

2026-27

MPSD BASICS

Essential Information for Students and Families

**INSPIRING
EDUCATION.**

**EMPOWERING
COMMUNITY.**

**UNLEASHING
POTENTIAL.**



Anchored in Tradition. United as Ships.

Manitowoc Public School District

SUPERINTENDENT MESSAGE



Dear MPSD Families,

Welcome to the start of another exciting school year!

There is something special about this time of year. Our buildings come alive with energy and anticipation as students reconnect with friends, teachers prepare engaging learning experiences, and our staff eagerly await the opportunity to welcome every child through our doors. It is a fresh beginning filled with possibility, and we could not be more excited to have you with us for the journey ahead.

At Manitowoc Public School District, we believe every student deserves an exceptional educational experience that prepares them for success in school and in life. This year marks the beginning of an exciting new chapter. We are committed to helping every student learn, grow, and thrive in safe, supportive, and engaging learning environments.

Throughout the coming year, you will see us continue investing in high quality teaching and learning, strengthening school culture, expanding opportunities for students, and building meaningful partnerships with our families and community. We are proud of the incredible work happening across our district and are committed to communicating openly, celebrating our successes, and continuously improving the educational experience for every student.

Our district has a rich tradition, and we are excited about the future we are building together. As we continue implementing our Strategic Vision, we remain anchored in tradition and united as Ships, building on the strengths of our past while creating new opportunities for the students we serve.

Thank you for the trust you place in us each day. Your partnership is one of the greatest strengths of our district, and we are grateful for the opportunity to work alongside you in supporting every child.

On behalf of our Board of Education, administrators, teachers, and staff, thank you for choosing Manitowoc Public School District. We look forward to a school year filled with learning, growth, achievement, and celebration.

Welcome back, and Go Ships!

Lee Thennes, Superintendent
Manitowoc Public School District
920-686-4781
thennesl@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

Annual Updates & Reminders for 2026-27 School Year



Cell Phone Policy Reminder

At the start of the 2025-2026 school year, a new cell phone policy went into effect. All wireless communication devices, including cell phones, smartglasses, and smartwatches, will be banned from classrooms during instructional time. This policy is designed to minimize distractions and foster a more focused, engaging learning environment that supports students' academic growth. Please click [here](#) to review the full policy 5136-Wireless Communication Devices in Schools.



IMPORTANT

Annual Update Requirement

Help keep your child safe—complete the 2026–27 Annual Update in the Infinite Campus Parent Portal by August 31, 2026.

Update key info like address, phone numbers, health conditions, emergency contacts, and field trip release.

Update Required

The update is required for participation in field trips and extracurriculars (K–12). If you do not fill out the update your child will not be allowed to participate in any field trips/extracurriculars.

Need access to the Parent Portal? Email registration@mpsd.school.

Changing your address? Submit proof of residency (e.g., utility bill or lease) to the same email. **Please see page 11 for more information**

Important 2026-27 Calendar Dates & Schedule Changes

Key Calendar Dates

- Sept. 2 First Day for K-12 (Full Day)
- Sept. 8 First Day for 4K
- Nov. 25-27 Fall Break
- Dec. 23-31 Winter Break
- March 22-26 Spring Break
- June 3 Last Day of School (1/2 day)

Wednesday Early Release

Wilson Intermediate at 1:35 p.m.
Washington Middle School at 2:15 p.m.
Lincoln High School at 2:40 p.m.
Lakeshore School of Innovation
(MPSD Alternative) at 2:00 p.m.



Please review the updated calendar on page 21 or [scan the QR Code](#)



Bus Transportation Updates & Reminders

All K-12 students will ride on the same bus. Those buses will either come into Stangel Elementary on the north side or Washington Middle School on the south side. Buses will then shuttle students to their designated school building.

In the afternoon, students in grades K-4 will be transported home first, departing at 3:10 p.m., followed by grades 5-12, departing at 4:00 p.m. The K-4 students and the 5-12 grade students will be transported separately. Wilson and Washington will shuttle students to Lincoln, which will act as our hub.

A shuttle service will be available for students participating in after-school activities and sports.

Transportation services for our students relating to inclement weather days, early release schedules, or half-day academic calendar days will use the same framework currently in place to ensure consistency and a seamless experience for students, families, and school personnel alike.

Brandt Buses remains committed to providing safe, reliable, and efficient transportation services throughout the district and looks forward to supporting another successful academic 2026-2027 school year. Please contact Brandt Buses with any questions at (920) 682-8823.

4K & General District Information

K-4 ELEMENTARY TRANSITION DAY

Transition Day: Tuesday, September 1st

Time: 8:45 am - 11:45 am (Lunch will be provided at 10:45 am)

Where: All Elementary schools



4K INFORMATION

The MPSD offers both full-day and half-day 4K opportunities. Our full-day program is offered through our partnership with the YMCA, all located within the Riverview Early Learning building. Children attend half the day with an MPSD 4K teacher and spend the other half in 4K-Y Enrichment just down the hall, creating a seamless full-day experience from 8:00 AM – 3:15 PM. Lunch is provided for full-day 4K students. 4K is offered to children who will be age 4 on or before September 1st. Our 4K teachers are licensed by the state Department of Public Instruction to teach typically developing students, children with delays, and those with advanced skills and abilities. You can register your child for 4K online at <https://www.manitowocpublicschools.org/>. Proof of residency and your child's birth certificate are required for registration. Call (920) 686-4777 for registration inquiries.

Start and end times for 4K are below:

LOCATION	A.M. SESSION	P.M. SESSION	FULL DAY
Riverview 4k Hours	8 a.m. - 11 a.m.	12:15 p.m. - 3:15 p.m.	8 a.m. - 3:15 p.m.



MPSD BUILDING PHONE NUMBERS

Location	Administrator	Office Phone #
Administration Building	General Information	(920) 686-4777
Administration Building	Lee Thennes, Superintendent	(920) 686-4783
Lincoln High School	Micah Hoffman, Principal	(920) 663-9600
Washington Middle School	Lainey Longmeyer, Principal	(920) 663-9570
Wilson Intermediate School	Anna Beatty, Principal	(920) 663-9580
Franklin Elementary School	Stephaie Korte, Principal	(920) 663-9510
Jefferson Elementary School	Lisa Delsman, Principal	(920) 663-9530
Monroe Elementary School	Angela Parduhn, Principal	(920) 663-9550
Riverview Early Learning Center	Jennifer Callen, Principal	(920) 663-9500
Stangel Elementary School	Jill DeRosier, Principal	(920) 663-9560
Lakeshore School of Innovation	Stephanie Boncher, Principal	(920) 686-4700

MPSD SCHOOL LOCATIONS & TIMES

Riverview Early Learning Center

4400 Michigan Avenue

8:00 a.m. - 11:00 a.m.

12:15 p.m. - 3:15 p.m.

Franklin Elementary

800 S. 35th Street

7:45 a.m. – 3:00 p.m. (M, T, TH, F)

7:45 a.m. - 1:15 p.m. (W)

Jefferson Elementary

1415 Division Street

7:45 a.m. – 3:00 p.m. (M, T, TH, F)

7:45 a.m. - 1:15 p.m. (W)

Monroe Elementary

2502 S. 14th Street

7:45 a.m. - 3:00 p.m. (M, T, TH, F)

7:45 a.m. - 1:15 p.m. (W)

Stangel Elementary School

1002 E. Cedar Avenue

7:45 a.m. – 3:00 p.m. (M, T, TH, F)

7:45 a.m. - 1:15 p.m. (W)

Wilson Intermediate School

1200 N. 9th Street

7:55 a.m. – 3:20 p.m. (M, T, TH, F)

7:55 a.m. - 1:35 p.m. (W)

Washington Middle School

2101 Division Street

7:40 a.m. – 3:15 p.m. (M,T,TH,F)

7:40 a.m. - 2:15 p.m. (W)

Lincoln High School

1433 S. 8th Street

8:05 a.m. – 3:40 p.m. (M, T, TH, F)

8:05 a.m. - 2:40 p.m. (W)

Lakeshore School of Innovation

705 Viebahn Street

7:55 a.m. – 3:15 p.m.

Hello from Chartwells K12!

As the new school year gets underway, we want to help you get to know us better and offer some insights into the meals and programs we'll be serving up this year. Every day, our goal is to make sure that students leave the cafeteria happier and healthier than when they came in – here are just a few of the ways we make it happen!

Value of School Lunch

The value of school lunch is top of mind as families continue to experience inflation and growing food costs at home. In addition to giving kids the chance to try new foods and cut back on food waste, school lunch provides students with healthy, balanced, and safe meals



Power of Choice

With multiple daily options for entrees and sides, kids have the power to choose what they want to eat every day!



Take Back Your Time

Add up the time you spend planning meals, grocery shopping, prepping and packing lunches, and cleaning the lunch box. You can put more time back in your day by leaving meals to us.

Lots to Love about FREE School Meals



Food Kids Love to Eat

We're passionate about creating delicious, kid-approved food that nourishes bodies and minds and supports development at this critical time in students' lives. We've transformed your cafeterias into inviting spaces where students want to be, bringing a sense of happiness to each meal as they connect with friends and refuel for the day ahead. Whether a student is looking for on-trend dishes with exciting flavor profiles, the perfect pregame snack or a mood-boosting breakfast to tackle the day, they'll find it in our cafeteria, expertly crafted by a team of culinarians committed to serving up happy and healthy to every student, every day.

Menus & Nutrition Facts at Your Fingertips

Through Nutrislice, an innovative app, students, parents and faculty have access to school menus, including nutrition information, allergens and photos. Nutrislice can be downloaded for free from the App store (iOS) or Google Play (Android) and is available on desktop and mobile devices.

Need to contact Food Service?

Food Service Director - Amanda Estel- 920-686-4774; estela@mpsd.school

Food Service Assistant Director - Emily Krieger - 920-686-4772; kriegere@mpsd.school



Compare Costs

Families can spend less at the grocery store. Consider the cost of soaring grocery store prices, and think about what your child eats and enjoys. Then add in any cost for baggies, cutlery, icepacks and lunchboxes. Free school lunch is clearly the best value!



Less Waste

We all know kids can be picky. School lunch allows them to choose what they want to eat each day rather than throwing away any unwanted food packed in their lunch.



Better for Kids

Research shows that kids who eat school meals are more attentive in class, have better attendance, and may have fewer disciplinary problems.

Intermediate School Picture Day: August 19th

9:00 a.m. - 3:30 p.m.

Sports Athletic Meeting at 9 a.m. & 3 p.m.

Intermediate School Open House: August 27th

4:00 p.m. - 7:00 p.m.

Sports Athletic Meeting at 5 p.m.

Intermediate School Transition Day: September 1st

5th Graders will attend 8:00 a.m.-11:00 a.m.(w/lunch/recess at 10:20-11:00)

6th Graders will attend 12:00 p.m.-3:00 p.m. (w/lunch/recess from 12:20-1:00)

Hours: Doors Open: 7:40 a.m. **Start Time:** 7:55 a.m. **End Time:** 3:20 p.m. (1:35 p.m. Wednesdays Only) **Breakfast Entry:** 7:25 a.m.

Meal Service at the Intermediate School

Breakfast: Hot and cold breakfast will be served daily from 7:25-7:55 a.m. in the cafeteria. "Second Chance" breakfast will be available from 7:55-8:30 a.m. located in the Wilson main office. Only the cold breakfast option is available during "second chance" breakfast.

Lunch: Hot and cold lunch will be served daily in the cafeterias at both middle schools during the designated lunch periods dependent on grade level

5th Grade Schedule: Monday, Tuesday, Thursday, Friday

5 th Grade - House A		5 th Grade - House B		5 th Grade - House C	
Enter through Door F (Drop Off on 11 th St. by Circle Drive)		Enter through Door F (Drop Off on 11 th St. by Circle Drive)		Enter through Door F (Drop Off on 11 th St. by Circle Drive)	
7:55-8:25 Tier 3 Intervention		7:55-9:15 Core 1		7:55-9:15 Core 1	
8:28-9:48 Core 1		9:18-9:48 Tier 3 Intervention		9:18-10:38 Core 2	
9:51-11:11 Core 2		9:51-11:11 Core 2		10:41-11:11 Tier 3 Intervention	
11:11-11:46 Lunch / Recess		11:11-11:46 Lunch / Recess		11:11-11:46 Lunch / Recess	
11:49-1:09 Core 3		11:49-1:09 Core 3		11:49-1:09 Core 3	
1:12-1:57 Electives	1:12-2:32 Core 4	1:12-1:57 Electives	1:12-2:32 Core 4	1:12-1:57 Electives	1:12-2:32 Core 4
2:00-3:20 Core 4	2:35-3:20 Electives	2:00-3:20 Core 4	2:35-3:20 Electives	2:00-3:20 Core 4	2:35-3:20 Electives

6th Grade Schedule: Monday, Tuesday, Thursday, Friday

6th Grade - House A		6th Grade - House B		6th Grade - House C	
Enter through Door H (Bowl Entrance)		Enter through Door H (Bowl Entrance)		Enter through Door H (Bowl Entrance)	
7:55-9:15 Core 1	7:55-8:40 Electives	7:55-9:15 Core 1	7:55-8:40 Electives	7:55-9:15 Core 1	7:55-8:40 Electives
9:18-10:03 Electives	8:43-10:03 Core 1	9:18-10:03 Electives	8:43-10:03 Core 1	9:18-10:03 Electives	8:43-10:03 Core 1
10:06-10:36 Tier 3 Intervention		10:06-11:26 Core 2		10:06-11:26 Core 2	
10:39-11:59 Core 2		11:29-11:59 Tier 3 Intervention		11:29-11:59 Core 3	
11:59-12:34 Lunch / Recess		11:59-12:34 Lunch / Recess		11:59-12:34 Lunch / Recess	
12:37-1:57 Core 3		12:37-1:57 Core 3		12:37-1:27 Core 3 Continued 1:30-2:00 Tier 3 Intervention	
2:00-3:20 Core 4		2:00-3:20 Core 4		2:00-3:20 Core 4	

5th & 6th Grade Schedule: Wednesday Early Release

5th Grade		6th Grade	
Enter through Door F (Drop Off on 11 th St. by Circle Drive)		Enter through Door H (Bowl Entrance)	
7:55-8:45 Core 1		7:55-8:45 Core 1	7:55-8:45 Electives
8:48-9:38 Core 2		8:48-9:38 Electives	8:48-9:38 Core 1
9:41-10:31 Core 3		9:41-10:31 Core 2	
10:31-11:11 Lunch / Recess		10:34-11:24 Core 3	
11:13-12:03 Electives	11:13-12:03 Core 4	11:24-12:04 Lunch / Recess	
12:06-12:56 Core 4	12:06-12:56 Electives	12:06-12:56 Core 4	
12:59-1:35 Advisory		12:59-1:35 Advisory	

Middle School Picture Day & Schedule Pickup: August 19th

9:00 a.m. - 3:00 p.m.

Sports Athletic Meeting at 3 pm

Middle School Open House: August 27th

4:00 p.m. - 7:00 p.m.

Sports Athletic Meeting at 5 pm

Middle School Transition Day: Tuesday, September 1st

7th Graders will attend 8:00 am - 11:00 am (with brunch/recess at 10:20 am-11:00 am)

8th Graders will attend 12:00 pm - 3:00 pm (with lunch/recess from 12:20 pm - 1:00 pm)

Hours: Doors Open: 7:25 a.m. **Start Time:** 7:40 a.m. **End Time:** 3:15 p.m. (2:15 p.m. Wednesdays only)

M, T, TH, F		Wednesday Early Release
Period 1	7:40 am - 8:29 am	7:40 am - 8:24 am
Period 2	8:33 am - 9:22 am	8:28 am - 9:12 am
Period 3	9:26 am - 10:15 am	9:16 am - 10:00 am
Period 4	10:19 am - 11:08 am	10:04 am - 10:48 am
Lunch Intervention Recess	<u>Red Group:</u> Intervention: 11:12 am - 11:52 am A : Lunch 11:56 am - 12:16 pm Recess 12:16 pm - 12:36 pm B: Recess 11:56 am - 12:16 pm Lunch 12:16 pm - 12:36 pm <u>White Group:</u> A: Lunch 11:12 am - 11:32 am Recess 11:32 am - 11:52 am B Recess 11:12 am - 11:32 am Lunch 11:32 am - 11:52 am Intervention 11:56 am - 12:36 pm	<u>Red Group:</u> Homeroom: 10:39 am - 11:19 am A : Lunch 11:23 am - 11:43 am Recess 11:43 am - 12:03 pm B: Recess 11:23 am - 11:43 am Lunch 11:43 am - 12:03 pm <u>White Group:</u> A: Lunch 10:39 am - 10:59 am Recess 10:59 am - 11:19 am B Recess 10:39 am - 10:59 am Lunch 10:59 am - 11:19 am Homeroom: 11:23 am - 12:03 pm
Period 5	12:40 pm - 1:29 pm	11:55 am - 12:39 pm
Period 6	1:33 pm - 2:22 pm	12:43 pm - 1:27 pm
Period 7	2:26 pm - 3:15 pm	1:31 pm - 2:15 pm
Dismissal Time for all Middle School Students is 3:15 p.m. and 2:15 p.m. on Wednesdays		

Meal Service at the Middle School

Breakfast: Hot and cold breakfast will be served daily from 7:00-7:35 a.m. in the cafeteria. "Grab & Go" breakfast will be served daily from 7:25-7:35 a.m. located in the hallway by the Main Office. Only the cold breakfast option is available during "second chance" breakfast.

Lunch: Hot and cold lunch will be served daily in the cafeterias at both middle schools during the desingate lunch periods dependent on grade level

High School Transition Day: Tuesday, September 1st

For 9th Graders & New Students to Lincoln

Time: 8 am - 12:30 pm (Lunch will be provided at 11:30 am)

Enter through main JFK doors

Hours: Doors Open: 7:40 a.m. **Start Time:** 8:05 a.m. **End Time:** 3:40 p.m. **Wednesday Early Release:** 2:40 p.m.

Monday		Tuesday		Wednesday		Thursday		Friday	
1st	8:05 - 9:32	5th	8:05 - 9:32	1st	8:05 - 9:32	5th	8:05 - 9:32	1st	8:05 - 8:48
Breakfast	9:32 - 9:42	Breakfast	9:32 - 9:42	Breakfast	9:32 - 9:42	Breakfast	9:32 - 9:42	2nd	8:53 - 9:36
2nd	9:42 - 11:09	6th	9:42 - 11:09	2nd	9:42 - 11:09	6th	9:42 - 11:09	3rd	9:41 - 10:24
A Lunch	11:09 - 11:39	A Lunch	11:14 - 11:44	A Lunch	11:09 - 11:39	A Lunch	11:14 - 11:44	4th	10:29 - 11:12
A 3rd	11:39 - 1:08	A FLEX	11:49 - 12:36	A 3rd	11:39 - 1:08	A FLEX	11:49 - 12:36	5th A Lunch	11:12 - 11:42
B 3rd	11:14 - 12:43	B FLEX	11:14 - 12:01	B 3rd	11:14 - 12:43	B FLEX	11:14 - 12:01	5th A Class	11:47 - 12:31
B Lunch	12:43 - 1:08	B Lunch	12:06 - 12:36	B Lunch	12:43 - 1:08	B Lunch	12:06 - 12:36	5th B Class	11:17 - 12:01
4th	1:13 - 2:40	7th	12:41 - 2:08	4th	1:13 - 2:40	7th	12:41 - 2:08	5th B Lunch	12:01 - 12:31
FLEX	2:45 - 3:40	8th	2:13 - 3:40			8th	2:13 - 3:40	FLEX	12:36 - 1:16
Mon/Wed/Fri: A Lunch: Students who have 3 rd Period (5 th on Fri) on the 1 st Floor/JFK/Tech B Lunch: Students who have 3 rd Period (5 th on Fri) on the 2 nd or 3 rd Floor								6th	1:21 - 2:04
Tue/Thu A Lunch: Grades 10, 11, & 12 B Lunch: Grades 9								7th	2:09 - 2:52
								8th	2:57-3:40

Meal Service at Lincoln High School

Breakfast: *Breakfast* will be served from 7:40-8:05 a.m. daily. Hot and cold breakfast options will be available in the cafeteria.

Second Chance Breakfast: Will be available to students during passing time following the first period each day. Food Service Kiosks will be stationed throughout the building for easy access to the *Second Chance Breakfast*.

Lunch: See Bell Schedule

LEARN BY DOING. LEAD BY DESIGN

Important Dates:

Open House: August 26th 2:00 PM - 5:00 PM Meet teachers, tour building, & pick up schedules

Picture Day: October 13th Dress code applies; order forms will be sent home prior to picture day

Picture Retake Day: November 12th For absent students or picture retakes

General School Hours:

- **Doors Open:** 7:30 AM
- **Breakfast:** 7:30 AM - 7:50 AM
- **School Day:** 7:55 AM - 3:15 PM

MPSD Lakeshore School of Innovation Schedule - M, T, W, TH & F

Time	Block/Focus	Description
7:30 AM - 7:50 AM	Breakfast & Arrival	Doors Open; Breakfast available in cafeteria
7:55 AM - 8:30 AM	Mod 1: Wellness Focus	Morning Check-in & Community Building
8:30 AM - 9:00 AM	Focus Learning	Targeted Skill Building & Individual Focus
9:00 AM - 9:50 AM	Seminar A	Core Academic Seminar
9:55 AM - 10:45 AM	Mod 2: Seminar B	Core Academic Seminar
10:45 AM - 11:45 AM	Mod 3: PBL Focus	Project-Based Learning Hands-on Workshop
11:45 AM - 12:15PM	Lunch	Lunch & Mid-Day Break
12:30 PM - 1:00 PM	Literacy Lab	Ignite the Mind Reading & Literacy Focus
1:00 PM - 1:45 PM	Seminar C	Core Academic Seminar
1:45 PM - 3:00 PM	Mod 4: PBL Focus	Project-Base Learning Practical Application
3:00 PM - 3:15 PM	Structured Support	End-of-Day Reflection & Targeted Teacher Assistance

Schedule Note: Lakeshore School of Innovation does not have early release on Wednesdays

Competency-Based Education: Mastering the New Basics

Following Principle 5 (Measure What Matters), LSI utilizes Competency-Based Education (CBE). Students progress by demonstrating mastery of skills rather than merely putting in seat time. Every student is evaluated on a holistic profile:

- **Critical Thinking:** Analyzing complex problems and synthesizing information.
- **Collaboration & Teamwork:** Working efficiently and effectively in diverse teams.
- **Tech-Fluency & Coding:** Utilizing modern tools and technology to design solutions.
- **Real-World Problem Solving:** Applying foundational knowledge to unstructured, real-world scenarios.
- **Adaptability & Resilience:** Navigating change, pivoting strategies, and learning from failure.

GETTING READY... MAKE IT A GREAT YEAR



UPDATING FAMILY INFORMATION - REQUIRED

Help us keep your child safe by completing the annual update for the 2026-27 school year through the Infinite Campus Parent Portal. We need to have up-to-date information about your child, including the following information: address, phone numbers, medications, health conditions, emergency contacts, and field trip release.

Parents/guardians must complete the annual update before their child may participate in field trips or any K-12 extracurricular activities. The annual update will be open from July 15, 2026 through August 31, 2026.

Don't have an Infinite Campus Parent Portal login? Please email registration@mpsd.school to request an activation key.

The annual update can be found on the Infinite Campus Portal:

- Click MORE from the left hand navigation
- Click MPSD Online Registration
- Click Annual Update

Change of Address: Proof of residency is **required** for any change of address. Proof of residency examples: a utility bill or a lease agreement issued within the last 30 days. Documentation must be provided before the address will be updated in Infinite Campus. Proof of residency can be submitted to registration@mpsd.school

4K-12 REGISTRATION

A parent/legal guardian must register their child online. Please visit the [Manitowoc Public School District](https://www.manitowocpublicschool.org/) website. **You will need your child's birth certificate and proof of residency when registering your child.** Once the application is submitted, be sure to check your email to see the status of your application.

Need Assistance? Email registration@mpsd.school or call (920) 686-4777 to schedule an appointment. All appointments are held at the MPSD Administration Office at 2902 Lindbergh Drive, Manitowoc. Office hours are Monday - Friday, 7:30 am - 4:00 pm.



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 ([brandtbuses.com](https://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
- Students who are homeless
- Some students in out-of-home placements, such as foster care

BUS PASS STUDENTS are defined as students living in their attendance area and residing less than 2 miles from their home school. Families can purchase a Bus Pass and receive transportation if they come to an existing stop. Please call Brandt Buses for more information: 920-682-8823

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 the MPSD Transportation Coordinator at (920) 686-4795.

PUBLIC ACCESS TO YOUR CHILD'S PHOTO & INFORMATION

The Manitowoc Public School District designates certain information as Student Directory Information in accordance with Board Policy 8330. Unless a parent or eligible student submits an annual Student Directory Information Opt-Out Request, this information may be released as permitted by law.

4K - 5 STUDENTS:

- Student name
- School & grade level
- Awards and recognitions received
- Participation officially recognized activities and sports
- Photograph
- Dates of Attendance

MIDDLE & HIGH SCHOOL STUDENTS:

- Student name
- School & grade level
- Diplomas and awards received
- Participation in officially recognized activities and sports
- Height and weight (if a member of an athletic team)
- Photograph
- Dates of attendance
- Major field of study
- Graduation date

STUDENTS OF ALL AGES: Parents and eligible students may annually request that the District not release designated Student Directory Information. Requests must be submitted annually by the third Friday in September, or within 14 days if the student enrolls after the school year begins.

New for 2026-2027: Student Directory Information Opt-Out Requests are now submitted through the **District's Student Directory Information & Privacy webpage**. The webpage explains what Student Directory Information includes, how it is used, and how to submit an annual opt-out request.

Visit: www.mpsd.school/studentprivacy

MIDDLE & HIGH SCHOOL: Under the federal Every Student Succeeds Act (ESSA), the District is required to provide the names, addresses, and telephone numbers of secondary students to military recruiters and institutions of higher education upon request. Parents and eligible students may submit a separate annual Military Recruiter & Higher Education Information Opt-Out Request through the Student Directory Information & Privacy webpage.

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 those 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 Families in Transition Liaison at (920) 686-4743.

DRUG-FREE SCHOOLS

Students and employees have the right to attend school and work in an environment free from the non-medical 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:

- 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
- 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%).

OPEN ENROLLMENT

Wisconsin's Public School Choice Program allows students in grades 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.

TWO WAYS TO APPLY

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 weekday in April. Online applications are recommended. Parents may apply at 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.-4:00 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.

HEALTH SCREENINGS

PHYSICAL EXAMINATION

It is recommended that all children entering school for the first time have a well-child exam by their medical provider and continue on a yearly basis. Regular vision and dental exams are highly recommended as well.

VISION SCREENING

The ability to see properly affects learning. Students in the following grades are screened annually for vision abnormalities: EC, 4K, KG, 2, 4, 6 and 8. 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

Noble Community Clinics provides dental services during your child's school day. Interested families complete an annual consent and health history. They provide an examination, cleaning, X-rays, sealants, fillings and much more. Any child who is NOT currently established with a dentist is able to be seen. All children are accepted and claims are sent to insurance companies or sliding scale fees are applied. The clinic will visit every school in the district based on interest level.

IMMUNIZATIONS

WI State Law requires the following immunizations. Immunizations may be waived for medical, personal conviction, or religious reasons. However, if there is an outbreak of vaccine preventable disease, students with waivers may be excluded from school until the outbreak subsides.

Age	Number of doses						
Pre-K	4 Dtap		3 Polio	3 Hep B	1 MMR	1 Varicella	
Grade K- 5	4 Dtap		4 Polio	3 Hep B	2 MMR	2 Varicella	
Grade 7-11	4 Dtap	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Varicella	1 MenACWY
Grade 12	4 Dtap	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Varicella	2 MenACWY

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

COMMUNICABLE DISEASES

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

INJURY & ILLNESS

All injuries and illnesses must be reported to a staff member. If minor, the student will be treated and may return to class. If care is required, the health office will follow the school's injury and illness guidelines. The nursing or office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

SCHOOL NURSING SERVICES

School nurses are Registered Nurses who bridge health care and the educational system to ensure that each child is at their best for optimal learning. MPSD RNs provide shared coverage for all schools and off-site programs. RN responsibilities include:

1. Assessing students needs to identify who may need nursing services during the school day.
2. Work collaboratively with parents/guardians and their student's medical providers.
3. Create individualized health plans/emergency action plans for students with chronic health needs requiring medication and/or treatments at school.
4. Annual review of student health needs as disclosed by family.
5. Ensure safe medication administration and treatments according to medical orders.
6. Member of the IEP/504 team to provide information and interventions when a student's health needs affect their education.
7. Staff training on individual student needs, general medical emergencies, CPR/ AED and first aid.
8. Case management of students with health needs.
9. Communicable disease monitoring.
10. Refer to community resources as needed.

MEDICATION

It is best to give your student medication at home. However, there are times a student may need to be given medication or have a medical procedure performed during school hours.

- MPSD Medication Consent form must be completed by a parent for any prescription and over the counter medication to be given at school.
 - A medical provider must sign an authorization for prescription medications.
 - Students who need medical procedures at school also need a completed MPSD Procedure form.
 - It is the parent/guardian's responsibility to transport medication to/from school.
 - Medications must be in the original container.
 - The school nurse has the right to refuse medications or to stop providing medication if the policies are not followed.
- Consent forms and additional information can be found on the MPSD website under Nursing Services

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

PAYMENT OF ALL SCHOOL FEES

- **4K Student Fee: \$5**
- **Elementary Student Fee Grades K-5: \$25**
- **Middle School Student Fees Grades 6-8: \$40**
- **Washington Yearbook: (Optional Purchase)***
- **Wilson Yearbook: (Optional Purchase)***
- **Lincoln High School Student Fees Grades 9-12: \$50**
- **LHS Yearbook Purchase: (Optional Purchase)***
- **Athletic Participation Fee: \$50**
(If student participates in athletic activities)

*More information will be provided in your school newsletter

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

DISTRICT-WIDE FINES

- **Missing/Damaged Chromebook: \$150**
- **Missing Chromebook Charger: \$15**
- **Chromebook Screen Repair: \$25**

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 & Student Portal Tab) or this [link](#). 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 MPSD.

INSTRUMENT RENTALS

Students who are enrolled in a Band or Orchestra class are responsible for purchasing instrument-specific supplies. Percussionists purchase their own sticks, stick bag, and mallets. Wind and string players purchase their own reeds, replacement strings, valve oil, and other supplies as needed. Students either provide their own instrument or pay to rent an instrument from a music store. Instrument rentals are available through the MPSD for families who demonstrate a financial need.

A \$50 rental fee will be assigned in Infinite Campus to students who are assigned an MPSD-owned instrument and accessories for their use at home. This rental fee will cover normal wear of the assigned instrument. Families will be required to pay additional fees for repair or replacement of the assigned instrument and/or accessories caused by intentional damage, damage beyond repair, loss, or failure to return the instrument at the end of the current school year or if the family leaves the MPSD. *Please note: Families who qualify to have student fees waived are eligible to have this rental fee waived.*

SCHOOL PERFORMANCE REPORT CARD

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, manitowocpublicschools.org, or can be found on the DPI website at 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.

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.

Student Technology

Please take a moment to read over the Student User Agreement and the Student Acceptable Use Policy found by scanning this QR code



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

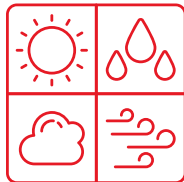
In the case of a weather-related two-hour late start:

- Morning EC/4K will not meet
- All students in 5K-age 21 report to school two hours later than usual
- Grab n’ Go breakfast will be available for all students on late start days
- 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.

WEATHER MAKE-UP DAY

The 2026-27 calendar has one built-in weather make-up day on May 7, 2027. If needed, the make-up day is an official school day. If not needed, it will be a day off.



SCHOOL CLOSING ANNOUNCEMENTS

manitowocpublicschools.org

- Channel 2 - WBAY TV
- Channel 5 - WFRV TV
- Channel 11 - WLUK TV
- Channel 26 - NBC TV
- WOMT - 1240 AM Radio
- WQTC - 102.3 FM Radio
- WCUB - 9.80 AM Radio
- WLTU - 92.1 FM Radio
- WLKN - Lake 98.1 FM Radio
- WIXX - 101.1 FM Radio
- WGBW - 1590 AM Radio



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 event of a 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.

FOR YOUR INFORMATION

ANNUAL NOTICES

manitowocpublicschools.org

FULL LIST OF POLICIES

<https://go.neola.com/mpsd-wi/policy>

QUICK LINKS TO POLICIES OF INTEREST

- [Bullying](#)
- [Personal Communication Devices](#)
- [Disorderly Conduct](#)
- [Student/Parent Rights](#)
- [Wireless Communication Devices in Schools](#)

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not unlawfully discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, or physical, mental, emotional, or learning disability (Protected Classes) in any of its student programs and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

1. Use of objective bases for admission to any school, class, program, or activity;
2. Prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
3. Use of disciplinary authority, including suspension and expulsion authority;
4. Administration of gifts, bequests, scholarships, and other aids, benefits, or services to students from private agencies, organizations, or persons;
5. Selection of instructional and library media materials in a non-discriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
6. Design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet student's individual needs;
7. Design and configuration of facilities;
8. Opportunity for participation in extra-curricular and co-curricular activities provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
9. The school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

The District will identify, evaluate, and provide a free, appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

The District's educational programs include the academic and non-academic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the nonacademic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

Notice of the Board's Policy 2260 on nondiscrimination and the identity of the District's Compliance Officer(s) (see below) are published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Yvette Marshall
Director of Student Services
2902 Lindbergh Dr.
Manitowoc, WI 54220
(920)686-4739
marshally@mpsd.school

STUDENT CODE OF CONDUCT

The goal of the MPSD Code of Conduct is to provide a framework for the process by which students learn to successfully interact with the members of our learning community and community at large. The Code of Conduct enables students and adults in our school community to understand our common expectations, reflect on our core values, and remain focused on learning. The goal is to get students to recognize that they are responsible for their own behavior, to make good choices, and realize the consequences of their actions, positive or negative. Members of the MPSD learning community (students, staff, parents/guardians, and community) are essential to creating and maintaining a positive learning environment knowing that:

- The school environment must be physically, socially, and emotionally safe for everyone
- The Code of Conduct is a framework to facilitate teaching and learning by establishing clear, consistent expectations and developmentally appropriate consequences
- Conflicts will be handled with respect for the rights of all involved
- Please reference the full Student Code of Conduct. Please use this [link](#)

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.

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 arrangements.

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 needs:

- Hearing, vision, or speech deficits
- Doing things slower or later than other children
- Serious physical or orthopedic impairments
- 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 impaired, visually impaired, and traumatic brain injury.

A student may be placed in one or more of these programs after an evaluation by a comprehensive 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 Yvette Marshall, Director of Student Services, at 920-686-4739.

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 regarding surveys, the collection of information for marketing purposes, and certain physical exams. 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 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 material 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 the 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.

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 Statutes 115.7915 Chapter PI 49. For more information about any of the special needs scholarship programs, please visit the Wisconsin Department of Public Instruction website at dpi.wi.gov/parental-education-options/special-needs-scholarship. If you have any questions, please contact the Special Education Coordinator at (920) 686-4739.

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 that 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 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.

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. The 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 Michael Schwarz, LEA Designated Person for the Manitowoc Public School District at (920) 686-4765.

NOTICE OF SURVEILLANCE AND ELECTRONIC MONITORING

The Manitowoc Public School District is authorized to use video surveillance and electronic monitoring throughout its facilities as part of its efforts to ensure a safe and secure environment for students and staff.

PARENTAL RIGHT TO REQUEST RECORDS

Our school district is committed to transparency, safety, and open communication with our families. In compliance with Wisconsin Act 57, we are providing this annual notice to inform parents and guardians of their rights under the Wisconsin Public Records Law.

Parents and guardians have the right to request and inspect public records maintained by the school district, which may include certain disciplinary records of school district employees, subject to the standard balancing tests required by state law. For more detailed information, please see [po8310](#).

TRANSLATION INFORMATION

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.

FREE & REDUCED SCHOOL MEALS PROGRAM

For the 2026-2027 School Year, families do not need to fill out the Free & Reduced Meals Application.

Families are required to complete the **Alternate Household Income Form in the Annual Update.**



Aug. 17, 20, 21	New Teacher Days
Aug. 18, 19, 24-27	Staff Development Days for Teachers
Aug. 28	No School for Students and Teaching Staff
Aug. 31	Staff Development Day for Teachers
Sept. 1	Transition Day for K-9 and any new Lincoln High School students to the district
Sept. 2	First Day for K-12 Students (Full Day)
Sept. 4	No School for Students and Staff
Sept. 7	Labor Day - No School for Students and Staff - School and Central Offices Closed
Sept. 8	First Day of School for 4K, TK, & EC
Sept. 16	No School for 4K, TK, & EC
Oct. 12	Staff Development Day - No School for Students
Oct. 21	No School for 4K, TK, & EC
Oct. 30	End of 1st Quarter - Full Day of School
Nov. 10	4K, TK, & EC School Conferences - No School for 4K, TK, & EC School Students
Nov. 11	No School for 4K, TK, & EC
Nov. 12	High School Conferences - No School for High School Students
Nov. 17	Middle School Conferences - No School for Middle School Students
Nov. 19	Elementary and Intermediate School Conferences - No School for Elementary or Intermediate School Students
Nov. 20	No School for Students and Staff
Nov. 25, 26 & 27	No School for Students and Teaching Staff - School and Central Offices Closed November 26th & 27th
Dec. 7	Staff Development Day - No School for Students
Dec. 16	No School for 4K, TK, & EC
Dec. 23-31	Winter Break - No School for Students and Staff
Dec. 24 & 25	School and Central Offices Closed
Dec. 31	School and Central Offices Closed
Jan. 1	No School for Students and Staff - School and Central Offices Closed
Jan. 13	No School for 4K, TK, & EC
Jan. 18	No School for Students and Staff
Jan. 22	End of 2nd Quarter/Semester - Full day of School
Jan. 25	Records Day; No School for Students; Full day for Staff
Jan. 26	Staff Development Day - No School for Students
Feb. 9	4K, TK, & EC School Conferences - No School for 4K, TK, & EC School Students
Feb. 10	No School for 4K, TK, & EC
Feb. 18	Elementary & Intermediate School Conferences - No School for Elementary & Intermediate School Students
Feb. 19	No School for Students and Staff
Mar. 9	Middle School Conferences - No School for Middle School Students
Mar. 10	No School for 4K, TK, & EC
Mar. 11	High School Conferences - No School for High School Students
Mar. 22-26	Spring Break - No School for Students and Staff - March 26th - School and Central Offices Closed
Apr. 2	End of 3rd Quarter - Full Day of School
Apr. 12	Staff Development Day - No School for Students
Apr. 21	No School for 4K, TK, & EC
May 7	Weather Make-up Day
May 12	No School for 4K, TK, & EC
May 31	Memorial Day - No School for Students and Staff - School and Central Offices Closed
June 3	Last Day of School - ½ day for Students (No 4K/TK); Full Day for Staff
June 4	Lincoln Graduation at 1:00 p.m.