# Manchester Memo

Back to School-August 2022



# **August Calendar of Events**

#### August 8th

10:00 a.m. Classroom assignment (teacher name) available in PowerSchool

#### August 11th

6:00-7:00 p.m. Open House

#### August 16th

First Day of School 9:00 a.m. Start for Kindergarten

#### August 18th

First day of Walking Club



2022-23 District & Manchester PTO Calendar.pdf

Manchester Year Long Calendar of Events





https://www.elkh...

www.elkhornweb.org

### Note from Mrs. Addink

Manchester Families.

Welcome to the 2022-23 school year! I hope everyone had an enjoyable summer break with family. It is with great pleasure and pride that I serve as the Manchester principal. Our Manchester students make immense growth year after year due to the strong home school partnerships. The staff and I are dedicated to partnering with you again this year. We look forward to welcoming our students back to school on August 16th.



Student safety is always at the forefront of our mind. Please review the importance of using the crosswalk as well as safe walking and biking habits with your children. EPS uses the Standard Response Protocols across the district. Please take a moment to review the included parent handout below. We teach, review, and practice the drills throughout the school year. When we hold a lock down drill students are informed prior that it is only practice. I will email parents, to let everyone know that the drill was practiced. Additionally, we team with law enforcement through the Safe2Help hotline. It is an anonymous hotline students and parents can use to report concerning situations (see the graphic below).

Please note the start time for incoming kindergarten students on the first day of school. Our kindergartners will start school on the 16th at 9:00 a.m. this helps our youngest students make the transition to their new school easier.

Please review the traffic guidelines below. Student safety is our number one priority, so please let me know if you have questions regarding the procedures.

As always, please call or email if I can be of assistance. Enjoy your remaining days of summer break!

Sarah Addink
<a href="mailto:saddink@epsne.org">saddink@epsne.org</a>
(402) 289-2590

# **Standard Response Protocol**











I am thrilled to introduce the new staff members who will join our Mountain Lion Team! Please help me in welcoming them to Manchester!

Katie Apland- Special Education Teacher
Joy Fuller- Instructional Facilitator (Assistant Principal)
Michaela Gallo- Special Education Teacher (joining our team from West Bay Elem. in EPS)
Brittany Hill- Fourth Grade Teacher
Abby Lint- Special Education Teacher
Lynn Maas- Speech Language Pathologist
Isabel Roberts- Kindergarten Teacher
April Sullivan- Special Education Teacher
Adam Thomsen- Fourth Grade Teacher

I know they are eager to get to know our hardworking students and phenomenal families!

# Online Registration and Teacher Assignments-- Monday, August 8th

All registration forms should be completed online again this year. Once registrations are complete you will be able to log-in to PowerSchool to see the name of your child's teacher on Monday, August 8th starting at 10:00 a.m.

As a reminder, to use this feature, parents/guardians must access their PowerSchool parent account. If you have issues accessing your account, please contact us for assistance. Online registration for returning students will open on Monday, August 1st. You will receive an email from PowerSchool when it becomes available. If you do not receive an email by August 1st, please contact the Manchester office at 402-289-2590.



# Open House- Thursday, August 11th, 6:00 p.m.- 7:00 p.m.

Open house is a great opportunity for parents and students to meet their new teachers, drop off school supplies, and sign-up for PTO volunteer opportunities. We're looking forward to seeing all of our students soon!

Let's Work Together To Keep our Students Safe- Please Follow the Manchester Traffic Guidelines

#### 2022-23 Manchester Elementary Traffic Plan

Morning Supervision/Walking Club begins: 7:55 a.m.

Breakfast: 7:35 a.m. First bell: 8:10 a.m. Tardy bell: 8:15 a.m.

Dismissal: 3:03 p.m. (walkers/bikers)

3:06 p.m. (students picked up in a vehicle)

#### Drop Off

- Only turn right into the drive thru lane (follow posted traffic signs).
- Avoid dropping students off in the staff parking lot.
- Pull as far forward as possible, when the line stops children exit the vehicle curbside (between the kindergarten ramp all the way to the EKC doors, see yellow marking on the map).
- Staff members will assist the students, adults please stay in the vehicle.
- Students exit the vehicle on the passenger side only.



#### Pick Up

- Display the provided hang tag in your rearview mirror when you enter the
  drive thru lane. The hang tag system helps us safely and efficiently dismiss
  your child to the proper vehicle. Please provide a hang tag to the person who
  will pick up your student. If an additional one is needed, please call the office.
- Pull as far forward as possible.
- Adults remain in the vehicles, staff will assist the students.
- Children enter vehicles on the passenger side only.

#### Walkers/Bike riders

- Students cross HWS Cleveland Blvd. at the crosswalk and follow the directions of Safety Patrol,
- Students need to promptly ride bikes or walk home, they are not allowed to play on the playgrounds immediately after school (EKC uses the space and there is no supervision available).
- Kindergarten walkers will be dismissed from the classroom kindergarten doors (see the orange star on the above map).

#### Keep our students safe, follow these rules when you travel to and from school.

- Yield to walkers and bikers, follow the guidance of Safety Patrol and staff members.
- · Only turn right into the drive thru lane.
- Only enter the <u>left</u> drive thru lane once you have passed Safety Patrol and the corner of the building.
- · Stay in your vehicle when in the drive thru lane.
- · Do not park in the curbside lane before or after school.
- Practice the routine with your child before the start of the year, including buckling and unbuckling the seatbelts independently and safely using the crosswalk.
- Drop off students along the drop off zone, do not drop off in the staff lot.
- Do not drop off or pick up at the three-way stop, it impedes traffic and is dangerous for our students.
- There is no parking on either side of HWS Cleveland Blvd. from Locust St. to 175th St. Please respect the traffic signs and either park on Wirt St. or 175th St. or simply drop-off and pick-up your children in the curbside lane (see map above).



2022-23 Traffic Guidelines.pdf



# **First Days of School Procedures**

We are looking forward to the first day of school!

On the first two days of school, August 16th and 17th, please begin dropping your children off at 7:55 a.m. All students will meet their teacher in their classroom. We ask parents to say their "Good byes" outside before the children enter the building. Additional staff members will help children find their classrooms, if needed

At 8:45 a.m. the Kindergarten teachers will be in front of the school to meet their students on the 16th.

On the second day of school, kindergarten students will enter through the main doors at head directly to their classrooms beginning at 7:55 a.m.





#### **School Basics**

- The first day of school is August 16th. The school day begins at 8:10 a.m. with the tardy bell ringing at 8:15 a.m. Dismissal for walkers is at 3:03 p.m. and 3:06 p.m for students picked up through the car line. Please make every effort to ensure your student(s) arrive on time.
- Walking Club begins at 7:55 a.m. (on the third day of school). Children arriving to school between 7:55 and 8:07 a.m. will participate in this supervised activity. Walking Club begins Thursday, August 18th. Please leave pets at home when on the school campus. Parents/guardians are more than welcome to join their children during Walking Club.
- Breakfast will be served daily between 7:35-8:00 a.m. Students will enter through the side EKC doors and will enjoy their breakfast in the cafeteria then join Walking Club when they're finished eating.
- If your child is not attending school due to an illness or appointment, please call the school office at 402-289-2590 or email at <a href="mailto:manchester@epsne.org">manchester@epsne.org</a>.
- Students who leave early or arrive late must sign in/out at the front office.



# **Furry Friends**

If you walk to drop off or pick up your child please do not bring along your dog.

We appreciate you being cognizant of those with allergies or fears. Thanks for helping to keep our students safe.

**School Wide Positive Behavior Supports Plan** 

# Manchester Elementary

School-Wide Pawsitive Pride Plan
Paws for Good Behavior!





Manchester Pawsitive Pride.doc.pdf

**L** Download 873.3 KB

**ABCDE Calendar** 

August		Septem	ber	Octobe	ır	Novem	ber	Decem	ber	January	r	Febura	ary	March		April		May		
16	Α	1	С	3	В	1	В	1	A	4	Α	- 1	E	1	С	3	Е	1	D	1
17	В	2	D	4	С	2	С	2	В	- 6	8	2	Α	2	D	4	Α	2	E	1
18	С	6	E	5	D	3	D	5	С	6	С	3	В	3	Е	5	В	3	A	1
19	D	7	A	6	E	4	Ε	6	D	9	D	6	С	8	A	8	С	4	В	
22	Е	8	В	7	A	7	Α	7	E	10	Е	7	D	7	В	10	D	5	С	
23	Α	9	C	10	В	8	В	8	A	11	Α	8	Е	8	С	-11	Е	8	D	
24	В	12	D	11	С	9	С	9	В	12	8	9	Α	9	D	12	Α	9	Е	
25	С	13	E	12	D	10	D	12	С	13	С	10	В	10	Ε	13	В	10	A	
26	D	14	Α	13	Е	11	Е	13	D	17	D	13	С	13	Α	14	С	11	В	
29	Е	15	В	14	Α	14	Α	14	E	18	E	14	D	14	В	17	D	12	С	
30	Α	16	С	17	В	15	В	15	A	19	Α	15	E	15	С	18	Ε	15	D	
31	В	19	D	18	С	16	С	16	В	20	8	20	Α	16	D	19	Α	16	Е	
		20	E	19	D	17	D	19	С	23	С	21	В	27	Ε	20	В	17	A	
		21	Α	20	Е	18	E	20	D	24	٥	22	С	28	A	21	С	18	В	
		22	В	24	Α	21	A	21	E	25	Е	23	Đ	29	В	24	D	19	С	
		23	С	25	В	22	В			26	Α	24	Е	30	С	25	Ε	22	D	
		26	٥	26	С	28	С			27	В	27	Α	31	D	26	Α	23	E	
		27	Е	27	D	29	D			30	С	28	В			27	В	24	A	
		28	Α	28	E	30	Ε			31	D					28	С	25	В	
				31	A													26	С	1/2 day last day

#### **Visitor Guidelines**

At Manchester, the doors remain locked during the school day. All visitors will gain access using the security camera/access panel outside of the school's main entrance. Office staff will grant access after you do the following steps:

- 1. Push the button and wait for the identification request.
- 2. Provide your name and purpose for entering the school.
- 3. When you hear the door unlatch, enter and proceed to the office.
- 4. Sign in on the visitor sheet and take a visitor sticker/badge.
- 5. When leaving the building, return to the office and sign out.

Thank you for helping us keep our students safe!

# **Safety Patrol**

Manchester's fifth graders are trained to provide additional support outside during arrival and dismissal. They are present to help students stay safe. Please review crosswalk and safety procedures with your child(ren) and remind them to follow the guidance of the Safety Patrol volunteers. We thank our fifth graders for their help!

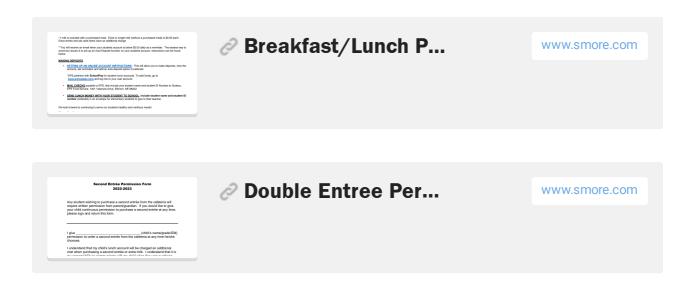
**Lunch and Breakfast Information/Menus** 



2022-23 Meals Due to the USDA waivers not being extended, EPS does not qualify to serve free meals. Therefore, for the 2022-23 school year, free meals will only be available to those who qualify for free or reduced meals based on income guidelines and application submission.

#### **Lunch Visitors**

Parents are welcome to join their child(ren) for lunch; however, having too many visitors during the first few days can make learning the lunch procedures challenging for students. We would ask that parents wait to join us for lunch until Monday, August 22. This will give us time to ensure that students learn the correct lunch procedures along with having an opportunity to socialize with their classmates. Thank you for your cooperation.



### 2022-23 Lunch Schedule

2022-23							
	Lunch	Recess					
Kindergarten	10:45-11:10	11:10-11:30					
First Grade	11:15-11:35	11:35-11:55					
Second Grade	11:25-11:45	11:45-12:05					
Third Grade	11:50-12:10	12:10-12:30					
Fourth Grade	12:15-12:35	12:35-12:55					
Fifth Grade	12:40-1:00	1:00-1:20					

# **Photos and Videos During School Hours**

- If you are taking photos or video during school hours (including class trips and events), please note these are allowed for personal use only. Videos and images should not be shared in any form without appropriate consent from the student's parent/guardian.
   Obtaining consent is the sole responsibility of the person taking the photos and video.
- Elkhorn Public School is not responsible for obtaining consent for controlling how such images are shared.
- Please be respectful of all students and families in our school community by not taking or sharing photos or videos of students other than your own.



# Elkhorn Public Schools is Hiring Teacher Assistants- We'd Love for YOU to Join Our Team!

Make a difference with the Elkhorn Public Schools!

The Elkhorn Public School District is currently hiring teacher assistants for the 2022-23 school year in our early education, elementary, and secondary settings. EPS is seeking caring and collaborative individuals with a desire to help students achieve.

Manchester does have a few openings available (part time and full time), we'd love for you to join our team.

- Family friendly hours follows the school day and calendar
- Competitive pay (\$16.20)
- Rewarding working environment

Apply at www.elkhornweb.org Employment: Support Staff Non-Certified: Teacher Assistant

### Note from the Nurse...

Hi there and welcome back to school! My name is Sara Bird and I am the school nurse for Manchester Elementary School, Grandview Middle School, and Elkhorn North High School. I am in each building 2 half days per week, but if you ever need to contact me please feel free to email me at <a href="mailto:sbird@epsne.org">sbird@epsne.org</a> with any questions or concerns you may have.



Here is some important information to review:

Physical and Immunization Requirements

Nebraska law requires that all school children have a physical examination upon entry into school, at seventh grade, and when transferring from an out-of-state school. Students must also provide proof of a visual evaluation to include testing for amblyopia, strabismus, internal and external eye health and visual acuity upon entry into school and when transferring from an out-of-state school. The law also requires your child be immunized and provide proof of immunization before attending classes. All

7th grade students are required to have a Tdap vaccine. Please visit this link: <u>Summary of the School Immunization Rules and Regulations</u> to view specific vaccine requirements for the age of your child. If you have not turned in your Kindergarten, 7th grade, or new out-of-state student's paperwork, please do so ASAP. This may be uploaded during the registration process but please be sure to select "actual size" so your documents are legible.

#### Medication Policy

If your student requires any medication (over-the-counter and/or prescription) while at school, each medication must have a Medication Authorization Form signed by the parent and a physician before we can administer. All medications must be unexpired and provided in the original packaging and/or pharmacy container. For prescription medications, please only provide a maximum of 30 day supply at a time. All medication must be dropped off in the office by a parent or guardian. Please do not send any medications with your student. Also, if you believe your student is capable of managing their own inhaler or epi pen while at school, here is the link for the Self-management Of Asthma and Severe Allergy (Anaphylaxis) at School Consent/release form.

Students with Asthma, Severe Allergies, Diabetes, and/or Seizures
If your child has asthma, severe allergies, diabetes, and/or seizures, please submit an Action Plan
signed by your physician. Plans must be updated annually. Blank forms can be obtained at the school
office, or your physician's office can use whichever form they prefer.
Sick Child Policy

\*\*Please refer to the information from the principal and handbook regarding district guidelines for illness.

Thank You! Sara Bird, RN, BSN



#### **School Pictures**

Save the Date! School Picture Day is September 9th



**District Website** 

#### **Manchester PTO News**

#### What is PTO? What does PTO do?

PTO stands for **P**arent **T**eacher **O**rganization. Being an active PTO member helps you stay informed, allows you to get to know the Staff and other parents, provides volunteer opportunities, and you contribute your input and ideas. Volunteer as little or as much as you'd like! Our MISSION is to enrich the environment of Manchester Elementary. We hope to accomplish this by promoting community events, providing monetary support, and creating a sense of pride in our school. We



welcome and encourage all parents and guardians to get involved and be a part of the PTO process. Although we ask for financial support through fundraising efforts, there are no fees or dues required to be a part of our organization. We can't wait for you to be a part of our monthly meetings! Ways to Be Involved this Year:

- Volunteer for and attend quarterly family events
- Attend monthly PTO meetings via Zoom
- Volunteer your time and/or donate to staff appreciation week, the winter service project, health screenings, and conference meals
- Support the school financially by participating in monthly family dinner nights, the Walk-a-Thon, AmazonSmile, Box Tops, and TAGG
- Become a Room Coordinator

#### 2022-2023 PTO Board Members

Paige Zehnacker - President

Melanie Krings - Vice President

Mary Metschke - Treasurer

Michelle Kilgallon – Secretary

Kolleen Benjamin - Communications

Thank you to the board and committee chairs for volunteering this year! Our '22-'23 committee chairs have already met and are busy preparing for a fantastic year!





# PTO Meetings – Mon., Sept. 12th at 6:30pm

Please join us for our first PTO Meeting of the year on *Mon., Sept.*12th at 6:30pm <u>via Zoom!</u> We are changing things up this year to accommodate busy families and just want you to be able to participate with all you have going on! All parents and guardians are welcome to join! Meetings are typically held on the first Monday of the month. Zoom info will be available on PTO Facebook page and in the weekly PTO emails.

2022-2023 PTO Meeting Dates

First Semester

Mon., Sept. 12th via Zoom

Mon., Oct. 3rd via Zoom Mon., Nov. 7th via Zoom

Second Semester

Mon., Jan. 9th \*\*in person in the school Library\*\*

Mon., Feb.6th via Zoom

Mon., March 6th via Zoom

Mon., April 3rd via Zoom

\*with a possible May 1st meeting, if needed for recruitment

#### **Grade-Level PTO Events**

NEW this year are PTO events for grade levels at the Whispering Ridge Park! Kindergarten's event will be Thurs., Aug. 25th from 5pm-7pm. Come mingle with other Kinder families and get to know your kids' classmates! More info to come!

Art Show, field trips, 5th Grade Outdoor Education, and Teacher Wish lists.



# **Walk-a-Thon Sponsorships**

Manchester Elementary's Annual Walk-a-Thon will be held during the school day on *Fri., Sept. 23rd*! This is our school's largest fundraiser of the year. Be a sponsor and help support our school! Contact Sarah Freeland (<a href="mailto:sarahfreeland@hotmail.com">sarahfreeland@hotmail.com</a>) for sponsorship opportunities for this year's Walk-a-Thon event. \*\*See the attached flyer for more info like sponsorship levels! Students walk around the school and participate in fun outdoor activities. The funds help pay for items like school assemblies, our annual



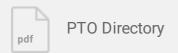
Walk-a-Thon 22 Sponsor.pdf





# **Free Online School Directory**

Attention Parents! When we connect, our children win! Once students have been assigned to teachers in the system, please either update your student directory information in the Membership Toolkit, fill out the attached Directory flyer, *OR* register via this link: <a href="https://manchesterpto.membershiptoolkit.com/login">https://manchesterpto.membershiptoolkit.com/login</a>. It's free and a great way to connect for playdates and distribute party invites. Contact <a href="mailto:ManchesterPTOdirectory@gmail.com">ManchesterPTOdirectory@gmail.com</a> with questions. Thank you to our Directory Chairs, Mikayla Spangler and Jen Coe! Their efforts last year increased our participation to 85%!





# **Spirit Wear Sale Info Coming Soon!**

Stay tuned for how you can order your Manchester Elementary Spirit Wear!



# **Support Our School When You Shop -**

Please support Manchester Elementary by shopping through three different ways:

1. smile.amazon.com

Go to smile.amazon.com, then to Profile, and then to Your Amazon Smile. Choose "Elkhorn Manchester Parent Teacher Organization" as your charity and save!

- 2. Box Tops for Education Download the app and scan your grocery store receipts for participating items! Or email your grocery store pick-up receipts to: receipts@boxtops4education.com.
- 3. TAGG \*NEW!\* TAGG is now a website so you can TAGG receipts of participating businesses on a computer, smartphone or tablet by visiting TAGG.today.

When you do, these organizations will make free donations to our school!







# Stay Connected! -

- Like the Manchester PTO Facebook page: https://www.facebook.com/ManchesterPTO/
- Email PTO at: manchesterpto1@gmail.com
- Visit the PTO Website: www.manchesterpto.com
- Read our Weekly PTO eNewsletters sent to your email (\*sent to email addresses listed in Directory, so <u>PLEASE</u> register or update your info!)



### **Manchester Elementary**

2750 North HWS Cleveland Bou...







elkhornweb.org/manchester/

### Attachments- please take a look



August 2022 District Reminders.pdf

**丛** Download 55.6 KB



22\_23 EPS Elementary Handbook.pdf

**L** Download 389.4 KB



# **CLINIC**:

AUG. 16-18 | 4:30PM TO 5:45PM @ ENHS

# PERFORMANCE: AUG. 19 | 7PM © ENHS SPORTS DRINK SCRIMMAGE





FOR MORE INFORMATION AND TO SIGN UP, SCAN THIS QR CODE OR VISIT HTTPS://SITES.GOOGLE.COM/EPSNE.ORG/E NHSCHEER/JUNIOR-CHEER?AUTHUSER=0

