

2022-2023 MPSD BASICS

From the Superintendent...

Dear MPSD Families and Students,

We are excited to welcome students back to school and kick off our learning for the 2022-2023 school year! Whether you are a new student in the Manitowoc Public School District or a returning member of our learning community, we look forward to building strong relationships to help all students achieve their greatest potential.

The first day of school is **Tuesday, August 30, 2022**. We also are holding a **Transition Day on Monday, August 29** for Kindergarteners, 6th Graders and 9th Graders, as well as for all students who are new to MPSD and are joining middle or high school.

Our staff has been preparing over the summer to be ready for students' return. From teachers and principals, to specialists and support staff, to cooks and custodians, we are committed to do all we can to support a year of continual growth and achievement in safe, healthy and welcoming schools.

Please review this School Basics packet for school schedules, registration and fees information, policies, procedures and resources including your rights under the law. This important information will help you prepare for the next school year and you may want to keep this packet in a convenient location for future reference.

MPSD values families as critically important partners with school district staff in the education of your children. As our partners, please contact teachers, principals or myself anytime throughout the school year if you have questions. We welcome your involvement in order to provide the most personalized education possible, and we hope to see you at school events.

You can stay connected with the latest MPSD news and information by checking our website, manitowocpublicschools.org, as well as the MPSD Connection community newsletter and school e-newsletters. Connect with us on Facebook [@ManitowocPublicSchools](https://www.facebook.com/ManitowocPublicSchools), Twitter [@ManitowocPublic](https://twitter.com/ManitowocPublic), and Instagram [@mpsdrocks](https://www.instagram.com/mpsdrocks) for the latest on what's going on in our classrooms and extracurricular activities.

Have a great school year,

James Feil
Interim Superintendent, MPSD
920-686-4781
feilj@mpsd.school



Our Mission: *The MPSD Commits to Educate, Engage, and Inspire All Learners to Thrive In a Global Community.*

Our Vision: Inspiring Education * Empowering Community * Unleashing Potential

Our Values: Relationships * Compassion * Collaboration * Dedication * Integrity * Inspiration

4K information....

4-year-old kindergarten (4K) is a free, optional, early learning program for children who are four years old by September first of any given year. 4K is regulated by the Department of Public Instruction and partially funded by the State of Wisconsin.

In Manitowoc, 4K classrooms are located at Riverview School and at community sites in conjunction with local preschool and child care providers who have chosen to participate.

The only requirement for 4K is that a child be age 4 (not age 5) by September first. Our play-based 4K program is designed to build on areas of strength and address areas of concern for 4-year-olds.

The following sites provide four-year-old kindergarten:

Head Start	8:00 a.m. – 11:30 a.m.	
Head Start (Extended Day Program)	8:00 a.m. – 3:30 p.m.	
Riverview	8:15 a.m. – 11:20 a.m.	12:00 p.m. – 3:05 p.m.
YMCA	8:35 a.m. – 11:40 a.m.	12:20 p.m. – 3:25 p.m.
Lakeshore Child Care Center	8:15 a.m. – 11:20 a.m.	



MPSD School Locations & Times

Franklin Elementary - 800 S. 35th Street, 8:10 a.m. - 3:10 p.m.

Jackson Elementary - 1201 N. 18th Street, 8:40 a.m. - 3:40 p.m.

Jefferson Elementary – 1415 Division Street, 8:10 a.m. – 3:10 p.m.

Madison Elementary – 701 N. 4th Street, 8:10 a.m. - 3:10 p.m.

Monroe Elementary – 2502 S. 14th Street, 8:40 a.m. - 3:40 p.m.

Riverview Learning Community – 4400 Michigan Avenue, 8:40 a.m. - 3:40 p.m.

Washington Middle School – 2101 Division Street, 7:45 a.m. – 3:00 p.m.

Wilson Middle School – 1201 N. 11th Street, 7:45 a.m. – 3:00 p.m.

Lincoln High School – 1433 S. 8th Street, 8:10 a.m. – 3:30 p.m.

Stangel Learning Community/McKinley Academy – 1002 E. Cedar Ave., 8:00 a.m. – 3:30 p.m.





WASHINGTON MIDDLE SCHOOL

Picture Day: August 18th 9:00am - 3:30pm in the Gym
Open House: August 31st 4:00pm - 6:00pm

Doors Open 7:30 am
 Start Time 7:45 am
 End Time 3:00 pm

Lunches: 6th 11:19 - 11:49 am
 7th 12:06 - 12:36 pm
 8th 12:54 - 1:24 pm

Time	Grade 6	Time	Grade 7	Time	Grade 8
Adv	7:45 - 8:05 (20)	Adv	7:45 - 8:05 (20)	Adv	7:45 - 8:05 (20)
Core 1	8:08-9:08 (60)	E1	8:08-8:53 (45)	Core 1	8:08-8:53 (45)
PACK time	9:08-9:38	E2	8:56-9:41 (45)	Core 2	8:56-9:41 (45)
Core 2	9:38-10:28 (50)	Core 1	9:44-10:44 (60)	E1	9:44-10:29 (45)
E1	10:31-11:16 (45)	PACK time	10:44-11:04 (20)	Core 3	10:32-11:42 (70) Includes Joy PACK
Lunch	11:19-11:49 (30)	Core 2	11:06-12:06 (60)		
E2	11:52-12:37 (45)	Lunch	12:06-12:36 (30)	Core 4	11:44-12:54 (70) Includes WIN
Core 3	12:40-1:40 (60)	E3	12:39-1:24 (45)		
PACK time	1:40-2:10	Core 3	1:27-2:12 (45)	E2	1:27-2:12 (45)
Core 4	2:10-3:00 (50)	Core 4	2:15-3:00 (45)	E3	2:15-3:00 (45)

PACK time – Two-person houses will determine a schedule for PACK time to be shared between Joy and WIN PACK time. Four-person houses will integrate Joy Pack into Core 3 (between 10:32 and 11:42) and WIN Pack into Core 4 (between 11:44 and 12:54).

JOY Pack: JOY Pack is a time for fun, play, gratitude, curiosity, belonging, and, of course, joy. Our expectation is that a class will decide together what to play and play together with a teacher or teachers during Joy PACK time.

WIN Pack: WIN (What I Need) Pack is a time focused on learning. Instead of working with 'my kids', WIN pack is best used to work with 'our kids' on targeted, intentional instruction to give students exactly what they need to succeed. The work of WIN Pack will likely be determined by analyzing proficiency data on grade level essential skills and power standards.



WILSON MIDDLE SCHOOL

Picture Day: August 18th 9:00am - 3:00pm in the Gym

Open House: August 31st 4:00pm - 6:00pm

Doors Open 7:30 am
Start Time 7:45 am
End Time 3:00 pm

Lunches: 6th 11:19 - 11:49 am
7th 12:06 - 12:36 pm
8th 12:54 - 1:24 pm

6th Grade	7th Grade	8th Grade
7:45-8:05 Advisory	7:45-8:05 Advisory	7:45-8:05 Advisory
8:05-10:28 Cores 1, 2, & WIN	8:08-8:53 Elective 1	8:08-8:53 Core 1
	8:56-9:41 Elective 2	8:56-9:41 Core 2
10:31-11:16 Elective 1	9:44-10:09 WIN	9:44-10:29 Elective 1
	10:12-10:27 Movement Break	10:32-10:57 WIN
11:19-11:49 Lunch	10:30-11:15 Core 1	11:00-11:15 Movement Break
11:51-12:36 Elective 2	11:18-12:03 Core 2	11:18-12:03 Core 3
	12:06-12:36 Lunch	12:06-12:51 Core 4
12:39-3:00 Cores 3, 4 & Movement Break	12:39-1:24 Elective 3	12:54-1:24 Lunch
	1:27-2:12 Core 3	1:27-2:12 Elective 2
	2:15-3:00 Core 4	2:15-3:00 Elective 3

WILSON MIDDLE SCHOOL • 1201 North 11th Street • Manitowoc, WI 54220

920.663.9580 • Fax 920.663.9581 • wilson.manitowocpublicschools.org



Picture and Schedule Pick-up Day - Wednesday, August 17th 8:00 am - 4:00 p.m. in the JFK

The Main Office will be Closed during this event

Transition Day - Monday, August 29th, this day is for incoming freshmen and students new to LHS

First Day of School for ALL Students - Tuesday, August 30th, welcoming ALL students to LHS

ACT Testing for all Juniors will be Tuesday, March 7th. No School for 9th, 10th or 12th-grade students

Lincoln High School 2022-2023 Bell Schedule

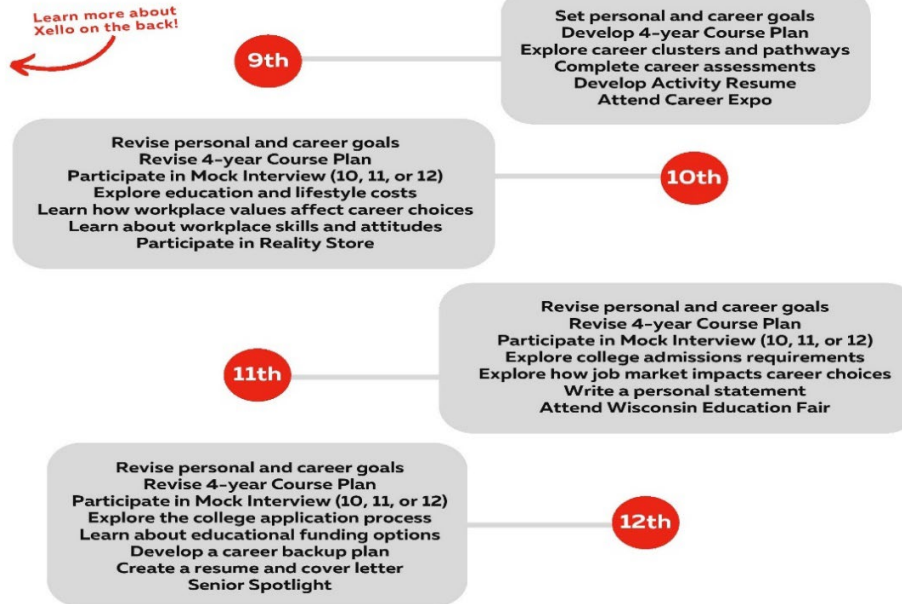
Monday		Tuesday		Wednesday		Thursday		Friday	
1st	8:10 - 9:34	5th	8:10 - 9:34	1st	8:10 - 9:34	5th	8:10 - 9:34	1st	8:10 - 8:54
HR	9:38 - 10:27	WIN	9:38 - 10:27	WIN	9:38 - 10:27	WIN	9:38 - 10:27	HR	8:58 - 9:24
2nd	10:31 - 11:59	6th	10:31 - 11:59	2nd	10:31 - 11:59	6th	10:31 - 11:59	2nd	9:28 - 10:12
3rd A Lunch	11:59 - 12:34	7th A Lunch	11:59 - 12:34	3rd A Lunch	11:59 - 12:34	7th A Lunch	11:59 - 12:34	3rd	10:16 - 11:00
3rd A Class	12:38 - 2:02	7th A Class	12:38 - 2:02	3rd A Class	12:38 - 2:02	7th A Class	12:38 - 2:02	4th	11:04 - 11:48
3rd B Class	12:03 - 1:27	7th B Class	12:03 - 1:27	3rd B Class	12:03 - 1:27	7th B Class	12:03 - 1:27	5th A Lunch	11:48 - 12:18
3rd B Lunch	1:27 - 2:02	7th B Lunch	1:27 - 2:02	3rd B Lunch	1:27 - 2:02	7th B Lunch	1:27 - 2:02	5th A Class	12:22 - 1:06
4th	2:06 - 3:30	8th	2:06 - 3:30	4th	2:06 - 3:30	8th	2:06 - 3:30	5th B Class	11:52 - 12:36
<p>A Lunch: Students who have 3rd, 7th, and 5th (on Friday) hour class on the 2nd & 3rd Floors (with the exception of World Language and class in room 221 (Kleinhans)).</p> <p>B Lunch: Students who have 3rd, 7th, and 5th (on Friday) hour class on the 1st Floor, in the JFK, in the Tech Ed area, World Language, or class in room 221 (Kleinhans).</p>								5th B Lunch	12:36 - 1:06
								6th	1:10 - 1:54
								7th	1:58 - 2:42
								8th	2:46 - 3:30



The Lincoln High School ACP Journey

Academic and Career Planning (ACP) is a student-driven, adult-supported process designed to help students create their own unique vision for post-secondary success. ACP helps our students graduate career and college ready!

Students complete ACP activities each week during Homeroom using Xello, a Career & College Readiness software. The ACP learning goals for each grade level are outlined below:



Additional Opportunities

College Visits • Industry Tours • Job Shadows • Job Fair • Dual-Credit Courses
Industry Certifications – Adobe, Autodesk, ACCT, CNA, MOS, YA, etc.
Work-Based Learning – Youth Apprenticeship, Work Experience
Dual-Credit Programs – Rising Phoenix, College Here & Now,
Early College Credit Program, Start College Now

Families! Say hello to Xello

Xello is an engaging online program that helps students build the skills, knowledge and plans to be future ready.

Students use Xello during Homeroom to complete ACP activities.

Here's how it works...

The Student Experience with Xello

Build Self-Knowledge

Define interests, skills, and preferences.

Explore Options

Learn about career possibilities and educational pathways.

Plan & Revise

Create and revise plans for post-secondary success.

The Family Experience with Xello

Explore Xello Family

Parents/Guardians will see all children linked to their account.

Discover Your Child's Interests

See the work your child has done, including interests, careers, and schools they have saved!

Access a Student Demo Account

Try Xello for yourself – complete lessons, explore careers, and much more!

Support your Child's ACP Journey!

Xello is a great tool to start future planning conversations with your child.



Parents/Guardians! Watch for info about accessing your Xello Family account soon!



Important! Your email address must be correct in Infinite Campus in order to access your Xello Family account.

August 29th – First Day of School New Students Only (Distance Learning Orientation)
 August 30th – First Day of School – ALL Students (Distance Learning Orientation)

<p>Building Schedules:</p> <ul style="list-style-type: none"> Virtual Grades K-1: 8:00 a.m. – 2:40 p.m. Virtual Grade 2: 8:00 a.m. – 2:55 p.m. Virtual Grade 3: 8:00 a.m. – 3:00 p.m. Virtual Grade 4: 8:00 a.m. – 2:40 p.m. Virtual Grade 5: 8:00 a.m. – 2:55 p.m. Virtual Grades 6-8: 8:00 a.m. – 2:40 p.m. 	<p>Building Schedules:</p> <ul style="list-style-type: none"> All Grades 9-12: 9:00 a.m. – 3:00 p.m. <p>Lunch Schedules:</p> <ul style="list-style-type: none"> Virtual Grades K-5: 12:10 p.m. – 12:40 p.m. Virtual Grades 6-8: 11:30 a.m. – 12:10 p.m. Grades 9-12: 11:30 a.m. – 12:00 p.m.
--	--

Payment of All School Fees

4K Student Fee
\$5

Elementary Student Fee
Grades K-5
\$25

Middle School Student Fees
Grades 6-8
\$40
Yearbook Purchase \$25

Lincoln High School Student Fees
Grades 9-12
\$50
Yearbook Purchase \$60
Athletic Participation Fee \$50
(If student participates in athletic activities)



MPSD requires grade 7-12 sports participants to have a physical exam card on file. Blank cards are available at middle and high school offices and must be completed by a physician. The card is valid for two years.

Instrument Rentals

The rental fee for school-owned instruments, excluding percussion, is \$40. There is no charge for the use of drums and keyboard instruments; however, percussionists are responsible for purchasing their own sticks, stick bag, and mallets. Wind and string players must furnish their own reeds, replacement strings, valve oil, and other supplies.



District-Wide Fines

Missing/Damaged Chromebook \$150

Missing Chromebook Charger \$15



Nondiscrimination

It is the policy of the Manitowoc Public School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability as required by S. 118.13, Wisconsin Statutes. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title II of the ADA of 1990.

Questions, complaints, or requests for additional information regarding these laws, the student records policy, or the religious accommodations policy, may be addressed to:

Director of Human Resources
 Manitowoc Public School District
 2902 Lindbergh Drive
 Manitowoc, WI 54220
 (920) 686-4787

School Performance Report

Notice to Parents/Guardians: According to Wis. Stat. 115.38, school districts are required to publish a School Performance Report by May 1 of each year. The report is posted on our website, www.manitowocpublicschools.org or can be found on the DPI website at <https://apps2.dpi.wi.gov/reportcards/home>.

Additionally, school districts are required, by January 1 of each year, to notify the parent/guardian of each pupil enrolled, and their right to request a paper copy of the School Performance Report. You can contact Student Learning at (920) 686-4779 for more information.

Fees can be paid online or at the school office with cash, check, or credit card. Processing fee is \$2 per credit card transaction and free for Debit Card/ACH/eCheck transactions.

For online payments, log into your Infinite Campus Parent Portal and select the "Fees" tab. Infinite Campus can be accessed via the Manitowoc Public School District Website (Parent Resources > Infinite Campus) or this QR code. If you do not have access to the Infinite Campus Parent Portal, please contact your school secretary. All checks can be made payable to the Manitowoc Public School District.



getting ready...make it a great year

Public access to your child's photo & information

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

4K and K-5 students:

- student name & age
- school & grade level
- honors and awards received
- participation in school-sponsored activities and sports
- photograph
- name of previous school(s)

Middle and high school students:

- student name & age
- school & grade level
- participation in school-sponsored activities and sports
- height and weight (if a member of an athletic team)
- photograph
- diplomas and awards received
- name of previous school(s)

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

Middle & High School: In compliance with the federal Every Student Succeeds Act (ESSA), we are required to give your child's name, address, and phone number to military recruiters and institutes of higher education. As part of this law, it is our responsibility to inform you of this practice and of your right to keep your child's information private if you so choose.

to opt out

If you want us to deny the release of your child's name, address & phone number to **military recruiters and institutes of higher education**, just notify the school in writing within 14 days of the first day of school or within 14 days of enrolling in MPSD.

4K-12 registration

It's **not too late** to register for the 2022-2023 school year. Children who have moved into the MPSD recently, have moved within the district during the summer, or plan to switch from private to public school should register for school soon!

A parent/legal guardian may register children grades 4K-Grade 12 between 7:30 a.m. and 4:00 p.m. weekdays at the MPSD Administrative Offices, 2902 Lindbergh Drive. (Please note the District Administrative Office is closed from 11:00 a.m. -12:00 p.m.)

Your child does not need to be present when registering them for school. The parent/legal guardian should bring the child's original birth certificate and immunization information when registering the child. If transferring from another school, please bring former school's name and address as well.

Bus transportation

Many students are transported to and from school each day through a contract with Brandt Buses, Inc.

Routes will be posted by the middle of August on the MPSD and Brandt Bus website (www.brandtbuses.com).

FREE TRANSPORTATION is provided for:

- All K-12 public and private school students who reside two miles or more from school (as designated for their attendance area)
- 4K students (does not accommodate before- and after-4K childcare)
- Students who are homeless
- Some students in out-of-home placements such as foster care

All 6-12th grade students are able to ride the Maritime Metro City Bus for free as an option to be transported to/from school. Students will need to present his/her student ID card when boarding the bus.

It is the parent's responsibility to report serious health concerns, i.e. diabetes, heart issues, seizures, etc. This information is to be shared in writing with Brandt Bus Co. 71 Albert Dr., Manitowoc WI 54220. In addition, a copy of the letter is to be given to the secretary at your child's school.

Questions about transportation may be addressed to Brandt Buses at (920) 682-8823 or MPSD Transportation Coordinator at (920) 663-9552.



MPSD Building Phone Numbers

Location	Administrator	Main Office #
Administration Building	General Information	(920) 686-4777
Administration Building	James Feil, Interim Superintendent	(920) 686-4783
Lincoln High School	Lee Thennes, Principal	(920) 663-9605
Washington Middle School	Lance Masters, Principal	(920) 663-9574
Wilson Middle School	Cory Erlandson, Principal	(920) 663-9583
Stangel Learning Community/ McKinley Academy	Christopher Dirkes, Principal	(920) 686-4700
Franklin Elementary School	Matthew Heller, Principal	(920) 663-9513
Jackson Elementary School	Duane Simmons, Principal	(920) 663-9523
Jefferson Elementary School	Courtney DeArmond, Principal	(920) 663-9533
Madison Elementary School	Rachel De La Cruz, Principal	(920) 663-9543
Monroe Elementary School	Andrea Friis, Principal	(920) 663-9553
Riverview Elementary School	Heidi Schroderus, Principal	(920) 663-9504

Opportunities

you should know about.....

Early College Credit Program

The Early College Credit Program allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. Under this program, "institution of higher education" means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state. While technical colleges are not eligible institutions of higher education under the Early College Credit Program, pupils that have completed 10th grade will continue to have the option to take courses at technical colleges through a separate statute, 38.12(14). Students who are interested in participating in the Early College Credit Program or other dual enrollment opportunities should talk with their high school counselor.



Homeless Children

All children have a right to go to school no matter where they live or how long they have lived there. Children who are homeless, including living in shelters, motels, vehicles, campgrounds, or other dwellings due to homelessness, are entitled to enroll and attend classes as well as receive free transportation and free meals. For assistance, please contact your child's school counselor or the Director of Pupil Services at (920) 686-4740.

Open Enrollment

Wisconsin's Public School Choice Program allows students 4K to 12 to attend any public school in the state if space is available and is subject to certain other restrictions. The education is tuition-free, but the parent is responsible for transportation.

There are two ways to apply for open enrollment:

- Regular Open Enrollment applications are used to apply for the following school year
- Alternative Open Enrollment applications are used to apply for the current school year

The Regular Open Enrollment program is available to current district residents, (1) who move out of the district during the current school year and wish to return to the Manitowoc Public School District in the fall of the coming school year, or (2) who anticipate moving out of the district prior to the coming school year and

would like to be eligible to return at that time. The application period is established by state law as beginning on the first Monday in February and ending at 4 p.m. on the last Friday in April. Online applications are recommended. Parents may apply at <http://dpi.wi.gov/open-enrollment>.

If a parent chooses to complete a paper application, it must be physically received by the District Office by 4 p.m. on April 30. A postmark is not sufficient. Applications are available by the first day of the application period at the MPSD's Administrative Offices located at 2902 Lindbergh Drive in Manitowoc (weekdays 7:30 a.m. to 4:00 p.m., closed 11:00 a.m. to 12:00 p.m.)

The MPSD has limited spaces available for Open Enrollment students in need of special education services. If Open Enrollment applicants qualify for or are currently receiving special education services, the acceptance of their application is dependent upon space availability in each program.

The Alternative Open Enrollment program allows pupils to apply at any time during the school year if certain criteria are met. Paper applications must be completed and submitted to the District Office.

For further information or an application form, please call (920) 686-4796 or email openenrollment@mpsd.school

Drug-Free Schools

Students and employees have the right to attend school and work in an environment free from the nonmedical use of alcohol, drugs, and mood-altering substances. These substances interfere with the learning environment and the performance of students and employees.

The MPSD PROHIBITS:

1. The use, possession, sale or intent to sell or transfer drugs, drug paraphernalia or alcohol. Smoking and use of tobacco
 - *In all MPSD buildings
 - *On any premises owned by, rented by, or under the control of MPSD
 - *At school-sponsored activities and athletic events wherever they occur
2. The presence of illegal drugs, chemicals or alcohol in a person's system when he or she is in or on school property, in any district-owned vehicle, or at school-sponsored events (except for nicotine or caffeine, the presence of chemicals in one's system must not exceed 0.0%).

If you would like this information translated into Spanish/Hmong, please call:

Si usted necesita esta informacion traducida al Español, por favor llame al (920) 663-9372

Yog koj xav tau ib daim txhais ua lus Hmoob, thov hu Hmoob Tus Xov Tooj, (920) 663-9373.

If your child must take prescription medication at school

1 School personnel will give prescription medication to students only under a doctor's order and when the proper form has been completed and signed by the parent or legal guardian as well as their physician. The *Consent to Administer Medication to be given at School* form is available on our website and at each school office.

2 Medication must be delivered to the school by the parent in the original pharmacy container with the original prescription label on the container. It will be kept locked in the health room at your child's school. The following information must be on the bottle:

- Child's full name
- Name of drug & dosage
- Time to be given
- Physician's name

3 Medication will be administered to the child at the designated time by medication trained office staff.

4 The doctor must provide written instructions about the length of time the child shall receive the medication. Further written instructions must be received from the physician if the drug is to be discontinued or if a change in dosage or time of administration from the original instruction.

5 The school will keep an accurate, confidential record for each pupil receiving medication.

6 New prescriptions must be received annually for students on long-term medication.

7 There are certain emergency medications that students are allowed to self-carry with written authorization by a medical provider and parent. However, this is usually discouraged at the elementary level.

For more information regarding student and public health, please visit the "Services, Nursing Services" section on our district website.

Immunizations & Physical Examinations

Physical Examination

It is recommended that all children entering school for the first time have a physical exam by their medical provider. Dental and vision exams are highly recommended as well.

All students will receive an annual health history form at the start of each school year. Please complete the form and return it to school so that the school nurses can review it. If your child has a serious health condition, a school nurse will be contacting you to complete an emergency action plan. The common diagnoses that necessitate an action plan are: life-threatening allergies, unstable asthma, seizures, diabetes, cerebral shunt and heart conditions.

Immunizations

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
K-Gr. 5	4 Dtap		4 Polio	3 Hep B	2 MMR	2 Varicella
Gr. 6-12	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.

COVID-19 vaccination is recommended for anyone age 5 and up.

An annual flu vaccine is recommended for everyone. Please talk to your medical provider about these important vaccines.

Vision Screening

The ability to see properly affects learning. All students from 4K through grade 8 are annually screened for vision abnormalities. 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. 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.

SCHOOL NURSES:

JENNIFER HINZ – RN, BSN Lead

School Coverage: Washington Middle School, Stangel Learning Community
Phone: (920) 323-7445 Email: hinzj@mpsd.school

KELLY GAGNON RN, BSN

School Coverage: Madison, Franklin & Jefferson Elementary Schools
Phone: (920) 323-1276 Email: gagnonk@mpsd.school

SARAH KADOW – RN

School coverage: Monroe & Riverview Elementary Schools, all 4K sites
Phone: (920) 323-0644 Email: kadows@mpsd.school

JENNIFER MONTE-LAST – RN, BSN

School coverage: Wilson Middle School & Jackson Elementary School
Phone: (920) 323-7592 Email: monte-lastj@mpsd.school

JULIE REIMER – RN, BSN

Phone: (920) 323-1786 Email: reimerj@mpsd.school
School coverage: Lincoln High School and Next-Step programs, & GED-02 program

MPSD Policies & Notices

Attendance

Under Wisconsin law, any student with five unexcused absences in a semester is considered a habitual truant. Students may be excused for the following reasons:

- Illness
- Family emergency or tragedy
- Trip with parents provided parents have made arrangements in advance with school principal
- Medical or dental appointment if it cannot be arranged during non-class hours
- Recognized religious observance or service
- Emergency work at home which cannot be accomplished without the help of the student
- Other emergency or personal absence requested by parents in advance and approved by the school principal
- Enrollment in an alternative program approved by the school principal, the cost of which shall be paid by the parent
- Enrollment in a court-ordered alternative program

When absent for any reason, except truancy, students will be allowed to make up all missed work, including tests. No student may have a grade reduced or credit denied solely on the basis of absence from school. In the event of truancy, the opportunity to make up work is at the discretion of the school principal.

Bullying – Policy 5517.01

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions

or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Please reference the [po5517.01](#) link for the District's entire Bullying Policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

The complaint procedure established by the District Administrator as set forth in AG 5517.01 shall be followed.

Program or Curriculum Modifications

In accordance with section 118.15(1)(f) of the state statutes,

- Students and their parents or guardians have a right to make a written request to the school board requesting that the student be provided program or curriculum modifications as outlined in section 118.15(1)(d) of the state statutes. Such modifications include but are not limited to: modifications within the child's academic program, school work training or work study, enrollment in an alternative public school or program within the district, enrollment in a nonsectarian private school or program within the district, home-bound study including nonsectarian correspondence courses, or enrollment in a public education program located outside the MPSD.

- In response to a parent's request, the school board shall issue a written decision within 90 days. If the request is denied, the school board shall give its reasons for the denial.
- Any decision made in response to a request for program or curriculum modifications shall be reviewed by the school board upon request of the child's parent or guardian. The school board shall provide its decision in writing, if the child's parent or guardian so requests.

Religious Accommodation

Students will be released from school for religious instruction according to these guidelines:

- Students in middle and high school may be released for religious instruction during any unscheduled time period.
- Students in elementary schools may be released for religious instruction for not more than 180 minutes per week.
- To be released for religious instruction, each student must have a written request signed by his/her parent or guardian.
- The supervisor of each group providing religious instruction in this release-time program must report monthly to the principal of each school the names of pupils who attend each session.
- Any student who is absent from such religious instruction after requesting the privilege may be denied the privilege of release time.
- Any transportation to and from religious instruction shall be the responsibility of the parents or of the sponsoring organization.
- The school district is released from all liability for a pupil who is absent from school in accordance with State Statute 118.155 sub. (1).

Staff Qualifications

In accordance with the federal No Child Left Behind Act of 2001, parents have a right to request information about the professional qualifications of their child's teachers. This information includes:

- Whether a teacher is fully licensed for the subject matter and grade level taught
- Whether a teacher is in the classroom under a provisional or emergency license

- The teacher’s undergraduate major and any graduate degrees or certifications the teacher may have, including the field of concentration.
- Parents also have a right to know if their child is receiving services from a paraprofessional and, if so, the qualifications of that individual.
- Parents must be notified if their child is taught for four consecutive weeks by a teacher that is not “highly qualified” as defined under the law.

School Lockers

Lockers are provided for the convenience of students. They are to be used solely and exclusively for storage of outerwear, footwear, and school-related materials. No student shall use the locker for any other purpose. A locker is not a student’s private property or under his/her exclusive possession. It may be opened and inspected by school authorities at any time. Unauthorized items found in the locker may be removed and held by the school for return to the parents or guardians of the student (without the school being liable for their safekeeping), unless the inspecting authority suspects that possession or storage of the unauthorized item involves a violation of law. In this case the suspect material shall be turned over to law enforcement officials and parents will be notified.

Parent Involvement

The MPSD believes that the education of children is a joint responsibility with the schools, the community, and parents working together to promote high achievement.

In consultation with parents, the district will establish, develop, and maintain programs and practices that encourage parental involvement. Specifically,

- A parent participation survey may be conducted yearly to determine how parents would like to be involved.
- The MPSD will include parents in advisory roles to help make decisions that affect their children’s education.
- The MPSD will promote communication between home and school about school programs, student progress, and school-level assessments (tests).
- The MPSD will offer assistance to parents concerning parenting skills and ways to help children with learning at home.
- The MPSD will encourage the use of parent volunteers in school-level or district activities.

- The MPSD will provide families with information or contacts for participation in community and support services as needed.

Noncustodial Parents

The MPSD will make every effort to foster parents’ involvement in their children’s schooling. The district will remain neutral in situations when parents are involved in legal actions affecting the family, unless directed otherwise by court order. It is the responsibility of the parents to notify the district of a court order.

Parents are responsible to notify the school of the names and contact information of the custodial and noncustodial parents.

The noncustodial parent may participate in all activities, including conferences, and have access to school records unless such access has been restricted by court order. The school may release a student to either parent, unless expressly curtailed or restricted by a court order that has been provided to the principal.

Special Education Screening

Federal law requires public school districts to locate and identify children ages three and older with exceptional educational needs who are not already receiving special education services.

The MPSD will provide a Child Find screening for preschool-age children. Parents may call Riverview School for information or to make an appointment.

In the case of school-age children, a parent may submit a written request to the child’s principal asking for a special education evaluation at any time. With the parent’s permission, the school may provide various educational interventions prior to a formal evaluation. For more information, please call the MPSD Special Education Office at (920) 686-4741.

The following circumstances might indicate that an infant, child, or adolescent has exceptional educational needs:

- hearing, vision, or speech problems
- doing things slower or later than other children
- behavioral or emotional problems
- serious physical or orthopedic problems
- other problems which prevent attending school or prevent effective learning while in school.

Special Education Services

As part of the screening described above, the district will determine whether the child meets the State of Wisconsin’s eligibility criteria for exceptional educational needs.

The MPSD offers special education programs in the areas of intellectual disabilities, learning disabilities, emotional behavioral disabilities, other health impaired, orthopedic impaired, hearing impaired, autism, speech and language disabilities, visually impaired, and traumatic brain injury.

A student is placed in one or more of these programs after an evaluation by a multidisciplinary team. This team is made up of school district personnel, one or both parents, and, often, non-school personnel who are knowledgeable about the child.

School personnel on the evaluation team include individuals such as school psychologists, occupational therapists, physical therapists, school nurses, regular classroom teacher(s), and/or special education classroom teacher(s).

A child may not be placed in a special education program until the school district has developed an Individual Education Plan (IEP) and obtained parental authorization.

Please direct questions about this policy, the referral process, evaluation, or special education services to any principal or to Joanne Metzen, Director of Pupil services, at (920) 686-4740.

Student records

The following information is provided in compliance with the federal Family Educational Rights and Privacy Act (FERPA):

- All pupil records are confidential except as otherwise provided by state or federal law.
- Student records consist of progress records and behavioral records. Progress records include student grades, courses taken, attendance records, immunization records, and records of extracurricular activities. Behavioral records are all other records maintained by the school or any school employee including, but not limited to, test data, psychological data, physical and health data, personal data, anecdotal records, and records of student conduct.
- The building principal shall have primary responsibility for maintaining the confidentiality of all student records and processing requests for inspection and transfer of student records.

- An adult pupil or the parent/guardian will, upon request, be shown any and all of the student's records in the presence of a person qualified to explain and interpret them. A copy will be provided upon request.
- The parent/guardian or adult pupil has the right to seek amendment of the pupil's school records that are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights by submitting written evidence to the school principal. If the principal does not delete or change the material as requested, the parent/guardian or adult pupil may provide a written statement which the principal will attach to and maintain with the pupil record.
- It is the responsibility of the principal to transfer the records of a pupil who moves from one building to another within the MPSD.
- Behavioral records may not be maintained on file for more than one year after a student terminates enrollment. Progress records may not be maintained on file for more than ten years after a student terminates enrollment. A transcript of senior high school graduates will be microfilmed approximately every five years for all persons who graduated since the previous microfilming was done. Upon written request by the parent, guardian, or adult pupil, any portion of a pupil record may be retained on file for a longer time.
- Upon written request or permission of a parent, guardian, or adult pupil, the school shall make available to the person named in the request the specified portion of the pupil record.
- In furnishing student data requested by state or federal educational agencies for any purpose (including research, analysis, audit, or report of programs), such data shall not include information (including social security numbers) which would permit the subsequent identification of such students or their parents.
- When a pupil transfers to another school outside of the MPSD, upon request, all pupil records will be forwarded to the new school.
- A copy of the progress records of a pupil who is the subject of a court proceeding shall be forwarded to any state or federal judge, upon request of that judge.
- A parent who has been denied periods of physical placement with his or her child by a court order shall not have access to or be able to authorize the

transfer or release of a child's student records.

- When an adult pupil is dependent upon the parents or guardian, the parents or guardian of that adult pupil may have access to the pupil's records, unless the adult pupil informs the school in writing that the information may not be disclosed to the parent or guardian.

Parents/guardians or adult students have a right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education alleging MPSD non-compliance with FERPA requirements.

Privacy Rights

The Protection of Pupil Rights Amendment gives parents and adult students rights regarding surveys, the collection of information for marketing purposes, and certain physical exams. These include:

If the U.S. Dept. of Education funds a survey in whole or in part, a student's parents or an adult student must consent in writing before the student may provide information in the following "protected" categories:

- Mental or psychological problems of the student or the student's family
- Political affiliations
- Sexual behavior or attitudes
- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of the student's family members
- Privileged or similar relationships recognized by law, such as with attorneys, doctors, and clergy
- Religious practices, affiliations, or beliefs held by the student or the student's family income, other than what is required by law to determine program eligibility.

A student's parents or an adult student have the right to "opt out" of:

- Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling, or otherwise distributing the information to others.
- Any survey asking protected information, regardless of the funding source.
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school, and not necessary to protect the immediate health and safety of a student. Exceptions: hearing, vision, or scoliosis screenings and any physical exam or screening permitted or required under state law. A student's parents or an adult student have the right to inspect, upon request, the following

items before the district uses or administers them:

- Surveys that ask students for protected information. This includes any instructional materials used in connection with the survey.
- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
- Instructional materials used as part of the educational curriculum.

A student's parents or an adult student who believes a school or the school district has not adequately complied with the above principles may file a complaint with Superintendent at (920) 686-4781. If you remain dissatisfied, you may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

Notice of Special Needs Scholarship Program

This notice serves to inform parents and guardians of students with disabilities that the State of Wisconsin has established the Special Needs Scholarship Program. The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute [115.7915](#) and Wisconsin Administrative Code Chapter [PI 49](#). For more information about any of the special needs scholarship programs, please visit the Wisconsin Department of Public Instruction website at <http://dpi.wi.gov/sms/special-needs-scholarship>

If you have any questions, please contact the Director of Pupil Services at (920) 686-4740.

Asbestos Management

As a result of the federal law AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials which contain asbestos.

Asbestos has been used in many building materials due to its outstanding, insulating and strengthening properties. When it is undisturbed or intact, it poses little hazard to human health. It is only when damage has or may occur that the quality of the school's management program becomes

(Asbestos continued)

an issue. In 1988, all buildings owned, leased, or “under the control of” the School District were inspected by EPA accredited inspectors, with building material samples analyzed by an independent laboratory. Based on the inspection, the School District prepared and the state approved a comprehensive management plan for administering the asbestos located within its buildings, safely and responsibly.

Once every three years, certified inspectors must re-inspect the remaining materials. In addition, the rule requires a periodic walk-through (called “surveillance”) in each area containing asbestos every six months.

Short-term workers (outside contractors e.g. telephone repair workers, electricians, etc.) must be provided information regarding the location of asbestos in which they may come in contact.

Within the last year, the Manitowoc Public School District had planned asbestos pipe insulation removal as part of mechanical system upgrades throughout the district. Our required three-year reinspection was completed this past school year.

In addition, we continue to ensure our asbestos building materials are kept in good condition by continuing our Operations and Maintenance (O&M) program throughout the Buildings. Manitowoc Public School District continues a working relationship with Environmental Management and Consulting (Lake Mills, WI) to assist us in managing our asbestos materials.

The School District has a list of the locations and types of asbestos-containing materials found in the building with a description and timetable for their proper management. A copy of the Asbestos Management Plan is available at the School District Office at a cost of twenty-five (25) cents per page. Our goal is to be in full compliance with AHERA.

It is our policy to maintain a safe and healthy environment for our students and our staff members. This shall be accomplished by strict enforcement of the policies regarding asbestos by the asbestos manager and school officials. All questions or concerns regarding the management of asbestos within the School District should be directed to Mr. Chris Dupré, LEA Designated Person for the Manitowoc Public School District at (920) 686-4782.

[Personal Communication Devices – Policy 5136 link](#) (updated version of Policy 5518)

“Personal Communication Devices” (PCD’s) as used in this policy are defined in Bylaw 0100. **Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.** Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), or at school-related functions.

Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. **The use of a PCD to engage in non-education-related communications is expressly prohibited.**

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

During after-school activities, PCDs shall be powered completely off (not just placed on vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal. *Please click on the above link to view the entire Personal Communications Devices Policy – 5136.*

[Disorderly Conduct – Policy 5520 link](#)

The Board recognizes the right of each student to attend school for the purpose of receiving an education. Students involved in the disruption of the educational program of the schools by disorder or any other purposeful activity may be subject to disciplinary consequences, including, but not limited to, suspension and expulsion. *Please reference the link above to view the entire Disorderly Conduct Policy 5520.*

[Student/Parent Rights – Policy 5780 link](#)

The Board of Education recognizes that students possess not only the right to an education but the right of citizenship as well. In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, the Board recognizes that no student may be deprived of the basic right to equal access to the educational program and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in the ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student’s need for the continuing guidance and control of those responsible for his/her education.

Administrators, counselors, and teachers shall not provide a supporting affidavit for students who have petitioned the court to grant them the status of emancipated minors unless prior approval has been obtained from the District Administrator.

Parents also have rights in the school system to know about their student’s educational experience. Specific rights are listed in topic areas of these policies. *Please reference the link above to view the entire Student/Parent Rights Policy 5780.*

School Closings

When you live in Wisconsin, you know that blizzards, cold temperatures, or blowing snow will sometimes interfere with the school schedule. Despite our printed calendar, Mother Nature has a way of having the last word.

When the weather is “iffy,” please visit the MPSD website or the media sources listed on this page. Local radio stations and Green Bay TV channels will have information about school closings and bus delays by 6 a.m. If there is no announcement, parents can assume school is in session and buses will run as usual.

As always, parents have the responsibility and right to determine what is best for their child. Parents with concerns about their children getting to school safely are urged to use their discretion about sending them

EARLY DISMISSAL

When school is canceled in the middle of the day, the school district will provide as much lead time as possible so families can make child care and transportation plans.

LATE START

In the case of a weather-related two-hour late start:

- morning EC/4K will not meet
- all students in 5K-age 21 report to school two hours later than usual
- buses will run two hours later than usual
- all students will leave school at the regular dismissal time

When a late start or early dismissal is called, parents should check the MPSD website or listen to the radio for instructions.

PHONE ALERT SYSTEM

You may receive an automated phone call through our Infinite Campus Messenger system to the numbers provided by you to your home/cell numbers for any important messages. The Messenger system does not call work numbers because it is an automated call and businesses would not know who should receive the call.

SNOW MAKE-UP DAY

The 2022-23 calendar has one built-in weather make-up day on May 19. If needed, the make-up day is an official school day. If not needed, it will be a day off.

GOOD TO KNOW

- When schools are closed, after-school activities and athletics are also canceled for the day. This includes non-school activities that meet in MPSD buildings.
- Families are asked to develop a plan for school closings. Children should know transportation plans, and what to do if a parent isn't home.
- During a weather emergency, parents may pick up their children at any time and do not need to wait for the announced dismissal time. If parents wish to pick up children who are usually bussed, please arrive at least 15 minutes before the announced bus pick-up time.
- There will be no penalty to a student when a parent chooses not to send him or her to school because of weather conditions. However, the day will count as an absence.
- In the case of weather-related school cancellation, the menu for Elementary and Middle Schools on the day students return will be the previous day's scheduled lunch menu with the exception of pizza which will remain as menued.



Our Technology Team is excited to welcome our Students back! Please take a moment to read over the Student User Agreement and the Student Acceptable Use Policy found by scanning this QR code:



You can also find this information and more on our District website manitowocpublicschools.org/district/it



Closing Announcements

www.manitowocpublicschools.org

Channel 2 – WBAY TV
Channel 5 – WFRV TV
Channel 11 – WLTK TV
Channel 26 – NBC TV
WOMT – WQTC Radio
1240 AM – 102.3 FM
WCUB – WLTV Radio
98AM – 92.1 FM
WLKN Lake 98
98.1 FM
WIXX Radio
101.1 FM
WGBW Radio
1590 AM

STAYING CONNECTED...

Please check our district's website, www.manitowocpublicschools.org, for additional information about our school district, including our community connection newsletter under “District” and many resources under “For Families.”

Connect with us on Facebook [@ManitowocPublicSchools](https://www.facebook.com/ManitowocPublicSchools), Twitter [@ManitowocPublic](https://twitter.com/ManitowocPublic) and Instagram [@mpsdrocks](https://www.instagram.com/mpsdrocks)

Manitowoc Public School District

2022-2023 CALENDAR

Aug. 22-25	In-service for all Professional Faculty
Aug. 24	Elementary School Open Houses 4-6pm
Aug. 29	Transition Day for K, 6, 9 (+new MS/HS MPSD Students)
Aug. 30	First Day of School for ALL Students
Aug. 31	Middle School Open Houses 4-6 pm
Sept. 2	No School for Students or Staff
Sept. 5	Labor Day – No School for Students or Staff
Oct. 12	Lincoln Conferences – ½ day for LHS Students
Oct. 14	Staff Development Day - No School for Students
Oct. 28	End of 1 st Quarter – Full Day of School
Nov. 3	Elementary Conferences – No School for Elementary Students
Nov. 4	No School for Students or Staff
Nov. 17	Middle School Conferences – ½ Day for Washington & Wilson Students
Nov. 23	½ Day for Students & Staff (No 4K)
Nov. 24-25	Thanksgiving - No School for Students or Staff
Dec. 5	Staff Development Day – No School for Students
Dec. 23-Dec. 30	Winter Break - No School for Students or Staff
Jan. 2	Classes Resume
Jan. 13	End of 2 nd Quarter/Semester – Full Day of School
Jan. 16	No School for Students or Staff
Jan. 17	Records Day; No School for Students, Full Day for Staff
Jan. 18	Staff Development Day- No School for Students
Feb. 16	Elementary Conferences - No School Elementary Students
Feb. 17	No School for Students or Staff
Feb. 20	Staff Development Day – No School for Students
Mar. 7	Lincoln Conferences and also ACT Testing for LHS Juniors – No School for Students in Grades 9, 10 & 12
Mar. 9	Middle School Conferences – ½ Day for Washington & Wilson Students
Mar. 20-24	Spring Break – No School for Students or Staff
Mar. 31	End of 3 rd Quarter – Full Day of School
Apr. 7	No School for Students or Staff
Apr. 10	Staff Development Day– No School for Students
May 5	No School for Students
May 19	Weather Make-up Day
May 29	Memorial Day– No School for Students or Staff
June 1	McKinley Graduation at 5:00 p.m.
June 8	Last day of school
June 9	Lincoln graduation at 1:00 p.m.

Please see the MPSD website for the most
up-to-date 2022-2023 School Calendar

www.manitowocpublicschools.org

Parents' Guide to School Lunch

School meals are FREE through the end of the 2022-23 School Year for all MPSD students!

MPSD is participating in the Community Eligibility Provision (CEP) for the 2022-23 school year. CEP allows us to serve a FREE breakfast and lunch 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.

Our foodservice team has been working hard to keep mealtime a bright spot in a student's day. Even though we understand plans may continue to evolve, we want you to know that the one thing that won't change is our commitment to continue creating the best dining experience for our students and keeping mealtime a safe, happy and healthy experience for all.

In addition to serving foods kids love to eat and offering great-tasting menus developed by our chefs and dietitians, health and safety remains our top priority. Our team has been working collaboratively with the district to determine what plans will fit best.



ALA CARTE



- **Carton of Milk \$0.45**
- Ala Carte snacks and other beverages will be available for purchase at all secondary schools.
- Ala Carte blocks and limits can be placed on the food service account by completing the A la Carte Restriction form found on the Food Service webpage under Family Account and Payment information



PAYMENTS – Pre-payment is required. You can make payments either online at www.manitowocpublicschools.org/services/food_service/family_account_information or by cash or check. 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.

Health and Safety Remains a Priority

While the logistics and location for how meals will be served is different, students, staff and parents can have peace of mind knowing that Chartwells K12's plans are rooted in the most stringent health and safety practices aligned with federal and state regulations, along with local health department recommendations.

All Chartwells K12 associates participate in COVID-19 specific training. Enhanced cleaning and sanitation measures help assure the safest environments possible.

Menus and Nutrition Facts at Your Fingertips with the Nutrislice App

Chartwells K12 continues to bring technology to the forefront of the dining experience to help students and their parents prioritize healthy food choices and understand ingredients to help protect their children from allergic reactions. Through Nutrislice, an innovative app, students, parents and faculty have access to school menus, including nutrition information, allergens and photos, available on desktop and mobile devices. Everyone is encouraged to download the free Nutrislice App from the App store (iOS) or Google Play (Android) and search for your menus or find them on the web at manitowocpublicschools.nutrislice

Free/Reduced Meal Registration

We want to make sure you know that although Free Meals are available for all students, eligibility for Free and Reduced meals is necessary for other programs including school fee waivers.

The registration process is easy and confidential.

You are encouraged to check out this website https://www.manitowocpublicschools.org/services/food_service/free_reduced for more information and to apply. Signing up only takes a few minutes.

Through sharing our passion for great tasting food, instilling a desire for food discovery, and most importantly, providing nourishing meals, we're excited to continue serving to your children in the year ahead.

Should you have any questions, please don't hesitate to reach out to us. Contact Pamela Kretsch 920-686-4773



Don't keep quiet about food allergies or special dietary needs...

If your child has a disability or special dietary restriction, please let us know. If we have your child's restrictions or needs on file, we can accommodate your child. The Medical Statement form found at https://manitowocpublicschools.org/services/food_service/DietaryNeeds will need to be filled out and signed by a medical authority and returned to the Food Service Office located at 2902 Lindbergh Drive.

On a daily basis, we provide nutritional and safe options for students who are allergic to wheat, eggs, red dye, peanuts and lactose. We can screen for other allergies too...but only when we know about them.



Please communicate to help us keep your child safe!

It's always good to educate your child about what foods to avoid.

Important Numbers

Food Service Director 920-686-4774

Brenda Klein 920-686-4772
Administrative Assistant

Pamela Kretsch 920-686-4773
Free & Reduced

Jackie Mraz 920-686-4728
MSC-Production Manager

This Institution Is An Equal Opportunity Provider



Manitowoc Public School District

Dear Parent or Guardian:

We are pleased to inform you that **Manitowoc Public School District** will be implementing the Community Eligibility Provision (CEP) while participating in the National School Lunch and School Breakfast Programs for School Year **2022-23**.

What does this mean for you and your children attending the school(s) identified below?

Great news! All enrolled students of MPSD in physical attendance are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the school year. Your child (ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

**The district will still be requesting 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 such as waiving school fees and may be used to determine if your household is eligible for these additional benefits.*

If we can be of any further assistance, please contact Angela Erdmann, Director of Business Services at (920) 686-4795.

Sincerely,

A handwritten signature in black ink that reads 'Angela M. Erdman'.

Angela Erdman
Director of Business Service
Manitowoc Public School District



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

2022-23 Alternate Household Income Form

Complete one form per household.

Your school participates in the Community Eligibility Provision, which means all students qualify for free meals. However, to determine eligibility to receive additional benefits beyond free meals for your child(ren) and school, please complete this alternate household income form. **Return this form to: MPSD Food Service Office Attn: Pam Kretsch**

Section 1: Student Information

Instructions: List all students in the household, through grade 12. If any child you are listing is a foster child; homeless, migrant, or runaway; or attends Head Start, please check the appropriate box.

Student's First Name	Student's Last Name	Grade	School Child Attends	Foster	Homeless, Migrant, or Runaway	Head Start
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If more spaces are required for additional names, please attach on another sheet of paper.*

Section 2: Household Income

Instructions: Your household size is the total number of people, including all children and adults, related and un-related, that live in a single dwelling and share income and expenses. Please mark your household size and then select the applicable income range under the number of people in the household. Make sure to include all of the following income sources: work, welfare, child support, alimony, pensions, retirement, Social Security, SSI, VA benefits, child income and/or all other income. The amount should be before any deductions for taxes, insurance, medical expenses, child support, etc.

Household Size	1		2		3		4		5		6		7		8	
Income Range	<input type="checkbox"/>	\$0 up to \$25,142.00	<input type="checkbox"/>	\$0 up to \$33,874.00	<input type="checkbox"/>	\$0 up to \$42,606.00	<input type="checkbox"/>	\$0 up to \$51,338.00	<input type="checkbox"/>	\$0 up to \$60,070.00	<input type="checkbox"/>	\$0 up to \$68,802.00	<input type="checkbox"/>	\$0 up to \$77,534.00	<input type="checkbox"/>	\$0 up to \$86,266.00
	<input type="checkbox"/>	\$25,142.01 or more	<input type="checkbox"/>	\$33,874.01 or more	<input type="checkbox"/>	\$42,606.01 or more	<input type="checkbox"/>	\$51,338.01 or more	<input type="checkbox"/>	\$60,070.01 or more	<input type="checkbox"/>	\$68,802.01 or more	<input type="checkbox"/>	\$77,534.01 or more	<input type="checkbox"/>	\$86,266.01 or more
If your household has 9 or more people, please enter your information here:							Household Size: _____			Household Income: \$ _____						

Section 3: Sharing of Information for Local Programs

The information on this form may be shared with other programs that your child(ren) may qualify for only with your permission. Information will only be shared with the program if you check the box.

<input type="checkbox"/>	Yes! I DO want school officials to share information from this form with MPSD Personnel for waiver of student School Fees
<input type="checkbox"/>	Yes! I DO want school officials to share information from this form with MPSD Personnel for waiver of student School Fees
<input type="checkbox"/>	Yes! I DO want school officials to share information from this form with MPSD Personnel for waiver of student School Fees
<input type="checkbox"/>	Yes! I DO want school officials to share information from this form with MPSD Personnel for waiver of student School Fees
<input type="checkbox"/>	No! I DO NOT want school officials to share information from this form.

Section 4: Contact Information and Adult Signature

"I certify (promise) that all information on this form is true, and that all income is reported."

Signature		Print Name	
Street Address			Apt#
City		State	Zip Code
Phone Number		Email Address	

DO NOT COMPLETE THIS SECTION. FOR SCHOOL USE ONLY.

Economic Status:	
Economically Disadvantaged (free/reduced)	<input type="checkbox"/>
Non-Economically Disadvantaged (paid)	<input type="checkbox"/>

To be completed by school or district staff member:	
<i>I have reviewed the household income form on the reverse of this page and have concluded that it is properly and completely filled out to the best of my knowledge.</i>	
Signature: (school or district staff)	
Print Name:	
Date:	

Instructions for School or District Staff:
<ul style="list-style-type: none"> • All cost associated with distributing, collecting, and reviewing these household income forms must be paid for with funds outside of the nonprofit school food service account. • Parental Approval is required to share any student eligibility information needed for local programs (such as fee waivers, backpack programs, etc.). The sharing of information section provides an opportunity for parents to provide that approval in the same form. All local programs that student level information is needed for must be listed in Section 3 by the school or district, so parents can opt into or out of them individually. Add more lines if necessary. Parental consent is not required for State reporting requirements, such as Title 1 or Parental Choice reporting. • For any schools/districts utilizing this form and DO NOT participate in the USDA Child Nutrition Programs, please modify the instructions in the first section and remove all language regarding the Community Eligibility Provision. • For schools not participating in the Community Eligibility Provision (CEP) or National School Lunch Program (NSLP) using the alternate household income form for WISE data reporting should report a student identified as economically disadvantaged on this form as "True" for Economically Disadvantaged Status and "Unknown" for Food Service Eligibility.