

Jefferson Student Handbook



2023-2024

SCHOOL DAY AND ATTENDANCE

ATTENDANCE

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

- Illness (fever of 100 or above, vomiting, serious contagious illness)
- Family emergency or tragedy
- Trip with parents provided absence has been notified in advance
- Medical or dental appointment
- Recognized cultural observance or service

If your child is absent, please call our attendance line at 920-663-9529. This will allow you to leave a message at any time. If a call is not received by 9:00 AM, the office personnel will send a robocall to remind you to call and verify the absence. **Please remember parents can excuse their child/children up to 10 days per school year. Provide a medical excuse whenever possible.**

TRUANCY PROCEDURES

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

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

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

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

BEFORE SCHOOL INCLEMENT WEATHER PROCEDURE

As the school grounds and doors do not open until 8:10am (7:45 for breakfast), students will not be allowed entrance to the building if they arrive before the scheduled time. Students who receive bus transportation, will be brought to the Jefferson lobby.

DISTRICT SPECIFIC INFORMATION

VISITORS, VOLUNTEERS AND GUESTS TO THE SCHOOL

Adult family and community members are always welcome to volunteer at school. Classroom and library volunteers are always needed. If a family or community member wishes to help in the school, call or email your child's teacher or the school principal to make arrangements. **Parent volunteers in the classroom and on field trips will need to have a background check completed prior to volunteering or a field trip each school year. A background check can be obtained from the school office or classroom teacher. This process should take place at least one week in advance to ensure enough processing time.**

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

STUDENT DIRECTORY DATA

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

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

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

SCHOOL CLOSING

At times of inclement weather, tune in to the following to get further details on school closings or delays: Radio Stations -- WOMT-WQTC (1240AM - 102FM), WCUB-WLTU (980AM - 92.1FM), WLKN (98.1FM), WIXX (101.1FM) and WTRW (1590AM) – Television Stations – Channels 2, 5, 11, and 26. You will also receive a phone call, text message, and/or email from the MPSD automated calling system.

****Please make sure you have provided the school with your current phone number and email address o receive these calls/texts/emails. If your personal contact information has changed please call the office at 663-9530****

CONFERENCES

Parents/guardians of students will be invited to attend two scheduled conferences, one in fall and one in the spring. Both conferences are by appointment. Parents/guardians will receive information on how to schedule a conference prior to the fall conferences. Dates are listed on the MPSD online calendar.

STUDENT PROGRESS

Students' academic progress is reported to parents at least four times during the school year – or more often if your child is having difficulty in any subject area or doing exceptionally well in one. Please feel free to **make an appointment** to talk to your child's teacher at any time regarding their progress. If your child is experiencing academic or behavior problems in school, you will be notified. The school needs your help and support in order to help your child learn and develop in many ways. Parent teacher conference opportunities will be held once in the fall and once in the spring.

STUDENT LEARNING MATERIAL CARE AND FINES

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

Fines will be charged for damaged or lost materials.

Lost Textbook--full replacement cost

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

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

Chromebooks & Chargers --Fines depend on the nature of the damage

SCHOOL SPECIFIC INFORMATION

BIKES, SKATEBOARDS/SCOOTERS/ROLLER BLADES

Bikes, skateboards, scooters, roller blades or roller skates, or any other wheeled forms of transportation are not to be used on school property during school hours, except with prior approval. Students may ride these items to and from school. **The school is not responsible for these items of personal property brought to school by students.**

- Bicycle riders are expected to ride in a safe manner.
- Bikes should be licensed with the City of Manitowoc.
- We suggest bikes to be locked in the bike rack.
- No wheeled transportation is to be ridden on the playground for the safety of everyone. Helmets, knee and elbow pads are **STRONGLY** encouraged when using any wheeled transportation.

BIRTHDAYS

Students may bring birthday treats to school if they choose to celebrate with their peers. Students will be able to share treats with their classmates, specialists, and office staff. Treats should be individualized or pre-cut. Please work with your child's classroom teacher to identify any dietary restrictions for your child's classroom.

FIELD TRIPS

Parent permission is required for field trips. Please make sure to watch your child's Friday folder for these forms. Forms will need to be signed and returned back to your child/children's classroom teacher.

FRIDAY FOLDERS

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

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

GUIDELINES FOR BUS RIDERS

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

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

NEWSLETTER

School newsletters to parents are sent electronically via email and text message on a monthly basis. Parents should make sure to read it and keep it for reference as this is our primary communication with parents providing lots of information about events, activities, general information, etc. Also check out our Facebook page at <https://www.facebook.com/MPSDjefferson/> for all things Jefferson! **If you are not receiving this communication, please call the Jefferson office to update your contact information.**

LOST AND FOUND

Mark clothing and personal items with your child's full name so that if items are misplaced, they can be returned. Unidentified items are turned into the "lost and Found".

MONEY AND VALUABLES

The school cannot be responsible for money and items of value, including cell phones, brought to school by students. There is seldom a valid reason for students to have such things as money, toys, or electronics in school. If money is needed for a school-related item the school office or classroom teacher will notify you. When sending money to school for any reason, please send the correct amount in an envelope so students are not responsible for handling change. These personal items should not be brought to school unless special permission is given by a staff member. Electronic devices are not allowed in school or on the school grounds, except for cell phones, which should be turned off and

stored upon entering school property. If you are not sure if an item can be brought to school, please contact your child's teacher.

PETS

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

PLAYGROUND/RECESSES

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

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

REQUEST TO LEAVE SCHOOL EARLY

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal or called in to the school office ahead of time. The time and reason for leaving should be included. **The parent, or an appointed adult, must then sign the student out in the office before the child can leave the building.** When possible, medical and dental appointments should be made outside of school hours. When the student returns to school, they must sign in at the office. Should a medical or dental appointment take place during the school day, please provide a doctor's excuse upon returning to school.

ILLNESS OR EMERGENCY

If your child becomes ill or is seriously injured, the school will call you. Therefore, it is **very important** that you provide the school with current emergency phone numbers! Inform the school of any changes. Be sure to notify the school whenever your home phone number changes (even if the change is temporary.) **We must be able to reach you or someone you designate in case of an emergency.**

If your child is absent, you are asked to call the school at 663-9529. This will allow you to leave a message at any time on our attendance voicemail line. If a call is not received by 9:00 A.M., the office personnel will send a robocall to your home to verify attendance.

STUDENT DRESS

Clothing displaying inappropriate language, pictures, and promotions of alcohol, drugs, or tobacco use are prohibited. We understand there are times when students may need to wear head attire, please

communicate that with the classroom teacher. Students attending school inappropriately dressed will call home to obtain other clothes or be given other clothes to wear from school. Remember to have tennis shoes for your children on days they have physical education classes. Trends come and go; additions may be made to this list at the discretion of the Principal.

STUDENT PICK-UP AND DROP-OFF

All students meet at their assigned entrance **starting at 8:05 AM**. At dismissal, students will exit out of their same assigned door.

Arrival time: 8:10 A.M. (7:45-8:05 for students having breakfast) **There is NO SUPERVISION before 7:45am**

Please be prompt when picking students up at the end of the school day. We do not permit students to stay on school grounds after school unless they are participating in a school-sponsored activity. Students are dismissed at 3:10 P.M. and should be picked up no later than 3:20 PM.

Anyone who comes to pick up a child at the end of the school day should have a designated pick up spot on the playground when the last bell rings at 3:10 P.M. In order to ensure school safety, parents will not be permitted to wait in the hallways near the classrooms. The same goes for siblings who need to meet each other.

If you need to talk to your child(ren)'s teacher, please make a pre-arranged appointment with your child's teacher and check-in at the office accordingly.

No pick up or drop off traffic should be in the parking lot section before or after school. This area needs to remain unobstructed for the few buses we have servicing our students and for staff. Please make arrangements to pick your child(ren) up at another location along Manila Street, east side of 14th Street, or north side of Division Street. There are many other side streets where families can park and walk to the playground to pick up children. Children may not leave school during the school day without an adult signing them out of the office. No one is permitted to enter the playground to speak to or to pick up a child during the school day. During the school day children must be picked up in the office only. All visitors must come directly to the office and register.

TIME SCHEDULE

7:45-8:05am	Breakfast/supervision on playground
8:05-8:10 am	Students line up and enter the building
8:10 am	Students should be at school
10:50-1:00 pm	Lunch Periods
3:10 pm	School dismisses
3:20pm	All students should be picked up. No supervision on playground

Children should not arrive at school before 7:45 am. They are not to enter the building before this time unless arrangements have been made with a teacher or the principal.

FOOD SERVICE

MEAL PROGRAM

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

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

Cash or check payments will be posted to the account the following school day after being received.

For the 2023-24 School Year:

MPSD is participating in the Community Eligibility Provision (CEP) for the 2023-24 school year. CEP allows us to serve a FREE breakfast and lunch meal to all students each school day regardless of Free & Reduced eligibility!

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

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

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

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

BREAKFAST AT SCHOOL

Breakfast will be available for free for all students. This will be offered to students 7:45-8:05 am in the gymnasium.

LUNCH AT SCHOOL

Students eat lunch in a portion of the gym designated as the lunchroom. The student lunch/recess scheduled times are listed below:

10:50-11:30 -- Grade K & 1

11:35 to 12:15 -- Grade 2 & 3

12:20-1:00 -- Grade 4 & 5

School Safety

TOBACCO, ALCOHOL, AND OTHER DRUGS

Smoking

State law forbids smoking or the possession of smoking materials for people under the age of 18. Students are not permitted to smoke or possess smoking materials IN or AROUND school. Violation of the smoking policy will result in disciplinary action and city ordinance citations. All Manitowoc Public School District buildings are designated as tobacco free. Use or possession of tobacco in any form in or around the school building, on the school bus, or during any school-sponsored activity is prohibited for everyone.

Alcohol/Drug Use

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

CELL PHONES

Cell phones need to be stored in the classroom with the teacher or in the student's locker/backpack.

Students are not allowed to use cellphones in school or on the playground. If students are found using their cellphone at school they will turn them into the office for the day. The student can pick it up at the end of the day. If the student is using their cell phone a second time without permission it will be in the office and a parent will need to come in to retrieve it. However, use of such a device may be permitted under the direction of the building principal/designee for medical, school, educational, vocational, or other legitimate use.

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

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

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

WEAPONS

Board of Education Policy 5772

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

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

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

Policy exceptions include:

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

District Health Policies

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 RNs provide shared coverage for all schools and off site programs. RN responsibilities include:

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

Medication

It is best to give your student medication at home. However, there are times a student may need to be given medication or have a medical procedure performed during school hours.

- MPSD Medication Consent form must be completed by a parent for any prescription and over the counter medication to be given at school.
- A medical provider must sign authorization for prescription medications.
- Students who need medical procedures at school also need a completed MPSD Procedure form.
- It is the parent/guardian’s responsibility to transport medication to/from school.
- Medications must be in the original container.
- The school nurse has the right to refuse medications or to stop providing medication if the policies are not followed.

Consent forms and additional information can be found on the MPSD website under Nursing Services

Physical Examination

It is recommended that all children entering school for the first time have a well-child exam by their medical provider and continue on a yearly basis. Regular vision and dental exams are highly recommended as well.

Vision Screening

The ability to see properly affects learning. Students in the following grades are screened annually for vision abnormalities: EC, 4K, KG, 2, 4, 6 and 8. 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. Interested families complete an annual consent and health history. 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

WI 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
Grade K- 5	4 Dtap		4 Polio	3 Hep B	2 MMR	2 Varicella
Grade 7-12	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.

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

District Policies

BOARD OF EDUCATION POLICIES

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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