



Manteno Middle School

Go the Extra Mile!

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August 1, 2017

Dear Manteno Middle School Families:

Welcome back! Based on your feedback on the *5 Essentials* survey, we are sending our “welcome back” information via e-mail this year. Some families will print the last page and post the schedule on their refrigerator!

This year, our district theme is “Go the Extra Mile”. We are challenging students to “go the extra mile” to increase their depth of understanding. Learning goes beyond memorization—the modern student must explain and apply their learning. Our staff will “go the extra mile” to increase the rigor of instruction to help your child prepare for college. If the learning gets tough, please encourage your child to “go the extra mile”—persevere, work hard, and never give up!

If you have not registered your child for school, log on to Family Access. If you need help logging in or need to withdraw to a new school, please call or stop by the office. We are closed the next few Fridays, but we have evening hours on Thursday, August 3 from 5:00-7:00 pm. Bus schedules will be mailed from the District Office.

Open House, Chromebook Check-Out, and Schedule Pick-Up

- **5th Grade Open House is Wednesday, August 16 from 5:30-7:30 pm, starting in the east gym.** A meeting will be held at 5:30, followed by orientation activities with your child’s teacher. Classroom placements will be distributed. Students may bring their supplies to leave in their locker. Parents and children attend this event together, and 5th graders will receive their Chromebooks and chargers to take home! **We encourage 5th grade families to park in the drop-off lane behind the school and enter the east gym through door 11.**
- **6th-8th Grade Open House is Wednesday, August 16 from 6:00-8:00 pm.** Schedules and Chromebooks may be picked-up in the Main Gym starting at 6:00 pm. Students can find their classrooms and move into their lockers. Parents and children attend this event together. Most exterior doors will be unlocked and accessible for parking around the building. **Please do not arrive prior to 6:00 pm.**



Tips: Pick-up your Chromebook last so you don’t have to carry it around all night. Chromebooks are brought to school on the first day. Pick-up your schedule before you pick-up your Chromebook. PE uniforms will be for sale for \$30.00.

- On Thursday, August 17, students may return from 8:00 am-2:00 pm to practice with their locker combination. Students who were unable to attend the open house may pick-up their schedules.
- **A guided tour for students new to the district will be held on Thursday, August 17 at 10:00 am.** Please meet in the lobby outside the main office. This tour is for students new to the district and 5th graders who could not attend the open house night.
- **Sorry...the building will be closed on Friday, August 18 so we can make final preparations.**

First Week of School

School begins at 8:05 am on Tuesday, August 22 and ends at 2:55 pm – a full day. Student supervision begins at 7:35 am each day for student drop-off. Most students arrive around 7:50 am.

Hot lunch service begins immediately. You can make a credit card deposit online through Skyward Family Access. If you choose to pay by check, please write your child's name on all checks. **Hot lunches cost \$2.45 and milk cartons are \$0.35.** "A la carte" items are available to students in 6th-8th grade. Teachers take lunch counts during first hour classes.

Chromebooks

Manteno CUSD No. 5 has chosen to implement Google Chromebooks for our 1:1 initiative. These computers look like small notebook computers, but they run the Chrome operating system. Files are saved on the "cloud" using wireless Internet. We can also download applications written for Chrome. Since documents are saved on the "cloud" students are also able to access most documents and apps on a home computer as well as their Chromebook.

In 5th-8th grade, students will take their Chromebooks home on Open House night. With your permission, your child will be allowed to carry their Chromebook back-and-forth between school and home. Your child will leave their AC charger at home, recharging their Chromebook every night just like "homework". We will provide a protective, zippered case with an ID tag. Students shall use these zippered cases at all times.

These devices are assigned to individual students like textbooks. Though the student may have possession of the device, it remains school property. While the student/parent/guardian is not required to purchase the device, there is an expectation of reasonable care and responsibility as there is with any district property provided to or used by a student. We would expect every student to take proper care of the device and return it in the same condition in which it was received, reasonable wear & tear excepted. However, if a device is damaged, lost or stolen, charges will be assessed to the student based on the following schedule. These charges are NOT considered "fees" and will be assessed regardless of any fee waivers that may be in place.

All students are covered for accidental damage, whether at home or at school, but subject to the schedule below. This coverage is part of your school registration fee. Students who purposefully damage the computer are responsible for paying the full repair charges:

Situation/Event	Assessed Charge
Malfunctioning device (not damaged)	No charge
Cosmetic damage, normal wear & tear (device fully functional)	No charge
Accidental breakage (not cosmetic)	1 st incident – no charge 2 nd incident - \$25 Additional - \$50/incident
Deliberate damage/vandalism	Actual cost to repair up to \$350/occurrence
Theft/lost device	\$350/occurrence
Damaged, Defaced, or Lost Case	\$25.00
Damaged or Lost Power Supply	\$35.00

Internet access is required to utilize the full benefit of a Chromebook. Families who qualify might choose to pursue a low-cost Internet option such as <http://www.internetessentials.com> from Comcast. However, Chromebooks also work off-line for document editing.

Book Bags


If you're still shopping for a book bag, please choose one with a **protective laptop computer pouch!**

Weekly Activity Newsletter

If you are interested in receiving a weekly newsletter showing the activity and athletic events for the week, email ktrumble@manteno5.org and ask to receive the weekly news.

Drop-Off and Pick-Up Procedures

We cannot use Poplar Street for our student drop-off. The congestion of cars that back-up onto Division Street poses a safety hazard. We have worked closely with the Manteno Police Department to develop the campus transportation plan:

	Morning <i>(doors open at 7:35 am)</i>	Afternoon
Car Rider	<p>Students are dropped-off in the car lane behind the school. We encourage students to exit vehicles from the driver's side. Students enter at door #11.</p> <p>There shall be one lane of traffic only on this one-way driveway. Enter from Maple Street and pull forward to the posted signs.</p> <p><i>Do not drop-off on Poplar Street. Do not drop-off in the front circle drive.</i></p> 	<p>Families have many options for afternoon pick-up. The lane behind the school is available, but space is very limited. Therefore, many families plan an alternate pick-up location in the neighborhood.</p> <p>For the car lane, students may leave through door #11 or #13. We encourage students to enter vehicles from the driver's side. There shall be one lane of traffic only on this one-way driveway. Enter from Maple Street and pull forward to the posted signs.</p> <p><u>Students must use the crosswalks and crossing guards when crossing the street. Parents may be responsible to cross the street with their own children.</u></p> <p><i>Do not pick-up in the front circle drive.</i></p>
Bus Riders	<p>Busses will use the south bus lane and drop-off students at the sidewalk in front of the cafeteria. Enter at door #1 (main entrance) only.</p>	<p>Busses will park in the bus lane. Early bus students will exit at door #6 (near the art room) only. <i>Late bus riders report to the cafeteria for instructions.</i></p>
Walkers	<p>Enter the building at door #1 (main entrance). Use sidewalks.</p>	<p>Exit the building at door #1 (main entrance) or door #16 (Park & Poplar) and use the crosswalk with the crossing guard. Use sidewalks. Walkers avoid the bus lane.</p>
Bike Riders Skateboards	<p>Lock your bike or skateboard to racks in front of the school. Use sidewalks and walk your bike. Enter at door #1 (main entrance) only.</p>	<p>Exit the building at door #1 (main entrance) only. Use sidewalks and walk your bike.</p>

Student Handbook

You'll receive a handbook website link at open house for the student handbook. If you prefer a printed copy, please come to the school office after August 16. Students will receive an electronic copy on their Chromebook and in their PantherNation e-mail. **A handbook receipt form will be distributed to students at open house. Please sign and return the form to school on August 22.**

Course Learning Center

All MMS teachers utilize Family Access and the Course Learning Center (CLC) to post information about assignments and classwork. This gives students and parents a single place to find information about classwork. Parents will login to Family Access and click on the "Learning Center" button on the left side of the screen.

Student Messages

This year, we are reducing the number of announcements we make during the school day. This will increase instructional time and minimize disruptions to learning. We know that emergencies will come up once in a while, but please try to work out arrangements for after school plans with your child before they arrive at school.

Attendance Reporting

If your child is ever absent from school, phone our 24-hour attendance mailbox at (815) 928-7150 before 8:30 am. Homework will be available on Skyward Course Learning Center. If you need to request extra books or printed copies of classwork, we respectfully ask that you request these only if your child feels well-enough to complete the assignment(s). For medical-related absences, submit a doctor's note indicating the absence date(s) within one week.

Classroom Treats / Request for Food Served in the Classroom

Snacks and treats served in classrooms for any occasion must be arranged in advance and will not be distributed in class unless they are approved by the school staff. The form is available on the forms section of our website.

School Counselor

If you have questions about your child's academic progress, please start by contacting their teacher, followed by the school counselor at (815) 802-7327.

PTO Membership

If you are interested in joining the Manteno PTO, their membership application is available on the news section at www.manteno5.org/mms.

Physical Education Uniforms

Students in 6th-8th grades are required to wear a PE uniform during PE and Fitness classes. The cost is \$30 for a complete set (shirt and shorts), or \$15 each if you only need one part. These are available for sale from your child's PE teachers starting on your child's first day of class and at open house. Sizes are adult XS through XXL.

School Safety

From time to time, our school uses crisis management procedures for student safety. One procedure is called a “soft lockdown”. We call a “soft lockdown” anytime we need to keep students inside their classrooms, such as when an injured or ill student needs to be moved to the office. We also participate in numerous drills to test our response to potential hazards. If we ever have important information to share, we will notify parents as soon as possible, but most situations are just practice or deal with minor issues.

All parents and visitors must bring a state-issued identification card when visiting the school and picking-up your child. Any volunteers in our school must complete a full background check every three years, in addition to following the visitor management procedures when visiting the building.

Revised Middle School Course

We are excited to a new course for 6th-8th graders in the related arts rotation. “Math Engineering” will emphasize the mathematics applications needed for technical and scientific careers. The course will include CAD drawing, problem solving, construction, and on-line learning modules. Most students in grades 6-8 will take this course for two, six-week rotations.



Help Our Libraries



Our school libraries collect the General Mills “Box Top\$ for Education.” Please save these box tops and submit them to the school office. Thank you for your help!

AIMSweb and Other Assessments

AIMSweb is a web-based program that organizes assessment data and prepares data analysis reports for our students. We use AIMSweb to track the progress of our students’ reading fluency, reading comprehension, math computation, and math concepts/applications. AIMSweb and other standardized or classroom-based assessments are used to make placement decisions for students. All students are tested at least three times each year. ***Our goal is to share the test results with parents/guardians three times each year – fall, winter, and spring.***

Join Panther PACT: The Parent Administration Community Team at MMS

We are looking for more parents and community members to join our **Panther PACT: Parent Administration Community Team** here at MMS. The group will meet a few times each school year at noon for a 45-minute “brown bag lunch”. The group discusses middle school programs, assessment, community values, student discipline policy, bullying prevention, our work the Village of Manteno and local law enforcement, and school bus safety. If you are willing to donate a few hours of your time this school year, please contact dconrad@manteno5.org.



KC-CASA

The district works with KC-CASA to provide training for students in regard to sexual abuse avoidance. We will provide a written notice five days prior to commencing any class or course.

Asbestos Management

We are required to advise you on an annual basis there are asbestos-containing materials located within our Middle and High School buildings. The District, as noted in the past, is managing these materials in place. The asbestos containing materials are maintained in accordance with the Environmental Protection Agency's "Asbestos Hazardous Emergency response Act" and the Illinois Department of Public Health's regulations. These materials are checked every six months by a licensed asbestos inspector to insure there are no changes in their condition. Should you have any questions regarding the asbestos located in our school, the asbestos management plan is available in the school office for your review, or you may contact the Director of Buildings and Maintenance.

School and District Report Cards

The school and district report cards are available on our web site at <http://www.manteno5.org>. A printed copy of the report card will be sent to parents upon request, and parents may phone (815) 928-7000 to request printed copies of the report card.

We're here to listen...and we're happy to help!

If you have any questions, please phone our office at (815) 928-7150 or e-mail us at dconrad@manteno5.org or nshort@manteno5.org. We are always happy to talk with parents and community members about our schools.

Thank you for your support of the Manteno schools!

Sincerely,

David Conrad

Mr. David Conrad
Principal

Nate Short

Mr. Nate Short
Assistant Principal

MMS PBIS Expectations

Be Respectful
Be Responsible
Be Productive

Manteno Middle School

Major Dates and Events 2017-2018



For a complete list of school events, visit www.manteno5.org/mms and click on [events calendar](#) on the left-hand side. *The [events calendar](#) link has the most up-to-date information.*

MMS Open House: August 16: 5th grade 5:30-7:30 pm in the East Gym, 6th-8th grade 6:00 -8:00 pm starting in the Main Gym

Parent-Teacher Conferences: October 2 & November 8 – 4:00-8:00 pm (**2:00 pm dismissal for students**)

MMS School Photos

Fall Photos: Friday, September 8

Fall Make-Up Photos: Thursday, October 19

Image Group Photography of Bourbonnais: <http://www.imagegroupphotography.com/>

MMS Sports Photos

Refer to team schedules for dates/times

Yearbooks: Yearbook orders will be taken during the second semester. Advanced orders are required.

Bus Evacuation and Safety Drills: TBA

Extra-Curricular Try-Outs May Begin

The Illinois Elementary School Association (IESA) establishes the master calendar for most sports seasons. The following dates are the IESA “official” start dates, but Manteno coaches may begin try-outs after the official start date (6th grade-only sports begin earlier). Contact the coaches or Athletic Director for more information.

Students must have a valid physical exam on-file prior to try-outs and pay a \$75 participation fee prior to the first contest.

- Softball (6-8): July 24
- Baseball (6-8): July 31
- Girls Basketball (7-8): August 28
- Boys Basketball (6-8): October 16
- Wrestling (6-8): November 27
- Volleyball (6-8): November 27
- Track (6-8): February 26

Select Student Events and Spirit Weeks

EVERY FRIDAY IS SCHOOL SPIRIT DAY – PLEASE WEAR PURPLE AND WHITE!!!

6th-8th Grade Back-to-School Dance: September 15 – 6:00-8:00 pm

5th Grade Back-to-School Painting Night: September 14—4:00-5:00 pm

Constitution and Citizenship Day – September 17

8th Grade Irons Oaks Team Building Day: September 21

Homecoming Spirit Week: September 25-29

Assembly with Carl “Energizer” Olson: September 25, October 20, January 22

Red Ribbon Week: October 23-27

American Education Week: November 13-17

Assembly with Carl “Energizer” Olson: January 22

FFA Spirit Week: February 19-23

Student Council Spring Spirit Week & Community Day: TBA

National Teacher / School Staff Appreciation Week: May 7-11

Selected Music Events (full schedule available from music teachers)

5th Grade Band Parent Meeting: August 28

Show Choir Try-Outs: Sept 7

Kan-Will Music Festival (selected grades 7-8)– October 12

6th-8th Fall Choral Concert: November 30 – 7:00pm

6th-8th Fall Band Concert: November 20-- 7:00pm

Solo/Ensemble (selected grades 6-8): December 7 (evening TBA)

5th Grade Band First Concert: December 11 – 7:00 pm

Main Event Show Choir Invitational: February 9-10 at MHS

District “Festival of Bands”: March 12 at MHS – 7:00 pm

District “Choral Collage”: March 19 – 7:00 pm

District Show Choir “Gala”: April 7

5th Grade General Music Program: April 13 10:00 am

District “Jazz Café” April 19 at MHS – 7:00 pm

6th-8th Organization Music Contest: April 28

6th-8th Spring Choral Concert: May 8 – 7:00pm

6th-8th Spring Band Concert: May 14 – 7:00 pm

5th Spring Band Concert: May 15 – 7:00pm

AIMSWEB Testing: September 4-15 (data days September 18-22); January 8-19 (data days January 22-26) ; April 30-May 11 (data days May 14-18)

PARCC Assessments: April 2018 **8th Grade Placement Tests for MHS Courses:** January 9-12 **Other Placement Tests:** year-round

Electronic Report Card Dates – Quarterly report cards are [posted online](#) in the Family Access “portfolio” by the following dates:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Report Cards	Friday, October 27, 2017	Friday, January 12, 2018	Friday, March 16, 2018	Wednesday, May 30, 2018

Printed report cards are available for parents who come into the office and request a copy. Midterms are discontinued due to availability of grades in Family Access.

6th-8th Related Arts Rotations

W1: Aug 22-Sept 29 27 days

W2: Oct 2-Nov 8 27 days

W3: Nov 9-Dec 21 28 days

W4: Jan 8-Feb 20 30 days

W5: Feb 21-Apr 11 30 days

W6: Apr 12-May 29 32 days

8th Grade Promotion: The 8th grade promotion date will be announced in February once “snow days” are known.

The school calendar is available at www.manteno5.org.