

Back-to-School Information

Mann Middle School

2020-2021

School Hours of Operation:

Mann Middle School is open from 8:00am to 4:30pm Monday – Friday. Student hours are 8:40am to 3:45pm.

School Contact Information:

ATTENDANCE:	(719) 328- 2313	COUNSELING CENTER:	(719) 328- 2312
MAIN OFFICE:	(719) 328- 2300	FAX:	(719) 448 -0354
TECHNOLOGY SUPPORT:	(719) 328-2324		

Administrators:

Ms. Leah Segura, Principal	leah.segura@d11.org	(719) 328-2302
Mr. Sean DePaula, Assistant Principal	sean.depaula@d11.org	(719) 328-2303
Mr. Donnell Potter, Assistant Principal	donnell.potter@d11.org	(719) 328-2304

School Starting Dates:

All students are expected to begin remote learning on Monday August 24, 2020.

Registration Information:

Parents and guardians can now update student information through the ParentConnect website. Phone numbers, email addresses, health concerns and emergency contact information for each of your children can be updated, or you can verify that there are no changes.

Please go to <https://d11connect.d11.org/ParentPortal> to complete this process. You will need your ParentConnect PIN and password. If you do not know your PIN and password, click on the “Need Your Login Information” link, enter your email address, and you will receive an email containing your PIN and password. Once logged in, click on the “Fall Update” link (top right) to review and update each section.

Technology Distribution:

District 11 has provided technology devices for all K-12 students. **There are no technology fees for the 2020-2021 school year!** Students in grades 3-8 will receive Chromebooks to use for academic purposes. An email was sent to all families on August 14, 2020 outlining the process for picking up your student’s Chromebook. Parents or guardians must sign the ***Student Electronic Device Letter of Agreement*** in order to receive a device. You are encouraged to print and sign the paperwork before coming for device pick up. You may access an electronic copy of the paperwork to print here ([ENGLISH](#) or [SPANISH](#)). Hard copies will be available during device check out. Students are responsible for damaged, lost, or stolen devices.

Chromebook pickup is scheduled on the following days:

- **Last Names A-L:** Tuesday August 18, 2020 8:30am – 4:00pm
- **Last Names M-Z:** Wednesday August 19, 2020 8:30am – 4:00pm
- **Evening Hours:** Thursday August 20, 2020 3:00pm – 6:00pm

Student Orientation:

All students will begin remote learning on Monday August 24, 2020. To help your student start the year successfully, we will provide in-person student orientation and technology training according to the following schedule:

- **6th Grade:** Monday August 24, 2020 8:45am – 11:45am **(A-L)** and 12:45 – 3:45 **(M-Z)**
- **7th Grade:** Tuesday August 25, 2020 8:45am – 11:45am **(A-L)** and 12:45 – 3:45 **(M-Z)**
- **8th Grade:** Wednesday August 26, 2020 8:45am – 11:45am **(A-L)** and 12:45 – 3:45 **(M-Z)**

Unfortunately, transportation to and from Orientation is not available at this time. Parents and guardians are responsible for dropping students off and picking them up on their scheduled orientation day.

Remote Learning Schedule:

Mann students will be engaged in remote learning from 8:45am to 3:30pm Tuesday – Friday following a modified block schedule. Each student will attend and participate in live instruction with their assigned classroom teacher. Students will start each day with their Discovery period, and they will attend two core classes and an electives course on each alternating day. On Mondays, students will attend Discovery and then engage in independent learning. Students who are identified in a special populations group will be given the option to attend in-person learning on Monday afternoons from 11:45am to 3:45pm. Transportation will be provided. Students who qualify for additional support through in-person learning will be contacted by their case manager next week. Please click [HERE](#) to access our *Remote Learning Schedule*.

Student Expectations for Remote Learning:

- **Attendance** - Attendance is taken for each class period daily and the truancy laws will be enforced. If your student must miss a class due to illness or an emergency, they will be required to view the missed lesson in Schoology and complete all assignments associated with that lesson. Students are strongly encouraged to attend the live sessions to receive the most out of their distance learning experience.
- **Grading** - Grades will be recorded into Q the same as in-person learning. Grades are based on a traditional grading scale. Assignments will be clearly posted with due dates on the teacher's Schoology page. It is the responsibility of the student to keep track of, complete, and turn in assignment by the due date. The late work policy applies to all assignments during remote learning.
- **Behavior** - Behavior during remote learning should follow all Lancer PRIDE expectations. Virtual lessons should be treated as if students are in-person, and students are expected to contribute positively to the learning environment. Students who are not meeting behavior expectations during instruction may be removed from the lesson and required to conference with the teacher and an administrator prior to the next class period.
- **Participation** - Students are expected to actively participate during all classes. Cameras must be turned on to ensure students are actively engaged in learning. Students will receive direct instruction, receive support through guided practice, ask and answer questions, and demonstrate learning through formative assessment.
- **Preparedness** – It is each student's responsibility to prepare for learning each day. Chromebooks must be fully charged at the start of each day, and students must have all of their required materials ready for the class they are engaged in. Mental preparedness includes adequate sleep.
 - **STUDENT TIP 1:** Develop a way of organizing your task to-do list to keep track of what needs to be accomplished.
 - **STUDENT TIP 2:** Check StudentConnect in Q at least once a week to make sure you are not only staying caught up but turning in quality work to earn the highest grades possible.

Parent Tips for Remote Learning:

Parent/Guardian involvement during Remote Learning is critical to ensure that students are successful. Click [HERE](#) for resources for assisting your student during remote learning.

Breakfast and Lunch:

Meal service will begin the first day of school. ALL students receive a FREE grab-and-go breakfast from the cafeteria. Students who are approved for either a reduced-price lunch or free lunch receive their meal without cost. **Full-price lunches cost \$2.80 per day, including milk.** Milk may also be purchased separately for 65¢ (white milk) or 75¢ (chocolate milk). Families are encouraged to pre-pay for student meals. Meals can be purchased for a week or more at a time. Pre-payment may be made at either the school by cash or check (made out to Mann Middle School) or at www.myschoolbucks.com, where a credit card may be used. Student meal account balances may also be viewed on myschoolbucks.com. Questions may be directed to the Food & Nutrition Services office at 520-2924. More information may be found at: www.d11.org/fns.

Households are required by USDA federal guidelines to fill out new application for free and reduced lunches each school year. Students who were enrolled in the district database and who qualified for meal benefits on the last day of school in the previous year will receive free and reduced price meal status for up to 30 school days in the new school year or until a new form has been completed. **After 30 days, students will be charged full price.** Please do not wait to file your new application. All students who are not classified as “free or reduced” from the prior year are considered “full pay” until determination on free or reduced meals has been made. Parents are responsible for providing lunches from home or lunch money during this time. Free and reduced-price meal application instructions will be mailed to households in District 11 prior to the beginning of the school year. Application instructions will also be available in school offices. Only one application per household should be completed.

Parent University:

In order to successfully support your student with remote learning, we recognize that parents and guardians also need training on Schoology, as well as how to access academic resources. We will provide multiple online learning opportunities for parents in the coming weeks. Our tentative schedule is as follows:

- Week of August 24 – 28: Schoology 101
- Week of August 24 – 28: Accessing Academic Resources
- Week of August 31 – September 4: ParentConnect (Q system)

Specific information with course dates and times will be sent out early next week.

School Supplies:

District 11 is providing school supplies for students in grades K-8. The supply kit includes basic supplies that students will need. Each grade level has specific supplies that students will need in addition to the provided kit. The student school supply list can be accessed [HERE](#). Families are highly encouraged to purchase the additional required supplies at the start of the school year when prices are lowest. Many of these items can triple in price as we move further into the school year.

We have made the site-based decision to hold the district provided supply kits until students return to in-person learning. This decision was made to ensure students have all materials that they need once we return to school. Instead, each student will receive a basic supply kit that Mann Middle School has purchased so they may have sufficient materials to work from home. In addition, all students will receive a science supply kit with hands-on materials needed for lab work over the next few weeks. Students enrolled in Art will receive the required art materials. ***These supplies are designated for planned lessons and are not for personal use unrelated to remote learning.*** Families may be required to stop by Mann Middle School every 3-4 weeks for supply refills for specific courses.

Athletics, Activities, and Clubs:

D11 has cancelled all after school activities and clubs through Quarter 1 and Quarter 2. Virtual opportunities may be offered pending district approval. Athletics have been postponed through Quarter 1, and the decision will be re-evaluated in early October. District 11 will make the best effort for all interscholastic sports to be played with a shortened season, pending site and referee availability. Updates will be posted on the [Athletics page](#) of the Mann website.

Student Handbook:

Our *Student Handbook* has been updated for the 2020-2021 school year with the most current information. Please take time to review all expectations outlined in the handbook with your student. Click [HERE](#) to access the *Student Handbook*. Most questions can be answered in the handbook. If you have a specific question not answered in the handbook, contact the main office to be directed to the appropriate staff member.

Yearbooks:

Yearbooks are available for purchase. Students may purchase a 2019-2020 yearbook for \$40, or they may take advantage of the special price of \$65 to purchase the 2019-2020 yearbook and pre-order the 2020-2021 yearbook. Student who wish to pre-order next year's yearbook only may do so for \$35. Students may pay by cash, check, or card online at www.myschoolbucks.com. Yearbooks will be sold during device checkout August 18-20, 2020.