

ABILENE INDEPENDENT SCHOOL DISTRICT

MANN MIDDLE SCHOOL



Campus Guide

2022-2023

2545 Mimosa Street, Abilene, TX. 79603

Phone (325) 672-8493 /Fax (325) 794-1374

abileneisd.org/mann-middle/

Like us on Instagram @mannfalcons

Faculty and Staff

| | |
|--|-----------|
| Principal – Chad Drake | ext. 7778 |
| Asst. Principal/Behavior Coordinator (8 th grade) – Monica Diaz | ext. 5403 |
| Asst. Principal/Behavior Coordinator (7 th grade) – Amy Dudley | ext. 8643 |
| Asst. Principal/Behavior Coordinator (6 th grade) – Dr. Margaret Hope | ext. 1906 |
| Instructional Specialist – Blake Fuller | ext. 1894 |
| Campus Secretary – Sarah Vela | ext. 2268 |
| Attendance Secretary – Sheryl Valero | ext. 5880 |
| Counselor (A - L) – Madge Duwe | ext. 7758 |
| Counselor (M - Z) – Melinda Smith | ext. 3199 |
| Counseling/PEIMS Secretary – Terri English | ext. 4289 |
| Communities in Schools – Grace Ann Combs | |
| Nurse – Mary Vermillion | ext. 7537 |
| SRO – David Cox | ext. 5584 |
| Boys' Athletic Coordinator – Rudy Saltus | ext. 7102 |
| Girls' Athletic Coordinator – Julie Harris | ext. 1156 |
| Band – Amber Moore | ext. 1272 |
| Choir – Ginnylou Murphey | ext. 5909 |
| Orchestra – Caitlin Clark | ext. 2146 |
| LRC – Sparkle Mitchell | ext. 1992 |
| Cafeteria – Deborah Whaley | ext. 7533 |
| District Transportation – Stephen Wilson | ext. 7298 |

Welcome to Mann Middle School!

Our Mann Middle School faculty would like to welcome each of you to the 2021-2022 school year! We strive to create a campus focused on student growth and we hope each student, parent, faculty, and community member will work together in a culture of mutual respect and collaboration. Our goal is for each student to SOAR in all aspects of school following the district strategic plan and mission.

Belief Statements

- Deep learning involves critical thinking, collaboration and problem solving.
- Relevant and meaningful student experiences are the core of the modern classroom.
- Initiative, innovation, a strong work-ethic and an entrepreneurial spirit are life skills each student needs.
- The cultivation of each student's strengths and passions leads to success.
- Respect, care and having high expectations for each student is the foundation for learning.

Strategic Priorities

- Make classrooms more meaningful and relevant for students and teachers.
- Develop a culture, climate and environment that values collaboration.
- Build partnerships with local business and organizations.
- Tell the AISD stories of inspiration, success and opportunity to the community, parents and staff.

Vision

Inspired, skilled, engaged and empowered students make a difference in the world

Mission

AISD engages and empowers each student to be contributing, responsible citizens who reach their full potential through relevant, innovative and rigorous learning experiences.

We invite you to connect with us on the Mann Middle School webpage for frequent updates and news as well as our @mannfalcons Instagram or our Mann PTA Facebook page. Please let me know if I can assist you in any way. I'm looking forward to a great 2022-23 school year!

Chad Drake, Mann Principal

chad.drake@abileneisd.org

(325) 672-8493 ext. 7778

Guidelines for Success: SOAR

Safe to Succeed

Overcoming Adversity

Attitude Determines Altitude

Respectful and Responsible

School Colors: Red and White

School Mascot: Falcon

Office Hours: The school office is open from 7:30 a.m. until 4:00 p.m.

School Day Hours: Students are expected to be seated and ready for class to begin at 8:15 a.m. and remain in class until the end of the day at 3:40 pm.

Student Behavior Management:

At Mann MS, our goal is to help students develop the whole child to support success in school and life. We consider students young adults in a professional setting. Language, dress and conduct should reflect professional expectations. In addition, we believe that a Growth Mindset for oneself and others allows students and staff to grow and become the best version of ourselves as individuals and a community. We strive to help each other grow by expecting, communicating and applying excellence in all our endeavors. Foul language, inappropriate behavior and violations of student code of conduct will be addressed and redirected with the expectation that students are responsible for their choices and behavior and consequences.

Bullying: Every person has value and should be treated with respect. Behavior that causes a student or adult to feel physically or emotionally unsafe is not acceptable at Mann Middle School. We proactively teach appropriate responses to inappropriate communications and any form of bullying. We encourage students to report bullying as each student has the right to learn in a safe environment. Bully Reports may be made online with each student's gmail (and can remain anonymous) through the campus website or through paper copies available at the front office foyer or from any Mann staff member. Each grade level has a bully response team in the event there is a concern or bully event.

School Resource Officer: Officer David Cox has served at Mann Middle School for six years. He is available to staff, students and parents during school hours: 8 a.m to 4 p.m. Officer Cox also leads our Crimestoppers student group and provides instruction on legal and civic matters when requested.

Daily Procedures

Early Arrival: Student breakfast service hours are 7:30 to 8:10 a.m. If students complete breakfast by 7:50 a.m. or choose not to eat breakfast, they may wait in the auditorium (6th grade) or cafeteria (7th grade) or gym (8th grade) or request a pass to the library starting at 7:45 a.m. All students are required to stay in designated spaces with adult supervision until dismissed at 8:11 a.m. to get to first period.

Arrival: Before school, parents are asked to use the circle drive on the west side of the school building for dropping off students. The north circle drive is reserved for our school buses and 7th grade athletes for early workouts. Boys' 7th grade athletics should go through the Westview gate on the east side of campus. Parents using the front circle drive will be asked to drop off their son or daughter in the right-hand lane and use the farthest left-hand lane for passing and exiting the drive. This will help with safety as well as reducing the time it takes to get through the circle drive before and after school.

If you are dropping your son or daughter off at Mimosa Street, please drop them off on the east side of the street near the flagpole. Also, please pull all the way to the curb so that traffic can continue to flow on the street. Encourage your son or daughter to use the crosswalk in the circle drive and to wait until traffic has been stopped so they can safely enter the circle drive parking lot.

Students participating in tutorials may enter the building upon arrival to school each day and proceed to class when presenting a written pass obtained from a teacher.

School Dismissal: Students should exit the building immediately after the last class period unless they are attending tutorials, detention, athletics, or fine arts activities. Upon dismissal from school, all students riding the bus will report directly to the cafeteria and sit at the assigned table to wait for the bus to arrive. Students walking home exit the building at the closest door and leave campus and are to be completely off campus by 3:45 p.m. **After 3:50 students are not allowed to wait at the back of the school building, or around the outside of the gym or tennis courts. Any student still on campus after 3:50 p.m. must wait at the front of the main entrance.**

Staff will supervise students at the front of the building until 4:00 pm. Please arrange for students to be picked up before this time.

Traffic and Parking: Parent and visitor parking is available in the main parking lot on the west side of the school. Visitor parking spaces are available for your convenience and are located directly in front of the main entrance. The main parking lot can be accessed from Vogel Street at the south end of campus. Please do not enter or park in the parking lot between the tennis courts and the academic building. This area is reserved for faculty.

Visitor Procedures

Visitors & Guests: All visitors and guests to campus must first report to the main office and be subject to a V-Soft ID check by presenting a driver's license. The driver's license will be held at the office while you are on campus and a visitor's pass will be issued and must be worn and be visible while on campus. Visitor passes must be turned in to the office upon leaving, at which time the driver's license will be returned. **Visitors must stop in the front office regardless of the time of day, including before and after school.**

Visits to individual classrooms during instructional time are permitted with approval of the principal and teacher and only so long as their duration or frequency does not interfere with a standardized test, the delivery of instruction or disrupt the normal school environment. To request time in a classroom, please see your grade level assistant principal.

All visitors are expected to demonstrate the highest standards of courtesy and conduct for all persons at Mann MS. Profanity or unprofessional conduct will result in being asked to leave campus.

Absences and Tardies

Reporting Absences: Regular school attendance is essential for a student to make the most of his or her education. When a student must be absent from school, a parent needs to contact Mrs. Sheryl Valero, attendance secretary, to report the absence. Mrs. Valero's contact information is located on page two of the Mann Campus Guide. Upon returning to school, the student should bring a note, signed by the parent or health care provider, that describes the reason for the absence. This note may be turned in to the main office by the student at the start of the school day.

Tardies: Students have the responsibility to be on time (inside the classroom and ready for instruction when the bell rings) to all of their classes. Habitual tardies communicate a lack of respect for those in the classroom and cause a disruption to learning. Tardies will be documented and consequences will be assigned based on cumulative levels. Truancy is deliberately missing a class or being in an area that is not appropriate when students are expected to be in class. Truancy is a violation of the AISD Student Code of Conduct and will have disciplinary consequences.

Students who are late to the first period of the day must come to the main office and get an admit slip before they will be allowed to enter their first period class. A student who arrives at school up to twenty (20) minutes late after the start of the school day (8:15 am) will be counted tardy. Students who are more than twenty (20) minutes late for the start of the school day will receive an unexcused absence for first period unless they have a doctor's note.

Release and Return of Students During the School Day: Parents needing to pick their children up from school should come to the main office and speak with the campus receptionist, Mrs. Leslie Montez. Parents will be asked to “sign out” the child, provide identification, and share the reason for the student leaving campus. Mrs. Montez will send a pass for the student to be released from class after the student contact has been verified and the student has been signed out. We cannot send for students through a phone call and will only release students to those adults identified in our Student Information System who have permission to pick up the student.

Upon returning to campus, the student will need to enter through the main foyer doors of the school and check back in with Mrs. Montez to receive a permit to return to class.

Whenever possible, we ask that doctor’s appointments be scheduled at times when the student will not miss instructional time. We will not send for students to leave campus after 3:25 p.m.

School Communication

Campus administration, teachers and staff members will communicate important information to parents in several ways. Campus administration will communicate on a regular basis using email and School Messenger to send callouts to parents. Administration and teachers will also use the Remind App to communicate with parents and students in the form of text. Google Classroom will be used for teacher instruction and parents may request to be guests of their child’s Google classroom to see their child’s lessons or communicate with the teachers. Teacher information and email is posted on the Mann webpage under the tab “Teachers/Staff.” Please remember teachers will respond to emails or messages during their conference time or after school and not during class instruction time.

Lunch Procedures

Lunch: Students eat lunch in the cafeteria or other designated areas. No student may leave the cafeteria area or school grounds without permission. Students must have a written pass from a teacher or principal to travel in the building during lunches. Students may choose to eat the food provided in the cafeteria or bring their own meal from home. We ask that students not share food with one another while in the cafeteria. Students will be allowed to take unopened food items with them by storing them in a backpack or binder or lunch box. Partially eaten food or opened containers with food will need to be thrown away before leaving the cafeteria.

All students will receive free breakfast and lunch not including additional “a la carte” items. We still request all parents complete the free and reduced lunch forms which may be found in the Nutrition section of the AISD webpage in order to qualify for federal and state programs and funds. For assistance, parents may also contact our main office, CIS, or our cafeteria manager.

Lunch Delivery: Only legal guardians and Student Information System identified adults with permissions are allowed to bring food or eat with a student (when permitted); food may not be provided for other students. Any parent wishing to bring food to his or her child may do so by bringing the meal to the front office, labeling the items with the child's name and grade, and leaving it on the cart provided in the foyer before lunch begins. Lunches will be delivered to the cafeteria at the start of each lunch.

Visitors During Lunch: When permitted, those on a student's contact list may eat lunch with the student in the courtyard or designated area. Individuals wishing to eat lunch with a student will need to check in with the front office and follow our guest procedures.

Contacting Teachers/Conferences

Contacting the Teacher: Parents wishing to contact teachers by phone during the school day should call the main school number at 325-672-8493. The front office staff will assist parents with getting in contact with the teacher. If the parent needs immediate assistance, the front office staff will notify administration and an administrator will assist the parent over the phone.

Parents are encouraged to stay in regular contact with their children's teachers. Email is a great tool for keeping an open line of communication with all teachers. All teacher and staff emails are available on the Mann website under the tab "Teacher/Staff."

Conferences: Teachers are available for parent/teacher conferences before and after school as well as during planning periods. Our counselors and administration are also available if you have questions or your child needs something. All staff can be reached at the extensions list on page 2 of this document or on our webpage.

School Nurse

Nurse Mary Vermillion serves Mann MS. Nurse Mary's contact information can be found on page two of the Mann Campus Guide. Any parent wishing to speak with Nurse Mary in person should first check in at the front office.

Children who are on medication that must be taken at school are required to have a written request form filled out by the parent or guardian with the full instructions on how the medication is to be administered on file with Nurse Mary. The medication must be in a container labeled by the pharmacist and marked with the patient's name, directions concerning dosage and the name of the drug. These medications must be kept in the clinic and will be dispensed by the nurse or, if she is not available, her designatee.

If a student becomes ill during the school day, the student should receive permission and a pass from the teacher before reporting to the school nurse. The nurse will evaluate the situation and decide whether or not the student should be sent home. If it is necessary for the student to leave school. Nurse Mary will contact parents or the legal guardian and assist the student in obtaining a permit to leave school from the attendance office. Use of student cell phones is not permitted unless given permission by a campus faculty member and this includes calling parents to inform them of an illness. If a student has a concern about an illness, he or she should get a pass to the nurse and call the parent with the nurse from her office.

Sometimes it is difficult to decide whether a child is truly ill, or if she/he may come to school. Below are some guidelines to follow:

- Your child should be free of fever for 24 hours before returning to school. If given Tylenol or other fever reducers, she/he is NOT fever free.
- If your child has been vomiting and/or has been having diarrhea s/he needs to stay home for 24 hours after the last episode.

Please help protect your child and the other children at school by following these guidelines. We appreciate your call when your child is home due to illness or accident. If you have any questions, please feel free to call the school nurse 672-8493 ext. 7537.

Learning Resources

LRC: The library is a learning laboratory with books, computers, magazines, technology and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the following times:

- 7:45 a.m. until 8:10 a.m. with a pass
- During the school day with a teacher pass
- 3:40 p.m. to 4:00 p.m.
- When scheduled with a class

In addition to the materials available in the Mann library, students also have access to the Abilene Public Library and its resources. Students can request books from the Abilene Public Library which can be sent to Mann for checkout by request from Mrs. Sparkle Mitchell, our librarian.

Student Email Account: Each student at Mann has been assigned a district email account through Gmail. This account can be accessed from any computer, on or off campus, that has online capabilities. District email accounts are a great tool that help provide students and their parents an appropriate and safe way to communicate with teachers and staff at Mann.

All district email accounts are monitored by Gaggle. This program helps to ensure that the district email accounts are used in a safe and appropriate way. Inappropriate use of the district email account may result in loss of email privileges, loss of online privileges at school and possible school discipline.

At the beginning of each school year, students are asked to create a password that will serve as the one password students will use to log onto all district devices and accounts. Through the course of a year, some students may forget the password they created. Students needing their password reset should contact their grade level administrator.

IXL: IXL is an online program provided by the district to support classroom instruction. Students will be given access to IXL by their teachers. IXL can be accessed at school and at home by going through the Student Portal and selecting the IXL icon.

TEAMS/Frontline Parent Access: Parents can access and view their childrens' grades and information by going through the TEAMS/Frontline parent access portal. To access this resource, parents will need to create one (regardless of number of children) parent login and password which will be active as long as students are enrolled in AISD. Please go to the Abilene Independent School District homepage at abileneisd.org. From the homepage, parents can select the tab "For Parents." On this page, parents will see several links on the right-hand side of the page. Select the link titled, "Grades Self Service." From this link parents will be taken to a page with two purple boxes available to select from. Parents will need to select the box on the left with the web address teams.abileneisd.org/selfserve/parents. From this link, parents can either log in with an existing account or create a new account. Instructions are provided for those who need to create a new account. For assistance, please contact the school office.

Xello: Xello is an online program that helps both middle and high school students plan for future success. Xello allows students to take in-depth career, personality, and learning-style assessments, explore a comprehensive database of careers, schools, and programs, participate in interactive lessons, and utilize high school course planning tools to make course selections and develop four-year plans.

Parent Involvement

PTO/PTA/Booster Clubs/Volunteering: The Mann PTA encourages all parents and guardians to join. The PTA Board meets once a month with Mrs. Walker at noon and hosts informational meetings each semester. Information on the Mann PTA is available on the Mann PTA Facebook page.

Individuals wishing to volunteer on campus or serve as chaperones on school related field trips and events will need to go through a background check. For information on the background checks and volunteering opportunities, please contact the event sponsor or the main office. Contact information is available on page 2 of the Mann Campus Guide.

Additional Information

Birthdays and Celebrations: Birthday celebrations in the classroom must be requested ahead of time and approved by the grade level principal as well as the classroom teacher. Food allergies and class instruction will be considered before permission is granted. We ask that students not bring gifts to school.

On days such as Halloween and Valentine's Day, classrooms may plan parties and notification will be sent home to parents. On regular academic days that are not designated by campus or classroom as special activities, students will be expected to leave all candy and other food items at home. Students may bring food to eat in the cafeteria at lunch but will not be allowed to share with other classmates. Gifts brought to school will be required to be left in the front office until the school day ends at 3:40 PM.

Lost and Found: Lost items will be given to the appropriate grade level assistant principal or School Resource Officer. Items such as clothing, bags and lunch boxes will be at the assistant principals' offices. Small items and more valuable items such as jewelry and keys will be taken to the front office and stored in the vault. Cell phones that are found on campus will be kept in the vault until returned to their owner. We request that items of great value and large sums of cash are not brought to school by students.

Tutorials: All teachers offer tutorials to students at least 3 times weekly. Each teacher will have his/her own tutorial schedule, but all morning tutorials will begin at 7:45 and end at 8:10. Afternoon tutorials will begin at 3:45 and end at 4:15. Students will need to check with individual teachers for tutorial times. Tutorial times will be posted at the information board at the front foyer welcome board, in the hallways and our website.