



## **Student Handbook**

**2018-19**

## Table of Contents

Please note that all School Board Policies can be found on the district website <http://www.manitowocpublicschools.org>.

[ABC SPECIALS SCHEDULE](#)

[ATTENDANCE](#)

[BOARD OF EDUCATION POLICIES](#)

[BUILDING CONSULTATION TEAM \(BCT\)](#)

[BEFORE SCHOOL INCLEMENT WEATHER PROCEDURE](#)

[BIKES, SKATEBOARDS/SCOOTERS/ROLLER BLADES \(In-Line Skates\)](#)

[BIRTHDAYS](#)

[BREAKFAST IN THE MORNING](#)

[CONFERENCES](#)

[FAMILY EDUCATION PRIVACY ACT](#)

[FIELD TRIPS](#)

[FRIDAY FOLDERS Also known as HOT FOLDERS](#)

[GUIDELINES FOR BUS RIDERS](#)

[HEAD LICE PROCEDURES](#)

[HOMEWORK GUIDELINES](#)

[ILLNESS OR EMERGENCY](#)

[JEFFERSON NEWSLETTER](#)

[LOST AND FOUND](#)

[LUNCH PROGRAM](#)

[EATING LUNCH AT SCHOOL](#)

[MONEY AND EXPENSIVE ITEMS](#)

[MEDICATION DISTRIBUTION](#)

[MILK FEES](#)

[PARENT TEACHER ASSOCIATION \(PTA\)](#)

[PETS](#)

[PHYSICAL EDUCATION CLASS](#)

[PLAYGROUND/RECESSES](#)

[QUESTIONS? CONCERNS? CONFLICTS? COMMENTS?](#)

[REPORTING TO PARENTS](#)

[REQUEST TO LEAVE SCHOOL EARLY](#)

[SAFETY PATROLS](#)

[SCHOOL CLOSING](#)

[SCHOOL PHONE](#)

[STUDENT DIRECTORY DATA](#)

[STUDENT DRESS](#)

[STUDENT IMMUNIZATIONS](#)

[STUDENT INSURANCE](#)

[STUDENT PICK-UP AND DROP-OFF](#)

[TEXTBOOK AND LIBRARY BOOK CARE](#)

[TIME SCHEDULE](#)

[TOBACCO](#)

[TRUANCY PROCEDURES](#)

[TWO-WAY COMMUNICATION DEVICES](#)

[VISITORS, VOLUNTEERS AND GUESTS TO THE SCHOOL](#)

[STUDENT GUEST VISITORS](#)

## **ABC SPECIALS SCHEDULE**

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

## **ATTENDANCE**

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

- Illness (fever of 100 or above, vomiting, serious contagious illness)
- Family emergency or tragedy
- Trip with parents provided absence has been arranged in advance with the school principal by parents. (Must be prearranged with the office)
- Medical or dental appointment if it cannot be arranged during non-class hours.
- Recognized religious observance or service

If your child is absent, you are asked to call the school at 663-9529. This will allow you to leave a message at anytime on our attendance voice mail line. If a call is not received by 9:00 A.M., the office personnel will call you to verify the absence. Please remember parents can excuse students up to 10 days per year.

## **BOARD OF EDUCATION POLICIES**

All district policies are available online at [www.manitowocpublicschools.org](http://www.manitowocpublicschools.org).

## **BUILDING CONSULTATION TEAM (BCT)**

Children, as they progress through school, are faced with far more academic and social challenges than ever before. Many children, on their own or with family support, are able to meet and successfully manage these challenges. Other children, for various reasons, need anywhere from a little to continuous help to manage them. Jefferson School has a team of professionals that meet to help develop programs for students that need additional support and/or options to help them be successful in school.

Our team includes a psychologist, counselor, nurse, classroom teacher, specialist teachers, and the principal. A student could be referred to the Building Consultation Team (BCT) by any school staff member, a parent/guardian, a health care provider, or other agencies. A referral means that the BCT will discuss the concerns the referring person has about the student. Based upon that information, recommendations for addressing the concerns will be made. This plan could include procedures the classroom teacher and/or home can implement, help from a specialist teacher, i.e. reading, math, or more information is needed about the student which could be obtained by doing some individual testing. Pending how detailed the process becomes will determine the amount of formal notifications to the parent/guardian.

Should you feel your child needs some additional academic or social assistance to be successful in school, please contact his/her teacher. They will try to help you to the best of their ability. Then, if additional help is needed, the teacher or you could refer the student to the BCT. Contact

your child's teacher, the school counselor, or the principal if you have any questions or want more information about the Building Consultation Team (BCT).

### **BEFORE SCHOOL INCLEMENT WEATHER PROCEDURE**

On mornings when it is raining, snowing, or severe cold (feels like temperature of "0" or below), signs are posted by the student entrances inviting them to come in. Bus riders can come in when their bus drops them off. At 8:00 A.M. walkers and carpool students can enter. All students will go to the gym unless directed otherwise.

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

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

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

### **BIRTHDAYS**

If they wish to, students may bring birthday treats to school. Students will be able to share treats with their classmates and the office staff. Please notify the teacher in advance if at all possible.

### **BREAKFAST IN THE CLASSROOM**

Breakfast will be available for free for all students in the classroom. This will be offered to students first thing in the morning.

### **CONFERENCES**

Parents/guardians of Jefferson Elementary students will be invited to attend two scheduled conferences, one in fall and one in the spring. Both conferences are by appointment. Parents/guardians will receive appointment request slips prior to the fall conferences. The time that has been selected will also be the time scheduled for the spring conference as well. Dates are listed on the MPSD online calendar. We will arrange times with you closer to the dates.

### **FAMILY EDUCATION PRIVACY ACT**

According to the Family Education and Privacy Act of 1974, student information and records are made available to custodial parents. The Manitowoc Public School District, in its attempt to promote the best interests of each student enrolled in its school in partnership with both parents of the student, shall maintain strict neutrality between parents who are involved in a divorce, legal separation or annulment whether pending or completed unless otherwise directed

by a court order. Both parents, upon request, will have access to their child's grade reports, notices of school activities, disciplinary actions, notices of teacher or principal conference,, etc., unless the custodial parent provides the school's principal with written evidence of a court order prohibiting the non custodial parent from such access. If you have any questions contact your child's school principal.

### **FIELD TRIPS**

Parent permission is required for field trips. Please make sure to watch your child's hot folder for this form. This form will need to be signed and returned back to the classroom teacher.

### **FRIDAY FOLDERS Also known as HOT FOLDERS**

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

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

### **GUIDELINES FOR BUS RIDERS**

When students arrive at school, they should proceed immediately around the outside of the building to the playground if time allows. When leaving in the afternoon, students must go to the assigned area. A bus supervisor will monitor and then escort them to the buses.

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

### **HEAD LICE PROCEDURES**

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

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

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

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

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

## **HOMEWORK GUIDELINES**

Students can expect to receive increasing amounts of homework as they progress in school. Homework is a means of reviewing and reinforcing the lessons taught in school and also a way to help students develop work and study habits that will assist them throughout their school years. Parents may wish to set aside 20 -60 minutes each evening for children to read, practice spelling or math, or do assigned homework. The following suggestions may assist parents/guardians in helping their children develop the study skills needed to successfully complete homework assignments:

- Help your child set aside time each evening for school-related learning activities.
- Ask your child if he or she has homework that day. By asking your child about homework, you are helping him/her remember there is an assignment to be completed.
- Become interested in your child's homework. Ask him/her to show the homework to you and explain what the work is about. Doing so reinforces the importance of homework, helps the child understand you are interested in his/her progress, and keeps you informed about his/her progress and the way in which he/she is able to complete the assigned work.
- Remember, the homework is your child's work, not yours. You should not do the work for the child. Rather, you should be concerned with whether or not the child did the work. If your child has trouble with a homework assignment and cannot complete it, please write a note telling the teacher about the problem. Your teachers will make every effort to explain and monitor each assignment, but your feedback as our "partners" is critical!
- Provide your child with a quiet time and place to work and study where he or she can work effectively without distraction or interruption.

## **ILLNESS OR EMERGENCY**

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

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

### **JEFFERSON NEWSLETTER**

A monthly newsletter to parents is sent home with at the beginning of the month. Parents should make sure children bring it home, read it, and keep it for reference as this is our primary communication with parents providing lots of information about events, activities, general information, etc.

### **LOST AND FOUND**

Mark clothing and personal items with your child's name so that if items are misplaced, they can be returned. Unidentified items are turned in to the "lost and Found". Glasses, jewelry, and keys are kept in the office. At the end of each quarter unclaimed items will be given to charity.

### **LUNCH PROGRAM**

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

Chartwells will use a debit account systems to manage payment. Under this system, parents and guardians can deposit money directly into an account established for their family. Information for this system can be found on the Manitowoc School District website, under Services, then Food Services.

As a CEP school, both breakfast and lunch meals are served free to all Jefferson students. If students choose to bring a lunch from home, but would like a milk from school, they will use a scan card or student ID to purchase the milk. The money is then debited from the account. Under this system, parents and guardians may request print outs detailing their child's purchases by calling 686-4773 or by setting up a Wordware online family account to monitor online. For information on how to set up an online family meal account, email Pam Kretsch at [kretschp@mpsd.k12.wi.us](mailto:kretschp@mpsd.k12.wi.us) or call 920-686-4773. The system is not a charge account and payment must be received prior to the purchases. Payments will post to the account the following school day after being received. A drop box for payment is located outside the office. Payment must be made the day prior to the purchase.

Families may be eligible for free or reduced price meals for students attending other schools in the district. A new application must be completed each year to qualify unless you received a letter from the district stating otherwise. Applications can also be found on the MPSD district website under Services, Food Service, then Free & Reduced. You may also apply online if you have a Wordware online family account set up. If you need another one please contact our school office at 663-9530 or the Manitowoc Public School District Administration Office at 686-4777. Only one application needs to be filled out per household. Should you have any questions while completing the application, please contact Pam Kretsch at 686-4773. Please direct all questions to Chartwells by contacting Janelle Schultz at 686-4774.

## **EATING LUNCH AT SCHOOL**

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

11:30 to 12:10 grade 1  
11:40 to 12:20 grade 5  
11:45 to 12:25 grade 2  
11:55 to 12:35 grade 4  
12:00 to 12:40 grade 3  
12:10 to 12:50 grade 6

- Microwaves will still be available for students who bring a lunch they need to heat up. We ask that you do not send large containers of food or TV dinners to school.
- All children should go out to play when they finish eating unless they have a written doctor's excuse pertaining to a specific health problem stating the condition which makes it impossible for them to go outside.
- Children being kept in their rooms to complete work during a play period will be accompanied by a staff member.
- Once the children have been dismissed for play period, they will not be allowed to enter the building unless it is an emergency.
- Children returning to school at noon from home must remain outside. (They may not return to their homeroom unless requested by their teacher.)

## **MONEY AND EXPENSIVE ITEMS**

The school cannot be responsible for money and items of value brought to school by students. There is seldom a valid reason for students to have such things as money, toys, radios, cameras, expensive watches, or electronic games in school. If money is needed for a school-related item (school pictures, etc.) the school office or classroom teacher will notify you. When sending money to school for any reason, please send the correct amount in an envelope so students are not responsible for handling change. Items such as radios, cameras, hand-held electronic games, trading cards etc. may not be brought to school unless special permission is given by a staff member. Radios, MP3 Players, CD players, electronic games, and other electronic devices are not allowed in school or on the school grounds. If you are not sure if an item can be brought to school, please call the office to check at 663-9530.

## **MEDICATION DISTRIBUTION**

The Manitowoc Public School District Policy 5330 states:

### **5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE**

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

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any



nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any over-the-counter drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

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

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

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

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

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

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

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

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

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

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

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

The school nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a

periodic review of the written instructions, parent and physician consent forms, the Medications Administration Daily Log(s) and any reported errors in medication administration.

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

118.29, 118.291, 121.02 Wis. Stats.

PI 8.01(2)(g)

Wis. Admin. Code N 6.03

2009 Wisconsin Act 160

Revised 2/10/15

## **MILK FEES**

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

**Lunch Milk** - Students may purchase an ala carte milks for 35 cents, which will be deducted from their Chartwell's account.

## **PARENT TEACHER ORGANIZATION (PTO)**

At Jefferson School we are fortunate to have a wealth of parents and teachers willing to work together for the good of our students. The Jefferson Parent Teacher Organization is a vibrant, caring group of adults who strive to enhance the educational opportunities for our children. The interest and energy of concerned parents is perhaps the best tool we have in the education of our young people! Our meetings are held on the third Monday of the month. Meetings start at 5:00 and are held in the Jefferson School Library. Babysitting services are offered free. Everyone is welcome.

## **PETS**

No animals may be on Jefferson School property during school hours without a staff member's permission. Parents and guardians should not bring dogs to the playground when they are picking children up.

## **PHYSICAL EDUCATION CLASS**

Students have PE on a three day rotation basis (see ABC schedule) for 45 minutes. Students may be excused from physical education class only by direction of a health care provider.

## **PLAYGROUND/RECESSES**

The playground is to be a place where students can enjoy themselves and get some exercise. Many activities are available for students. In order to keep the playground safe, skateboards, scooters, roller skates, hard Frisbees and hardballs are not allowed during recess. Tackle football is not allowed at any time while the school is responsible for the students' activities. No form of football may be played before school. **The school will not assume the responsibility for broken or stolen property or assume liability for equipment that is brought from home. Please do not bring items from home.** Rough and inappropriate behavior on the playground or playground equipment can cause injury and will lead to loss of privileges. During the winter months no snow throwing is permitted. Playing on snow hills depends on their height and condition in regards to slipperiness. Students should also wear boots or waterproof shoes on wet, snowy, or icy days.

No student should be sent into school to get a jacket if they chose not to wear one. Jackets should never be set down outside. If they are set down outside, staff are encouraged to pick them up and bring them to the office. The principal will talk to those who set them down. We do realize that some students tie jackets around their waists, that is OK. If students chooses not to wear a jacket (even if they brought one) that is their choice.

When cold temperatures are involved, the "feels like" temperature of zero (0) will be used to decide whether recesses are to be in or outside. Students should not be doing cartwheels or handstands or any other tumbling outside. **If there is a health concern that prevents a child from going outside, please provide a doctor's prescription including the number of days the child is to remain inside.**

### **QUESTIONS? CONCERNS? CONFLICTS? COMMENTS?**

Whenever you have a question, concern, conflict or comments, please contact first the person closest to the situation. For example, if your child tells you his/her teacher reprimanded him/her, and you do not understand why or disagree with the consequence, contact the teacher first. If by contacting the person closest to the situation you are unable to answer your question or resolve your issue, then move to the next person in charge. Usually, by contacting the person closest to the situation, matters can be concluded by involving the fewest numbers of people. Generally, if you have not contacted the person closest to the situation, you will be asked to do so. The general school number is 663-9530. All staff have email addresses that can be accessed through the district website <http://www.manitowocpublicschools.org>

### **REPORTING TO PARENTS**

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

### **REQUEST TO LEAVE SCHOOL EARLY**

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. This note will permit the teacher to send the student to the office at the requested time. **The parent, or an appointed adult, must then sign the student out in the office before the child can leave the building.** When possible, medical and dental appointments should be made outside of school hours. When the student returns to school, they must sign in at the office.

### **SAFETY PATROLS**

Only those fifth and sixth grade pupils whose parents have returned the Patrol permission form are assigned to patrol duty. To be chosen for patrol duty is a privilege and a responsibility. We want children to regard it that way.

If for any reason the student fails to responsibly carry out the duties of a school patrol, that student will lose his eligibility for further patrol duty.

**Safety Patrols are assigned as follows:**

14th and Manila,  
15th and Manila,  
15th and Division  
Center front of school.

**Patrol Guidelines are as follows:**

1. The position of student patrol will be offered to all students in fifth and sixth grades in September.
2. Students may be removed from patrol -
  - A. for repeated failure to appear on patrol at assigned times (excluding excused absences)
  - B. (while on patrol) for repeated failure to conduct themselves in the manner discussed at the initial patrol meeting.
  - C. when the absence from the regular classroom interferes with the child's learning.
3. Safety Patrol will utilize a "3 Strike" policy. If they have three of the above offenses they can be removed from safety patrol permanently. Any student that is removed from patrol will be reinstated as a patrol by mutual agreement of the homeroom teacher and the director of patrols.

**SCHOOL CLOSING**

At times of inclement weather, tune in to the following to get further details on school closings or delays: Radio Stations -- WOMT-WQTC (1240AM - 102FM), WCUB-WLTU (980AM - 92.1FM), WLKN (98.1FM), WIXX (101.1FM) and WTRW (1590AM) – Television Stations – Channels 2, 5, 11, and 26. You will also receive a phone call from the MPSD automated calling system. **\*\*Please make sure you have provided the school with your current phone number to receive these calls. If your number has changed please call the office at 663-9530\*\***

**SCHOOL PHONE**

Children may use the school phones with a staff member's permission.

**STUDENT DIRECTORY DATA**

Any parent/guardian who objects to the routine release or use of his or her child's name and/or photograph in school publications, award and sports publicity, honor rolls and other material available to the public should notify the principal in writing by the end of September.

**STUDENT DRESS**

Clothes that students wear to school should be neat, clean, and maintain an appearance that does not distract from the learning environment. Clothing displaying inappropriate language, pictures, and promotions of alcohol or tobacco use are prohibited as well as clothing that is revealing, distracting, or unsafe (i.e. shorts on a cold day.) Hats and other items worn on the head such as bandanas are not allowed in the school building. Skirts must be of reasonable length (at least fingertip length when arms are at sides) and tops must cover the midriff. Students attending school inappropriately dressed will call home to obtain other clothes or be given other clothes to wear from school. Remember to have tennis shoes for your children on days they have physical education classes. Trends come and go; additions may be made to this

list at the discretion of the Jefferson Principal. Jefferson Staff Members are at liberty to make decisions about the appropriateness of student clothing and appearance.

### **STUDENT IMMUNIZATIONS**

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

### **STUDENT INSURANCE**

Please read carefully the insurance brochure that is sent home with each child at the beginning of the year. It contains important information regarding coverage should your child become injured at school. **Eyeglasses are not insured by the school district or by the insurance company.**

### **STUDENT PICK-UP AND DROP-OFF**

All students enter and exit the building by the doors on the east, west and south sides of the building. Convenient curbside drop-off and pick-up can be done along the east side of 14th Street and on Manila Street. There is no need for students to have to walk all the way around the building when they can be dropped off or picked up at the spots nearest the playground or where they exit.

Arrival time:

8:10 All students need to be at school on the back playground - first bell rings

8:15 School begins students should be in their classrooms

Please be prompt when picking students up at the end of the school day. We do not permit students to stay on school grounds after school unless they are participating in a school-sponsored activity. Students are dismissed at 3:10 P.M.

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

If you need to talk to your child(ren)'s teacher after school please meet your child on the playground and then stop in the classroom.

No traffic should be in the drive-through section of the parking lot before or after school. This area needs to remain unobstructed for the few buses we have servicing our students. The front drive will be blocked off before and after school. Please make arrangements to pick your child(ren) up at another location. Children may not leave school during the school day without an adult signing them out of the office. No one is permitted to enter the playground to speak to or to pick up a child during the school day. During the school day children must be picked up in the office only. All visitors must come directly to the office and register.

### **TEXTBOOK AND LIBRARY BOOK CARE**

Textbooks and library books are supplied for students. Because these books are used year after year, we ask for your assistance to help us keep them looking fresh and clean. Do not mark in

them. Keep them safe and dry from bad weather and keep them away from pets and other harmful elements. Fines will be charged for damaged or lost materials. If a currently used book is lost and cannot be found, the full replacement cost will be charged. Fines for damaged materials will depend on the nature of the damage. Failure to pay for damaged or lost materials may result in reduced check-out privileges.

Each student, as a part of their educational experience, will have the opportunity to check out library materials. It is the district expectation that all items will be returned by the due date. If a student has misplaced, lost, or damaged the material, the cost will be determined by library personnel. It is the district expectation that library fines will be paid in a timely manner.

## **TIME SCHEDULE**

8:10 A.M. Students should be at school - first bell rings

8:15 A.M. School begins students should be in their classrooms

Lunch Schedule:

11:30 to 12:10 grade 1

11:40 to 12:20 grade 5

11:45 to 12:25 grade 2

11:55 to 12:35 grade 4

12:00 to 12:40 grade 3

12:10 to 12:50 grade 6

3:10 P.M. School dismisses

Additional information will be sent about our after school programming in the first month of school.

Children should not arrive at school before 7:45 A.M. They are not to enter the building before the bell rings unless inclement weather exists or unless previous arrangements have been made with a teacher or the principal. **Children using the playground before 7:45 A.M. do so at their own risk. Adult supervision is not guaranteed before that time.**

## **TOBACCO**

All Manitowoc Public School District buildings are designated as tobacco free. Use or possession of tobacco in any form in or around the school building, on the school bus, or during any school-sponsored activity is prohibited for everyone.

## **TRUANCY PROCEDURES**

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

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

Wisconsin Act 239 defines "habitual truant" as: "A student who is absent from school without an acceptable excuse for part of all of 5 or more days on which school shield during a school semester." When a child first becomes a habitual truant according to this definition, notice

must be sent to the parent or guardian by registered or certified mail.” A truancy meeting will be held with the principal, parent and child.

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

## **TWO-WAY COMMUNICATION DEVICES**

**Students are allowed to have cell phones at school but they must be OFF from the moment they step on the school grounds until they are off school grounds. We do not want to see or hear cell phones at school.** However, use of such a device may be permitted under the direction of the building principal/designee for medical, school, educational, vocational, or other legitimate use.

## **VISITORS, VOLUNTEERS AND GUESTS TO THE SCHOOL**

All Manitowoc Public Schools are open to parents, school patrons, and the general public. Visitors are welcome to observe the instructional program in operation with prior notice to the teacher and school office.

Parents are always welcome to volunteer at Jefferson School. Classroom and library volunteers are always needed. If parents wish to help in the school, call or come to the school and make arrangements according to the school's needs and your schedule. If you could help in preparation of materials, reading with students, or if you have a hobby or skill to share, inform the school accordingly. **Parent volunteers in the classroom and on field trips will need to have a background check completed prior to volunteering or a field trip. These forms can be filled out in the office.**

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

## **STUDENT GUEST VISITORS**

Occasionally students may wish to have a guest child attend school for the day. This may be permissible, provided the following procedures are followed:

- a) the homeroom teacher approves the visit at least one school day in advance,
- b) a letter of request from the student's parent is on file with the principal at least one school day in advance AND the principal approves,
- c) the letter of request also has a letter attached from the visitor's parent/guardian granting permission to visit,
- d) the visit is limited to one school day,
- e) the visiting child behaves appropriately. If the visiting child misbehaves, he/she will need to be picked up promptly by either his/her parent/guardian or by the parent/guardian of the Jefferson student.

Jefferson students may have guest visitors a maximum of three school days (no consecutive day, and not within the same school week) per year. The principal may verify that the visitor is excused absent from his/her school. If the student is not excused, he/she will not be permitted to stay at Jefferson.