



MMS Frequently Asked Questions & Helpful Contacts

Q- When are school hours?

A- 8:30-3:30

Q- When do the doors open?

A- Early arrivals (7:15-7:50) enter through the front doors. At 7:50, Door 3 will open until school begins at 8:30. If you arrive late, you must go to the front doors and check in at the office.

Q- How do I register my child?

A- Register on Skyward, if you are having difficulty please call the bookkeeper Ashley Boone or Jessica Jordan at 217-238-5800

Q- When is the office open?

A- The office is open M-F 7:30-4:30

Q- Where is the school supply list?

A- On the MMS website under documents

Q- Do students need PE Uniforms this year?

A- Yes, it is listed on the supply list. These can be purchased from D to Z in Mattoon

Q- Can lockers be decorated?

A- Inside only, no stickers or contact paper. Magnets and organizers only

Q- What is an e-Learning day and how will I be notified?

A- The school may decide to implement an e-Learning day in cases of severe weather or other emergencies. A decision of e-Learning will be made no later than 9 PM the evening before. You will be notified via email, social media, website, and local media sources. Instructions for e-Learning can be found in the document center on our website: <https://www.mattoon.k12.il.us/o/mms/documents/e-learning-plan/402653>

**For more information, please visit our new website
(www.mattoon.k12.il.us) click "schools" then "Mattoon
Middle School" or download the app MCUSD2 today!**



Who you gonna call?

MMS Edition

HELPFUL CONTACTS

- **ATTENDANCE:** Jennifer Parker (jenniferparker1@mcusd2.com)
- **ATHLETICS:** Melissa Potter (missypotter@mcusd2.com) or Jamie Sharp (jamiesharp@mcusd2.com)
- **BOOKKEEPING:** Ashley Boone (ashleyboone@mcusd2.com)
- **STUDENT SERVICES:** Jessica Jordan (jessicajordan@mcusd2.com)
- **LIBRARY:** Ingrid Minger (ingridminger@mcusd2.com)
- **NURSE:** Ciara Hayes (ciarahayes@mcusd2.com)
- **GUIDANCE:** Jana Roberts (janaroberts@mcusd2.com) or Erica Levin (ericalevin@mcusd2.com)
- **SEL COACH:** Jennifer Taylor (jennifertaylor@mcusd2.com)

TEAM TEACHER LEADERS

- **6 GOLD:** Ms. Christensen (kimchristensen@mcusd2.com)
- **6 BLUE:** Mrs. Laue (michellelaue@mcusd2.com)
- **7 GOLD:** Ms. Esker (andreaesker@mcusd2.com)
- **7 BLUE:** Mrs. Williams (tiffanywilliams@mcusd2.com)
- **8 GOLD:** Mr. Richardson (jasonrichardson@mcusd2.com)
- **8 BLUE:** Mrs. Hacker (carolhacker@mcusd2.com)
- **PE/ESSENTIALS:** Mr. Young (chrisyoung@mcusd2.com)

TECHNOLOGY SUPPORT

ALBERT: (855) 512- 8324 | **CHROMEBOOK REPAIR:** Jalyne Logan (jalynelogan@mcusd2.com)

BUILDING TECH: Jalyne Logan - 308 / ext. 5855

EDTECH COACH: Claire Vogel - clairevogel @mcusd2..com

DISTRICT CONTACTS:

- Amanda Gibson, Director of Innovation & Tech - ext. 8868
- Danielle Jordan, Executive Secretary-Technology - ext. 8867

ALBERT HELP DESK

- General Chromebook Issues
- Wifi/Network
- Security
- Blocking Websites
- Printers

ED TECH COACHES

- Schoology Basics
- Ed Tech Tools/Questions
- Chrome Depot
- Building PD

BUILDING TECHS

- Chromebook Issues
- Chromebook Hardware
- Viewsonic Issues
- Chrome Depot

EXECUTIVE SECRETARY TECHNOLOGY

- Chromebook Password Reset
- District Email Coordination
- Monitor Skyward
- Skyward Questions
- District Phones

DIRECTOR OF INNOVATION & TECH

- Monitor Skyward
- Liaison to Albert/K12ITC