

**AUGUST / SEPTEMBER NEWSLETTER**  
**ANNA MCDONALD ELEMENTARY SCHOOL**

200 Second Street; Manhattan, IL 60442

815-478-3310

[www.manhattan114.org](http://www.manhattan114.org)

Ryan McWilliams, Principal

Debbie Jones, Secretary

Welcome to Anna McDonald School,

Anna McDonald School serves the educational needs of students in 3<sup>rd</sup> through 5<sup>th</sup> grade. As a learning community, we are committed to providing our students with a well-rounded educational program. With the support from our entire Manhattan community, our children receive a quality education in a learning environment that is both enriched and nurturing.

Please e-mail, call, or visit us any time.

Sincerely,

Ryan McWilliams

Principal

[rmcwilliams@manhattan114.org](mailto:rmcwilliams@manhattan114.org)

815-478-3310 x 4 Office

815-405-2386 Cell

**Fall Picture Day**

Pictures will be taken of all the children on Monday, August 28th. Picture package information will be sent home with all students. Fall picture retakes are scheduled for the morning of Monday, September 25<sup>th</sup>.

**Late Arrivals**

Students arriving late to school will need to be signed in by their parent/guardian who is dropping them off. Please come to the office to sign your child in and your child will then receive a pass to give to their teacher.

**Hot Lunches**

**The cost for hot lunch is \$3.00.** PREFERRED MEALS will continue to be our lunch provider. They will utilize a computer generated accounting system, just as we have in the past. Payments can be made online through homelogic. If you prefer to send in a check, please put it in a sealed envelope and address the envelope with your child's full name and teacher. If you send a check, please make it out to Manhattan School District 114. **PLEASE NOTE: WE NEED SEPARATE LUNCH PAYMENTS FOR EACH CHILD IN THE DISTRICT.** We feel that this will help families to know how much money each of your children has in his/her lunch account.

**STUDENTS WILL NOT BE ALLOWED TO INCUR A NEGATIVE BALANCE. STUDENTS THAT STILL HAVE NEGATIVE LUNCH BALANCES FROM LAST YEAR WILL NOT BE ABLE TO PURCHASE A LUNCH UNTIL THAT BALANCE HAS BEEN PAID. Only Milk will be provided to students who do not have money in their lunch account.**

**Free/Reduced Lunch applications are available on the main page of the Manhattan School District website. If you feel you are entitled to free/reduced lunches you must fill out a new application each year. If you received free/reduced lunches last year your child will receive these lunches only for the first month of school. We will need a new, approved, application on file to continue to provide them with free/reduced price meals.**

**Parent Information Night and Open House**

Open House will be held on Tuesday, August 29<sup>th</sup> from 6 pm – 7:30 pm. Each grade will have a formal presentation in your child's homeroom classroom. 3<sup>rd</sup> grade will begin at 6pm; 4<sup>th</sup> grade beginning at 6:30 and 5<sup>th</sup> grade at 7:00pm. Parent/Teacher Conferences will be scheduled through Sign-Up Genius. An email will be sent out when this is open. Parent/Teacher conferences are November 21<sup>st</sup> and 22<sup>nd</sup>.

### **Student Absences/Truancy**

All parents are required to call the school at 478-3310 if their child will be absent from school. The call should be made before 8:30 a.m. A parent or a legal guardian must report absences. Student reports will not be accepted. When calling, please state: parent name, student name and the reason for the absence. In the event you do not contact us, we will make a reasonable attempt to contact you at home or work. Failure to report a child's absence constitutes the child considered absent without a valid excuse.

Absent work can be requested **on the second day of the student's absence**. If requesting work on the second day, please do so when reporting the absence. If a student will only be absent one day, the child can obtain make-up work the next day from his/her classroom teacher. Please refer to parent/student handbook or call the main office if you have any questions.

**NOTE:** Illinois School Code 5/26-21 states: "A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof." "Chronic or habitual truant" shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days." This equates to a child being absent more than 17 days during any given school year.

### **Student Insurance**

Student insurance is available. For information/application the website is <http://markel.sevencorners.com/>. We also have a link on our website homepage. Student Accident insurance is becoming more and more important to families due to lack of other insurance for their children or having major medical plans with ever increasing deductibles & co-insurance requirements. Our Student Accident insurance program helps families. Thanks.

Parents can enroll online by the use of a dedicated secure enrollment website or by calling 877-444-5014 (available July 1st). The website address is <http://markel.sevencorners.com/>. On this website, parents will be able to:

- View all of the coverage and premium options
- Review a Frequently Asked Questions section
- Purchase the insurance using a credit/debit card and receive an instant and printable confirmation of what they purchased

This electronic enrollment is a win-win-win situation. It allows the parents to purchase the coverage on a real time basis, it allows the school district to reduce its involvement in the enrollment process, and it enables Markel Insurance Company to more efficiently administer the program.

The key to the success of this electronic enrollment is that the parents of your school district be made aware of the website. Student Accident insurance is becoming more and more important to families due to lack of other insurance for their children or having major medical plans with ever increasing deductibles & co-insurance requirements. Our Student Accident insurance program helps families cope with these issues in a very cost effective manner. **Therefore, it is of the utmost importance that school district officials widely publish the <http://markel.sevencorners.com/> address to allow all parents to review the information and determine its value to their individual family's situation. We ask that your district webmaster create a Student Accident section on your district website in a place where the parents will see it. The above URL should be placed as a direct link in this section. Doing so will enable parents to go directly to the website.**

### **From the Nurse's Office**

Please do not send any medications, including cough drops, to school with your child.

### **Birthday Treats/Trinkets**

Please refrain from sending birthday treats or other celebration items to school.

### **Manhattan Foundation for Educational Excellence**

We hope you enjoy the school calendar developed by the Manhattan Foundation for Educational Excellence. The calendar was a fundraising project by this organization. Profits from the calendar and other donations obtained by this group are administered by the Foundation to provide District #114 students and faculty with educational supplies and equipment beyond what the school budgets allow. Further information about the Foundation for Educational Excellence can be found inside the calendar. We are very grateful to the Foundation for their efforts. We also would like to thank all the volunteers and advertisers for their support of the students and faculty through this calendar. The next meeting is Thursday, September 21<sup>st</sup> at 6pm in the Manhattan Jr. High library.

### **Volunteers**

We are very fortunate & grateful to have so many people volunteer their time to work at Anna McDonald School. If you are interested in volunteering this year, please contact your child's homeroom teacher. If you have any questions, please call the school at 478-3310.

### **District Website**

Remember to view our district website at [www.manhattan14.org](http://www.manhattan14.org) for important information, newsletters, student achievement data and other resources. The virtual backpack has forms for various events available for printing

### **SUBSTITUTES**

We are in need of substitute teachers, nurses and teacher aides. If you or someone you know would like to substitute please have them contact Mrs. Johnston at: [gjohnston@manhattan14.org](mailto:gjohnston@manhattan14.org), 815-478-6090x0 or Diane Ponshe at 815-531-3309.

### **Important Dates**

#### AUGUST 2017

28<sup>th</sup> Fall Picture Day  
29<sup>th</sup> Open House 6pm

#### SEPTEMBER 2017

4<sup>th</sup> NO SCHOOL – Labor Day  
12<sup>th</sup> Staff Meeting 8am  
PTO Meeting 6pm @ WC  
13<sup>th</sup> BOE Meeting 6pm  
22<sup>nd</sup> PTO Ice Cream Social @ WC 6pm  
25<sup>th</sup> Fall Picture Retakes  
27<sup>th</sup> Early Dismissal 12:45pm  
28<sup>th</sup> 5<sup>th</sup> Grade Music Program 10:30am & 7pm  
29<sup>th</sup> Progress Reports on HomeLogic