketed and may be towed at owner's expense

**Vehicles are subject to search, for any reason, by school administration when parked on Manitowoc Public School District property.**

**The Manitowoc Public School District is not responsible for property which is lost, stolen or damaged while in the Stangel Learning Community parking lot.**