

Stangel Learning Community

Proudly Serving:

McKinley Academy
Manitowoc Comprehensive Program
Homebound/Abeyance Instruction
Jailbound Instruction
Next Step Programming
GEDO#2

Student/Parent Handbook 2022-2023

Through innovative and meaningful learning opportunities in a supportive setting, McKinley Academy empowers individuals to become compassionate, collaborative, inquisitive people who value learning, creativity, and the uniqueness of others

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Forward

Students will follow the MPSD code of conduct in addition to this handbook. It is the students responsibility to review the code of conduct and this handbook.

Absences

An absence **may** be excused with a phone call or note from your parent(s) or guardian(s) (hereafter referred to as “parent(s)”).

The morning of the day of your absence, your parent(s) should call the school office to report your absence and the reason for it.

McKinley Academy and Manitowoc Comprehensive Program: dial 686-4700

A robo call will go out to each student’s home if the office has not previously received information regarding your child’s absence.

If a phone call or a note from your parent(s) is not received, the absence will not be excused.

After five unexcused absences in a semester, the administration may refer the truancy matter to the Department of Human Services or the School Resource Officer and ask the School Resource Officer to issue a truancy citation(s).

You will be considered truant whenever you are not in attendance in school, class, or any assigned activities without the permission of your parent, and/or designated school official.

As with any situation, there are times when extenuating circumstances may prevail. These will be dealt with on a case-by-case basis and addressed individually.

If you are suspended from school, you are not allowed to be on school property.

Virtual Failure to Participate Process

In accordance with the state rules for Virtual Charter Schools, McKinley Academy will follow the below process for students that fail to participate and engage in virtual instruction.

All students enrolled in McKinley Academy will also be subject to McKinley Academy Board of Directors policies on expected attendance and engagement. Any day in which a McKinley Academy student fails to attend in-person instruction or to engage in virtual instruction without a valid excuse, the student's parent or guardian will be notified. Students in the virtual setting need to have their cameras on and have at least his or her full face visible on their screen to be considered present in class.

If a McKinley Academy student fails to attend in-person instruction or to engage in virtual instruction without a valid excuse for part or all of 3 school days in a semester, the McKinley Academy administrator will notify the student's parent or guardian in writing of the attendance policy, guidelines governing truancy, and expectations for the student to return to attendance/engagement.

If a McKinley Academy student fails to attend in-person instruction or to engage in virtual instruction without a valid excuse for part or all of 5 school days in a semester, the McKinley Academy administrator will request an attendance meeting with the student's parent or guardian in which a plan for success will be developed. For an open enrolled student, the McKinley Academy administrator will also notify the pupil's resident school district of the student's lack of attendance/engagement.

If the McKinley Academy student fails to attend in-person instruction or to engage in virtual instruction without a valid excuse for part or all of 5 additional school days in the semester, the McKinley Academy administrator may make a recommendation to the McKinley Board of Directors that the student be assigned to his/her home school (for resident student) or returned to his/her resident school (for non-resident open enrolled student). The student's parent or guardian will be informed in writing of any recommendation for removal that is being forwarded to the McKinley Board of Directors.

Search & Seizure

Search of a student and his/her lockers and possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Manitowoc Public School District Board of Education, if there is a reasonable suspicion that the student is in violation of laws or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law. No strip searches will be conducted by any employee of Stangel Learning Community or the Manitowoc Public School District, but may be conducted by law enforcement officials, if deemed necessary. Anything that is found in the course of a search that may be evidence of a violation of Stangel Learning Community rules or the law may be confiscated and held or turned over to the police. Stangel Learning Community reserves the right not to return items which have been confiscated.

Canine Search

It is the policy of Stangel Learning Community to maintain a drug-free and healthful school environment. In an effort to protect the health and welfare of its students, the Board of Education authorizes the use of trained canines on school property, to detect the presence of controlled substances in school buildings and on school properties. Canine searches will be scheduled at the discretion of the Superintendent or designee.

Direct Contact Communicable Diseases

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people (county health officials and school health officials) to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parent/guardian(s) may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without prior permission from the parent or guardian. No student will be released to a person other than a custodial parent/guardian(s) without permission from the parent/guardian(s).

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

Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

www.manitowocpublicschools.org

Channel 2 – WBAY TV

Channel 5 – WFRV TV

Channel 11 – Fox News

Channel 26 – NBC TV

WOMT/WQTC Radio - 1240AM/102.3FM

WCUB/WLTU Radio - 980 AM/92.1 FM

WLKN Lake 98 - 98.1 FM

WIXX Radio 101.1 FM

WGBW Radio 1590 AM

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

Please have a procedure in place if bad weather occurs during the day and school is dismissed early. Occasionally review this with your child. When school is canceled in the middle of the school day, the school district will provide as much lead time as possible so families can make child care and transportation arrangements.

Food Service

Stangel Learning Community provides food service just like all MPSD schools. Students may receive breakfast (cereal, milk, and juice) and/or lunch through our food service program. For more information on food service, to obtain an application for free & reduced meals, or to see a menu calendar, please visit the MPSD web site or contact our school.

Injury and Illness

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the main office. The nursing or office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

Medication Guidelines

MPSD school personnel will administer medication to students only when it is under a doctor's order and when the proper form has been completed and signed by the parent or legal guardian, physician, and school principal.

1. The *Consent to Administer Medication to be given at School* form is available at each school health office. This form includes the following sections:
 - a. written instructions from the prescribing physician for the administration of the medication.
 - b. written statement indicating the physician's willingness to communicate with the school employee administering the medication.
 - c. a written statement from the parent authorizing school personnel to administer the medication and contact the physician if necessary.

- d. a written statement from the principal authorizing a school employee to administer the medication.
2. Medication must be provided to the school in the original pharmaceutical container imprinted with the following information:
 - a. child's full name
 - b. name of drug and dosage
 - c. time to be given
 - d. physician's name
3. Medication will be administered to the child at the designated time(s) by the school.
4. The physician must provide written instructions about the length of time the child shall receive the medication. Written instructions must be received from the physician if the drug is to be discontinued or if there is a change in dosage/time of administration from the original instruction.
5. The school will keep an accurate and confidential record for each pupil receiving medication.
6. Diagnosis and treatment of illness and the prescribing of drugs are never school responsibilities and should not be undertaken by any school personnel.
7. New prescriptions must be received annually for pupils on yearly medication.

Use of Non-prescribed (over the counter) Medications

Certified or licensed staff will not be permitted to dispense non-prescribed, over-the-counter (OTC), medication to any student without written parental consent.

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the health office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parent/guardian(s) authorization, she/he will be brought to the school office and parent/guardian(s) will be contacted for authorization. The medication will be confiscated until written authorization is received.

Use of Prescribed Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parent/guardian(s) should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization form must be filed with the nurse's office before the student will be allowed to begin taking any medication during school hours. The forms are available in the school nurse's office.
- C. All medication must be registered with the nurse's office.
- D. Medication that is brought to the nurse's office will be properly secured.
- E. Medication may be conveyed to school directly by parent.
- F. Distribution of prescription medication must follow the Manitowoc Public School District specific guidelines available in the nurse's office upon request.
- G. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

- H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's request and parent/guardian(s) written release.

Scheduling

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the principal's office. It is important to note that some courses and change requests may be denied because of limited space or the need to complete prerequisites courses or insufficient reasons for the request. Students are expected to follow their schedules. Any variation must be approved prior to the schedule change.

Student Records

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the education interests of students. The rights and responsibilities of students, parent/guardian(s) and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records – directory data and confidential records.

Directory data can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parent/guardian(s) of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data includes those student records which identify the following:

- Student name
- School
- Grade level
- Age
- Participation in school-sponsored activities and sports
- Height and weight (if a member of an athletic team)
- Photograph
- Diplomas and awards received
- Name of previous school(s)

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent/guardian(s) consent in writing. However, there are exceptions to confidentiality, and request for records within these exceptions may be granted without parent/guardian written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact your school principal or consult the Board's Student Records Policy and Administrative Guidelines.

Parent/guardian(s) and students are reminded of: 1) their rights to inspect, review and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure to the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to

deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parent/guardian(s) and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:
FERPA@ED.Gov; PPRA@ED.

Military Recruiters and Institutions of Higher Education

In compliance with the federal No Child Left Behind Law, we are required to give your child's name, address and phone number to the military recruiters and institutes of higher education. The MPSD has been following the law since it was passed and will certainly continue to do so. As part of this law, it is our responsibility to inform you of this practice and of your right to keep your child's information private if you so choose. If you want us to deny the release of your child's name, address and phone number to military recruiters and institutes of higher education, please notify the school in writing before September 20.

Visitors

Visitors, particularly parents and guardians, are welcome at school. In order to properly monitor the safety of students and staff, each visitor must register at the front desk (inside the main entrance) for authorization to be in the school or on the grounds. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. This would also pertain to returning student alumni. School administration reserves the right to restrict access to classrooms if such access adversely impacts the educational environment of the school. Students **may not** bring visitors to school without first obtaining written permission from the principal. There must be a compelling reason to have a visitor in the school. Loitering by unauthorized personnel is prohibited.

Student Parking

Students do not need to pay to park, however they must fill out the Stangel Learning Community parking registration form before they may park in the Stangel Learning Community parking lot. The administrative rules governing student use of automobiles are listed below.

Rules and Regulations

1. A yearly fee is not required to park; however the vehicle being driven to school must be registered with the school office.
2. Applicants must possess a valid driver's license.

3. Vehicles must be registered and insured.
4. Application forms must contain the student's name and the license number of the vehicle authorized to park at McKinley, the student's driver's license number and the signatures of the student and a parent/guardian.
5. Parents/Guardians/student 18 years of age or older must certify that the vehicle described on the application is insured and must carry liability insurance.
6. Only vehicles registered with the school will be allowed to enter the lot.
7. Once the lot is entered, the vehicle must be parked, vacated and locked immediately.
8. Students may not be in their vehicles or in the parking lot during the school day - including the lunch period.
9. Vehicles are allowed to leave the parking lot only during the student's lunch period, after school or when authorized by attendance office, health office or administration.
10. Vehicles not registered will result in having to use street parking.
11. To drive and park a vehicle on school grounds is a privilege. This privilege may be revoked AT ANY TIME and such a decision is solely the prerogative of school administration.

Violations of rules, some of which are also subject to ticketing by Manitowoc Police Department. Rules include but are not limited to:

1. Careless operation of a vehicle, including transportation of students on the outside of vehicles
2. Excessive speed (speeding, squealing tires)
3. Loud noise (radio, alarms, engines, exhaust)
4. Non-registration of vehicle
5. Littering
6. Parking in a fire lane, faculty lot, visitor spot, on the sidewalk or grass
7. Parked in more than one space or outside designated parking stall (lines)
8. Vehicles must be pulled into their space and not back in
9. Use of vehicle to transport, possess, or consume tobacco, nicotine, alcohol, or any illegal substance
10. Any other act that is considered dangerous or in violation of local traffic ordinance
11. Illegally parked vehicles will be ticketed and may be towed at owner's expense

Vehicles are subject to search, for any reason, by school administration when parked on Manitowoc Public School District property.

The Manitowoc Public School District is not responsible for property which is lost, stolen or damaged while in the Stangel Learning Community parking lot.