



Manitowoc Public School District

2024-25

Wilson/Washington Middle School



Introduction

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

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's/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 is in accordance with school board policies and supersedes all prior handbooks and other written or oral statements regarding any item in this handbook. School Board Policies may be viewed on the district website manitowocpublicschools.org.

Translator Hotlines

"If you need this information translated in Spanish, please call..."

Si usted necesita esta informacion traducida al Espanol, por favor llame al 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 663-9373

Wilson Middle School

1200 N. 9th Street
Manitowoc WI 54220
School Telephone: (920) 663-9580
School Fax: (920) 663-9581

Washington Middle School

2101 Division Street
Manitowoc WI 54220
School Telephone: (920) 663-9570
School Fax: (920) 663-9571



Middle School Expectations



Location	Safe	Responsible	Respectful	Kind
Classroom/Library Voice Level: 0-2	-Safe Hands/Safe Feet -Use materials correctly -Stay in assigned area	-Bring all materials -Complete all work -Focus on learning	-Actively listen -Use appropriate language	-Help & encourage others -Be inclusive
Hallways and Stairwells Voice Level: 0 or 1	-Safe Hands/Safe Feet -Stay to the right	-Arrive to class on time	-Follow adult directions -Keep walls clean & intact -Use appropriate language	-Help others -Keep moving in halls
Cafeteria/Recess Voice Level: 0-2	-Safe Hands/Safe Feet -Stay in your seat/area -Eat your own food	-Clean up after yourself -Go to recess when directed	-Join the end of the line -Follow adult directions -Use objects as intended	-Be inclusive -Use good sportsmanship
Bathroom/Locker Room Voice Level: 0 to 1	-Safe Hands/Safe Feet -Sign out & Sign in -Use facilities appropriately	-Go, flush, wash -Return to class	-Honor others' privacy -Keep all surfaces clean	-Get in and get out
Assemblies Voice Level: 0-2	-Safe Hands/Safe Feet -Use assigned door	-Remain in assigned area -Participate appropriately	-Actively listen -Applause appropriately	-Encourage others
PERSONAL ELECTRONICS ARE STORED IN LOCKERS AT ALL TIMES				

DISTRICT BEHAVIOR EXPECTATIONS & POLICIES

Student Code of Conduct

[MPSD Code of Conduct Linked Here](#)

The Code of Conduct includes the following:

- Unacceptable Behaviors & 4 Levels of Response
- District Policies ([Link](#) to latest version of Board Policies)
 - Alcohol & Drug Policy #5530
 - Bullying Policy #5517.01
 - Cell Phones Policy #5136
 - Destruction or Misuse of Property Policy #5600
 - Disorderly Conduct Policy #5520
 - Discrimination/Harassment Policy #5517
 - Hazing Policy # 5516
 - Internet use Policy #7540/7540.03
 - School Security Policy #8410
 - Sexual Misconduct/Assault Policy #2266
 - Weapons/Look-Alikes Policy #5772

Internet Use Policy

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

Information about inappropriate use of the internet and consequences are in the Code of Conduct.

Cell Phones/Electronic Communication Devices

While cell phones are valuable communication devices, they may pose a distraction in the school setting. Students may bring cell phones into the school building; however, they must be silenced & kept in lockers during the school day unless teachers specifically allow students to use the device as a tool for learning.

Emergency phone calls should be made in the office; therefore, cell phones are not needed during school hours. The same procedure will be followed for personal music devices, multimedia, or other electronic devices (i.e. airpods or other wireless earbuds). If a student uses a cell phone or other personal electronic device when prohibited:

- 1st offense: Staff member talks with the student about the expectation and has the student put their phone in their locker.
- 2nd offense: Turned into the office, parents called & the student will pick it up after school.
- 3rd offense: Turned into the office, parent called & parent pick up
- 4th offense: Turned into the office, parent called, parent pick up & phone must be turned into the office daily at the start of the school day

If parents must contact their child during the school day, they should call the school office. The office staff will relay emergency messages from parents to students.

Exceptions to this policy may be made on an individual basis by school staff or administration. Please contact an administrator to discuss circumstances that may require modifications prior to using a cell phone in school.

This language refers to using a cell phone without permission during the school day. Offenses about how the cell phone is used are covered in the Code of Conduct.

School Appropriate Attire

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. Students are expected to dress appropriately for school. Sports bras/bralettes are considered undergarments. Clothing must provide full coverage ensuring that no undergarments or excessive skin is showing.

- Student clothing and accessories that display or promote negative messages are not permitted. These could include drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, racial slurs, sexual innuendos, and/or offensive words or graphics.
- Hats & jackets must be kept in lockers during the school day. They may be worn for warmth and protection outdoors.
- Staff must be able to see students' faces at all times.

Students will be asked to change their clothes if they are inappropriate. School appropriate dress is expected for all school functions including dances.

Students are not allowed to carry their backpacks to classes during the day. Backpacks and purses should remain in their lockers. This will help to ensure student safety.

Dress Code language and consequences are in the Code of Conduct.

New Addition

Student Transportation Policy

The safety and well-being of our students are paramount. This policy outlines acceptable methods of student transportation to and from school and on school grounds.

I. General Principles

- Students are expected to arrive at school safely and on time, utilizing approved transportation methods.
- All students are expected to follow traffic laws and demonstrate respectful behavior when traveling to and from school.

II. Approved Transportation Methods

Students may use the following methods for transportation to and from school:

- School Bus: Students eligible for bus transportation must adhere to all school bus safety rules and schedules.
- Walking: Students walking to school should use designated sidewalks, crosswalks, and follow pedestrian safety guidelines.
- Bicycles:
 - Bicycles must be parked in designated racks and locked securely.
 - Riding bicycles on school sidewalks or in buildings is prohibited.
 - Students are strongly encouraged to wear a helmet when riding a bicycle.
- Parent/Guardian Drop-off/Pick-up: Vehicles must follow established school traffic patterns and drop-off/pick-up procedures.

III. Prohibited Transportation Methods

For the safety of all students and staff, the operation, parking, or storage of the following personal motorized devices on school property (including sidewalks, parking lots, and inside buildings) is strictly prohibited:

- Electronic Bikes (E-bikes): This includes all classes of electronic bicycles.
- Motorized Bikes: Any bicycle equipped with a gas or electric motor designed to propel the bike without pedaling, or to provide assistance above typical e-bike speeds.
- Electronic Scooters (E-scooters): This includes all types of powered scooters.
- Other Motorized Personal Transportation Devices: Any other device designed for personal transportation that is powered by a motor (e.g., hoverboards, self-balancing scooters, motor-driven skateboards) is also prohibited unless specifically approved by the school administration for a documented medical necessity.

IV. Consequences

Any student found operating, parking, or storing a prohibited device on school property will be subject to disciplinary action as outlined in the Student Code of Conduct. Prohibited devices may be confiscated and held until a parent/guardian can retrieve them. Repeated violations may result in further disciplinary action.

Lockers

You will be assigned a locker at the beginning of school. 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.

If you wish to put shelves in your locker, please use only free standing shelves; those which press against the locker's sides damage the locker and prevent the lockers next to yours from working properly. Use only tape or fun tack to attached pictures to the inside of the locker. Do not use glue or contact paper. Do not write on your locker. 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.

ATTENDANCE

MPSD Student Engagement Team Mission:

The Manitowoc Public School District (MPSD) community commits to building relationships and working collaboratively as a cohesive student-focused team while being open-minded and vulnerable in our journey to improve student engagement.

How will MPSD Measure Attendance?

Each week, various student reports will be evaluated in order to determine which students may be in need of additional support. Our ultimate goal is to increase student engagement and academic achievement by improving attendance. Students who have numerous unexcused absences will enter our attendance process.

How do Students Earn Unexcused Absences?

1. Guardian permission/reason for the absence was not provided to the office.
2. Students who are absent from Virtual Learning.

How many days can my child be absent (excused or unexcused) prior to being considered truant?

The MPSD recognizes a maximum of 10 partial or whole days of excused absences per school year. We understand that there are circumstances in which a student's absence may exceed 10 days; building administrators will work with families during these situations to ensure students are supported.

What are the Supports (Levels of Intervention) that will Occur if My Student Has Attendance Issues:

1. *Level 1* - A courtesy Robo-Call generated through our Infinite Campus student information system will alert parents and guardians when their student has been marked for an unexcused absence.
2. *Level 2* - If Level 1 is unsuccessful in improving attendance, students who were marked unexcused for all or part of four (4) school days, students, and/or families will receive additional communication from a school administrator or their designee.
3. *Level 3* - If Level 2 is not successful in improving attendance, after 6 unexcused absences families will receive written communication requesting an in-person meeting with a building representative. Students and/or guardians will work with their building representative to develop a Personalized Learning Plan housed in Infinite Campus to determine any support necessary to improve engagement.

4. Level 4 - If Level 3 is not successful, after 8 unexcused absences students and/or guardians will meet with administration during a period throughout the day to review the personalized learning plan. This will serve as a final warning before the student and/or guardians receiving a citation.
5. Level 5 - If there is a lack of engagement in the above Levels of support and lack of communication with school personnel, after 10 unexcused absences the student or guardians can receive a habitual truancy fine amounting to \$439. Students or guardians that receive the fine will be automatically enrolled in the truancy buy-back plan. Students that come back to school will earn money back on their habitual truancy fine.

Who do I Contact to Notify the School of my Student's Absence?

1. See the chart at the bottom of this page for your school's attendance hotline numbers.

When Can I Call to Excuse my Student's Absence(s)?

1. Up to 24 hours after the absence (Parents are allowed to excuse their students from school up to 10 times per school year. Additional absences require a medical excuse. 11 + absences w/out a medical excuse become "Unexcused")
2. In advance of an absence or appointment.

Tips on Tracking and Supporting your Students Attendance

1. Visit the Infinite Campus Parent Portal to ensure that your address and phone numbers are up to date.
 - a. If changes are required, please contact your school's secretary to edit this important information.
2. If you do not have access to the online Infinite Campus Parent Portal, please reach out to your school secretary for assistance.
3. Talk with your son or daughter about their absences, and feel free to contact your school's administration for information involving those absences.
4. Plan for vacation time by alerting school secretaries before your vacation so that your student is accurately marked in attendance.

Please contact any of our administrators with questions! The SOA team appreciates your support and cooperation as we strive for engaged community members, creative problem solvers, and effective communicators.

Attendance & engagement are crucial to the academic success of students in the Manitowoc Public School District.

Attendance Hotline Phone Numbers

School	Number
Washington Middle School	(920) 663 - 9570
Wilson Middle School	(920) 663 - 9729

"If you need this information translated in Spanish, please call..."

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Yog koj xav kom peb txhais cov ntawv no ua lus Hmoob, thov hu 663-9373

ATHLETICS, CLUBS, EXTRA-CURRICULAR ACTIVITIES

Athletics

No physicals are required for middle school athletes. The middle school sports sign up will be done through the main office at your school. All the students will need to:

- View the video linked here: [Athletic Code of Conduct Meeting Video](#)
- Read over the [Athletic Code of Conduct Booklet](#) with their parent/guardian
- Complete and sign the [Middle School Athletics Form](#) with their parent/guardian

Families can print the needed form by clicking on the links here or you can get a copy of the paperwork in our school office, during picture day, or during open house.

Athletics, Clubs, and Co-Curriculars Attendance

You must attend school for at least one-half day on the day of a scheduled activity of any kind to participate in the activity (music, athletics, drama, dance, etc.).

Eligibility

We encourage students to involve themselves in as many out-of-classroom activities as their time, interests, and talents permit.

To be eligible to participate in co-curricular activities, you must maintain an acceptable standard of conduct and academic work. The effort and conduct of a student is under continuous review by the faculty, the administration, and the coaches. Grade checks will be made during each season of activity. You must pass all subjects in order to maintain your eligibility to participate in the activity. Grades lower than a "C" may be cause to notify your parents and may result in a decision by the school to withhold participation privileges. School authorities maintain the right to determine all participation requirements and privileges.

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. Assessing students 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.

Injury and Illness

All injuries and illnesses must be reported to a staff member. If minor, the student will be treated and may return to class. If care is required, the health office will follow the school's injury and illness guidelines. 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.

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 need a MPSD Procedure form completed by a parent and signed by a medical provider .
- 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. Vision screenings can also be done by parent request or teacher referral, by contacting the school nurse. 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.

Communicable Diseases

Managed as in accordance with district policy and Wisconsin Department of Health guidance.

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	1 Varicella	
Grade K- 5	4 Dtap		4 Polio	3 Hep B	2 MMR	2 Varicella	
Grade 7-11	4 Dtap	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Varicella	1 MenACWY
Grade 12	4 Dtap	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Varicella	2 MenACWY

A parent report of chickenpox disease is no longer acceptable for exemption to the varicella vaccine requirement. Children must have a diagnosis of chickenpox from a qualified healthcare provider (M.D., D.O., N.P., or P.A.) to be exempt from this requirement, however existing exemption options still apply.

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

GENERAL INFORMATION

Visitors

Visitors, particularly parent/guardian(s), are welcome at school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, they 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.

Daily Schedule

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

Early Dismissal

No student will be allowed to leave school prior to dismissal time without prior permission from the parent/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.

The middle school campus will be closed during the noon hour. This means students will not be allowed to leave the designated school areas during lunch.

Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, families find the closings/delays listed on the following:

- [MPSD Website](#)
- Channel 2- WBAY TV
- Channel 5- WFRV TV
- Channel 11- WLUK TV
- Channel 26- NBC TV
- WOMT- WQTC Radio
- 1240 AM- 102.3 FM
- WCUB- WLTU Radio
- 98 AM- 92.1 FM
- WLKN Lake 98
- WIXX Radio
- 101.1 FM
- WGBW Radio
- 1590 AM

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

Canine Searches

It is the policy of the Manitowoc Public School District, 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.

Canine searches will be used when:

- There is reasonable suspicion that controlled substances may be in a school district building, but at unknown locations.
- There is a belief that a random preventive search will be beneficial to ongoing drug-prevention efforts.

Canine searches will include, but are not limited to, the exploratory sniffing of the outside of lockers, vehicles parked on school property, and any other areas of school property deemed appropriate by the Superintendent or designee. Canines may be used without prior notification to students and/or school personnel. A positive reaction by a trained canine will provide reasonable suspicion for a search of the locker, vehicle, or other property of a student.

