



# Mandeville High School



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BRUCE BUNDY  
Principal

KELLEY BRONDUM  
Assistant Principal

MATT BROWN  
Assistant Principal

HARL PENTON  
Assistant Principal

August 28, 2020

Hello Parents, Students and Guardians,

Welcome back to the 2020 – 2021 school year. The past 5 months have been strange and difficult times for our community and the nation as a whole. I am excited to restart the learning process and have students back in the school building. We will all need to work together to make sure we can keep everyone safe and provide a great learning experience for our students.

This letter will answer frequently asked questions and provide guidance for the start of the school year. The letter will also provide links to district resources. I hope you will take the time to read the entire document. If you have additional questions please feel free to email me at [Bruce.Bundy@stpsb.org](mailto:Bruce.Bundy@stpsb.org).

The 2020 – 2021 school year will present many challenges, but we will follow the school motto – Where there's a will, there's a way!

Bruce Bundy  
Principal, Mandeville High School

1. When does school start for my student?  
During the week of Tuesday, September 8 through Friday, September 11 students will attend one day based on their last name.  
Tuesday, September 8 – students with last names A – D  
Wednesday, September 9 – students with last names E – K  
Thursday, September 10 – students with last names L – Q  
Friday, September 11 – students with last names R – Z  
Students will go to all 7 of their classes on their one Safe Start day.
2. Where does my student go when he arrives at school?  
Students will proceed directly to their 1<sup>st</sup> hour classroom when they arrive at school unless they need to pick up a grab-n-go breakfast. After students pick up breakfast they will proceed directly to 1<sup>st</sup> hour and eat breakfast in their 1<sup>st</sup> hour classroom.  
Students being dropped off at school should not be dropped off before 6:55 am.  
Student drivers will be required to stay in their cars and not enter the school building until 7:15 am. The school starting time is 7:25 am.

3. How does my student know their 1<sup>st</sup> hour classroom?  
Student schedules will be released on the Student Progress center on Saturday, September 5. It is extremely important for students to access and print their schedule from the Student Progress Center before reporting to school. If you or your student are not able to access the Student Progress Center you may request a copy of the schedule by emailing [Bruce.Bundy@stpsb.org](mailto:Bruce.Bundy@stpsb.org) or [Kelley.Brondum@stpsb.org](mailto:Kelley.Brondum@stpsb.org).
4. What safety measures are in place?
  - Mandeville High School will follow all guidelines set in place by the school district and LA Department of Education.  
For additional information please visit the following resources:  
<http://www.stpsb.org/coronavirus/2020-2021/2020-2021Plan.pdf> (I strongly encourage you to read this plan. The district plan will answer many frequently asked questions.).  
<https://www.louisianabelieves.com/resources/strong-start-2020>.
  - Hand sanitizing stations will be located at student entrances
  - Student will be screened including temperature checks in their 1<sup>st</sup> hour classrooms
  - Students will be encouraged to wash their hands every 2 hours and will sanitize their hands at every class change.
  - Face masks are required for all students, faculty and staff.
  - Classrooms will be sanitized during every class change.
  - Hallways and bathrooms will be sanitized throughout the day.
  - Water fountains will be closed. Students are encouraged to bring water bottles from home.
  - Students will not be allowed to congregate in any areas. Social/physical distancing will be required.
5. What does my student need to bring on the 1<sup>st</sup> day of school?  
Students should bring a notebook/folder and writing utensil. Students will receive handouts from teachers including school supply information.
6. After the Safe Start days when will my student attend school?  
Beginning on Monday, September 14 students will attend school based on a cohort, hybrid schedule. Students with last names A – K will be in Cohort A and will attend school on Mondays, Wednesdays and every other Friday. Students with last names L – Z will be in Cohort B and will attend school on Tuesdays, Thursdays and every other Friday.  
The cohort, hybrid schedule can be viewed at the following link – [http://mandevillehigh.stpsb.org/docs/hybrid\\_schedule\\_2020.pdf](http://mandevillehigh.stpsb.org/docs/hybrid_schedule_2020.pdf).  
Also Cohort attendance days are labeled on the school calendar - [http://mandevillehigh.stpsb.org/docs/mhs\\_calendar.pdf](http://mandevillehigh.stpsb.org/docs/mhs_calendar.pdf).  
Please note that all dates are subject to change depending on the phase announced by the Governor. We are hopeful our state will move to Phase 3 in the near future.
7. What will be expected of my student on the days they are learning from home?

At home/virtual days should be treated the same as face-to-face school days. Students are required to view lessons and complete assignments through Google Classroom and Moodle. Attendance will be recorded based on Google Classroom login information.

8. Will my student receive a computer learning device to facilitate at home learning?
- Students will be issued a Chromebook during the Safe Start week when they return the required Chromebook Responsible Use Agreement - [http://mandevillehigh.stpsb.org/docs/chromebook\\_agreement.pdf](http://mandevillehigh.stpsb.org/docs/chromebook_agreement.pdf).
  - Please read the Chromebook Acceptable Use Policy - [http://mandevillehigh.stpsb.org/docs/chromebook\\_use\\_policy.pdf](http://mandevillehigh.stpsb.org/docs/chromebook_use_policy.pdf).
  - After reading the policy please print and complete the agreement and send back to school with your student on their Safe Start attendance day.
  - We strongly encourage you to purchase the Student Device Damage Coverage Program. If you wish to purchase please submit a payment on MyPaymentsPlus - <http://stpsb.org/OnLineFees/indexonlinefees.htm> or have your student bring a \$20 check made out to MHS to cover the fee.
  - It is important that students know their username and password. Their username is their ID number. If they have forgotten their password they should use the Identity website to reset their passwords. Information relating to passwords can be found at <http://mandevillehigh.stpsb.org/docs/Identity.pdf>. Students should complete this task before returning to school.

9. What do I do if my student is sick?

It is extremely important for students who are sick or who have COVID-19 symptoms to stay home and not attend school. Please refer the policies and procedures in the STTPS Back to School Guidelines (beginning on page 20) - <http://www.stpsb.org/coronavirus/2020-2021/2020-2021Plan.pdf>.

10. Will students be able to check-in and check-out of school?

- Check-in procedures: Students will enter school and go to Student Services. Parents will not accompany their student to Student Services.
- Check-out procedures: Most procedures will remain the same however parents will not be allowed in the building. Parents should call Mrs. Wallace in student services when they arrive at school. The student will check out and if a signature is required Mrs. Wallace will meet the parent outside of the main entrance to the school.

11. Am I allowed to visit my student at school or drop off lunch?

Visitors are not allowed on campus. Parents will not be allowed to drop off lunches. If there is an emergency and you need to bring something to your student someone will meet you at the main entrance.

12. How do I request a schedule change for my student?

We do our best to honor schedule change requests, but they are not always possible. Our first priority is for all students to be enrolled in classes required for graduation. Occasionally classes are limited due to staffing and enrollment. If your students is

enrolled in a course they have already earned credit for or if you would like to change the level of a course (Example: Honors to On Level) please email the grade level counselor. We will not be able to process requests for teacher changes, class period changes, elective changes or lunch changes.

12<sup>th</sup> Grade Counselor – [Sean.Esker@stpsb.org](mailto:Sean.Esker@stpsb.org)

11<sup>th</sup> Grade Counselor – [Mandy.Rhodes@stpsb.org](mailto:Mandy.Rhodes@stpsb.org)

10<sup>th</sup> Grade Counselor – [David.Dolese@stpsb.org](mailto:David.Dolese@stpsb.org)

9<sup>th</sup> Grade Counselor – [Juliana.Windom@stpsb.org](mailto:Juliana.Windom@stpsb.org)

For additional information please visit our webpages at <http://www.stpsb.org/> or <http://mandevillehigh.stpsb.org/>.