

Mann Elementary Parent Handbook 2021-2022



SPARKING A NEW ADVENTURE!

Main Office Number: 384-5000
School Fax: 384-5007
Office Hours: 8:00am-4:30pm daily

Administration

Principal: Connie Crigger
Assistant Principal: Genny Sullivan
Guidance Counselor: Geena Johns
Part time Guidance Counselor: Shelley Mayberry

Accelerated Reader/Dog Tags

The Accelerated Reader Program (aka A.R.) is a web-based program that assesses your child's comprehension of reading literature. The web-based AR program will allow our students to take an AR test on any book that is in the Accelerated Reader database. Students can only take tests at school, but parents can log onto the AR website and check students' points, book tests taken, etc. The link for the AR database will be located on our school webpage.

After a child takes an AR test, he/she is given a certain number of points based on correct answers on the test. The student will also receive an accuracy grade. Students, in general, may not retake tests since the answers are given to them at the end of the tests. If you feel as though your child should be afforded a special opportunity to retake a test, consult with your child's teacher. He or she has the most accurate knowledge of your child's AR usage.

Each grade level has specific AR requirements. 2nd grade is required to read 5 points per quarter. 3rd grade is required to read 10 points per quarter. 4th grade is required to read 10 points per quarter and 15 points for the final quarter. Fifth grade is required to read 15 points for all four quarters.

Once per quarter 1st-5th grade students are awarded special dog tags for attaining AR points. 1st & 2nd grade are awarded AR tags in 20 point increments. However, there is a 10 point tag. 3rd – 5th grade receive tags at 10 points, 25 points, 50 points, 75 points, 100 points, 150 points, 200 points...1000 point levels in AR. The students collect their tags on a special chain throughout the year. They can hang the chains on their backpacks. Also, at the end of the year the student at each grade level that has the most AR points will receive a trophy as the AR champ!!

Agenda/Planner

All students in grades K through 5 receive an agenda book on the first day of school. The agenda book is a great tool for communication between home and school as well as an organizational tool for managing homework assignments. We encourage you to check the agenda book each evening for teacher's comments, homework assignments, etc. Some teachers will ask that a responsible adult sign the agenda each day.

The fee for the agenda will be included in your child's initial school fees. If the agenda is lost or damaged during the school year, we ask that you replace the agenda. We have extra copies in the office for a cost of \$5.00. **It is important that the students have their agenda with them at all times. We would appreciate it if you could please make sure the agenda is in your child's backpack each morning as he/she returns to school.**

Assemblies

Thanks to our amazing Unified Arts (UA) Teachers and the PTO we are able to provide various types of assemblies for our students. The UA teachers have a focus each month and plan something for our whole school. The school would simply not be able to afford this without the assistance of our PTO sponsorship. This is a valuable enhancement to our curriculum and standards!

Attendance

Regular attendance in Kentucky schools is mandatory per KRS 159.010. Your child's regular attendance at school helps add to the student's success, enjoyment, and achievement at school. You can find the complete attendance policy on our website. An attendance overview will be sent home with each student at the beginning of each school year. However, the following subcategories are some general guidelines to our attendance policy.

Daily Reporting of Absence

If your child will be absent or tardy for school, we ask that you call the school office by 9:00 am. If we have not heard from you, you can expect a phone call from our Attendance Secretary, Beth Buerger. **In addition, even though the absence has been reported by phone, a written excuse is required.** Parent/Guardians will provide a valid written note for the event upon return of the student to school. Events not supported by a written note within five (5) school days will be considered unexcused. The note must include student's name, date(s) of event and valid reason for the event.

Absence Events

In the state of Kentucky, any period of absence, whether it is one minute or all day, is considered an absence "event". Events may be considered excused or unexcused. Excused events include, but are not limited to, illness of child, severe illness in family, or other valid reasons determined by the principal.

Limit of Excused Events

Under our school attendance policy, your child **may have 7 excused events** (illness of child, severe illness in family, or other valid reason determined by the principal) before a doctor's note is required for each subsequent event. However, at any time during the school year when your child visits a physician, you are encouraged to obtain a doctor's note and submit it to school in lieu of a parent note. **Students that have been seen by a doctor and provide a written note from the doctor's office within three days of his/her return to school will be given an excused medical absence. We cannot accept faxed doctor excuses or written excuses if the child was not actually seen by the doctor.**

Unexcused Events

The state mandates that at three unexcused events, we contact you either by phone or by letter to inform you that your child is considered truant. Please understand that these letters are automatically computer generated when your child has reached the number of unexcused days as stated in the attendance policy. The letters are not meant to threaten or intimidate, they are for the purpose of awareness and reminder. We will again contact you at 4

unexcused events, but in addition we will contact our Director of Pupil Personnel and our Truancy Intervention Team who may visit your home to inquire about your child's unexcused absences. If your child accumulates 6 unexcused events, we are required by law to file truancy charges through our local courts. You may have to appear before a judge to explain your child's truancy status. Please work with us before we get to this point. It is our goal to make sure your child is at school and educated. We want to work with you to make this happen for your child.

Early Dismissal

Early dismissal from school requires a written note by a parent/guardian. The written request must specify the reason for early dismissal, the time at which the child will be picked up, and who will be picking up the child from school. This note should be turned into the teacher first thing in the morning. **Please understand that students will not be called to the office until you arrive to pick them up.** Since unavoidable delays often happen, we want to make sure our students have not missed any more instruction than necessary. Please allow time in your schedule for the few minutes it will take for students to get to the office after you arrive. A parent or guardian will need to **come into the office to sign out the child.** Please note that excused early dismissals are considered excused events and **do count** toward time accumulated for the 7 allowable excused events from school. Please try not to schedule doctor, dentist, orthodontist and all other appointments during the regular school day if at all possible as this interrupts valuable learning experiences for your child.

Tardies / 1/2 day attendance

The state of Kentucky determines the time considered for a tardy. Each child's attendance is calculated in "percentage of the day" based on the arrival/dismissal of the child. Children who miss less than 35% of the 7.5 hour school day will be considered tardy. Technically, you can be tardy at the beginning of the school day, at the end of the school day, or in the middle of the school day as long as the absence is limited to less than 35% of the school day. Students with a parent note or doctor's note may be excused. Students without a note will be unexcused. In accordance with state law a tardy is considered an absence "**event**".

Children who miss between 35%-84% of the 7.5 hour school day are considered absent for 1/2 of the day. An absence of 85% or more is considered a full day absence. Students without an absence note from a parent or doctor are considered unexcused. In accordance with state law this is considered an absence "event".

Late Dropoff

If a student is dropped off later than 8:55 the parent/guardian will need to come to the office to sign-in the student.

Prearranged Absences

If you know your child will be absent from school in advance, you can contact the office to request a prearranged absence form. This form can also be found on the school website. This form needs to be submitted 10 days prior to absence for approval. We use this form for multiple reasons including excusing your child from school, informing the teacher of an upcoming absence, and keeping our records straight on the date of the absence.

Educational Enhancement Opportunity (AKA: EHO)

If you need to take a family trip during the school year and it has an educational value you can apply for an EHO. This will allow your child to be counted as in school attendance for the time period the child is on the trip. Please know that in accordance to Boone County Schools Board Policy, an EHO **“shall be granted up to ten school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value.”** You can apply for an EHO by picking up an application in the front office or by downloading the form on the school web-site. The application must be turned into Ms. Crigger 10 days prior to the trip departure, along with learning plans reflecting that your child will be completing work equivalent to the work they would be doing in school. Additional information will be given to you at the time of application. Sample learning plans are available in the front office to help you in creating your own learning plan. Ms. Crigger reserves the right to approve or disapprove any application on the basis of educational value.

Vacations

We do understand that it may be necessary for you to take vacations during the school year. However, with that said we cannot stress enough how important it is to us that your child be with us every day he or she is able to be at school. Each day your child misses school he/she misses valuable instruction. While we do our very best to catch the student up upon return, a quick mini-lesson when they return is not equivalent to the full lesson that was missed. For that reason, we ask that you please attempt to schedule vacations during the summer, spring break, our long weekend in October, and winter break.

Bell Schedule/School Hours

- 8:30am: Students may enter building from parent drop off at side gym door
- 8:30am: Cafeteria begins serving breakfast
- 8:30am: Students are dismissed from gym and buses to classrooms
- 8:55am: Students' day begins
- 8:56am: Students are tardy to school
- 3:30pm: Warning bell rings preparing students for end of the day announcements and dismissal.
- 3:40pm: Dismissal from classes to gym for pickup and buses

Birthdays Recognition

We know how important a birthday is to our students! Each morning on the announcements we recognize all students that have a birthday that day. We invite them to the front office to receive a birthday tag to add to their collection. Additionally, on their birthday they are permitted to bring a small birthday treat for their class from the Mann approved treat list. We do encourage healthy choices and non-food items if possible. The approved list is included in this section for your convenience.

Due to an extensive number of students with allergies and loss of instructional time, our SBDM has approved this policy in order to provide a safe classroom environment for all students. Here are the basics of the policy:

- 1) No homemade treats or drinks can be distributed to classmates.
- 2) All classroom treats must be on the approved list. (See below)
- 3) Party favors and decorations are not permitted for birthdays. Due to state laws and the preservation of the instructional time treats will be passed out at the end of the school day within a 10 minute time frame.
- 4) Due to FERPA laws we cannot provide parents with classmates' addresses or phone numbers. **Students are not permitted to pass out party invitations to classmates.** This has caused so many hurt feelings and upset children that the staff felt it was best to just eliminate this process. So please do not send invitations of any kind to school. We appreciate your help in this.

Snack List

MANN ELEMENTARY SCHOOL

2021-2022 FOOD/TREAT APPROVED LIST—Revised 7/16/2018

<p>APPROVED TREAT LIST</p> <p>All Fruits and Veggies Airheads Austin brand Animal Crackers (Sam's Club) Baby Carrots—Individual bags Barnum's Animal Crackers—Original Betty Crocker Fruit Roll ups/Fruit by the foot Betty Crocker Gushers Cheerios—Plain Cheetos Cheez-Its Chip Ahoy Cookies Doritos Dum-Dum Suckers Fun Dip Gogurt Goldfish crackers Good Health Natural Food -Veggie Chips Hi Chews Hostess cupcakes/twinkies Individual LAYS Potato Chips Individually wrapped Oreos Jelly Belly Candy Canes Jolly Ranchers Junior Mints Keebler Club Snack Sticks Keebler Grahams—(Original, Cinnamon, Honey) Keebler mini fudge striped cookies Keebler Scooby Snacks Keebler Vanilla Wafers Kraft Caramels</p>	<p>Kraft Handi-Snacks Kroger/Meijer brand fruit snacks Lifesaver Gummies Marshmallows Nabisco Grahams Popsicles (liquid that you freeze) Push Pops Lollipops Pretzels—Kroger or Rold Gold Pringles—Original Quaker Quakes Rice Snacks Ranch dip Rice Krispy Treats Ring Pops Rolos Skittles Smartfood White Cheddar Popcorn Smarties Smarties Love Hearts Sour Punch Straws-Apple and Strawberry String Cheese Spangler Candy Canes Starburst Starburst Jelly Beans Sun Chips Teddy Grahams Tootsie Rolls or Tootsie pops Twizzlers Utz brand Popcorn Utz brand Pretzels, Chips, Cheese balls Whoppers</p>	<p>SUGGESTED NON-FOOD TREATS</p> <table border="0" style="width: 100%;"> <tr> <td>Pencils</td> <td>Pencil toppers</td> </tr> <tr> <td>Temporary Tattoos</td> <td>Erasers</td> </tr> <tr> <td>Stickers</td> <td>Games</td> </tr> <tr> <td>Activity books</td> <td>Chalk</td> </tr> <tr> <td>Highlighters</td> <td>Bubbles</td> </tr> </table> <p style="text-align: center;">PLEASE NOTE</p> <p>Due to nut allergies, no nuts or products with nuts. This includes items labeled processed in a facility that processes nuts</p> <ul style="list-style-type: none"> ◊ All food items must have an ingredient label. ◊ Due to concerns for possible allergens, home-baked goods are not permitted. ◊ Vegetables & fruits should be in the individually wrapped store packaging ◊ Please note that some single, individual items may contain traces of nuts, but bulk items will not. Double check all labels. 	Pencils	Pencil toppers	Temporary Tattoos	Erasers	Stickers	Games	Activity books	Chalk	Highlighters	Bubbles
Pencils	Pencil toppers											
Temporary Tattoos	Erasers											
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Book Fairs

Who does not love a good Book Fair? Ms. Nitschke, our librarian, just loves her book fairs!! We have two Book Fairs every year. Our fall Book Fair is an Usborne Book Fair. Our spring Book Fair is a Scholastic Book Fair. During each Book Fair week, there will be two parent nights. This gives you an opportunity to come in and shop with your children. Your child will also have a shopping time during the school week. The teacher will inform you of the date your child will be shopping. Ms. Nitschke will send home a Book Fair preview flyer in advance to give you an idea of prices and books available at the fair.

Every year we need a BUNCH of volunteers to pull off the Book Fair. If you would like to volunteer, please contact our PTO volunteer coordinator or Ms. Nitschke. We would love to have you as a part of the team.

Buses

For safety reasons, students are expected to act in a reasonably quiet and in an orderly manner at the bus stops, as well as when loading, riding, or unloading. If you have concerns about specific situations on the bus or specific bus drivers, please contact the bus garage at 384-5340 and speak with Deborah Danner-Rios our district 3 coordinator. Also, if you make Ms. Crigger or Ms. Sullivan aware of a situation it is helpful. Also, please note that bus service is a privilege and may be denied for undesirable behavior. To insure the safety of students after school, students are expected to board their school bus and go directly home. Students must ride their assigned bus. In accordance with district policy, **no bus passes will be given at any time**. This means that a child cannot ride a bus home with another child. Bus drivers will let students off the bus at school and/or at their assigned stops only. All preschool/kindergarten children must have an adult at the bus stop or house. If no one is present the bus driver will return the student to school per district transportation guidelines.

Cafeteria

Lunch is one of the few times during the school day in which your child can interact with his/her peers in a completely social manner. This is an important component of the school day when bonding occurs between students. It is a great time for the students to get to know their peers outside of academia. In the Mann Café the classes have assigned tables, but do not have assigned seats.

We do not have an open lunch policy for parents to eat with their children due to space limitations and student socialization. However, we understand there may be a 'special occasion' when you would like to join your child for lunch. Perhaps the child's birthday, parent's birthday, grandparents in from out of town, etc. When instances like this occur, we would be happy to host you in our school cafeteria for a delicious lunch.

Please follow these guidelines for our “special occasion” lunches:

- Please call the front office at least the day before the lunch if possible. If there is an unusual circumstance and you are unable to call the day before please make sure that you call no later than 9:30 am on the day you are requesting lunch with your child so that we can inform the cafeteria monitors, school administration, your child’s teacher, and the cafeteria staff of your presence in the lunchroom that day. The earlier you can call the better. Please note that we do have limited seating and may not be able to accommodate everyone on the date requested. However, we will do our best to meet your request.
- Parents and students are required to either purchase the school lunch or bring a packed lunch. **Meals from restaurants, birthday treats, etc. are not permitted due to state/federal guidelines.**
- When you arrive to eat with your child, please sign in at the front office, receive your name tag, and then proceed to the cafeteria/gym hallway to meet your child with his/her class.
- You and your child may eat at the tables designated for your child’s class. If space is a problem at these tables, please check with the cafeteria monitors for other possible seating. We will be happy to find seating for you.

Cafeteria Behavior Expectations

When you hear your child say, “We received a spark (orange frog) in the cafeteria today,” you may wonder what that means. We have some very basic cafeteria behavior expectations for our students. They are:

- Maintain an acceptable noise level (level two).
- Stay seated at the table after going through the lunch line.
- Keep hands and feet to self.
- Use appropriate table manners.
- Be respectful to cafeteria staff, visiting adults, fellow students, and the environment.

We use a system to help the students gauge whether or not they are exhibiting appropriate cafeteria procedures. This typically follows our school-wide theme. If a class receives their spark (orange frog) it means that the class met the behavior expectations. Classes that consistently fail to earn their orange frog may have seats assigned. Once a class earns 15 orange frogs they will receive a class reward.

Other “Extras”

Other items are available for purchase in the lunchroom in addition to the lunch cost. You can limit the purchase of these items in **ANY** way you wish. If you choose to do so you can either allow or not allow the purchase of extras or perhaps just allow purchase only on Fridays...the choice is yours. You must, however, email our cafeteria manager, Debbie Reed, at debbie.reed@boone.kyschools.us to make adjustments to your child’s lunch account.

Lunch and Breakfast Prices and managing your child's lunch account

Student lunch accounts are set up at the beginning of the year. You are welcome to deposit money throughout the year. Extra items should be available for purchase.

Mann Elementary participates in the federal school lunch program. If you would like for your child to receive free or reduced-price lunch you can do this a couple of ways. You can obtain an application from our school office or apply online through the link on our school website.

The really great news is that you can now manage your child's lunch account online. You can go to our school website for the link or you can go to www.myschoolbucks.com and create your account.

Prices for the 2021-2022 School Year

	Breakfast	Lunch
Free	\$0.00	\$0.00
Reduced	\$0.00	\$0.00
Full Price	\$0.00	\$0.00
Visitor	A la carte	\$3.75
Staff Price	A la carte	\$3.75
Extra Milk	\$0.50	\$0.50

Calendar

Aug 18	1 st day of school	Feb 21 st	No School – Teacher Training Day
Sept 6	No School - Labor Day	Mar 18 th	No School – Teacher Training Day
Oct 8 th & 11 th	No School - Fall Break	April 11 th -15 th	No School – Spring Break
Oct. 30 th	Fall Celebration	May 19 th	Last Day for Students
Oct. 26 th	Parent Conferences 4:00 – 7:00		
Nov. 4 th	Parent Conferences 4:00 – 7:00		
Nov 24 th – 26 th	No School - Thanksgiving Break		
Dec 17 th	Winter Celebration		
Dec 20 th -Jan 2 nd	No School – Winter Break		
Jan 17 th	No School – Martin Luther King Day		
Feb 14 th	Valentine's Day Celebration		

***Please check the school website for the full calendar**

Celebrations

We have three “celebration days” a year at Mann. You may be more familiar with these events as “parties”. While some schools have shied away from having parties at certain points in the school year, we feel that this school event still has a place in your child's life. Your child's teacher, in conjunction with the room mom, will coordinate a Harvest Celebration

(last week of October), a Winter Celebration (prior to Winter Break), and a Valentine Celebration (on Valentine's Day). Please remember, that even on celebration days we follow the Mann Approved Treat List for the classrooms. Any time food is in the classroom we must abide by the approved treat list.

All teachers plan their celebrations differently. Some use parent volunteers (3) per celebration and some choose to just plan it with the students. The celebrations vary from low-key to more festive. Your child's teacher will inform you of his/her plans for the school year at the beginning of the year. Most teachers ask parents to sign up in advance so that parents that would like to participate have a chance to participate in at least one celebration.

Since we really want the celebration to focus on the children in the classroom, we do not permit younger siblings or middle-school children to attend the celebrations. If you are unable to help without bringing additional children with you, the teacher can find another great way for you to assist her in the classroom other than at a celebration. We appreciate your understanding on this matter.

Communication

Effective communication is a priority for us at Mann Elementary. We want all of our parents/guardians to have accurate and timely information. For that reason, we have several methods of getting information to you.

1. **Communication Folder:** This is a yellow plastic folder that is sent home each Thursday.
2. **Bloomz:** This will be the tool that will be used to communicate text messages, e-mails, behavior updates, calendar information, and reminders. Look for additional information from the teacher on how to access the app.
3. **Electronic weekly newsletter:** We use the email service throughout the school year to update you about school events and happenings, but most importantly, we send you an e-mail each Monday entitled **This Week at Mann (TWAM)**. You must sign up each year to receive these email updates. There is no cost and you can sign up on our school website. Please remember to sign up for this.
4. **School Website:**
Please access our website at: <http://www.mann.boone.kyschools.us>
5. **Social Media:** Follow us on Facebook and Twitter
6. **Infinite Campus email messages:** These email messages are sent based on the email address in Infinite Campus. This is the program that houses all the parent/student information.
7. **Grade Level Webpages**
8. **Teacher Newsletters**
9. **Automated Phone Messages:** This is a system that allows us to contact all of our Mann families concerning general and emergency information within just a few minutes. If you would like to add one additional phone number other than your home number, please complete the form sent home on the first day of school indicating that you would like to add an additional number to automated call.

- 10. Student Agenda:** Teachers often communicate with the parents/guardians on a daily basis by writing notes in the child's agenda. (See the "Agenda" section of this handbook.)
- 11. Email:** You can communicate with your child's teacher regularly via email. Please note that teachers will check email prior to 9:00am each morning and after 3:40pm. If there is time available on their planning period, they may be able to check it at that time. However, they are frequently in meetings during their plan and may not be able to check. So please do not rely on email for important info that must be communicated that day.

Yellow Communication Folder

Staying in good communication between home and school is a must. Our goal is to make sure each parent/guardian has a minimum of weekly communication from the school. At the beginning of the school year we will issue a yellow Mann Elementary communication folder to each student. This folder will be sent home each Thursday and should be returned on Friday. The communication folder is VERY IMPORTANT. Please check your child's backpack each Thursday. It will not only contain your child's graded papers, but important handouts and papers from the school as well. We will make every attempt to send notices home from school with the oldest sibling only. *Daily communication from your child's teacher will take place via an agenda, email, phone, etc.*

Conferences

Parent/Teacher conferences will be held late October/early November. Your teacher will allow you to sign up for a date and time that is convenient for you. This is a great opportunity to touch base with the teacher one-on-one to discuss your child's progress. Keep in mind that this is meant to be a quick update. If you have big issues to discuss, it is recommended that you schedule a longer block of time during the teacher's planning or before or after school. During conference nights, time is scheduled in 15 minutes blocks of time. At the conference, you will likely receive standardized testing results, STAR scores, a report card, and a general report about progress.

We are very proud to say that we have nearly 100% of our amazing Mann parents attend the parent conferences. That is because Mann parents ROCK!!

Conferences will be held Tuesday, October 26th and Thursday, November 4th after school and into the evening from 4:00-7:00pm.

Counselor

Our full-time school guidance counselor is Ms. Geena Johns. She will meet with students during the school day through scheduled guidance classes, social groups, or individually upon request by students, teachers or parents. In addition, Ms. Shelley Mayberry is our part-time guidance counselor. She will be responsible for scheduling and facilitating all Admissions and Release Committee and 504 Plan meetings.

Daily Schedule

8:30	Side doors of gym open for students at parent drop-off area
8:30	Students dismissed to class from gym or buses
8:55	School day begins
11:00	Lunch period begins (rotation of K through 5 th grade)
1:00	Lunch period ends
3:15	Parents may enter the parent pickup lot
3:40	Students dismissed from school

Delays (One Hour, Two Hour)

In the event of inclement weather, school may be delayed for one hour, two hours, or cancelled. This information is posted on our website, Facebook, and Twitter as it becomes available. Additionally, it is e-mailed through Infinite Campus.

This information also appears on the local channels on the ticker across the screen.

Sometimes, we will be on an hour delay and then school will be cancelled. Check one last time before you leave your home to make sure school is still in session.

If school is delayed **one hour**, children may be:

- Dropped off at 9:30am
- Breakfast is served at 9:30am
- Dismissed from buses at 9:30am
- Tardy at 9:56am

If school is delayed **two hours**, children may be:

- Dropped off at 10:30am
- No breakfast is served
- Dismissed from buses at 10:30am
- Tardy at 10:56am
- The lunch schedule will be pushed back 15 minutes for ALL students.

In the event of a delay, school will still dismiss at the normal time, 3:40pm.

Dress Code

Students are expected to abide by the dress code as indicated in the Boone County School District Code of Conduct. Please note the following items **are not permitted**:

- Flip flops/open toe shoes
- Shorts or skirts that are too tight or too short
- Pants that are not the appropriate size
- Shirts that rise above the pants' waistline
- Tank tops/t-strap tops, etc
- Shirts that are see-through
- Clothing that promotes ideas or substances inappropriate for the school atmosphere.
- Generally shorts are worn until October 1st and after spring break. Please be sensitive to weather that may be too cold even during the allowed times for shorts.
- Hats/various other headwear may not be worn unless approved by the administration or on designated spirit days.

The school administration reserves the right to determine whether student clothing and/or appearance is deemed a distraction to the educational process. Upon this determination, a parent will be required to bring appropriate clothing to school for the child.

The school administration reserves the right to alter this dress code during the school year.

Emergency Drills

We are required by statute to have fire drills once per month with two in the first 30 days of school. The first one must be held within the first 2 weeks of school. Additionally we are required to have 1 lockdown drill, 1 tornado/severe weather drill, and 1 earthquake drill in the first month of school and then again in January. All of the drills are taken seriously and provide the students the practice they need in case of a true emergency.

ExtraCurricular Activities

We try to organize a good number of extra activities for our students to allow them to feel a connection to the school beyond academics. Here are some of the activities we have at Mann Elementary:

- **Academic Team Sponsors: Eric Wilson & Beth Henn**
The Academic Team is available for 4th and 5th grade students. Students are tested in September and, based on test scores, are then invited to tryout for the 4th and 5th grade Academic Teams. Tryouts are held and students are selected. Teams compete weekly against local schools in academic competitions during the winter.
- **Future Problem Solvers (FPS) Sponsor: Leslie Merryman**
The mission of the Future Problem Solving Program is to design and promote positive futures using creative problem solving. Students will have to think about the future:

how to forecast potential alternative futures and explore what those potential alternatives may mean. To do this, they have to think creatively about the future. The program is available to 4th and 5th grade students only.

- **Odyssey of the Mind Sponsors: parent volunteers**

Odyssey of the Mind is an international educational program that provides creative problem solving opportunities for students in K-college. Each team consists of 7 students with an adult coach. They meet September-April after school hours to creatively answer a problem. Regional competition is held in March and State competition is held in April. Be watching in the TWAM and your child's Communication folder for the time and date of an upcoming parent informational meeting. Students will be given an opportunity to sign up for a team at this time.

- **Drama Club Sponsor: Amanda Shumate**

Students in 4th/5th grade may participate in the school play. Tryouts will be held in October. Students will practice bi-weekly, or as needed per character. The students will perform the play in March/April.

- **Choir Sponsor: Leslie Merryman**

Students in 4th and 5th grade can participate in the choir.

- **Intramural Basketball Sponsors: Becca Gnadinger**

Basketball is offered for boys and girls in grades 4th and 5th. This league is strictly instructional and sportsmanship is a priority. Students attend a practice session and teams are split as evenly as possible based on ability. Practice is held once a week with one game a week. The girl's season usually runs from mid-September to late October. The boys' season runs from late October to December.

- **Cheerleading Sponsor:**

Intramural cheerleading is available for 4th and 5th grade girls during the boys' intramural basketball season. Practice is held once a week. The cheerleading squads cheer at the boys' intramural basketball games held once a week

- **Student Council Sponsor: Sharon Robison**

Student Council members are comprised of one 4th and 5th grade boy and girl from each homeroom, as chosen by their peers for leadership qualities. The council members meet monthly and plan fun activities to promote school spirit. They also look for ways to improve/benefit their school or community.

- **Mann Ambassadors Sponsor: Anne Oney**

The Mann Ambassadors is a group of 4th & 5th grade students that serve as true ambassadors of our school. They assist with service learning projects and in many other areas of the school.

- **Lego League Sponsor: Parent Volunteers**

Lego League introduces 2nd – 5th grade students to real-world engineering challenges by building LEGO-based robots to complete tasks on a thematic playing surface. Lego teams, guided by their imaginations and adult coaches, will design, build, test and program robots using LEGO MINDSTORMS® technology. They will also research challenges facing today's scientist and learn critical think skills. The number of students able to participate is based on the amount of parent volunteers.

- **Governor's Cup (In association with Academic team and FPS):** Governor's Cup Competition is a way to promote, reward, and recognize outstanding academic achievement. The program is available to 4th and 5th grade students only. The Governor's Cup Competition consists of eight events: five written assessment examinations (math, science, social studies, language arts and general knowledge), composition (on-demand writing), quick recall and Future Problem Solving.

Competition takes place at the district and regional levels. The students are chosen to compete through various testing methods and teacher recommendations.

- We also have various clubs that may be for short periods throughout the school year.

When children are in the building after or before school for extracurricular activities, they are expected to act in accordance with school procedures and guidelines. If for some reason your child is unable to follow school rules during extracurricular activities, his/ her involvement in that activity may be discontinued.

Field Trips

Students, grade 1st -5th can expect to attend field trips during the school year. We make every effort to ensure that children have excellent educational enhancement opportunities outside of school at least once during the school year.

Field trips are organized by either the homeroom or arts and humanities teachers. All students must have a completed permission form signed by the parent or guardian for each trip in order to attend. Students who qualify for free or reduced price lunch may request financial assistance for field trip fees through the school administration who will work with the PTA to finance the school field trip.

Please be reminded that any parent/guardian wishing to chaperone a field trip must complete certified volunteer guidelines including a criminal background check completed once every two years. Also, please understand that it may be necessary for the staff to restrict the number of chaperones that will be able to attend due to location, reservations, etc.

First Aid Room

Ms. Peggy Malott is our First Aid Clerk. She works in conjunction with our school nurse, Tracey Bright. Our school nurse is here on a part time basis. Here are a few reminders regarding health information for our students. These guidelines are based on Kentucky Regulations and district policy.

- Parents/doctors need to complete the medication consent form. The information on the front of the pharmacy bottle must match what is written on the consent form.
- All medications need to be brought to school in their original pharmacy containers.
- We may only keep one week supply of medication at school.
- Any over the counter medications must also be brought to the First Aid Room with a consent form. Students do not carry any type of medications with them. The exception to this would be an inhaler or epipen.
- The students that must carry medication, such as the epipen or inhaler, must have a consent form signed and approved in the clinic.

If you have any questions at all, please do not hesitate to contact the First Aid Room and we will be happy to assist you.

Fundraising

Fundraising is a necessary part of the program for our school. Since the inception of our school, we have made an agreement with our PTO regarding fundraising. We have specifically agreed that we WILL NOT facilitate a fundraiser that requires children to go door to door selling items such as wrapping paper or catalog items. Instead, we have several ongoing fundraisers during the year which allow us to earn money for the school simply by living our lives. They include:

- **Kroger Card:** The Kroger Card is a rewards program where the school will receive 4% of all sales purchased on designated Kroger gift cards. Kroger automatically sends 4% of the sales to the school in a monthly check. Money raised in this program helps support student incentives, faculty and staff incentives, and initiatives not funded by the state. This is an easy way to support our school. **You can enter your Kroger card online through the Mann Elementary website and there is no need to load a card—how easy is that to support your school!!**
- **Walkathon:** This is one of our biggest fundraisers of the year. Students collect pledges in exchange for a commitment to walk/run four laps around the Ryle football field. Students receive a free T—shirt with a Mann theme logo for participating. Ms. Crigger commits the majority of funds raised directly to school needs that includes such things as: I-Pads, Brain Pop, vocabulary curriculum, flexible seating - tables, rockers, etc. Also, in collaboration with the PTO they get big ticket items like: shade structure, climbing wall, and Drumtastic. Any additional money raised is used for student incentives or programs throughout the school year. Ms. Crigger will send home a detailed spending report after the Walkathon is complete to keep you in the loop regarding the spending of the funds raised.
- **Silent Auction:** The Silent Auction will take place in conjunction with the Spark It Up Night. This is a great event for kids and families. This is a really FUN night for everyone involved. The fundraising aspect of this event is made off of the silent auction baskets. Each homeroom creates a basket for the auction. Local businesses donate items to the auction and some of our teachers will even donate a Saturday afternoon to take a lucky, high-bidding student, to have some fun! This also includes principal/assistant principal for ½ day!
- **Box Tops for Education:** **Clip the Box Tops logos from more than 330** participating General Mills products and send them to school with your child. Our school receives 10 cents for each Box Top! Send in your Box Top logos in a sealed envelope or plastic baggie with your child's name and teachers name and his/her teacher will deliver them to the PTO. Volunteers count the Box Tops and send them to General Mills. PTO uses the money from the Box Top to support many incentives for students such as school-wide assemblies.
- **Community Dining Nights:** These are held at various times throughout the year at different establishments. Our school generally receives different percentages of the sales for that evening.
- **Target Cards:** Target guest card is a rewards program where PTO receives 1% of each sale when paid by a Target guest card with Mann PTO designated as the school of choice. Indicate Mann on your card application or to designate Mann on an existing account, please call 1-800-316-6142.

- **Cookie Dough Sales:** Be watching for a flyer in your child's communication folder for when the cookie dough sale will take place! You will want to stock up on this delicious cookie dough that you can put in your freezer and can quickly take out and bake for any occasion!

Grading

Our primary program uses an ungraded skills-based report card. Unified Arts classes (Art, Music, PE, World Language, Computer, and Library) will issue conduct grades only in our primary program. Our intermediate grades (4th and 5th), will use the following alphabetic/numeric system for core content classes and the Unified Arts classes of Art, Music, World Language, and PE.

A	90-100
B	80-89
C	70-79

Below 70 is "I" for INCOMPLETE until June 30th of the academic year. Students with an "I" will be provided support by the school to remediate learning to reach a 70. If the grade is still listed as an "I" after June 30th, then it becomes a failing grade.

Report cards are issued every 9 weeks. The intermediate grades will receive midterms issued every 4.5 weeks. Students will bring report cards home with them at the end of each grading period. Please look for these in your child's yellow communication folder and contact your child's teacher if you do not receive your child's report card at the end of the grading period.

Grading Periods

1st: 8/18/21 – 10/18/21*
2nd: 10/19/21 - 12/17/21*
3rd: 1/3/22 - 3/8/22*
4th: 3/9/22 - 5/19/22*

*Dates may change if school calendar is changed.

Holiday Shop

The Holiday Shop will be offered this year. Children will be able to shop in private for gifts for the whole family. Gifts will range in price and there's something for everyone...even Fido.

Your children DO NOT have to buy anything at the holiday shop. This is simply a service the PTO offers our children. It's not a fundraiser.

We need plenty of volunteers to staff the holiday shop. If you can help, please contact our PTO volunteer coordinator and sign up for this year's big event. We look forward to having you at school to assist us.

Homework

We believe that homework is an important part of the educational process. Each homework assignment your child receives should have a specific purpose. Homework will provide the opportunity for:

- Additional practice of newly-learned skills
- Students to learn to budget their time, especially in the event of project completion
- Students to use out-of-school learning resources
- Growth in responsibility
- Parents to better understand the day's learning objectives

The teacher has the professional responsibility to assign homework as needed and appropriately for each grade level. Each teacher shall establish a method for assigning, receiving, recording, and evaluating homework that shall be clearly explained to students and parents. All homework shall be checked by the teacher or reviewed in class the following school day or in relationship to the unit/project in accordance with our school homework policy.

Parents/Guardians please encourage your child with their homework habits by showing interest, providing an environment conducive to study, and helping develop study schedules. One way to do this is to sign the bottom of the agenda showing you have checked your child's homework each day.

The administration, with the approval of SBDM, shall implement the homework policy. This includes coordinating meetings with staff and parents/guardians in promoting the home-school partnership.

The following are **estimated** daily maximums for homework per grade level and do not include time devoted solely to silent sustained or oral reading at home which should add 10-15 minutes per day daily:

K: 10 minutes
1st: 15 minutes
2nd: 20 minutes
3rd: 25 minutes
4th: 45 minutes
5th: 45 minutes

Please understand this may vary in accordance with a child's individual work habits or specialized needs. In addition, the teacher requests that ALL CHILDREN: read

independently, be read to, read to an adult, or read with a sibling for 60 total minutes per week.

Honor Roll

All-A and A/B Honor Roll will be recognized each quarter in the intermediate grades by homeroom teachers through:

- Posting of accomplishment on classroom door or front window

Inclement Weather

It is crucial that each parent/guardian fill out an “inclement weather form” for each child. It would be rare to actually need the information, but having it on file is a must. We have had early dismissals due to snow and the information provided on this form will help us get your child to his/her destination.

If we dismiss early due to weather, you will receive one or two phone calls from our school automated phone system. The first phone call will likely be the “alert” call letting you know that school is dismissing early. Subsequent phone calls may be made for students scheduled to walk, ride the bus, and be picked up. There will be directions given during these calls indicating what time dismissal is scheduled for, where to call in the event that your child’s transportation has changed, and any other important information we are aware of at the time.

Instruction/~~A~~Academics

In the event that your child is struggling academically, there are many avenues we can take to make your child feel more successful at school.

Differentiation Each teacher differentiates the curriculum in her classroom. This means that the teachers at Mann do not teach “to the middle”, so to speak. They teach to each child’s level. If a child is struggling, it is the teacher’s responsibility to remediate the instruction. If the child is excelling beyond the class, it is the teacher’s responsibility to advance your child’s learning.

Response to Intervention (RtI) is a program used in Boone County to remediate and bring all kids to grade level in reading and math. Students are assessed/benchmarked the second week of school based on nationally-normed assessments. Student data is charted and the bottom 20% of students in each grade level in reading and math are identified. Specific skill deficiencies are identified for each student. Teachers then prescribe specific academic interventions (one-on-one reading, cloze reading, maze reading, vocabulary instruction, phonics instruction, and so on) which will be administered during the week either by the teacher, by the reading specialist, or by one of our reading assistants. The children are then

assessed once weekly to ensure the effectiveness of the instruction. Every 8 weeks each child's progress is discussed with the entire grade level team to determine whether the child is now working on grade-level, whether the intervention is working but still needs more time, or whether additional help is needed.

Gifted and Talented (GATES) program:

Students that demonstrate unusual academic skills in the primary grades may be referred to the Primary Talent Pool. These students are considered "on watch" for possibly qualifying as Gifted and Talented. These students receive differentiation throughout the school day but very specifically during the core extension time of the school day. Each grade has this time built into the daily schedule.

In grade 4, early in the school year, testing begins in order to start the qualification process of the GATES program. After official identification is made in a specific subject area, leadership, arts, general intelligence, etc. then a GSSP (gifted student services plan) is developed for that child in order to make sure differentiation continues throughout intermediate grades and throughout the child's entire education career.

Fast ForWord: This is a web based program and may be used for extensions as well as interventions. This is a computerized program that teaches children how to hear and decipher sounds, how to read, and how to understand text including grammar, spelling, and comprehension. Students that complete the entire program to the Reading 4 level will receive a special t-shirt and pizza with the principals.

Extended School Services (ESS): ESS is our student assistance program. This program provides extra assistance to students struggling with math or reading. This service is provided during the school day.

Morning Procedures

Students are dismissed to their homerooms at 8:30 am. Students are expected to be in their homerooms no later than 8:55am. Students are dismissed daily at 3:40pm and buses depart approximately 5-10 minutes after dismissal.

- **Students may be dropped off at 8:30 when supervision is available.** THE DOORS WILL NOT BE UNLOCKED PRIOR TO THIS TIME. PLEASE DO NOT LEAVE STUDENT UNATTENDED TO WAIT FOR DOORS TO OPEN. Please understand this is a safety concern for the children since they would be unsupervised outside of the building. If for any reason a student should be dropped off early, prior to the supervised time, contact will be made by the administration to confer about the situation.
- Any student that chooses to participate in the school breakfast program may report to the cafeteria at 8:30 am for breakfast. After a student completes breakfast, he/she should go directly to class.

Parking Lot/Bus Loop

Using the School Lot and Bus Loop:

During the hours of 7:30am and 4:30pm, the bus loop should be used for buses only and outdoor play for children. At no time should the bus loop be used for student drop-off's, student pick-up's, to "run into the building to drop something off" or for temporary parking. Thank you for helping us maintain a safe environment for our students.

Special Parking: For your convenience, we have signs designating five parking spots for visitors to our building. In those cases when you just need to run in or be in the building for less than an hour, we have these parking spaces for your convenience. We hope this is helpful.

You will notice that our curbs in the parking lot are painted yellow indicating a No Parking/Fire Lane area. Please do not park along the curb at any time during school events. The fire department needs the curb area free from vehicles and could potentially fine us if those areas are used. Our custodial staff will be outside during dismissal to monitor this.

For student drop-off and student pick-up please use the marked parking spaces in our lot and walk into the school. Again, we ask that you do not park along the yellow curb at those times.

Morning Student drop-off:

Student drop off should occur along the curb by the playground. Please do not wait until you get to the gym door to drop off your child. If you could please begin dropping off between the signs marked for drop off it will allow the line to move quickly. Please do not pass vehicles in this line. **Patience is the key**☺ Please do not drop children off in the parking area and allow them to walk through the lot to the school. This is an absolutely unsafe practice. Officer Bales has requested that we record vehicle license plates and report them to him for anyone not following the procedures in the parking lot.

THE SPEED LIMIT IN THE SCHOOL PARKING LOT IS 5 MPH.

At no time should the school parking lot be used for sports practices. All areas of the school property are to be assigned by the school administration.

Parent Pick-up Procedure

If you are planning on picking up your child from school you will need to send in a note with your child. Taking phone calls for changes in transportation is risky and should only be used in the case of a true emergency. Please know that if you call in you will be asked for some identifying information so as to confirm the identity of the caller. In the past we would be holding buses at the last minute in order to make transportation changes. We are trying to improve upon this in order to be respectful of all the children. We also found that changes at the last minute would often upset the child and cause mass confusion. The note will serve as the official verification of your child's transportation.

Parent Pickup Cont. (Car Rider Procedures)

- Parents are asked to proceed via the following route: Take Raiders Run turning left onto Winner's Circle. Proceed down Winners Circle turning right to enter the school parking lot. Please remain in a single line – do not pass another vehicle.
- Please stay in your car and pull forward according to staff directions. For safety reasons, all children must enter the vehicle on the passenger side.
- Please remember...Prior to entering the parking lot, all drivers must have a school-issued car tag visible in order to pick up a child. Be prepared to show identification when picking up your child. This is for the safety of our students.
- Please do not enter the parent pick up line prior to 3:15.
- At no time should you be parked in the parking lot just waiting in your car.

Positive School Environment

It is clear that research would support the benefits of a positive learning environment. We want to strive to do everything possible to model positivity for our students and encourage acts of kindness. Ms. Crigger believes we can change our school and world one act of kindness at a time.

So throughout the school year you may hear the students talking about the “Happiness Advantage”, Spark, etc. Following the motto of our school’s namesake we work to Choose Joy on a daily basis at Mann.

Procedures (School-wide) And PBIS

Positive Behavior Intervention System (aka PBIS): The Boone County School district has instituted this district-wide system in all Boone County Schools. PBIS is a researched-based model that studies have shown to improve student academic and behavior outcomes. A framework has been developed for analyzing school wide behavior referrals to make decisions and solve problems based on the need of the school and the students.

At MES we have clearly defined expectations for all school settings: restroom, cafeteria, water fountain, hallway and assemblies. The use of established, well-communicated school-wide expectations ensures that guidelines for behavior within the building are adequately communicated and enforced to ensure the safety of the children. This also ensures that our staff, parents, and students are all on the same page in terms of the expectations set forth by our staff.

To help students remember the expectations we use the acronym **SPARK**.

Self-awareness (owning your behavior)

Positivity

Attitude of Gratitude

Respectful

Kindness

Students are reminded of the expectations daily on the morning announcements and throughout the day by teachers. Students will be recognized and rewarded for meeting the expectations.

In each location students will be shown and taught what it means to **SPARK**. For instance, when children visit the water fountain SPARK means they are to: stand in line, keep hands to self, keep mouths off of the spigot, and take a 1, 2, 3 drink (meaning they count to 3 in their heads as they drink). This just keeps the line moving and prevents other children from getting frustrated while waiting. Very similar, clearly defined expectations are in effect for the aforementioned areas as well.

We have some great café expectations that we call Maverick Manners. They are posted in the cafeteria. Some of the cafeteria procedures include: Raise Hand for Help, Stay in Seats, Good Manners Please, Be Respectful, and Use a Level 2 Voice. Each day, the cafeteria staff and/or the administration communicate to the children if they reached proficiency or higher in mastering the cafeteria procedures. If so, the class will receive a Spark (orange frog) for their lily pad. Upon earning 15 Sparks the class will receive a reward.

You may have noted that in the cafeteria procedures listed above, Level 2 voice was indicated. At Mann, as well as many other schools across the County and State, we use a noise level system. Our children take to it very quickly and your child can probably explain the system to you at home. A Zero Voice level means that there is no talking. We use this level while traveling in the hallway to show respect for the learning and teaching occurring in our peers' classes. Noisy hallways can make it difficult to learn in the classroom. We do our best to always be respectful of the learning taking place in our school. We always use a Zero Voice when we want to get the attention of the students, for instance during an assembly. A Level One voice is a whisper. A Level Two voice is a small group voice. A Level Three voice is a typical voice level that you'd use to answer a teacher in class. A Level Four voice is a projecting type of voice that you would use when giving a presentation to the class or when reading aloud to a class. A Level Five voice is a playground voice. We never use this level inside the building-well we may get a little excited at an assembly from time to time😊😊

PTO

WE LOVE OUR PTO! What do schools do without a PTO? We absolutely cannot imagine. We have an amazing PTO that is active in many areas, not just fundraising. If you are looking for a way to become involved, look no further. If you would like additional information regarding the PTO, please contact any of the board members and they will be happy to

assist. Also, the PTO has a link on our school webpage that is updated regularly with a variety of information.

The executive officers of the PTO Board are very excited about the 2021-2022 school year! Please watch the TWAM and your email for volunteer opportunities! We look forward to meeting each of you and welcoming you to the team.

2021-2022 PTO Executive Board

Deborah Hageman, President

Proud mom of Will (3rd) and Charlie (1st)

hartsoda@hotmail.com

Ashley Sandefer, VP of Programs

Proud mom of Maya (3rd) and Evie (1st)

asandefer24@gmail.com

Meg Arlinghaus, Treasurer

Proud mom of Caroline (5th), Cate (3rd) and Cameron (K)

meg.arlinghaus8@gmail.com

Erin Rowland, VP of Membership

Proud mom of Noah (1st), Ava (K) and Knox (Future Maverick)

erowland1126@gmail.com

Emily Maynard, VP of Volunteers

Proud mom of Gema (6th), Hadley (5th) and Fletcher (1st)

emilybrookm@gmail.com

Britni Colwell, Secretary

Proud mom of Aiden (5th), Olivia (1st) and Maddox (Future Maverick)

dzbritni@yahoo.com

School-Based Decision Making (SBDM) Council

The SBDM Council is comprised of one principal, four teachers, and three parents and is a cooperative decision-making body. In the event that one of the parents is not classified as a minority, an additional teacher and parent will be added to the council.

The SBDM Council by-laws mandate that committees be formed comprised of school staff and parents. These committees answer the charge or charges of the SBDM Council and report to the SBDM Council regularly during the school year.

The SBDM Council's focus is on student achievement. Please visit our school web page to view the SBDM Council's meeting dates and times and posted documents.

The council for the 2021-2022 school year: **Leslie Principata, Leslie Mason, Amy Marker, Lisa Willoughby, Jessica Maley, Punita Patel, Laura Smiley, and Connie Crigger.**

School Pictures

Individual photographs of students will be taken **ONCE** during the school year in the **FALL ONLY**. Purchasing pictures will be on a voluntary basis. However, each child has his/her picture taken as this becomes the yearbook photo. Prior to picture day, additional information will be sent home to parents/guardians listing prices of various packets.

School Phones

The school telephone is a business phone reserved for necessary calls. **Students may use the phone only in the case of an emergency.** It is not an emergency when students forget homework, books, music instruments, lunch money, gym clothes, etc., they are encouraged to assume responsibility and not cause parents/guardians to make unnecessary trips to school. Students must obtain permission to use school phones.

School Resource Officer (SRO)

All Boone County schools have a School Resource Officer, SRO, assigned to the building. Officer Mike Bales of the Boone County Sheriff's Department will supervise and oversee any law enforcement and safety needs for Mann Elementary.

The SROs are employed by the Boone County Sheriff's Department and follow all procedural guidelines as determined by that office. We encourage students to meet and talk with the SRO regarding any concerns that they may have over personal, peer, school, or home safety.

Specials/Unified Arts

Each week, your child will attend one Special (aka Unified Arts) class per day. Kindergarten students attend PE, Music, Art, Computer, and World Language. 1st through 5th grade students attend PE, Music, Art, Computer, Library, and World Language. Your child's homeroom teacher is on his or her planning period during this time. The homeroom teacher will inform you of your child's special schedule.

Staff Listing 2021-2022

Preschool (at New Haven)

Joanna Hopper

KINDERGARTEN

Becky Arvin

Heather Main

Jamie Mason

Paige Shelton

Jenifer Steinhauer

1ST GRADE

Molly Broadus

Renee Chaney

Rebecca Gnadinger

Ronna Gripshover

Leslie Mason

Alice Thompson

2ND GRADE

Sara Bagley

Virginia Bishop

Kathy Darpel

Martha Duncan

Pat Morgan

Lauren Wingrove

3RD GRADE

Angie Deatherage

Rebekah Ledford

Amy Marker

Krista Taylor

Jane Wendling

Krista Wetter

4TH GRADE

Leslie Principata

Sharon Robison

Jennifer Ruark

Amanda Shumate

Katie Tranter

Lisa Willoughby

5TH GRADE

Cheryl Coyle

Jennifer Hatton

Katie Hiatt

Julie Johnson

Shannon Koehler

Ashley Reusch

UNIFIED ARTS

Shannon Chrisco, Art

Amy Coleman, FFW

Jason Dalhover, PE

Leslie Merryman, Music

Jessica Nitschke, Librarian

Anne Oney, STEAM

Kristina Sickmeier, Technology

Eric Wilson, Japanese

Special Education

Anna Finn, Special Ed

Becky Gatewood, Special Ed

Kayla King, Speech & Language

Tasha Taylor, Special Ed

ELL

Leslee Wainscott

Para Educators

Preschool:

Grace Grant

Kindergarten:

Emily Boomershine

Heather Johnson

Amy Kelter

Ruby McKay

Casey Schneider

Library Support:

Deb Webb

Special Education:

Ann King

Sara Simcock-Hoffmann

Veronica Smith

Transportation

Each day we do our best to make sure that all students get to the appropriate destination, prior to dismissal, at the end of the day. **It is vitally important, that if you have any change in your transportation plans, please send a note to the teacher.** Accepting phone calls has been quite a challenge for transportation changes. We ask that a call be made only in the case of a true emergency. Please note that you will be asked for identifying information. Also, students sometimes become upset with the change since they have not talked with mom or dad personally. We understand there may be an emergency that can occur during the school day. However, we do request that you send notes unless it is not possible. Thanks for your assistance with this.

In the rare instance that you would need to pick your child up rather than send them home on the bus AND you had not sent a note, please call prior to **noon**. It is VERY difficult to take a 3:20pm phone call from a parent, track down the teacher, add the child to the correct pickup list that may have already been run for the day, and ensure that everyone is on the same page. Multiply this by 2, 4, or 10 children and you can imagine how hectic this becomes. Please do your very best to plan for pickups in advance.

Visitors

All visitors must check-in at the front desk of the school office upon entering the building and pick up an identifying visitor's badge to wear while in the building. **At no time should a visitor go directly to a classroom, gym or the lunchroom without a visitor's pass.** Parents/Guardians are welcome to visit the building and observe classes with a principal's permission. The principal will notify the teachers when the observation will take place. Students are not permitted to bring guests to school. Safety and learning for all of our students is a top priority for us. This simple procedure helps with this tremendously.

Please keep in mind that visitors without children in attendance will be scheduled for tours at a time convenient to the school and so as to not interrupt your children's educational process.

Volunteers

We wouldn't make it without a very dedicated group of volunteers. We are able to do so much thanks to our volunteers. To become a volunteer you must complete a background check, complete a 20-30 minute training sponsored by our school administration, and sign the volunteer policy sent home on the first day of school. Background checks are good for two years and the training is good for the entire time your children are at Mann. Beginning July 1, 2012 the state began requiring a fee for background checks. If you go through the school to receive your background check the fee is \$10 for the state. You can obtain a background check form on the Mann Elementary web-site under the tab "forms" then scroll down the list to "Volunteer background". Complete the form and send it to our school secretary, Cindy Wilson, along with the \$10 fee. She is happy to send it in for you. You will need to allow up to

4 weeks for the background check to be completed. If you are in a hurry to get your background check, you can go online at <http://Courts.ky.gov> for a fee of \$25 and receive a background check within 24-48 hours. Once you have received your background check you will need to provide the school with a copy.

For your convenience, we have included a copy of the volunteer policy. Please consider joining our awesome volunteer group.

There will be Volunteer Trainings each month at 8:00am and 6:00pm. Please check the website for the full updated calendar.

MANN ELEMENTARY VOLUNTEER POLICY AND PROCEDURES 2021-2022

The volunteer program of Mann Elementary exists for the purpose of assisting and enhancing the educational process of our school. Volunteers are such an integral part of our school and we are extremely grateful to all of those who are willing to donate their time, talent, and expertise. THANK YOU!

VOLUNTEER PROCEDURES

Please understand that although we are utilizing volunteers in our school we do so with the safety and confidentiality of our students as our top priority. For this reason **all volunteers must be certified and be assigned a specific time to be in the building**. Please read through the entire policy and procedure carefully.

1. All volunteers must complete the ***“volunteer certification program.”*** This includes completion of a criminal background check (youth leader request form) and the training program provided by our school administration. The background check is valid for two years and must be resubmitted after that time. The training need only be completed one time. For example, if you complete it while you have a student in kindergarten it will be good for the remainder of the time the child is at Mann. However, we ask that at the beginning of each school year that you review the volunteer guidelines as a reminder of our expectations and that you sign the volunteer policy form and return it to school.
2. All volunteers must **always** report to the front office before reporting to any part of the building.
3. **Volunteers times will be scheduled through the teacher, PTO, principals, etc.** who must notify the office at least one day prior to your visit. The front office has a computer program that registers your visit. This helps the PTO keep up with the volunteer hours. Additionally, the front office will have a list of all volunteers expected in the building for that day. If your name is not on the list you will not be able to volunteer on that day.
4. You will need to register with the Ident-a-kid program in the front office. Be prepared to always have your ID with you. You will receive a printed badge to be worn while in the building. At the end of your volunteer time, you will need to check out with the same program in the front office. This program also allows us to monitor volunteer time and who is in the building.

5. Our goal is to keep our learning environment as consistent, disruption free, and safe as possible. For that reason, we ask that you simply go to your volunteer area and not wander to other areas of the building. We appreciate your cooperation with this.
6. Confidentiality is of paramount importance for all of our volunteers. If a volunteer should break confidentiality or not follow any aspect of the volunteer policy and procedure, the principal/designee will request a meeting with the volunteer and possibly remove his/her name from the approved volunteer list.
7. Due to confidentiality laws and photography release restrictions, taking pictures of children other than your own while on the school premises or while chaperoning a field trip is prohibited.
8. When volunteering/supervising students on field trips or school activities, we ask that you keep the students in sight at all times. For this reason we ask that you limit the use of your cell phone to emergencies only so as to avoid any distractions from monitoring the students. It is crucial to maintain a watchful eye on the students at all times and escort to students to the specific destinations. When off campus on a field trip, the teacher will provide you with his/her cell number. Should any problems or issues arise while you are chaperoning, please contact the classroom teacher immediately.
9. As a reminder: we have special occasion lunches that are for birthdays, special grandparent visits, etc. Eating lunch with your child(ren) is reserved for these special occasions due to space, preparation for cafeteria workers, and social activity of students. This would not include days you are here to volunteer. An additional reminder would include the change in transportation for your student when volunteering. Please send a note that morning so all necessary arrangements can be made before the end of the day.

A most sincere “Thank You” for your willingness to serve as volunteers and follow the volunteer policy and procedures. We couldn’t do it without YOU!!

Yearbooks

Each year Mann Elementary creates a yearbook for sale to the students. You will receive order forms at the end of the school year if you would like to purchase one. They are generally delivered sometime in September of the following school year.

Walkers

Students who walk to and from school must have a parent/guardian note on file in the main office. **Students that walk to school on a semi-regular basis must have notes for the specific dates that he/she will be walking.** All students walking home each afternoon must sign out at the designated location with a staff member and obtain a walker pass or sticker. Students should go directly home from school. All primary students (P1-P5) who walk to or from school must be accompanied by an adult or intermediate-aged student. Unfortunately, due to the number of teen drivers on campus and the number of vehicles in general on our grounds, we ask that your children not ride bikes to school. It simply is not safe.

Website

Our school website provides our parents/guardians with a wealth of information. Ms. Anne Oney maintains this website and does a tremendous job keeping information accurate and up-to-date. You can access our school website at: <http://www.mann.boone.kyschools.us>.

What Have We Missed?

If there is anything that you think we have missed or you still need information about, please do not hesitate to contact Ms. Sullivan via e-mail so she can make notes on this year's handbook to make improvements for next year. genny.sullivan@boone.kyschools.us