

MANZ ELEMENTARY SCHOOL

*1000 E. FILLMORE
EAU CLAIRE, WI 54701
852-3900*

<http://www.ecasd.us/Manz-Elementary/Home>

MANZ MUSTANGS



FAMILY HANDBOOK 2023-2024

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September 2022

Dear Manz Families,

Welcome to a wonderful year of learning! The Manz Handbook is a resource for you in addition to the Eau Claire Area School District handbook. To avoid duplication, it may be of value to familiarize yourself with the information regarding school procedures and policies in the ECASD Handbook as well. That handbook can be found at: <http://www.ecasd.us/District/About/Parent-Student-Handbook>

You can access our handbook on the Manz webpage under that Parent/Student Information tab at: <http://www.ecasd.us/Manz-Elementary/About/Parent-Student-Information>

If you have any questions, please feel free to contact us at 852-3900.

A critical aspect of your child's learning is the communication between home and school. This handbook serves as a reference for you, but also reach out to your child's teacher if you have specific questions.

Other sources of information include: the Manz home/school communication folder, the Manz website (<http://www.ecasd.us/Manz-Elementary/Home>), the Manz Facebook page, emails, and our various school, grade level and classroom newsletter(s).

District information is also available on our district web page at: www.ecasd.us.

Please check with your child each day to see if any important papers were sent home. Often the notes we send home contain important information about deadlines for aspects of your child's school program. Also, please do not hesitate to call, email, or send a note if you think there is something important that we should know about your child.

We are looking forward to having another wonderful year at Manz School. With your help and support, we can work together to make this a successful and exciting school year!

Sincerely,

Principal Angela Funk

MANZ ELEMENTARY SCHOOL – 2023-2024 CALENDAR

2023

August 23-31	Staff Workdays
Fri., Sept. 1	Welcome Back Day for all K-5 students
Tue., Sept 4	No School- Labor Day
Tues., Sept. 6	1 st Full day of school for grades 1-5 & ½ of kindergarten
Wed., Sept. 7	2 nd ½ of kindergarten
Thurs., Oct. 12	No School - Family/Teacher Conferences
Fri., Oct. 13	No School
Mon., Nov. 20	No School – Professional Development Day
Tues., Nov. 21	No School- Professional Development Day
Nov. 22-24	No School - Thanksgiving Break
Dec. 25– Jan. 2	Winter Break – All Schools Closed

2024

Wed., Jan. 3	Classes Resume
Mon, Jan 15	No School
Fri., Jan 19	End of Semester 1
Jan 22-23	No School- Staff Work Day
Thurs., Feb. 29	No School - Family/Teacher Conferences
Mon., March 4	No School- Professional Development Day
March 25– 29	No School - Spring Break
Mon., April 15	No School - Professional Development Day
Mon., May 27	No School - Memorial Day
Wed., June 5	End of School Year – <u>Last Day for Students</u>
Thurs., June 6	Last Day for Staff

2022-2023 Manz School Staff

Principal	Angie Funk	Beth Smith
Secretary	Kelly Flynn	
Kindergarten	Tricia Helms Sarah Neitzke	Health Care Assistant Kate Darling
1 st Grade	Emily Voigt Paula Decker Noelle Grotjahn	Instructional Coach Literacy Coach Sonya Felland Jennifer Peterson
2 nd Grade	Taylor Rassbach Tim Lilly Heather Stacy	Interventionists Amy Nelson Paul Froelich Amber Clark Kari Holloway Nicole Rizzo
3 rd Grade	Faith Schauer Kelsey Maki Sue Pisani	Media Specialist Tim Gump
4 th Grade	Jane Kubisiak Jamie Dimka Emily Dahl Willems	Music Teacher Liz Mosher
5 th Grade	Allison Seffinga Tyler Wagner Steve Winters	Partnership Crd. Carin Keyes
Art	Samantha Campbell	Phy. Ed Teacher Kris Chapman
School Assistants	Kathy Holtman Kate Garcia Heather Heitz Etta Larson	School Nurse Tori Hugo
Cooks	Caryl Keys LouAnn Lindholm	School Psychologist Marcie Williams
Counselor	Jonathan Symanski Savvanah Dorrance	School Social Worker Stephanie Thurner
Custodians	Jeff Stytz Pete Sandborg	Special Ed Teachers Michele Dostal Tanya Kulig Amy Klitzke
EL Teacher	Kirsten Rubenzer	Speech/Language Kelsey Worachek Emily Schoenecker
EL Assistants	Lizzie Castro	Special Ed Assistants Heather Beyer Patricia Biesterveld John Collins Maddie Gandee Heather Prueher Kari Walter Sandra Shaw

ACCIDENT/EMERGENCY PROCEDURES

In the event of a serious student accident or emergency, every effort will be made to contact the parent/guardian as soon as possible. If the parent/guardian cannot be reached, emergency contacts listed in Skyward will be called. The facts of the accident will be given and the guardian or contact person will determine if a doctor is needed. In the event of an extreme emergency, an ambulance will be called. No child will be released to any person other than his/her guardian without consent from the child's parent/guardian or permission indicated in Skyward or the Emergency School Closure Plan.

ATTENDANCE/ABSENCES

All children ages 5 to 18 are required to attend school by Wisconsin State Law. Good school attendance is critical to learning. Reinforcing the importance of daily attendance and being on time is important. Illness, medical appointments, legal proceedings, family emergencies, religious holidays, or pre-arranged absences are the absences classified as "excused." Appointments, vacations, sporting events, etc., should be scheduled outside of the school day whenever possible so there is little or no loss of school time.

While we expect students to attend school whenever they can, please keep your child home if he/she currently has or has had these symptoms in the last 24 hours: Temperature of 100° or more, diarrhea, vomiting, persistent coughing, or a draining/spreading rash. If you have any questions about these guidelines, please contact the school nurse for further direction.

Should your family leave on an extended trip for any reason (longer than 3 school days), please contact your child's teacher at least a week in advance. We will have learning materials prepared for you to help keep pace with the classroom.

If your child will be absent from school or late, please make every attempt to call the main office at 852-3900 before 8:30 a.m. Please leave a message giving your child's name and the reason for the absence. If the office has not been contacted, the secretary will attempt to call to check on the absence.

BEHAVIOR EXPECTATIONS

We use a Positive Behavior Intervention and Support (PBIS) framework at Manz and we are a Responsive Classroom school. This approach involves teaching behavior expectations throughout the school in a way that reminds students of what they should do rather than what they should not. We also apply individualized methods to support students when they are not able to demonstrate school expected behaviors. These layered supports are intended to help the students to learn and demonstrate appropriate behaviors at school. Our school-wide behavior system teaches clear expectations for all areas of the school (classrooms, hallways, restrooms, cafeteria, playground, etc.). Every staff member and student at Manz is aware of these expectations and works to ensure students are consistently following these expectations.

Our behavior expectations at Manz are based on our school-wide belief statement: "At Manz School we will be kind, respectful, responsible, and safe. We will do our best and have fun."

BICYCLES, SCOOTERS, SKATEBOARDS, AND ROLLER BLADES

Bicycles, scooters, skateboards and roller blades are great sources of fitness and are a wonderful mode of transportation to and from school. If your child plans to come to school by way of one of these, please help make sure that they wear all necessary safety equipment (helmet) and have a lock to secure it outside. Except for roller blades, scooters, bikes and skateboards are to remain outside of school. For safety reasons,

students should plan to walk their bikes, scooters, etc when they reach the sidewalk in front of our school or on the playground between the hours of 8 am and 4:30 pm in order to keep these places safe for all.

BIRTHDAYS AND SPECIAL OCCASIONS

Birthdays are special and we like to recognize students on their birthday! While Students are allowed to share a treat with their class on their birthday, here is some guidance:

- The treat should be individually wrapped and easy to distribute in class (less is more).
- The treat should not be expensive or elaborate.
- When bringing a treat, please bring enough for the whole class.
- Please do not arrange for flowers, balloons, gifts, or other surprises to be delivered to your child at school as this disrupts the instructional day.
- Due to severe allergies in our school, please provide snacks that are free of peanuts, peanut butter, or other nut products. Also, make sure to read all labeling to see if the product may have encounter nuts during the manufacturing process. If a student comes to school with a product that is potentially unsafe due to these allergy issues, the item will be kept in the office for parents to pick up later.
- Should any students in your child's classroom have additional health or dietary restrictions, you may see a specialized letter from their teacher with specific birthday treat requests.

CHILD CUSTODY ISSUES

The Eau Claire Area School District will maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by Court Order. Prior to the start of the school year, the family will be expected to provide the building administrator with current information on any Court Order relevant to school. In the absence of a Court Order, neither parent will be deemed to have rights superior to the other parent. Either parent may provide the building administrator with a certified copy of the most recent Court Order. **NOTE:** Unless directed in the most recent Court Order, both parents, custodial and non-custodial, are entitled to all grade reports, newsletters, disciplinary action letters, and teacher/principal conference appointments. The non-custodial parent must make a written request for the specific information requested and provide address information.

CRISIS EVACUATION PROCEDURES

In the event of an evacuation that requires us to leave school property, we will evacuate to **Peace Lutheran Church, 501 E. Fillmore Ave.** If there is an emergency that requires us to leave the school grounds, parents will be notified from the district office with further directions of when and where to pick up your child. Students who ride the bus will be transported home on the bus after the media has notified the public of the emergency evacuation.

DROPPING OFF/PICKING UP STUDENTS

The sidewalks and crossroads around Manz School are very busy at arrival and dismissal time. Parents are reminded **not** to park near the crosswalks as the patrollers have a difficult time seeing the entire street when cars block their vision. The following guidelines will make Manz a safer place during these busy times:

- Do not park on Fillmore Ave. Use the drop off lane- no parking.
- Bus drop-off and pick-up is located on the north side of Manz on Fillmore Ave at Door #1. (front door). **Do not enter this area from 8:15-8:45 and 3:15-3:45.**
- Dismissal for K & 1st grade students: Please wait outside the school by Door 4-by the playground. The teachers and students will come out this door at dismissal. Then the

teachers will release the students to walk to you after seeing you

NOTE: Due to safety concerns, we ask that parents do not stay on the playground after they drop their student off in the morning at 8:25. Manz staff will be wearing brightly colored vests, so students both who and where the adults are in the morning that they can go to for questions or help.

FIELD TRIPS

The ECASD provides each grade level a school district sponsored field trip that is aligned to curriculum within that particular grade level. Please look for communication from your child's teacher regarding these trips.

Additionally, the PTA also funds an additional field trip experience for each grade level.

LOST AND FOUND

We keep our lost and found items in the lobby entrance near the school office. Should your child lose anything, be sure to have him/her check this area. Please place names in jackets, boots, hats, lunch boxes, etc., to help us identify lost items. Small items such as money, jewelry, and keys can be claimed in the office. Each month we take unclaimed items to charity, so please check for lost items immediately.

PARENT-TEACHER ASSOCIATION (P.T.A.)

Manz has an active and supportive Parent-Teacher Association. Early in the school year you will receive information from the PTA with contact information and other details about PTA events for the year. Our PTA helps to provide many things for our school through fundraising and planning special events. We hope you will be an active member of our Manz PTA.

PET VISITS

If you wish to bring your pet to visit your child's classroom, you must complete and return the "Pet Visiting Form", which can be obtained in the office. Pet visits must be approved by the building administration. Please make sure that your pet meets all the requirements listed on that form. Due to health concerns and allergies, many pets are prohibited at school.

Pets At School

While pets are a wonderful addition to any family, we ask that you not walk with them up to the building on arrival. The ECASD is not liable for any animal-related injuries obtained by people or the animal itself.

RCU at Man- NEW

Manz is again partnering with Royal Credit Union to provide students with an volunteer opportunity to learn more about financial literacy, savings, leadership, and more. Students that participate will have the option to make small deposits into their own RCU account on a weekly basis. Through this, select fifth grade students will have the opportunity to become trained "bank tellers" at Manz. Those selected will get trained by RCU staff at their HQ in downtown Eau Claire. Those students, along with an RCU representative, have banking hours in the morning providing students with the opportunity to participate. **This is a volunteer program and is not required by any students at Manz.**

SAFETY PATROL

Our elementary schools in Eau Claire provide a leadership opportunity for students called Safety Patrol. Safety Patrol provides for safe crossing of streets as students come to school and leave after. Mr. Wagner, is

our Safety Patrol Supervisor. Patrollers are on duty daily from 8:20-8:45 a.m. and 3:35-3:50 p.m. The corners where safety patrollers are assigned are Fillmore/May; Fillmore/Eisenhower; Taft/Eisenhower. We also have an adult crossing guard at the corner of May Street and Hamilton Avenue. **All children who live south of Hamilton are encouraged to cross with the adult guard's help at that location.**

SAFETY AND SECURITY

Safety at school is our top priority. For that reason, all school doors remain locked throughout the school day. If you are planning to come to Manz, please use the main door (door 1). Please plan to buzz in prior to entry. We require all people who enter the building to sign in and wear a visitor badge. Lastly, visitors to our school will be limited.

School Visitors (Lunch Only)

If you are hoping to visit (during lunch), please be sure to use the following expectations:

- Let the office know in advance of your arrival. Calling prior to or putting a note in your child's folder are acceptable.
- Any visitor must have parent or guardian's approval first.
- Plan to sign in and sign out of the office with your license/identification badge using our system, "Raptor."
- Due to space limitations, please plan to eat lunch in a location other than the cafeteria.

STUDENTS BRINGING ELECTRONIC DEVICES/PHONES

If a family plans to have their student carry a device to/from school for communication purposes, please adhere to the following:

- The device is turned off once the student arrives at school.
- Device is stored in the students' backpack OR office.
- All wearable devices (smart watches with 2-way communication) should be turned off.
- Please do not plan to text your student during the school day with changes in after school plans. Please call the office.

SUPERVISION - BEFORE and AFTER SCHOOL

The playground is "open" and supervised starting at 8:20. Children should not arrive before 8:20 a.m. The morning bell rings at 8:40 a.m. Children are not to enter the building until the bell rings, unless the weather is inclement. **Playground supervision is not provided after school.** Children are to go directly home at dismissal but are welcome to return after they check in at home first.

TELEPHONE CALLS

In case of emergency, please call the school office. Students are then called to the office to receive messages. Whenever possible, please refrain from calling the office between 3:15-3:30 if trying to get a message to your child unless it is an emergency.

TITLE I PROGRAM

Title I is a federal program to assist schools with meeting the academic needs of students. Title funds can be used for the following:

- Enhancing the curriculum
- Providing additional resources for students beyond the "core curriculum"
- Providing funding for staff to offer after-school enrichment activities
- Technology
- Family Engagement
- Family Programming (guest speakers, family events, etc)

YMCA CHILD CARE

Before and after school childcare is offered by the YMCA. Please call the YMCA at 836-8460 to register or for more information. More information can be found at their website at:

<http://www.eauclaireymca.org/before-after-school-care>