

Washington Middle School

2023-2024

WELCOME BACK!

We are excited to welcome students back to Washington Middle School. You will find that much work has gone into getting ready to make this a great year for our students. Our school is all about learning and making connections. Our staff is energized around the belief that all students can learn at high levels and we are committed to making the most of every learning opportunity. Moreover, we believe that school is where we learn to interact with new ideas and different people. Please join us in making this vision a reality at Washington Middle School.

Information for Parents and Guardians

Please check out our website for important information (washington.manitowocpublicschools.org) such as our calendar, sports information, forms, counseling center, Chartwells menus, and much more! For information such as the Code of Conduct, School Handbook, and forms, go to the For Families tab on our website and select Parent Resources.



Student attendance and grade information can be found using Infinite Campus. You can also pay fees online with this access. To find the [link](#), go to our website and click the link for it right under the photo banner. You will then select Campus Parent. If you have a login but need your password reset, please call the main office at 920-663-9570. If you don't have a login yet, please contact the main office and we can send you your access code via email or mail. This allows you to stay up to date on how your student is doing. All students also have access to IC as well.



Washington Middle School

1.5K likes • 1.7K followers

Facebook is another way to communicate with you. We post about events happening at school, reminders, and celebrate your learners!

Do you need a Translator?

If you need this information translated in Spanish, please call . . . Si usted necesita esta información traducida al Español, por favor llame al (920)663-9372

If you need this information translated in Hmong, please call. . . Yog koj xav kom peb txhais cov ntawv no ua lus Hmoob, thov hu (920)663-9373

Fee Payment Day & Schedule Pick Up

Wednesday, August 16th from 8 am to 3 pm and **Thursday, August 17th**, from 10 am to 5 pm will be our annual fee payment and schedule pick up days. Please enter through the Main Office entrance on Division St (Door A). Families can pay fees, pick up schedules, and fill out forms. We accept cash, check, and credit cards. You may also pay these fees online through Infinite Campus. The middle school student fee is \$40. You may also choose to purchase a yearbook at this time to ensure you get one. This is an optional cost of \$25. Schedules that are not picked up will be mailed.

Open House

We are inviting all students and families to attend our open house event on **Wednesday, August 30th** from 4-6 pm. You will have the opportunity to check out the school, meet some of the teachers, and try your locker (please bring your schedule with you, this will have your locker information on it).

Transition Day

All 6th graders and any new 7th and 8th graders to Washington will be coming to our transition day on Thursday, August 31st. This day will be from 7:45 am to 12:30 pm. Students can enter through the Gym Entrance on Division St. Students will have time to meet and work with our PACK Champion Leaders and staff to get to know the school and each other. School supplies will not be needed this day. Breakfast will not be served but lunch will be available (see Page 4 for options and cost for lunch).

7:30 am-7:45 am Doors Open-Welcome Students

7:45 am-8:15 am: Welcome to Washington

8:30 am- 12:00 pm Learning about our school (PACK Code, Lockers, Peers, Schedule, Lunch)

12:30 pm: Dismissal

First Day of Classes



The first day of school for all students will be on **Tuesday, September 5th** from 7:45-3:00. Students will enter through their assigned doors with their Advisory class.

School Supplies

The list of [school supplies](#) can be found on the Washington website.

Supplies for the classroom: 2 containers of Clorox wipes

Supplies for students: 2 in binder, 6 folders for the binder, loose leaf paper, 4 notebooks, 48 pencils, 24 blue or black pens, 3 Post-It notes, eraser, colored pencils or markers, pencil pouch, 2 highlighters, wired earbuds, graph paper (8th grade)

Gym Clothes: athletic pants or shorts, tee shirt, sneakers (not needed to keep at school but need to be worn on gym days), swimsuit during swim unit





Bikes, Skateboards, and Scooters

Students who ride their bikes, skateboards, and scooters to school must walk them while on school grounds. Students should lock their bikes at the bike racks. Bike racks are located in the front of school and near entrance E. Skateboards should remain in students' lockers during the school day.

Information From the School Nurse

Medications

- ✓ Students are NOT permitted to self carry and/or self administer any medications during the school day (Exception-epipens and asthma inhalers with proper documentation on file with the school). If a student is found using or possessing any medication without proper authorization on file, they will be brought to the school office and parent/guardian(s) will be contacted. The medication will be confiscated and held in the school office for parent/guardian pick up.
- ✓ Whenever possible, daily medications should be administered at home prior to arriving at school.
- ✓ If medication is needed during the school day, the [MPSD Medication Consent form](#) is needed on file EVERY school year. If the medication is prescribed, a health care provider with prescriptive authority must sign the form as well as the parent/guardian. For over-the-counter medications, only the parent/guardian's signature is required as long as the medication is being given per manufacturer instructions.
- ✓ All medication orders on file for the current school year are still in effect for summer school. New orders will need to be obtained prior to the start of the new school year.
- ✓ It is the parent/guardian's responsibility to transport medication to/from school
- ✓ All medications must be **picked up by an adult** by the last day of school. Any medications left at school after the last day will be properly disposed of by the MPSD Nurses.



For families with students who have Individualized Health Plans (IHP):

Every year, the MPSD Nurses review and, if needed, revise IHPs so that they reflect the most current health information and care needed for your student. In mid-August, the MPSD Nurse team will be sending out an email that includes a copy of your student's IHP for you to review, along with a link for a short survey to complete. There is also an option to request a phone call from your School Nurse. Please watch your email in Mid-August for this important message!

Immunizations

The start of the school year is also a great time to make sure your child is up to date on immunizations. Please contact your child's medical provider or health center to schedule an appointment. **All 6th graders are required to receive a Tdap booster.** If you do not want your child to receive these immunizations, a signed waiver of declination must be on file at school. [Waivers](#) are available on the MPSD website under Nursing Services>Parent Forms or in the school office.

Chartwells- Breakfast and Lunch



Breakfast & Lunch Programs

MPSD's breakfast and lunch programs are run in cooperation with [Chartwells](#), and comply with all guidelines for the National School Breakfast and National School lunch programs. Each day your child(ren) may select from several items offered to make up the school breakfast or lunch. The components include protein, fruit, vegetable, bread/grain, and milk.

In addition there will be some a la carte items to supplement the students' meals or for those students who may wish to bring their own lunch. Parents have the option to complete an [A la Carte Restriction Form](#) to limit their students' purchases.

Chartwells menus can be accessed on the [MPSD Nutrislice website](#).

Breakfast is served in the cafeteria from 7:15-7:45 am every morning. Students needing breakfast may enter through door B (Gym Entrance on Division St.)

Lunch is served by grade:

- 6th 11:29-11:59
- 7th 12:02-12:32
- 8th 12:32-1:02

Food prices:

- Breakfast \$2.25
- Lunch \$3.65
- A la cart milk \$0.45

Prepayment is required for students to partake in the breakfast and/or lunch programs. **At fee collection day we can help parents and guardians make deposits into lunch accounts. Checks for lunch accounts must be a separate check from other fees.**

Payments can be made either by cash, check, or online through [Infinite Campus](#). Checks can be made out to MPSD, placed in an envelope with your children's names and ID number written on it and placed in the locked drop box outside of their school office. Checks can also be mailed to:

MPSD Dining Services
P.O. Box 1657
2902 Lindbergh Drive
Manitowoc, WI 54221-1657

All families are encouraged to complete the [Free & Reduced Meal Application](#). You will be able to access this application in your Parent Portal via Infinite Campus (under "More"), in the Back to School Basics Mailing, at the fee payment day, and Washington's main office.

If your child has a disability or special dietary restriction, please let us know by completing a [Dietary Restrictions Form](#), have it signed by a medical authority and return it to the Food Service Office located at the MPSD District Office at 2902 Lindbergh Drive.

Please call one of the Chartwells staff listed below with any questions or concerns regarding Chartwells School Breakfast or Lunch:
Director of Food Service David Gaupp, (920)686-4774
Food Services Assistant Pamela Kretsch (Free/Reduced Information), (920)686-4773
Food Services Administrative Assistant Brenda Klein, (920)686-4772

	CLASSROOM	CAFETERIA/ RECESS	REST ROOM	HALLWAYS	BEFORE/ AFTER SCHOOL	TECHNOLOGY	LIBRARY	ASSEMBLIES
P PREPARED	Be in the classroom when class begins. Bring all materials	Know your lunch ID number Bring needed items	Bring all necessary items	Keep all materials with you Have a pass to where you are going	Have all items with you Be ready to learn Be in grade level house area	Have chromebook charged and bring charger Phones in lockers	Bring all materials with you Have a pass for library	Sit with class. Leave personal belongings in classrooms (includes technology)
A ACCEPTING	Speak kindly to self and others Be open to others' ideas Cooperate with others	Use manners Be inclusive Respect space (hands to yourself)	Respect privacy of others Wait your turn	Respect space (hands to yourself) Use manners	Accept others for who they are	Use technology appropriately Share when a person is in need	Use kind words Be helpful	Be respectful of all people (including adults) Show appreciation
C CHAMPION	Do your best Ask for help Show determination Positive mindset	Play fair / Take turns Listen to adults	Have a sense of purpose and self-control Wash those hands	Be purposeful	Come and go in a positive way Model integrity	Use technology for learning Use only when needed	Use only when needed Be willing to learn Be purposeful	Be open-minded (being willing to listen to differing opinions) Participate
K KINDNESS	Encourage others Use positive words - no profanities Take care of all materials	Focus on building friendships Be courteous Clean up after yourself	Respect the facility Clean up after yourself	Keep hallways clean Share a smile or greeting Use appropriate language and low voice level	Be polite Respect property of others Respect personal boundaries	Send kind messages Respect your technology - don't abuse it	Use quiet voice Be considerate of others work space Be patient	Control voice and body Be your best self

Transportation Information

All Washington students who ride Brandt Buses will leave Washington at approximately 3:05 p.m. each day. There is a shuttle bus after school from Washington to Lincoln High School. If you have specific questions about busing, you may call Brandt Bus at 920-682-8823.

Additionally, all students may ride the city bus without paying a fare by showing a valid school ID card. Manitowoc Public School District pays for this service for our students only.

Attendance Matters

Daily attendance is the key to academic success! We ask that you limit student absence as much as possible. An absence may be excused with a phone call or note from a guardian.

To report a student absence, please call Washington at (920)663-9570 and select option 1. Washington Middle School uses an automated calling system to report any time a student is marked unexcused for a class period. If you receive a phone message from our automated caller, please call the Washington office to correct these absences.

School-related absences (field trips) do not affect a student's attendance status, provided they are present for the school activity. Questions? Please call the office. For more information regarding attendance, please reference the Middle School Handbook.

Washington Middle School 2023-2024 CALENDAR

Aug. 16	Fee Payment Day and Schedule Pick Up- 8 am to 3 pm
Aug. 17	Fee Payment Day and Schedule Pick Up- 10 am to 5 pm
Aug. 30	Open House 4-6 pm
Aug. 31	Transition Day for all 6th grade and new students to Washington (7:45 to 12:30, this is considered a day of school for these students)
Sept. 1	No school for students or staff
Sept. 4	Labor Day - No school for students or staff
Sept. 5	First Day of School for ALL students
Oct. 13	Staff Development Day - No school for students
Nov. 2	End of 1st Quarter - full day of school
Nov. 3	No school for students or staff
Nov. 16	Middle School Conferences - ½ day for students
Nov. 22	½ day for students and staff (No 4K)
Nov. 23-24	No school for students or staff
Dec. 25-29	No school for students or staff
Jan. 1	No school for students or staff
Jan. 2	Staff Development Day - No school for students
Jan. 18	End of 2 nd Quarter/Semester - full day of school
Jan. 19	Records Day; No school for students, full day for staff
Jan. 22	Staff Development Day - No school for students
Feb. 16	No School for Students or Staff
Feb. 19	Staff Development Day - No school for students
Mar. 7	Middle School Conferences - ½ day for students
Mar. 22	End of 3rd Quarter - full day of school
Mar. 25-29	No School for Students or Staff
Apr. 26	No school for students or staff
Apr. 29	Weather make-up day
May 27	Memorial Day – No school for students or staff
June 6	Last day of school - ½ day for students, No 4K, full day for staff