

Mattson Middle School



Welcome to the 2011-2012 School Year!

FIRST DAY OF SCHOOL – Thursday, September 1, 2011

School begins daily at 8:35 a.m. and ends at 3:01 p.m.

Students may enter the building at 8:00 a.m.

We hope you find the following information helpful as we look forward to the start of the 2011-2012 school year!

Important Contact Numbers

Principal	Tammy Unruh	(253)373-6252
Assistant Principal	Judy Believeau	(253)373-6252
Counselors	Katy Ranzoni	(253)373-6259
	Scott VanGerpen	(253)373-6258
ASB Cashier	Cathi Janzing	(253)373-6253
Attendance	Judy Vevang	(253)373-7671
Registrar	Diane Barnes	(253)373-7369
Office Manager	Char Toppen	(253)373-6252
Main Office		(253)373-7670

Please note: email is also an efficient way to communicate with building staff members. The district format for email is the same for all employees. For example: judy.beliveau@kent.k12.wa.us.

7th grade Orientation

7th grade and new student orientation will be held on August 25th from 8:30-12:30 PM. We encourage all 7th grade and new students to attend this event. During this time, students will be given their schedules and lockers, will participate in team building activities, and will get to know the many aspects of Mattson. This is a student only event. An optional parent orientation event will be offered both at drop off from 8:30-9:15 and prior to pick up from 11:45-12:30 in the library. This session will be facilitated by Judy Believeau, the Assistant Principal, and will include information related to a 'typical' student day, 1:1 laptops, how parents can support middle school students, and a question and answer period. Both sessions will contain the same content.

8th Grade Schedule Pickup

8th grade student schedules will be available on Skyward the week of August 22nd.

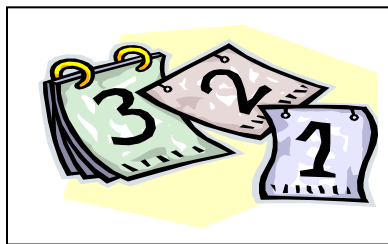
Bus Rider Information

If you ride a bus to and from school, you will be receiving a bus pass from transportation regarding your bus transportation pick up time and location. AM and PM route numbers will be included on photo ID/ASB cards when pictures are taken on September 7th. Students will be required to show their photo ID as they board the bus *daily*. The pass received in August will serve as a temporary pass until the permanent student photo ID is received. New students, who have registered after June 30th, will need to get a bus pass from the Mattson registrar after August 18th.

Without prior approval from the Transportation Department, students are not allowed to ride any bus to which they are not assigned. Before inviting anyone to ride your bus, you must get prior permission from the Transportation Department, (253)373-7442. Mattson staff cannot provide this permission.

Important Dates

August 25.....7th grade and new student orientation, 8:30-12:30
 August 25.....New parent optional orientation, 8:30-9:15 or 11:45-12:30
 September 1First Day of School
 September 7.....Picture Day
 September 29.....Open House, 6:30 p.m.
 October 5.....Stang-a-thon Fundraiser



Fees

If you would like to avoid waiting in line when school starts, you may fill out the enclosed order form and mail a check payable to Mattson Middle School, 16400 S.E. 251st Street, Covington, Washington 98042, Attention: Cashier. Your student can come into the Student Support Center after school starts to pick up the receipt.

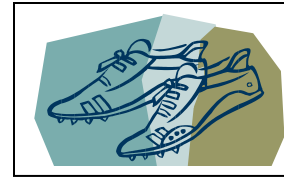
ID Card.....	FREE
ASB Card Validation.....	\$15.00
Yearbook.....	\$25.00 with ASB card, \$28.00 without ASB card (Cost will increase in December)
Music Uniform Cleaning Fee.....	\$5.00
PE Uniform (t-shirt & shorts)..... (XXL \$20.00)	\$17.00
PE Sweatshirt..... (XXL \$17.00)	\$15.00
Science Lab Fee.....	\$10.00
Shop, Art, and/or Family & Consumer Science Fees..	\$20.00 per semester
Shop Safety Glasses.....	\$3.00
Survey.....	\$35.00 per year

Locker Assignments

For the safety of students and staff, students will not be allowed to bring backpacks, bags, purses, etc. to class. This is largely due to the limited space in classrooms, cafeteria and hallways, teachers and students tripping over the bags because they are lying on the floors in the classrooms, and health considerations of students constantly carrying unsafe loads on their backs. We will issue students an individual locker to store their belongings. Students will need to go to lockers before the start of their first class and leave their backpacks in the locker. Individual student lockers will be assigned to students on the above listed days or after school starts in the attendance office. Students will be automatically assigned a locker through the scheduling system. Lockers are not considered secured areas and items are stored at student's own risk. Only one student to a locker is allowed.

A.S.B. Fundraisers

Our 1st annual Stang-a-thon walk/run/read fundraiser will be held on Wednesday, October 5th for the last two hours of the school day. All students are encouraged to walk, run, or read during those two hours to help raise money for all Mattson student activities, organizations, athletics, and clubs.



Students who raise a minimum of \$20.00 in pledges will be eligible to participate.

Associated Student Body (ASB)

ASB offers another opportunity for students to be involved in their school. The student body association is composed of a president, vice-president, secretary, treasurer, 8th grade senators, 7th grade senators and student representatives. Elections for senators and classroom representatives will be held in September. ASB strengthens relationships among students and provides a voice for student concerns, so we encourage all students to participate.

Attendance

Regular attendance is very necessary for successful work in middle school. If your student will be absent for any reason, please call the school at (253)373-7671. After the office is closed you may call and leave a voice message on the attendance recorder regarding your student's absence.

Attendance Policy

1. Bring note from parent excusing absence or a parent phone call.
2. Report to Attendance Office before school.
3. Receive an Admit Slip from Attendance Office.
4. Have teachers sign -- leave with last teacher.

Our building procedure is to record the absence or late arrival as unexcused within 48 hours unless parent notification for excuse is received.

Cafeteria Information

Any student with food related allergies must have a written note from their physician on file at Central Kitchen. USDA requires this so we can serve those children with special dietary needs. Secondary lunch will be \$2.75 for the 2011-2012 school year and breakfast will be \$1.50. Cash or checks may be brought to the kitchen cashier prior to the start of school each day. Payments to your student's account can also be made via your

MasterCard or VISA by calling the Food and Nutrition Services office at (253)373-7275, or via the internet at www.kent.k12.wa.us/parents then click on “Lunch Money Now”. Payments with credit cards cannot be done at the school. The minimum amount for credit/debit card purchases is \$20.00. Applications for free/reduced lunch must be approved in the Central Kitchen office before children can receive benefits. If you apply for these benefits, you will need to pay for at least the first week of lunches and breakfasts.

Clubs and Activities

Mattson Middle School has several clubs and organizations that are open to all students. Students can obtain information about these by listening to the morning bulletin for details. Encourage your son/daughter to get involved in one or more of these activities: Builders Club (service), Stomp/Hip Hop, STANG Crew (service), Cheer, and/or ASB.

Counselors

Why should a student see a counselor? There are many reasons. Students may feel lonely, be bothered by someone in school, have a personal problem, want information about credits or classes, and/or need help with study skills. They may also just need to talk with a trusted adult who will listen.

Each counselor will serve a portion of the students based on the first letter of their last name (Ms. Ranzoni - A-H and Mr. VanGerpen - I-Z). If your student wishes to see a counselor, he/she can come to the Student Support Center and fill out a request. This can be done before school, at lunch, or between classes. The counselor will try to see the student as soon as possible.

The counselors have the skills to help students or get them the help they need. Students and parents are invited to make an appointment with the counselors and to remember that no problem is considered too small to be important.

Items of Value

Students are not to bring valuable items or large sums of money to school. Cell phones, Kindles, I-Pods, CD players and other technology devices are not needed at school and will not be allowed during school hours (8:35 a.m. – 3:01 p.m.). These items will be confiscated and must be picked up *only* by the parents/guardians within two weeks of the confiscation. The school is not responsible for storing items after the two week period.

Laptops

All students will be receiving laptops during the month of September to be used at school. Once students have passed the Driver’s License Test and parents have attended the mandatory parent meeting being held during Open House on September 29th, students will be allowed to bring the laptops home.



Lost and Found

The Student Support Center maintains a lost and found department. Return of lost articles to the owners will be easier if names are put on items belonging to students. Items not claimed at the end of each semester are given to a charity.

P.E. Clothes and Lockers

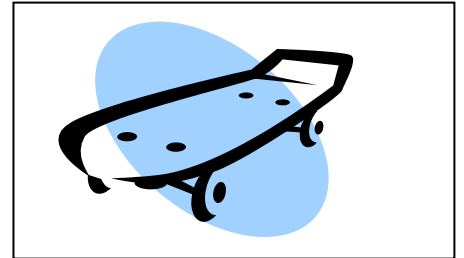
Students are required to wear a P.E. uniform which can be purchased through the cashier. The uniform will cost between \$16.00 and \$20.00. Students who purchased uniforms last year do not have to purchase a new uniform this year. P.E. lockers are issued to students at the beginning of the year. The lockers are the students' responsibility. Any prior damage to the locker should be reported to the teacher when assignments are made. A pre-payment form is included in this packet for your use.

Physical Exams

All students who participate in athletics must have a physical exam and insurance. Students competing in athletics must complete an Athletic Registration form, which includes the physical examination and insurance.

Skateboards, Bikes and Rollerblades

There will be no riding of bicycles, skateboards, scooters, shoe skates, etc. on school property. Students must walk these items on campus. Bikes must be secured in the bike cage with a lock brought from home. Skateboards and scooters must be walked onto campus and checked in at the front office daily for safe keeping.



Student Information Changes

Please notify the school if there has been a change in any of the following informational areas since last year: Home Address, Home Phone, Work Phone, or Emergency Contact telephone numbers. Please note, a change in address requires verification of proof; bill, rental agreement etc., which will need to be given to our data processor. The school's ability to locate you in the event of an emergency depends on this information. You can also update this information on Skyward.

Supplies

The Mattson staff would like to help all students become better organized. The last page of this letter outlines needed school supplies. Should you need assistance in obtaining necessary school supplies, please speak with a school counselor.

**We look forward to meeting all of our Mustangs soon!
It is going to be a great school year!**

