

**Medea Creek Middle School**  
**Parent Handbook (Addendum to the Student Handbook)**  
**2014 - 2015**

The Medea Creek Middle School Parent Handbook is really an Addendum to the Student Handbook, which is quite complete. **The Student Handbook should be your first and foremost reference to how MCMS works and is a fine guide to the nuts and bolts of where to find people and information.** There is some information that is of particular need and concern to parents. You will find this information below.

**Emergency and Traffic Safety Information:** Please review this vital information in the Student Handbook!

**Information and Communication:** MCMS offers multiple communication means: email and voicemail to faculty and staff; automated phone messages; monthly newsletters (on-line) and the MCMS website. Newsletters produced by student and parent groups either are regularly distributed via email or posted on the MCMS Website. The Parent Faculty Association (PFA) puts out a monthly Newsletter (on line). This is a vital communication tool that provides the school community with important information about school and community events and opportunities, which are often on a first come first served basis. There also is *Q Student Connect*.

***Q Student Connect* is OPUSD's student information system.** Each student has a Student I.D and Password to access *Q* from the MCMS Website. You should have this information posted at home for easy access. *Q* provides your student's Demographic information, Unofficial Transcripts, G.P.A., and State testing results. Please check to see that your Demographic information in *Q* is complete and accurate, and contact the Office if it is not. Additionally, *Q* provides you with a variety of student grade information. Many teachers post their class grade book information on *Q Student Connect*, so test and assignment grades can be monitored at home. If a student attended an OPUSD school in 2013-2014, the Student I.D. and Password is the same this 2014-2015 school year.

**Progress Reports** are posted on *Q* every five weeks for students who are not meeting standards, and Report Cards for each quarter are posted every ten weeks. Hard copies may be mailed home, upon request. Please alert the Main Office.

**Weekly Progress Reports:**

If you feel that your son/daughter is struggling in school, you may sign up to participate in a weekly progress report signed by all teachers. Notify your child's counselor if you are interested in this service.

**Concerns:** In the event that your questions or concerns about a program or classroom expectation are not handled in a satisfactory manner you should access the OPUSD Complaint Procedure. Prior to this Procedure, we want to make sure that the staff member (teacher, administrator, coach, etc.) has met directly with the concerned party (parent, student, guardian, etc.) to try to resolve the problem. If the agreed upon solutions are not then implemented, a written complaint should be filed on the form available in the school office.

**Health Concerns:** Any health concerns and/or medications that the school should be aware of need to be listed on the “Student Daily Health Information and Medical History” form. This form is a mandatory form that is completed and turned in at registration. Example: if your student is highly allergic to **BEES** it should be listed. If your student is allergic to bees and needs an **Epi-Pen** here at school, that should also be listed. **The school does not supply any medication for students.** All students who require any type of medication to be given at school on a “daily” or “as needed” basis needs to have an “Authorization for Medication” form completed and signed by your doctor. Once the school has the medication form signed by the doctor, the medication can be brought in and kept in our health office.

Note: All medication forms need to be renewed every school year. All unused medications will need to be picked up at the end of the school year or they will be discarded.

**Emergency Contacts:** In case a parent or guardian cannot be reached by telephone, only the person(s) listed on the Emergency Card may be contacted. Please keep this information up-to-date. Child custody court papers (where needed) also need to be current and on file in our office. Parents also should notify the Attendance Office if they have Hospital Release Forms on file at local hospitals.

**Field Trips:** Students have a fine opportunity to participate in field trips sponsored by MCMS. Students will be provided with instruction at school if they do not attend. Fees to support field trips are voluntary; contact the Assistant Principal if support is needed. Parent volunteers help to make these trips possible. They are expected to give their full attention to the students in their charge during the trip (siblings are not allowed to attend). Students must travel to and from events in school approved vehicles. Parent drivers must be District approved prior to the trip.

**Classroom Visitations:** Parents wishing to visit classrooms should fill out a classroom visitation request form and submit it to the Office at least two days prior to the requested visit. Classroom visitations are, customarily, 20 minutes or under, and may be accompanied by an administrator.

**Parent Faculty Association (PFA):** The PFA is dedicated to supporting the efforts of MCMS teachers, staff and students. The PFA raises money to fund programs, enrichment opportunities and supplement classroom materials and technology. Elected parent officers guide the organization and there are many committees that parents may Chair and serve upon. In short, there are many ways to get involved and make a difference in the lives of students at MCMS.

PFA meetings are held on the first Thursday of each month at 8:30 a.m. in the Staff Room, which is adjacent to the Main Office. PFA does much more than raising money. PFA meetings plan meaningful school and community events and meet with the principal to discuss ideas, needs and events. All parents are welcome and are encouraged to attend.

The PFA also helps the MCMS communicate effectively with the community. PFA sponsors e-communication to let families know about upcoming school events and fundraisers; they publish the monthly Panther Pride Newsletter (on-line) and they also send out regular emails with pertinent dates and information. To receive emails from the PFA, fill out the email Authorization Form that is part of the 2014-2015 Registration materials.

**School Site Council (SSC) Nomination and Elections Information:** The SSC needs you! Three parent positions on the council are up for election this fall for a two-year term. You may nominate yourself by completing the nomination form in the school office (or call to request one to be sent by calling 818-707-7922). This form must be received by the end of the business day on September 9, 2014 following the SSC meeting scheduled for that day at 3:00 p.m. You are requested to attend that meeting in order to familiarize yourself with returning and past members of the council and with the operating procedures of the council.

Candidate statements and election information will be posted to the MCMS website so that ballots may be tabulated and the newly elected members can begin their duties for the October 7 meeting. Only parents of students may vote for parent representatives. Ballots will be available in the MCMS office September 16 - 26.

The SSC is composed of parents, teachers, students, classified staff, and administration members. The Council is the key advisory group for school issues and develops the Single Site Plan.

For additional information please contact the school principal, Brad Benioff, at 818-597-4288 ext. 4042.

**Election Timetable**

|                                     |                             |
|-------------------------------------|-----------------------------|
| Nomination Period                   | August – September          |
| Balloting                           | September 16 – September 26 |
| Last Day for Ballots to be Returned | September 26                |
| Candidates Notified                 | October 3                   |
| October Meeting                     | October 7                   |