



Student & Family Engagement Handbook

Manz Elementary
1000 E Fillmore Ave
Eau Claire, WI 54701
(715) 852-3901

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

www.ecasd.us

Dear Manz Families:

On behalf of the entire staff at Manz, I want to thank you for your dedication, hard work, and patience as we set off on another year of learning. Unlike ever before, this year has presented us with challenges that have shaken the pillars of public education. Simultaneous dual learning modes, 100 % virtual, e learning, 1:1 device for all and much more. These are concepts that the ECASD was years of planning and preparation away from. However, due to the far-reaching effects of a global pandemic dating back to March 2020, we have made an incredible pivot in a few short months into this world. We know there will be mistakes, mishaps, and some confusion. But we also know that we achieve clarity, understanding and consistency leading to many great learning experiences and incredible growth as a result!

The following few pages are designed to provide you with important guidance, reminders, and contacts to and for the following:

- ✓ Setting our Mustangs up for academic success this year
- ✓ What learning can look like on virtual days (Instructional Model)
- ✓ Who to contact with questions

It is my hope that this year will strengthen our partnership and build a better learning experience for decades to come.

Although challenging, I look forward to our work together and I know we will make it a great year.

Your partner in education,

Adam Keeton

A handwritten signature in black ink, appearing to read 'Adam Keeton', written in a cursive style.

Principal Manz Elementary

Our Mission:

Dedicated to preparing all students to become lifelong learners, caring individuals, and responsible citizens in a diverse society.

Our Vision:

Manz School prepares our students to be critical thinkers by challenging minds, building relationships, and nurturing individual growth.

Section 1:

Collective Commitments to Ensure & Support Learning

The partnership with family and student while at school or at home/virtually:

Manz Commitments	Family Commitments	Collective Commitments
Create and sustain learning 5 days a week through synchronous and asynchronous experiences	Create and sustain a safe and quiet learning space for your student to work and show their best.	Open lines of communication to guarantee clarity and mutual understanding
Develop engaging and student friendly learning that reflect age appropriate independence	Support and supervise a daily schedule for students who are learning virtually.	Open lines of communication to guarantee clarity and mutual understanding
Provide advanced notice of small group or whole class live meetings to ensure a high attendance rate.	Create and support times during the day for your student to participate in virtual school meetings.	Work with our community partners (YMCA, Boys n Girls, Pablo) to ensure learning can occur anywhere.
Record meetings and lessons on Teams for anytime access	Up to date contact information that we will need to access via Skyward (phone, email, address)	Open lines of communication to guarantee clarity and mutual understanding

Section 2:

Learning, and the Instructional Model

New terms in education:

Synchronous Learning- Learning and instruction that is happening “live.” S

Asynchronous Learning- Learning that may be provided by a taped lesson by the teacher, a recorded class meeting that was missed, activities that are developed and shared through Canvas or Seesaw that students complete independently.

Cohort Groups- Group of students based on: grade level, family decision and/or district placement.

A- Students that are in school on Monday/Tuesday and virtual Wednesday/Thursday/Friday

B- Students that are in school Thursday/Friday and are virtual Monday/Tuesday/Wednesday

C- Students that are virtual Monday through Friday

D- Students are in school Monday/Tuesday/Thursday/Friday and virtual on Wednesday

- There will be lessons online/virtually for all students in the areas of Music and Physical Education. For Cohorts A, B and D Art and Library/Media lessons will occur in the classroom.
- Students should anticipate meeting with their teachers and other school staff through Microsoft Teams during the week as part of our school wide commitment to student success.
- Students will be provided instruction and learning experiences in various content areas. We will utilize either Canvas or Seesaw for these independent learning opportunities.
- Virtual learning time will vary by day, week, and student grade level. As a district, we focus on Essential Learning by grade (not time on a screen). Learning, regardless of location, will be blended to support our philosophies and instructional model. In addition, we will do our best to differentiate as needed.

Section 3

Technology Information

For Technology Assistance, call: 715-852-3411

The ECASD Helpdesk is staffed from 8am-3pm Monday-Friday

Disclaimer: The ECASD only supports student account creation with vendors that we have a signed Data Privacy Agreement to protect our students' personally identifiable information to the standards that we are legally comfortable with when considering our District Board Policy and applicable laws.

Should parents/guardians choose to enroll their child and share personally identifiable information with vendors on their own, they have that legal authority and assume liability.

More information about technology can be found at:

<https://www.ecasd.us/District/At-Home-Learning/Tech-Support-and-Resources>

*Students and families should keep in mind that directions may differ slightly depending on both device and browser being used.

All Manz Students will have an iPad. It is the expectation the student will bring the iPad home each day and bring it back to school. The iPad should be charged each night.

Username and Passwords

- Username for students is their student ID number followed by @ecasd.us
 - *some apps do not require the @ecasd.us as part of the username, so you may want to try different ways if you cannot get into the account.
- Password is their lunch PIN, which you will be provided at the time the iPads are picked up.

School e-mail

- Go to the district website www.ecasd.us
- Click on the purple Student Technology Resources Login icon on the right side of page
- Scroll down to Student Email (Office 365) and click
- Enter username and password

Microsoft Teams

- All meeting invites come via e-mail
- Check the calendar on the Teams app for the meeting and you can join on the calendar.
- Click on “Join Meeting”

Canvas

- Go to the district website www.ecasd.us
- Click on Canvas LMS on the top left of the screen
- Click on the Canvas Student or Canvas Parent icon on the middle right side of the page
- Enter username and password
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How to set up a parent/observer account:

1. Go to the district website www.ecasd.us
2. Click “Canvas LMS” on the **blue** toolbar
3. On the left-hand side of the screen click “How to sign up as a Parent Observer”
4. Follow the step by step procedure. In this procedure the student is given a “pairing code” parent will use this AFTER the student has logged out

The parent then complete steps 5-7 using the pairing code they were given

SeeSaw

SeeSaw will be the learning system for students in Kindergarten, 1st, and 2nd grade

SeeSaw will be on the iPad Self-Service. Teachers will work with their students on setting up

SeeSaw for their students. This is new to us and more information will be coming on SeeSaw


Sora

- www.soraapp.com
- Username: Student ID number
- Password: Lunch PIN

Skyward

- Go to the district website www.ecasd.us
- Click on Skyward Access icon on the right side of the page
- Enter username and password
- If you do not have a parent Skyward account, please contact enrollment at the Board of Education Office at 715-852-3063

Technology Troubleshooting 101

iPad Issue	What to Try First	If This Did Not Solve Problem	Next Step
			
<ul style="list-style-type: none"> ✓ iPad freezes up ✓ Keypad does not respond ✓ Touchscreen does not respond ✓ Applications (apps) are not responding 	<p>Restart iPad (This does NOT wipe data) *****</p> <ol style="list-style-type: none"> 1. Press and hold the power button until "slide to power off" appears 2. Release power button 3. Slide the "slide to power off" message to the right 4. Once the device is powered off, you can turn it back on again 	<p>Hard Reset of iPad (This does NOT wipe data) *****</p> <ol style="list-style-type: none"> 1. Press and hold the Power and Home buttons at the same time 2. Hold both until the Apple logo appears (approximately 10-20 seconds) 3. Release buttons 4. Turn iPad back on 	<p>Call Technology Support 715-852-3411 M-F 8:00am-3:00 pm</p>

Staff Directory/Community Resources

Eau Claire Student Transit P: 715-839-5116

Name	Position	E-mail Address	Phone
Adam Keeton	Principal	akeeton@ecasd.us	(715) 852.3910
Kristin Holtman-Funk	Secretary	kholtmanfunk@ecasd.us	(715) 852.3901
Sara David	School Counselor	sdavid@ecasd.us	(715) 852.3903
Chantel Erickson	School Psychologist	cerickson@ecasd.us	(715) 852.3980
Kara Lake	School Social Worker	klake@ecasd.us	(715) 852.4221
Jeff Stytz	Head Custodian	jstytz@ecasd.us	(715) 852.3905
Kimberly Winkelmann	Partnership Coordinator	kwinkelmann@ecasd.us	(715) 852.3907
Sarah Knudtson	Kindergarten	sknudtson@ecasd.us	(715) 852.3981
Sarah Neitzke	Kindergarten	sneitzke@ecasd.us	(715) 852.3984
Monica Bauer	1 st Grade (virtual)	mbauer@ecasd.us	(715) 852.3923
Lisa Brandt	1 st Grade	lbrandt@ecasd.us	(715) 852.3921
Paula Decker	1 st Grade	pdecker@ecasd.us	(715) 852.3929
Christina Fedie	1 st Grade	cfedie@ecasd.us	(715) 852.3425
Heidi Hebert	1 st Grade	hhebert@ecasd.us	(715) 852.4045
Tricia Helms	1 st Grade	thelms@ecasd.us	(715) 852.3930
Taylor Bednar	2 nd Grade	tbednar@ecasd.us	(715) 852.3948
Tim Lilly	2 nd Grade	tlilly@ecasd.us	(715) 852.3928
Melissa Olson	2 nd Grade	Molson4@ecasd.us	(715) 852.3949
Heather Seibel	2 nd Grade	hseibel@ecasd.us	(715) 852.3952
Paula Kelly	3 rd Grade	pkelly@ecasd.us	(715) 852.3941
Sue Pisani	3 rd Grade	spisani@ecasd.us	(715) 852.3933
Jamie Dimka	4 th Grade	jdimka@ecasd.us	(715) 852.3983
Courtney Stowell	4 th Grade	cstowell@ecasd.us	(715) 852.3950
Jeremy Burg	5 th Grade	jburg@ecasd.us	(715) 852.3466
Kelsey Maki	5 th Grade	kmaki@ecasd.us	(715) 852.3965
Steve Winters	5 th Grade	swinters@ecasd.us	(715) 852.3953
Deb Erickson	5 th Grade (virtual)	derickson2@ecasd.us	(715) 852.3964
Amy Suralski	5 th Grade (virtual)	asuralski@ecasd.us	(715) 852.3936
Samantha Campbell	Art	scampbell@ecasd.us	(715) 852.3968
Liz Mosher	Music	lmosher@ecasd.us	(715) 852.3939

Kris Chapman	Physical Education	kchapman@ecasd.us	(715) 852.3942
Anjeanette Steltz	Library	asteltz@ecasd.us	(715) 852.3909
Kirsten Rubenzer	EL	krubenzer@ecasd.us	(715) 852.4808
Kelsey Worachek	Speech & Language	kworachek@ecasd.us	(715) 852.3946
Michele Dostal	Special Ed. Teacher	mdostal@ecasd.us	(715) 852.3935
Emily Fictum	Special Ed. Teacher	efictum@ecasd.us	(715) 852.3947
Sara Kawell	Special Ed. Teacher	skawell@ecasd.us	(715) 852.3956
Tanya Kulig	Special Ed. Teacher	tkulig@ecasd.us	(715) 852.3982
Weisa Babel	Kitchen	vbabel@ecasd.us	(715) 852.3906

Community Resources:

COVID-19 Call Center 715-831-7425

Eau Claire City-County Health Department 715-839-4718

<https://www.eauclairewi.gov/government/our-divisions/health-department>

Eau Claire County Department of Human Services (DHS) 715-839-7118

<https://www.co.eau-claire.wi.us/departments/departments-a-k/human-services>

Chippewa County Department of Human Services (DHS) 715-726-7788

<https://www.dhs.wisconsin.gov/agency/chippewa-county-department-human-services>

Food Pantry Information 715-835-9415 <https://www.fmpfoodbank.org/>

Community Table 715-835-4977

<http://thecommunitytable.org/>

Homelessness Concerns...please call your school counselor (715) 852-4003

Mental Health Resources:

If your concern is an emergency, call 911

For a Mental Health crisis, please call:

- Northwest Connections 1-888-552-6642
- National Suicide Hotline 1-800-273-8255
- Wisconsin HOPELINE text HOPELINE 741741