

**2018-2019**  
**Manson Elementary**  
**Student and Parent Handbook**



**MANSON BUILDS**

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## Contact us:

### Manson School District Office

P.O. Box A \* 135 Hill Street  
Manson, Washington 98831  
(509) 687-3140 FAX (509) 687-9877  
Website – [www.manson.org](http://www.manson.org)

### Manson Elementary School

P.O. Box A \* 950 Totem Pole Road  
Manson, Washington 98831  
(509) 687-9502 FAX (509) 687-9537

### Manson Secondary School

P.O. Box A \* 1000 Totem Pole Road  
Manson, Washington 98831  
(509) 687-9585 FAX (509) 687-6109

## **MANSON BUILDS**

**Manson Elementary, in partnership with the community, provides integrated, hands-on learning opportunities that are built on a solid foundation of respectful relationships. Caring staff, through focus on the whole child, will meet the needs of each and every student, ensuring that they leave here ready to pursue their dreams.**

**B** = Balanced. We strive to provide a balanced educational experience that incorporates the whole child.

**U** = United. We, staff, parents, district and community, all work together for the well-being and safety of our students.

**I** = Integrated. We provide integrated, hands-on learning to let kids access knowledge in meaningful ways.

**L** = Learning. We focus on literacy and math as crucial areas to prepare our kids for the future, providing individualized interventions and challenges as needed.

**D** = Diversity. We embrace diversity, respect cultures and languages and teach tolerance.

**S** = Staff & Students. We have talented and caring educators who work to create meaningful relationships that foster learning for our students.



Dear Families:

Welcome to Manson Elementary, home of the Wildcats! I am excited to begin my third year as principal, where our District mission is **continuous student learning**. We are committed to making sure that our school is a positive place for your student. Our staff will share our love of reading as well as encourage daily reading at home for every child. We will instill a sense of discovery and problem solving through our focus on mathematics and science. Celebrating opportunities to learn through bilingual and multicultural activities will also be a priority.

The attached handbook is designed to answer any questions you may have about school life. It is divided into three sections: General Information, Overview and Board Policies. The remaining sections of the Handbook provide reference information. Further information regarding our district's policies and procedures can be found on our website: [www.manson.org](http://www.manson.org).

You are encouraged to participate in the life of our school. Whether it's volunteering, visiting, or working with our parent group (PTAC), you are most welcome here! Here are some important dates for you to be aware of.

August 27: Class lists posted.

August 27: 5:30 – 6:30 p.m. Open House at Manson Elementary. Meet your teacher and drop off your supplies (supply lists are posted on our website)

August 27: 6:30 – 9:00 p.m. Barbecue and Community Movie Night on the high School football field

August 29: 8:30 a.m. – 3:15 p.m. First day of school for students in Grades 1-5.

September 4: 8:30 a.m. – 3:15 p.m. First day of school for Kindergarten students.

September 12: 8:00 a.m. First day of school for Preschool students.

If you have questions or concerns, please don't hesitate to ask! I can be reached at (509) 687-9502. I look forward to a fantastic year ahead!

Sincerely,

Keitlyn Watson, Principal

## 2018- 2019 Manson School District Administration

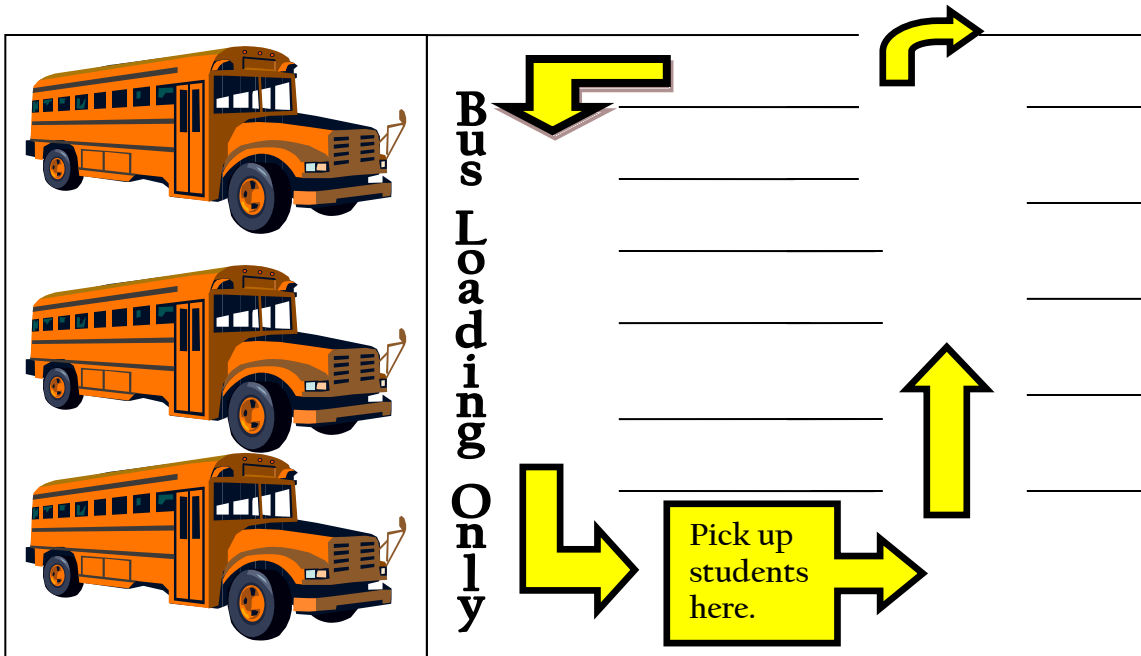
Matt Charlton	Superintendent	687-3140
Keitlyn Watson	Elementary Principal	687-9502
Heather Ireland	Middle School Principal\	
	Special Education Director	687-9585
Shawn Thurman	Secondary Principal	687-9585
Scott Renick	Business Manager	687-3140
Eric Sivertson	Operations Manager/Athletic Director	687-9585
Kayla Helleeson	Options Principal	687-9502

### Staff Members 2018-2019

<b>Principal</b>	Keitlyn Watson	<b>Secretary</b>	Paula Kunkel
<b>Counselor</b>	Kayla Helleeson		
		<b>Food Service/Attendance</b>	Luz Segura
<b>Music</b>	Andrea Whitney	<b>Nurse</b>	Michelle Rogge
<b>Physical Education</b>	Jay Fox	<b>Health Room Ass't:</b>	Maria Zaragoza
<b>Home-School Liaison</b>	Rosie Rodriguez	<b>Library</b>	Heidi Griffith
<b>Special Education</b>	Carman Fretwell		
<b>Speech &amp; Language</b>	Sandra Clausen		
<b>PreSchool Staff</b>	Brittany Sivertson, Nancy Dalen, Gilberto Romero, Monica Marble		
<b>Kindergarten</b>	Alicia Alexander Brandy Samson	<b>Custodians</b>	Margarito Barrios Margarita Gutierrez
		<b>Food Service</b>	Tamara Williams Ginger Ewing Kelly Gosvener
<b>1<sup>st</sup></b>	Gregorio Benavides RaeAnne England		
		<b>Paraeducators:</b>	Gloria Martinez Avid Castro Kim Williams
<b>2<sup>nd</sup></b>	Faviola Williams Diana Soliday		
		<b>Special Services:</b>	Betty Urbanzcyk Kurt Petre Johnny Rigg Maria Verduzco Mary Rios
<b>3<sup>rd</sup></b>	Kendra Farnsworth Rosanna Pittman		
<b>4<sup>th</sup></b>	Mary Bider Marcella Lindert		
<b>5<sup>th</sup></b>	Cassie Williams Mary Jo Aneshansley		
<b>Options 1-2</b>	Wendy Schramm	<b>English Language Development Coordinator:</b>	
<b>Options 3-4</b>	Juliana Ortiz		Katie Sperling
<b>Options 5-6</b>	Ann Wisdom	<b>Reading Coach:</b>	Amy Anderson
<b>Options 7-8</b>	Dane Johnson	<b>Pre School Director:</b>	Keitlyn Watson

# School Hours

Begin 8:30 am (9:30am on Mondays)  
Dismiss 3:15 pm



Parent Drop off/pick up zone only

## Morning Drop off times

Tues-Fri 8:00-8:25 am  
Mondays 9:00-9:25 am

## Afternoon pick up times

3:10 PM-3:20 pm



**Bench:** for students waiting to be picked up.

# General Information

## Elementary Hours

- K-5<sup>th</sup> grade Tues-Fri 8:30 am - 3:15 pm; Monday 9:30 am - 3:15 pm
- Preschool Tues-Fri 8:00am-11:00am and 12:15pm-3:15pm; No preschool on Mondays or half days

## Arrival Time

- Tues-Fri @ 8:00 am and Mondays @ 9:00 am
- Breakfast is served at 8:00 on Tuesday-Friday and 9:00 on Mondays
- For parents bringing students to school, drop off time between 8:00-8:25 on Tuesday-Friday and 9:00-9:25 on Mondays

## Vehicle Loading and Unloading & Bus Zone

For the safety of our students, when dropping off and picking up, form a single vehicle line, stay in your vehicle, and move forward to pick up your child waiting on or near the bench. Please follow the instructions of the adult supervisors assisting and monitoring this area after school. **Children are not allowed to cross the parking lot without the accompaniment of an adult.** During school dismissal time, 3:10 – 3:20 p.m., staff members will supervise the area to ensure children are not crossing the parking lot.

It is important that you use the lower parking lot as the upper lot is utilized by the special needs bus and service delivery vehicles after school.

## Attendance

It is the responsibility of the parents to keep student absences to an absolute minimum. Call the school at 687-9502 whenever your child is absent to provide a reason for the absence. The compulsory school attendance law (RCW 28A.225.010) requires the school to inform you of this law, to contact the parent/guardian if the child has one unexcused absence within any month during the school year, and schedule necessary conferences with parents regarding multiple excused or unexcused absences. The school district may file truancy if there are multiple unexcused absences and/or excessive excused absences. Please refer to board policy #3121 and #3122 for more information found on our district website: [www.manson.org](http://www.manson.org).

### Parent/Guardian Responsibilities

1. Make it a priority that their child attends school regularly and on time.
2. **Call the school office at 687-9502** whenever their child is absent & provide a reason for the absence.
3. Prearrange absences for medical appointments or family absences by calling the school office at 687-9502 **before** the absence.
4. **Sign their child in/out in the office** if child is leaving school early or arriving late. Let the office know by 2:15 if there is a change in the afternoon pickup.
5. Avoid making appointments or other plans that keep students out of school during state testing. A state testing schedule will be posted on our website and sent home in student communication folders.
6. Work with the school staff to promote good attendance habits and to solve any attendance difficulties.
7. Meet with school staff to complete a Learning Plan whenever a family plans an extended absence a week or more before departure.

### Teacher Responsibilities

1. Maintain accurate attendance records.
2. Contact parents and inform principal when student attendance or tardiness is a concern.
3. Attend any meeting called to resolve attendance difficulties or provide a learning plan for an extended family absence.

### Office/Administration Responsibilities

1. Maintain a computer file of the student's attendance record.
2. Notify the student and parent/guardian when absences exceeds state thresholds.
3. Arrange meetings with students, parent/guardians, staff to resolve attendance difficulties or to set up an extended absence plan.



# Overview of Policies/Procedures (Alphabetized)

## Alteration of Records & Cheating

Parents will be notified whenever a student falsifies, alters, or destroys a school record or any communication between home and school. Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated.

## Behavior and Conduct

Manson Elementary staff and student expectations are to **Show Respect, Make Good Decisions, and Solve Problems**. We expect students to walk in the halls and on the sidewalks, to use respectful language, and to follow the direction of the adults around them. The Manson community, parents, staff and students are very proud of their school. We expect students to be responsible and respectful of the classrooms, bathrooms, playground, and all areas of the school campus.

Please refer to board policy #3241 for further details and information.

## Communication Folders

Every Tuesday, all school communications are sent home in the communication folder. Please read the materials and respond as appropriate.

## Computer Use

Students must conduct themselves in an acceptable manner when using the computers. Computers should be reserved for educational purposes that are in alignment with the district vision and mission. Students who misuse the computer (i.e., damage, change passwords or settings, access inappropriate sites) may have computer privileges revoked as well as additional consequences. Please refer to the district's Acceptable Use Policy.

## Counseling Services

Counseling services at Manson Elementary School are student-centered and include personal and academic counseling. The personal problems students may encounter as well as the academic problems are of concern to the counselor. Parent participation is encouraged. The counselor's office is a place where the strictest of confidence will be maintained and the student's interest is of foremost concern. Please contact our counselor, Kayla Helleeson, regarding any questions or concerns.

## **Dress Code**

Students should dress appropriately for elementary school and recess activities. In all but the most severe weather, students go outside for recess. Clothing should not interfere with the learning environment.

- Clothing which includes lewd, sexual, drug, tobacco or alcohol-related messages, and/or is gang-related is prohibited
- Clothing that creates a hostile learning environment
- Tops that expose bare midriffs, have spaghetti straps, are low cut, or halter tops are not acceptable for school.
- Shorts/skirts must extend past the tips of the fingers when arms are relaxed to the sides and the student is standing.
- Pants should not expose underwear or have strategic holes/cuts/tears at or above the thighs.
- Hats/Hoods are not to be worn inside the building, unless it is a Spirit Day.

Students who choose to come to school with inappropriate clothing will be offered temporary, acceptable clothing to wear.

## **Emergency Information**

Parents are asked to provide emergency contact information for their child. This information is of the utmost importance to us and to you in case of an emergency. Accidents can happen at any time and we want to be able to contact a parent or a designated contact as quickly and efficiently as possible. If the emergency contact information changes throughout the school year, please advise the office staff as soon as possible.

## **Fines or Damage Fees**

Fines or damage fees may be charged for lost textbooks, library books or equipment. A student may make payments through a voluntary work program. A charge for lost or damaged materials or equipment may be appealed to the superintendent. The superintendent's decision may be appealed to the school board of directors. Students and their parents will be notified in writing regarding the damages, the charges, and how a student or parent may request a hearing to appeal the charges.

## **Food Service**

Breakfast and lunch are served daily in the cafeteria. Deposits in your child(ren)'s lunch account can be made at the office. Should the account drop below \$5.00, a phone call home will be made. At this time, please deposit additional monies or make alternate arrangements for your child's meal. Breakfast costs \$1.50 and lunch costs \$2.05.

### Harassment/Intimidation/Bullying (HIB)

To create a respectful environment, we work to prevent harassment, intimidation and bullying that often begins with teasing. If a child is being teased, it is important that they tell the harasser to “stop” and then immediately tell an adult in charge. If your child shares concerns with you at home, please contact your child’s teacher or the principal so we can work together to stop the harassment, intimidation, or bullying. Harassment, intimidation, and bullying in any form (physical, verbal, sexual, written, electronic, rumors, racial slurs, etc.) will not be tolerated and disciplinary consequences will be received. Please refer to Board Policy #3207 and page 17 of this handbook for further details.

### Insurance

The Manson School District has made available an optional student accident insurance policy which covers school time and full time coverage. Myers, Steven & Toohey provides this insurance coverage. Insurance information and options can be explained by obtaining a brochure from the office.

### Leaving Class

Permission to leave a classroom should be limited as it interferes with valuable instructional time. Students must have a pass whenever they leave the classroom. If they arrive without a pass, they will be sent back to retrieve one. Students must sign out and in whenever they leave and return.

### Library

Books may be checked out from the library for two (2) weeks and may be renewed if necessary. If a student wishes to come to the library during class time, he/she must have the permission of his/her teacher and there must be a staff member supervising in the library. **Parents are also welcome to check out books from the Library.**

### Lost & Found

Please check the lost and found rack daily. Items not claimed are given to charity several times during the school year. For this reason, it is important to write your child’s name on his/her coats, sweatshirts, and snow gear.

### **Medication at School**

According to state law, medication is considered to be anything other than Vaseline, saline (salt water), and soap & water. A written authorization must be renewed each year and with each medication for both over-the-counter medications (including cough drops, pain relievers, and prescription medications). You can obtain this authorization form in the office. Please read Board Policy # 3416 for more information.

### **Nut Smart School**

To reduce the risk of exposure for people with severe nut allergies, it takes the cooperation of our entire school community. Exposure that can trigger a severe reaction can include airborne exposure and touching nut residue. Any student who brings a lunch from home will store the lunch in the grade level bins provided in the hallway entrance to the cafeteria. Lunches and any food from home should NOT be stored in any classroom.

### **P.E. Participation and Dress**

Students are to wear sport shoes during class time and out to recess. No flip flops or dress shoes may be worn for P.E. classes or recess. Students will not be allowed to sit and watch from the sidelines without a written doctor excuse. Alternative PE learning activities will be required. Any jewelry deemed dangerous by the P.E. teacher or Playground supervisor will be taped or removed as directed.

### **Personal Items at School**

Cell phones, ipods, CD players, MP3 players, electronic devices/games, balls, toys, trading cards, etc. should not be brought to school. These items can create a disruption to the learning process, be lost, and/or damaged. The school is not responsible for any such loss or damage to these items. Cell phones are not to be used during school hours. In emergency and special situations, with adult supervision, a student may be given permission to use their phone to call a parent/guardian.

### **Pop, Gum, & Candy**

Pop (including energy drinks), candy and gum are not allowed at Manson Elementary, or on the bus.

### **Public Display of Affection**

Public Display of Affection (hugging, kissing, and hand holding) is not permitted.

### **Transportation & Walking Home**

Bus rules and expectations must be followed (refer to board policy #6605 for further rules, expectations and information). Any misconduct by a student that is detrimental to the safe operation of bus shall be sufficient cause for the principal to suspend transportation privileges. Students must have permission on file in the office to ride a bus other than their regular route, to walk home, or to get in a vehicle other than that of a parent/guardian or other pre-approved emergency contact. Students who are changing their afterschool plans must make these arrangements before coming to school.

### **Volunteering & Visiting the Classroom**

Parents are encouraged to visit the school. Volunteer applications are available in the office. Please arrange visitation with the teacher 24 hours in advance. Stop by the office to sign-in and pick up a name badge. To keep disruptions to the classroom at a minimum, we ask that you do not bring younger children in for visitations/volunteering.

### **Withdrawal from School**

Students planning to withdraw from school must secure a withdrawal slip from the main office. A parent must verify all requests. All books and school equipment must be checked in and fines paid before leaving.

### ***Manson Elementary Discipline Procedures***

Manson Elementary has a progressive discipline system that encourages students to follow expectations and take responsibility for their actions. Our focus is to prevent discipline issues by our modeling and teaching positive behaviors, by building relationships, and by giving students tools to help them problem solve. Although infrequent, there are some actions that warrant suspension or expulsion. These are outlined in Board Procedure 3240P.