

**MPSD Elementary
Student Handbook-
Monroe Elementary**



2022-2023

Student Handbook

SCHOOL DAY AND ATTENDANCE

ABC SPECIALS SCHEDULE

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

ATTENDANCE

All students are expected to attend school 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
- A trip with parents provided absence has been arranged in advance with the school principal by parents. Please prearrange with the office.
- Medical or dental appointment
- Recognized cultural observance or service

On days that your child will not be attending school or will be tardy, it is important that you call the attendance hotline at 663-9666 before 9:00 a.m. Messages can be left on this line any time, day or night. If the office is not called regarding your child's absence, the absence is considered to be unexcused. Please remember students are only allowed 10 excused absences during a school year. Any absence beyond these 10 days is considered unexcused and subject to truancy policies.

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." In addition, a truancy meeting will be held with the principal, parent, and child.

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

BEFORE-SCHOOL INCLEMENT WEATHER PROCEDURE

On mornings when it is raining or there is severe cold ('feels like temperature' of 0 or below), staff will be outside at 8:20 to let students into the building. Bus riders can come in when their bus drops them off.

DISTRICT SPECIFIC INFORMATION

VISITORS, VOLUNTEERS, AND GUESTS TO THE SCHOOL

If family members wish to volunteer at Monroe regularly, please call or email your child's classroom teacher to make arrangements. **Volunteers in the classroom and on field trips must complete a background check before volunteering or going on a field trip. These forms can be filled out in the office.**

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

STUDENT DIRECTORY DATA

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

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

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

SCHOOL CLOSING

At times of inclement weather, tune in to the following to get further details on school closings or delays: Radio Stations -- WOMT-WQTC (1240AM - 102FM), WCUB-WLTU (980AM - 92.1FM), WLKN (98.1FM), WIXX (101.1FM) and WTRW (1590AM) – Television Stations – Channels 2, 5, 11, and 26. You will also receive a phone call and text message from the MPSD automated calling system. ****Please ensure you have provided the school with your current phone number to receive these calls/texts. If your number has changed, please call the office at 663-9550****

CONFERENCES

Parents/guardians of Monroe Elementary students will be invited to attend two scheduled conferences, one in November and one in February. Both conferences are by appointment. Before the November conference, parents/guardians will receive a link to choose a conference time. The fall conference time will also be your scheduled February conference time. Conference dates are listed on the MPSD online calendar.

STUDENT PROGRESS

A student's 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. You will be notified if your child is experiencing academic or behavior problems in school. The school needs your help and support to help your child learn and develop in many ways.

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, 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 the material.

Chromebooks --\$150

Chargers--\$15

Hotspots--\$25.\

SCHOOL SPECIFIC INFORMATION

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

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

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

BIRTHDAYS

If they wish to, students may bring birthday treats to school. Students will be able to share treats with their classmates.

FIELD TRIPS

Families will be notified by their child's classroom teacher of upcoming field trips. See the volunteer section (above) for information on volunteering for field trips.

FRIDAY FOLDERS

On Fridays, when we have information to share, students will bring home a packet containing school/community-related notices and/or special forms. Be sure to look through these important materials. If your child's materials come home in a folder or envelope, be sure to return it with your child the next school day.

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

GUIDELINES FOR BUS RIDERS

When students arrive at school, they should immediately line up at their grade-levels assigned doors. At dismissal, students must go to the gym, where they line up with other students who ride the same bus. A bus supervisor will monitor and escort students to the buses.

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

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

NEWSLETTER

A monthly newsletter is sent to all families via the email address/es you provided. The email will contain a link to the newsletter. This link is also shared on Facebook. Families should read this newsletter and keep the link for reference.

LOST AND FOUND

Please mark clothing and personal items with your child's name so they can be returned if they are misplaced. Unidentified items are turned into the "lost and found." Glasses, jewelry, keys, and other valuables are kept in the office. Unclaimed items will be given to charity at the end of each quarter.

MONEY AND VALUABLES

Monroe Elementary and the Manitowoc Public School District are not responsible for items of value brought to school by students. If money is needed for a school-related event (school pictures, book fair, etc.), we will notify you via the school newsletter, Facebook, or teacher communication. When sending money to school for any reason, please send it in an envelope. Items such as hand-held electronic games, toys, trading cards, etc., may not be brought to school

unless special permission is given by a staff member. Please contact your child's classroom teacher if you are unsure if an item can be brought to school.

PARENT-TEACHER ASSOCIATION (PTA)

At Monroe Elementary School, we are fortunate to have parents and teachers willing to work together for the good of our students. The Monroe Parent Teacher Association is a group of adults striving to enhance our children's educational opportunities. Please check the newsletter to see when the monthly PTA meeting is held. Also, please check the PTA page on the Monroe Elementary website for more details.

PETS

No animals may be on school property during school hours or for school events. Parents and guardians should not bring dogs or other pets to school when they drop off or pick up their children.

PLAYGROUND/RECESSES

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

The "feels like" temperature of zero (0) will be used to decide whether recesses are inside or outside.

REQUEST TO LEAVE SCHOOL EARLY

A request to have a child excused from classes early should be kept to a minimum. A note should be sent with the child on the morning of the dismissal or called into the school office before school starts. The time and reason for leaving should be included.

ILLNESS OR EMERGENCY

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

On days that your child will not be attending school or will be tardy, it is important that you call the attendance hotline at 663-9666 before 9:00 a.m. Messages can be left on this line any time, day or night. If the office is not called regarding your child's absence, the absence is considered to be unexcused.

STUDENT DRESS

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

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

STUDENT PICK-UP AND DROP-OFF

- Students should not arrive at school before 8:20 a.m. Monroe staff will not supervise students before 8:15 a.m.
- Students are not allowed on the playground before school. Instead, upon arrival, students will line up at the set of doors assigned to their grade level.
 - Kindergarten and First Grade: Line up at the main entrance (Door A)
 - Second and Third Grade: Line up at the first entrance in the circle driveway (Door K)
 - Fourth and Fifth Grade: Line up at the south entrance (Door B)
- Students will be dismissed at 3:40 pm and depart through the same doors they lined up at in the morning. If siblings meet at dismissal, please designate an outside area where they should meet one another as they may exit the building through different doors.
- Families will not be allowed in the building at arrival and dismissal times.
- **Please review the important information regarding the circle driveway and parking protocols sent home at the beginning of the school year.**

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

SCHEDULE

School is scheduled from 8:40-3:40 each day.

Children should not arrive at school before 8:20 a.m. (unless they are bus students who are dropped off earlier than 8:20). Adult supervision for non-bus students is not guaranteed before 8:20 a.m.

Please be timely in picking up your children at the end of the school day. Children should be picked up no later than 3:50.

FOOD SERVICE

MPSD 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 National School Lunch Program guidelines. Each day your child (ren) will have the opportunity to select from several options offered to make up the school lunch.

Chartwells will use a debit account system to manage payments and purchases in Infinite Campus. Under this system, parents and guardians can deposit money directly into an account established for their family. Information for this system can be found on the Manitowoc School District website, under Services, then Food Services. Online payments will be posted to the food

service account immediately. If you have questions about your food service online account or want to know more about the food service program, please contact Pam Kretsch at kretschp@mpsd.school or call 920-686-4773. The system is not a charge account, and payment must be received before the purchases.

Cash or check payments will be posted to the account the following school day after being received. A drop box for payment is located outside Room 100.

For the 2022-23 School Year:

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

If a student chooses to take milk without 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 receive a district letter 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 in the classroom. This will be offered to students first thing in the morning.

LUNCH AT SCHOOL

Students eat lunch in the gym. **Microwaves are not available.**

MILK FEES

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

Lunch Milk - Students may purchase ala carte milk for 35 cents, which will be deducted from their Food Service account.

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

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

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

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

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

WEAPONS

Board of Education Policy 5772

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

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well

as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

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

Policy exceptions include:

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

District Policies

BOARD OF EDUCATION POLICIES

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

District Health Policies

HEAD LICE PROCEDURES

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

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

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

Return to School: Following a return to school, students will be checked to ensure that there are no live lice present. A student will NOT be readmitted to school with live bugs.

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

MEDICATION DISTRIBUTION

The Manitowoc Public School District Policy 5330 states:

5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

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

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any over-the-counter drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

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

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

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

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

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

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

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

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

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

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

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

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

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

118.29, 118.291, 121.02 Wis. Stats.

PI 8.01(2)(g)

Wis. Admin. Code N 6.03

2009 Wisconsin Act 160

Revised 2/10/15

STUDENT IMMUNIZATIONS

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