



Manitowoc Public School District 2025-2026 Wilson/Washington Middle School



Introduction

This student handbook is your go-to guide for a successful school year, answering common questions for both you and your parents.

What You'll Find Inside

It summarizes **official policies** and **guidelines** from the MPSD Board of Education and the District. Consider it your key resource for understanding your **rights and responsibilities** as a student.

Important Information

- This handbook is **effective immediately** and replaces all previous versions or statements.
 - **You are responsible** for knowing its contents. Please read it thoroughly and keep it handy throughout the year.
 - It's a valuable reference to **avoid confusion** and **misunderstandings**.
-

Still Have Questions?

If something isn't covered, don't hesitate to **contact your principal**. You can also find detailed School Board Policies on the district website: manitowocpublicschools.org.

Translator Hotlines

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

Si usted necesita esta información traducida al Español, por favor llame al 663-9372.

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

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

Complete the Annual Infinite Campus Update

We ask the primary household parent/guardian to log into the Parent Portal for Infinite Campus to complete the annual update to ensure we have accurate information regarding addresses, phone numbers, emergency contacts, health conditions, medications and all necessary releases (field trip, media, emergency treatment).

Contact Information

MPSD Middle Schools	
Washington Middle School 2101 Division St. Manitowoc, WI 54220 Main Office: (920) 663-9570 School Fax: (920) 663-9571	Wilson Middle School 1200 N. 9th Street Manitowoc WI 54220 Main Office: (920) 663-9580 School Fax: (920) 663-9581
Office Staff Contact Information	
Principal: Lainey Longmeyer Phone: 920-663-9572 Email: longmeyerl@mpsd.school Associate Principal: Dana Bongle Phone: 920-663-9573 Email: bongled@mpsd.school Dean of Students: See ViXai Thao Phone: 920-663-9793 Email: thaos@mpsd.school Dean of Students: Thadd Cornell Phone: 920-663-9796 Email: cornellt@mpsd.school Principal Secretary: Paige Cobarrubias Phone: 920-663-9575 Email: cobarrubiasp@mpsd.school Attendance & Finance Secretary: Madde Gilmore Phone: 920-663-9576 Email: gilmorem@mpsd.school Counselor: Carrie O'Connor Phone: 920-663-9826 Email: oconnorc@mpsd.school Counselor: Melissa Heuvelman Phone: 920-663-9714 Email: heuvelmanm@mpsd.school School Resource Officer: Brett Stout-Rojas Phone: 920-663-9793	Principal: Anna Beatty Phone: 920-663-9582 Email: beattya@mpsd.school Associate Principal: Amanda Pakala Phone: 920-663-9585 Email: pakalaa@mpsd.school Dean of Students: Chris Callen Phone: 920-663-9256 Email: callenc@mpsd.school Principal Secretary: Jessica Primus Phone: 920-663-9583 Email: primusj@mpsd.school Attendance & Finance Secretary: Julie Coenen Phone: 920-663-9584 Email: coenenj@mpsd.school Counselor: Terri Augustine Phone: 920-663-9852 Email: augustinet@mpsd.school Counselor: Becca Williams Phone: 920-663-9877 Email: williamsr@mpsd.school School Resource Officer: Kayla Rocklewitz Phone: 920-663-9895 Email: rocklewitzk@mpsd.school
Attendance Hotlines	
Washington: (920)663-9570	Wilson: (920)663-9729



Middle School Expectations



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

District Behavior Expectations & Policies

To ensure a safe and productive learning environment for everyone, our school operates under clear behavioral expectations and policies.

Student Code of Conduct

The [MPSD Code of Conduct](#) is your primary guide for understanding expected behaviors and consequences. Within the Code of Conduct, you'll find:

- **Unacceptable Behaviors & 4 Levels of Response:** Clear definitions of behaviors that are not allowed and the corresponding disciplinary actions.

Key District Policies

The following District Policies are also integral to student conduct and are linked within the Code of Conduct for detailed review. You can also view the latest versions of all Board Policies directly on the district website.

- Alcohol & Drug Policy (#5530)
- Bullying Policy (#5517.01)
- Cell Phones Policy (#5136)
- Destruction or Misuse of Property Policy (#5600)
- Disorderly Conduct Policy (#5520)
- Discrimination/Harassment Policy (#5517)
- Hazing Policy (#5516)
- Internet Use Policy (#7540/7540.03)
- School Security Policy (#8410)
- Sexual Misconduct/Assault Policy (#2266)
- Weapons/Look-Alikes Policy (#5772)

Familiarizing yourself with these documents is crucial for a successful and positive school experience!

Internet Use Policy

To access the internet at school, **students and their parents/guardians must sign and return the MPSD Student Acceptable Use Agreement** to the main office. Details regarding **inappropriate internet use** and the **consequences** for violations are outlined in the Student Code of Conduct.

Cell Phones & Electronic Devices

We understand cell phones are important, but they can distract from learning. Effective at the beginning of the 2025-26 school year, all wireless communication devices, including cell phones, smartglasses and smartwatches, are banned from the classroom during instructional time. This policy aims to minimize distractions and foster a more engaging learning environment, allowing our students to focus on their education and achieve their full potential.

During the School Day

- **Keep them silenced and in your locker.**
- You may only use them in class if your teacher specifically allows it as a learning tool.
- This policy also applies to personal music devices, multimedia players, and wireless earbuds (like AirPods).

Emergency Calls

- If you need to make an **emergency call**, please do so from the school office.
- Parents: If you need to reach your child during the school day for an emergency, please call the **school office**. Our staff will relay the message.

Policy Violations & Consequences

Using a cell phone or electronic device when prohibited will result in the following actions:

- **1st Offense:** Staff will discuss the policy with you, and you'll put your device in your locker.
- **2nd Offense:** Device goes to the office. Parents will be called, and you can pick it up after school.
- **3rd Offense:** Device goes to the office. Parents will be called, and a parent must pick it up.
- **4th Offense:** Device goes to the office. Parents will be called, a parent must pick it up, and you'll need to turn your phone into the office daily at the start of school.

Special Circumstances

- If you have unique circumstances that require a policy modification, please **contact an administrator or school counselor** to discuss it before using your device in school.
- *Please note: This policy covers **when** you can use your device. Rules about **how** a cell phone is used (e. g., for bullying, cheating) are covered in the Student Code of Conduct.*

Lunch Policy

Our middle school campus is closed during the lunch hour, meaning students are required to stay at school. Students have two options for lunch:

- Enjoy a hot lunch provided by Chartwells School Dining Services.
- Bring a cold lunch from home.

Food Deliveries

For the safety and security of our students, food deliveries from outside restaurants or services (e.g., DoorDash, pizza delivery) are not permitted to the school.

Middle School Dress Code Policy

At our middle school, we believe that student dress plays an important role in fostering a positive and respectful learning environment. We expect students to dress appropriately for school and all school functions, including dances.

The primary responsibility for a student's appearance rests with the student and their parents or guardians. However, all student dress must meet the following guidelines:

General Guidelines

- **Safety and Health:** Clothing and accessories should not pose a risk to the health or safety of students or others.
- **No Disruptions:** Dress should not disrupt the learning process.
- **Appropriate Coverage:** Clothing must provide full coverage. Undergarments, including sports bras and bralettes, should not be visible. Excessive skin exposure is not permitted.
- **No Offensive Content:** Clothing and accessories may not display or promote negative messages. This includes, but is not limited to, images or text related to drugs, gangs, weapons, alcohol, or tobacco. Obscenities, put-downs, stereotypes, racial slurs, sexual innuendos, or other offensive words and graphics are also prohibited.
- **Face Visibility:** Staff must be able to see students' faces at all times.
- **Hats/Hoods:** If wearing a hat/hood becomes a distraction or impedes the learning of yourself or others, you will be asked to put it in your locker. In certain situations, you may be asked to take it off for safety (i.e. hoods in Tech Ed).

Specific Items

- **Jackets:** For safety and to minimize distractions, jackets must be kept in lockers during the school day. They may be worn outdoors for warmth and protection.
- **Backpacks/Sports Bags:** For student safety, backpacks/sports bags are not allowed in classrooms. They must remain in your locker throughout the school day.

Consequences

Students who are not dressed in accordance with this policy will be asked to change their clothes. Details regarding dress code violations and consequences are outlined in the Student Code of Conduct.

Lockers

You'll be assigned a locker at the start of the school year. You are responsible for keeping it neat and organized.

Locker Rules

- **No trading or sharing lockers.**
- **Never give your locker combination to anyone.**
- If using shelves, they must be **free-standing** to avoid damaging the locker.
- Attach pictures to the inside of your locker using **only magnets or fun tack**. Do not use glue or contact paper, and **do not write on your locker**.
- **The school is not responsible for lost or stolen items.** You bring personal items to school at your own risk.
- **Do not put anything in your locker that violates school rules or the law.**

Locker Searches

Please remember, your locker is the **property of the Manitowoc Public School District**. School officials have the right to inspect your locker at any time, with or without your consent, in accordance with court rulings.

Student Transportation Policy

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

I. General Principles

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

II. Approved Transportation Methods

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

- School Bus: Students eligible for bus transportation must adhere to all school bus safety rules and schedules.
- Walking: Students walking to school should use designated sidewalks, crosswalks, and follow pedestrian safety guidelines.
- Bicycles/Ebikes/Scooters:
 - Bicycles/Ebikes/Scooters must be parked in designated racks and locked securely. The school is not responsible if your property is lost/stolen.
 - Riding bicycles on school sidewalks or in buildings is prohibited.
 - Students are strongly encouraged to wear a helmet when riding a bicycle.
- Parent/Guardian Drop-off/Pick-up: Vehicles must follow established school traffic patterns and drop-off/pick-up procedures.

III. Prohibited Transportation Methods

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

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

IV. Consequences

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

Daily Schedule

Every student receives a personalized class schedule at the beginning of the school year or upon enrollment. This schedule is designed based on your academic needs and class availability.

Schedule Changes

- All schedule change requests must go through the school counseling office or principal's office.
 - Please note that some requests may be denied due to limited class space, the need for prerequisite courses, or insufficient reasons for the change.
 - You must follow your assigned schedule. Any variation requires prior approval.
-

Attendance

The Manitowoc Public School District (MPSD) Student Engagement Team is committed to improving student engagement and academic achievement through consistent attendance.

How MPSD Measures Attendance

We evaluate student reports weekly to identify students needing additional support. Students with numerous unexcused absences will enter our attendance process.

Unexcused Absences

Students receive unexcused absences when:

- Guardian permission/reason for absence is not provided to the office.
- Students are absent from Virtual Learning.

Truancy & Excused Days

- MPSD recognizes a maximum of 10 partial or whole days of excused absences per school year.
- For absences exceeding 10 days due to special circumstances, building administrators will work with families to provide support.

Attendance Support (Levels of Intervention)

If your student has attendance issues, the following support levels will occur:

- Level 1: An automated Robo-Call from Infinite Campus will alert parents/guardians to an unexcused absence.
- Level 2: After 4 unexcused absences (all or part of a day) and if Level 1 is unsuccessful, students and/or families will receive additional communication from a school administrator or designee.
- Level 3: After 6 unexcused absences and if Level 2 is unsuccessful, families will receive written communication requesting an in-person meeting with a building representative. A Personalized Learning Plan will be developed in Infinite Campus to determine necessary engagement support.
- Level 4: After 8 unexcused absences and if Level 3 is unsuccessful, students and/or guardians will meet with administration to review the Personalized Learning Plan. This serves as a final warning before a citation is issued.
- Level 5: After 10 unexcused absences and a lack of engagement in prior support levels/communication, the student or guardians may receive a habitual truancy fine (\$439). Those fined will be automatically enrolled in a truancy buy-back plan, allowing students to earn money back by returning to school.

Reporting Absences

- Refer to the chart at the bottom of the page for your school's attendance hotline number.
- You can excuse an absence up to 24 hours after it occurs.
- You can also excuse an absence or appointment in advance.
- Parents can excuse up to 10 absences per school year. Additional absences require a medical excuse; otherwise, they become unexcused.

Tips for Tracking & Supporting Attendance

- Verify your contact information in the Infinite Campus Parent Portal. Contact your school secretary for updates or assistance accessing the portal.
- Discuss absences with your child.
- Notify school secretaries in advance for planned vacations to ensure accurate attendance records.

Please contact any of our administrators with questions. We appreciate your support in striving for engaged community members, creative problem solvers, and effective communicators. Attendance and engagement are crucial for academic success in the Manitowoc Public School District.

School Nursing Services

Our Registered Nurses (RNs) connect healthcare with education, ensuring students are at their best for optimal learning. MPSD RNs provide coverage for all schools and off-site programs.

RN Responsibilities Include:

- Assessing student needs for daily nursing services.
- Collaborating with parents/guardians and medical providers.
- Creating individualized health plans/emergency action plans for students with chronic health needs, including medication and treatments at school.
- Annually reviewing student health needs as shared by families.
- Ensuring safe medication administration and treatments per medical orders.
- Participating in IEP/504 teams to address health needs affecting education.
- Providing staff training on individual student needs, general medical emergencies, CPR/AED, and first aid.
- Managing cases for students with health needs.
- Monitoring communicable diseases.
- Referring to community resources when necessary.

Injury and Illness

- All injuries and illnesses **must be reported to a staff member**.
- Minor issues will be treated, and the student may return to class.
- For more significant care, the health office will follow school guidelines.
- Nursing or office staff will determine if a student should stay in school or go home.
- **No student will be released from school without proper parent/guardian permission.**

Medication at School

It's best for students to take medication at home. However, if medication or a medical procedure is needed during school hours:

- A **MPSD Medication Consent form** must be completed by a parent for *any* prescription or over-the-counter medication. Students cannot carry or self-administer medications during the school day.
- A **medical provider must sign an authorization** for prescription medications.
- Students needing medical procedures at school also require a completed **MPSD Procedure form**.
- **Parents/guardians are responsible for transporting medication** to and from school.
- Medications must be in their **original container**.
- The **school nurse has the right to refuse or stop providing medication** if policies are not followed.

Health Screenings & Clinics

- **Physical Examination:** We recommend all children entering school for the first time have a well-child exam and continue yearly. Regular vision and dental exams are also highly recommended.
- **Vision Screening:** Students in EC, 4K, KG, 2, 4, 6, and 8 are screened annually. If your child does not pass, a letter will be sent home. Please contact the school office if you do not want your child screened.
- **School-Based Dental Clinic:** Lakeshore Community Health Care offers dental services at school. Families can complete an annual consent and health history form. They provide exams, cleanings, X-rays, fillings, and more. All children are accepted, and claims are sent to insurance or sliding scale fees apply. The clinic visits schools based on interest.

Communicable Diseases & Immunizations

- **Communicable Diseases:** Managed in accordance with district policy and Wisconsin Department of Health Services guidance.

- **Immunizations:** Wisconsin State Law requires specific immunizations based on age/grade. Waivers are available for medical, personal conviction, or religious reasons. However, students with waivers may be excluded during outbreaks of vaccine-preventable diseases.
- **Chickenpox Exemption:** A parent report of chickenpox is no longer sufficient for exemption; a diagnosis from a qualified healthcare provider (M.D., D.O., N.P., or P.A.) is now required, though existing waiver options still apply.

For more school health information or to contact a school nurse directly, please visit the **MPSD Website** under Nursing Services.

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

Athletics, Clubs, & Extra-Curricular Activities

We strongly encourage students to get involved in our various out-of-classroom activities as their time, interests, and talents allow!

Athletics

- No physicals are required for middle school athletes.
- Sign-ups are handled through your school's main office.
- To participate, students must:
 - Watch the Athletic [Code of Conduct Meeting Video](#).
 - Review the [Middle School Athletic Code of Conduct](#) with a parent/guardian.
 - Complete and sign the [Middle School Athletics Form](#) with a parent/guardian.
- Required forms can be printed via the links provided here, or picked up at the school office, on picture day, or during open house.

Attendance for Activities

- To participate in any scheduled activity (music, athletics, drama, dance, etc.), you must attend school for the entire day. Excused absences are an exception to this policy.

Eligibility

- To be eligible for co-curricular activities, you must maintain acceptable standards of conduct and academic work.
 - Your effort and conduct are continuously reviewed by faculty, administration, and coaches.
 - Grade checks will be conducted each season. You must pass all subjects to remain eligible.
 - Grades lower than a "C" may result in parent notification and could lead to the school withholding participation privileges.
 - School authorities reserve the right to determine all participation requirements and privileges.
-

Visitors

Visitors, especially parents and guardians, are welcome at our school! To ensure the safety of students and staff, all visitors must follow these procedures:

Visitor Procedures

- **Report to the Office:** All visitors must report directly to the **main office upon entering the school** to obtain a visitor's pass. Please have your ID available for our Raptor Security System.
- **Visitor Pass Required:** Any person found in the building without a valid pass will be reported to the principal.
- **Appointments Required:** If you wish to speak with a staff member, **please call ahead to schedule an appointment**. This helps prevent disruption to instructional time. This also applies to student alumni wishing to visit.
- **Classroom Access:** School administration reserves the right to limit access to classrooms if it negatively impacts the educational environment.

Student Guests

- Students are **not permitted to bring visitors to school** without first obtaining **written permission from the principal**.
- **School Dances:** Only current enrolled students are permitted to attend dances.
- There must be a **compelling reason** for a student to have a visitor in the school.

Early Dismissal

Students are not allowed to leave school before dismissal time without prior permission from a parent or guardian.

Authorized Pick-Up

- Students will only be released to a custodial parent or guardian unless explicit permission is given by the parent/guardian for another authorized person.

Appointments During School

- If you have an appointment during the school day, your parent/guardian must notify the school office in advance.
- You must sign out at the office before leaving the building and sign back in immediately upon your return.

Lunch Period

- The middle school campus is closed during the noon (lunch) hour. This means students are not permitted to leave designated school areas during lunch.
-

Emergency Closings & Delays ❄️

In the event of school closings or delays due to weather or other emergencies, families can find information on the following channels:

Where to Check

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

Parents, guardians, and students are responsible for staying informed about emergency closings and delays.

Canine Searches 🐾

The Manitowoc Public School District is committed to maintaining a drug-free and healthy school environment. To protect student well-being, the Board of Education authorizes the use of trained canines on school property to detect controlled substances.

When Canine Searches Occur

Canine searches will be scheduled at the discretion of the Superintendent or their designee. They will be used when:

- There's reasonable suspicion that controlled substances are in a school building but at unknown locations.
- There's a belief that a random preventive search will benefit ongoing drug-prevention efforts.

What Canine Searches Include

Canine searches may include, but are not limited to, the exploratory sniffing of:

- The outside of lockers.
- Vehicles parked on school property.
- Any other school property areas deemed appropriate by the Superintendent or designee.

Important Information

- Canine searches may occur without prior notification to students or school personnel.
- A positive reaction by a trained canine will provide reasonable suspicion for a search of the specific locker, vehicle, or other property of a student.