

Medea Creek Middle School
Parent Handbook
WELCOME!
(Addendum to the Student Handbook)
2019-2020

The Medea Creek Middle School Parent Handbook is really an Addendum to the Student Handbook, which is quite complete.

The MCMS Student Handbook should be the first and foremost reference to how MCMS works; it is a fine guide to the nuts and bolts of where to find people and information. The Student Handbook also details Student Discipline, OPUSD's Acceptable Technology Use rules and Student Guidelines for using Social Media, among other important topics.

What you will find below is some information that we have found is of particular assistance to parents navigating the daily life of middle school at Medea.

What I need to know about
Information and Communication:

MCMS offers multiple communication means: email (preferred means of communication) and voicemail to faculty and staff; automated phone messages; monthly newsletters (on-line) and the MCMS website. Please note that OPUSD staff email addresses are as follows:

First name *initial*, Last name opusd.org. As an example, Assistant Principal Amanda Bagheri's email is abagheri@opusd.org.

The MCMS website is the go-to place to get great MCMS information. From an array of *Staff Pages* and links, daily there is a wealth of news. Additionally, newsletters produced by student and parent groups are regularly posted on the site, and are often sent by email.

Parent Square is MCMS's and OPUSD's electronic communication vehicle. School and District news, calendar, and updates arrive as emails. *Parent Square* is partnered with Q, our student information system, so that when a new student is enrolled in MCMS, parents automatically receive an email to join *Parent Square* to receive regular school-related communication.

Q Student Connect is OPUSD's student information system. This is our means of communicating student grades, among other important student-related information. 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* (but they are not required to do so.) This information is available from most teachers so that test and assignment grades can be monitored at home. Please allow up to two weeks for student grades to be entered by teachers on their grade book page to appear in *Q Student Connect*. Please also note that grades reflected in Q are not weighted—meaning, teachers may have tests worth a major percentage of the total grade, versus homework, which is usually a much smaller percentage of the student's total grade. Parents and students should check the teacher's syllabus for this grading information BEFORE checking grades on Q.

Please note: If a student attended an OPUSD school in 2018-2019, the Student I.D. and Password is the same this 2019-2020 school year.

Parent Connect: As mentioned above, “Q” is OPUSD's student information system, which provides web based access to an individual student's directory information, schedule, transcript and GPA and progress reports and final grades. Students access “Q” from the MCMS website and use the student's ID number and password. Parents access “Q “ through *Parent Connect*, also with their log-in and password.

Additionally, on “Q” many teachers (*but not all*) post their assignments/grade book information. **PLEASE NOTE: it may take up to two weeks before grades from an assignment or test are posted.** Please be patient.

Progress Reports are every 5 weeks and are to inform parents/students about students who are not meeting standards. **They are posted on Q.**

Final Quarterly Report Cards are final grades for each quarter (ten weeks) and are **posted on Q.** Hard copies may be mailed home, upon request. Please alert the Main Office.

Schedule: 2019-2020 Grading Periods:

Quarter 1:

Progress Report period ends: 9/13/2019 and posted on Q 9/20/2019

Report Card period ends: 10/11/2019 and posted on Q 10/18/19

Quarter 2:

Progress Report period ends: 11/08/2019: and posted on Q 11/15/2019

Report Card period ends: 12/20/2019 and posted on Q 1/10/2020

Quarter 3:

Progress Report period ends: 2/07/2020 and posted on Q 2/14/2020

Report Card period ends: 3/13/2020 and posted on Q 3/20/2020

Quarter 4:

Progress Report period ends: 4/10/2020 and posted on Q 4/17/2020

Report Card period ends 5/22/2019 and posted on Q 5 /29/2020

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 assistance.

What I need to know about
Homework:

MCMS HOMEWORK GUIDELINES

In accordance with Board Policy 6154, Medea Creek Middle School provides homework guidelines to promote consistency in assignments among courses and grade levels. MCMS believes homework is an opportunity to support and enhance learning beyond, or in preparation for, the school day. Homework introduces, reinforces, or extends knowledge and skills learned within the classroom. It is reasonable to expect an increased level of homework through each grade level, 6th through 8th. In general, students may expect on average a total of about an hour to an hour and a half each evening. However, there are many factors that may impact this amount (see Specific Homework Factors below). Homework, like other aspects of school, is not “one size fits all”; it is recognized that while the guidelines are suggested, each

individual student may have differing needs, abilities or interests which can impact the time on task for homework.

What is Homework?: Homework is study outside the classroom that engages students in valuable activities, either independently or collaboratively for group assignments, to prepare, practice, extend or apply knowledge and skills identified as the standards of a course.

Types of Homework: The Acronym PREP identifies the four types of homework: Preparatory, Reinforcement, Extension, Practice.

Preparation: Assignments provide opportunities for students to gain background information so that they are better prepared for future lessons. Examples include background reading (like a chapter that will be discussed in class the next day), collecting data (research), or watching a video prior to the next day's lesson. These assignments are short term.

Reinforcement: Assignments provide students with the opportunity to revisit challenging material and gain further understanding of concepts and skills. Examples are studying for a cumulative test or writing a reflective response to a class discussion.

Extension: Assignments encourage application of newly acquired skills or concepts. Examples include book reports, research papers, presentations and class projects. These assignments are often long-term, with teacher guidance and check-in points prior to the assignment due date.

Practice: Assignments provide opportunities to review and rehearse recently learned skills. Examples include math problems, vocabulary words, or practicing a musical instrument. These assignments are usually short-term, in limited amounts, and should not include new concepts. Practice may also be reviewing and studying for exams or quizzes.

Homework Responsibilities: For homework to be effective, responsibility is shared amongst students, teachers, parents and administrators.

Student Responsibilities:

- Accurately record assignments in student planner, calendar, or assignment book.

- Make sure assignment instructions are understood. Seek clarification from the teacher if an instruction is not clear prior to leaving class.
- Students must do their own work for individual assignments. Receiving assistance, from a parent, tutor or classmate, may be acceptable to practice a concept, but just copying or plagiarism is considered cheating. “Practice for Performance”, if a student cheats on the assignment, their performance will be negatively impacted by their learning.
- Use time provided in class to complete classwork/start homework.
- Set a regular routine for completing written homework, reading and studying.
- Limit distractions while doing homework.
- Maintain quality of the assignment as well as the completion.
- Take home all necessary materials and have all resources organized.
- Submit the assignment when the assignment is due.
- Plan and work ahead of schedule when there are multiple assignments or tests.
- Be responsible for getting assignments when absent from school.
- For block classes, begin the homework the DAY it is assigned so questions can be asked/answered the following day.

Parent Responsibilities

- Schedule a consistent homework/study time each day.
- Establish a study area with minimal distractions and the necessary supplies and materials.
- Encourage and guide your child, but do not do the assignment for them.
- Encourage your child to communicate questions or concerns to their teacher.
- Communicate with the teacher directly if there is a continued concern or if a student is needing an excessive amount of time to complete assignments.
- Communicate with the school (teacher, counselor or administrator) if there are domestic stress factors that may impact the quality or completion of homework/studying.
- Check “Q” on a regular basis to monitor student progress.

Teacher Responsibilities

- Provide clear expectations for homework at the beginning of the course.
- Communicate clear expectations to students about nightly assignments.

- Provide a system of notifying students of all assignments and provide time for students to record in their agendas or other means.
- Review homework within a reasonable time.
- Ensure that resources and materials are easily obtainable for homework purposes.
- Be available for parent communication or initiate communication with parents over concerns.
- Provide appropriate time for project completion.
- Be available to students to help with content clarification or homework assistance.
- Update Q regularly to facilitate monitoring of student progress (Board Policy mandates a minimum of grade updates every five-week Progress Grade or Report Card period.)
- Review homework assignments with grade level curricular teams to ensure the effectiveness and appropriate rigor towards the curriculum.

Administrator Responsibilities

- Ensure that homework practices at the school level are consistent with the district educational goals, guidelines and policy.
- Facilitate the communication process between the school and home as it relates to the district guidelines on homework.
- Communicate with parents the importance of homework and its effect on student achievement.

Specific Homework Impact for the Middle School:

- Block Schedule: In 7th and 8th grade, Math and Science classes meet in a rotational block every other day. This means that sometimes more homework is assigned due to the nature of meeting every other day. Students should do the homework on the day it is assigned and not “put it off” until the night before it is due.
- Some courses, such as Algebra I, Geometry and Spanish I are high school level courses and often require a higher amount of homework and studying.
- School sponsored activities such as History Day, Mock Trial, *MathCounts* and other clubs and teams are considered extra-curricular activities and may require work time beyond the homework guidelines.

- Students are often given class time to start or complete work with work not completed becoming homework. Students are expected to utilize this time towards completing the work to reduce their homework time.

What I need to know about
Addressing Concerns and Communication:

Medea Creek faculty and staff take pride in being responsive to student and school community needs.

Should you have questions about a classroom policy, student achievement, procedure or assignment, your first contact should be the classroom teacher or coach. That is the person who will have the first-hand knowledge to answer your questions. Concerns about student/peer interactions, ways to get involved in school opportunities and activities, middle school culture and climate and/or academic concerns should be addressed with your child's counselor.

Middle School Counselors: There are four full time counselors at MCMS (see below.) While they primarily work with a caseload, all are available for any student in need. Counselors see students for anything from academic support to dealing with social issues. They also lead many programs on campus, run support groups, and meet with parents and teachers to strategize help for students. Students may request to see their counselor at the Student Window.

PLEASE NOTE: While the counselors will be getting to know all of the students on their caseload, they are not able to have meetings with incoming students before the end of this school year. If there is special information you wish to give to your counselor, please do email this to them, but know they will have the information going into the summer.

Our counselors' student caseloads, by alpha, are as follows:

Ms. Dianne Large—A-F

Ms. Cyndi Smilor—G-L

Mr. Rob Sitomer—M-R

Ms. Stephanie Perez—S-Z

MCMS administrators, Mr. Brad Benioff, Principal, Ms.

Amanda Bagheri, Assistant Principal and Ms. Samantha Gottlieb, Dean, are also here to assist with issues and 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.

What I need to know about
Key Staff Members' Responsibilities:

Principal: Brad Benioff

Supervision of campus
Liaison with PFA and Site Council, GATE
Site and District Leadership Team
Certificated and Classified Evaluations
Culmination
Library and Textbooks
Parent Education
Community Service
Master Schedule
Curriculum, Instruction and Master Schedule
IEPs A-K
Facility Use and [Modernization](#)
Staff Development/ New Teacher Support
Discipline Support and Appeals
GATE
Camp Medea

Assistant Principal: Amanda Bagheri

Acting Principal in Principal's absence
Curriculum, Instruction and Master Schedule
Site and District Leadership Team
Supervision of campus
Faculty Handbook, Parent Handbook, Student Handbook
Attendance and SARB process
Certificated and Classified Evaluations
Approval and Scheduling of Events/Monthly Calendar and Bell Schedules
Special Activities and Curricular Trips
Financial Hardship (student/parent)

Community Service, Co-curricular Clubs, Homework Club
IEPs L-Z
Emergency Preparedness
Discipline Support
Staff Development, New Teacher Support
School Tours and Visitations
GATE
Camp Medea

Dean – Samantha Gottlieb

Discipline 6th -7th-8th Grade
Site and District Leadership Team
Detention Program
Tardies
School on Saturday
Intramurals, faculty/student games
Supervision of campus
Supervision assignments/management of campus supervisors
5th Grade Orientation: organizing, monitoring, and coordinating event
Student Recognition Programs
Lockers
Catalina Trip: organization, chaperone, camp management
Master Schedule support
Student Study Team (SST), 504 and IEP support
State Testing coordination
Camp Medea
VC Innovates

Counselors:

Dianne Large Student Group: A-F

Discipline involving student conflicts – 1st level crisis intervention and personal counseling
Academic Counseling
Scheduling of classes
Student schedule changes
Student scheduling
Weekly Progress Reports
Supervision of campus
Peer Counseling Program
Special Education referrals
Safe Kids Task Force
Master Schedule support
Classroom Presentations/Anti-Bullying Programs
SSTs
Challenge/Success
Home Hospital
Where Everyone Belongs (W.E.B.) Coordinator

Camp Medea
CAASPP Testing

Cyndi Smilor—Student Group: G~L

Discipline involving student conflicts – 1st level Crisis Intervention and personal counseling
Academic Support Counseling groups
Academic Counseling
Scheduling of classes
Student scheduling
Student schedule changes
Weekly Progress Reports
Supervision of campus
Classroom Presentations/Anti-Bullying Programs
SSTs
Safe Kids task Force
Culmination Eligibility
Liaison: Home Schooling Retention/Promotion
Career Preparation College Preparation
Master Schedule support
Challenge/Success
Home Hospital
Where Everyone Belongs (W.E.B.)
CAASPP Testing
Camp Medea

Robert Sitomar ~~~Student Group: M~R

Discipline involving student conflicts – 1st level Crisis intervention and personal counseling
SB 1802 7th grade academic, career and high school transition
Master Schedule support
Where Everyone Belongs (W.E.B.) Coordinator
Camp Medea
504 Referrals/Plans
Special Education referrals
Supervision
Weekly Progress Reports
Classroom Presentations/Anti-Bullying Programs
Student Scheduling
Student schedule changes
CAASPP Testing

Stephanie Perez ~~~Student Group: S~Z

Discipline involving student conflicts – 1st level Crisis Intervention and personal counseling
Academic Counseling
Scheduling of classes
Student scheduling

Student schedule changes
Weekly Progress Reports
Supervision of campus
Classroom Presentations/Anti-Bullying Programs
SSTs
Safe Kids Task Force
Culmination Eligibility
Liaison: Home Schooling Retention/Promotion
Career Preparation College Preparation
Master Schedule support
Challenge/Success
Home Hospital
Where Everyone Belongs (W.E.B.)
CAASPP Testing
Camp Medea

What I need to know about

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 (including over-the-counter 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.

Hot Weather: When excessive heat occurs, the following precautions are to be taken for all outdoor physical activity, including but not limited to, recess, physical education classes, field trips and athletic practices and games. Student should be hydrated before going outside and have access to drinking water while outside. In activities lasting longer than 30 minutes, periodic water

breaks should be incorporated. The Heat Index is the “feels like” or effective temperature *Bd Policy 5141.25(a); 6142.7(a)*

Heat Index Category Activity Limitations:

- ≤ 80 : No limitations
- 80 to 89: Caution 75% vigorous activity/ 25% light activity or rest. Encourage hydration.
- 90 to 104: Extreme Caution: 50% vigorous activity/50% light activity or rest. Enforce hydration. Sunstroke, heat cramps and heat exhaustion possible.
- 105 to 129: Danger 25% vigorous activity/75% light activity or rest. Enforce hydration. Sunstroke, heat cramps and heat exhaustion likely. Heat strong possible.
- 130+: Extreme Danger All nonessential outdoor activities will be cancelled. *Bd Policy 5141.25(a); 6142.7 (b)*

What I need to know about Before/After School Programs, Lunchtime and Supervision

- The campus opens with supervision starting at 7:30am. Students may work in the MCMS Library.
- OPUSD also runs an extended care program on campus for before and after school (for a fee.) Please use this link for more information:
<https://sites.google.com/opusd.org/opusd-extended-careprogram/hom>
- The OPUSD extended care program runs from 6:45-8:00 a.m. in the morning and from school dismissal until 6:30 pm. in the afternoon. The OPUSD extended care program offers daily hands-on activities e.g., science, art, gardening, robotics, coding, and more. Option for students include both structured and unstructured opportunities to build social and emotional skills; flexible scheduling options including part time and full time; morning only; afternoon only; morning and afternoon. The middle school program incorporates age-appropriate programming to keep students engaged.
- Homework Club is a supervised space two days/week after school from 3-4pm. There are many after school teams or programs that meet once or twice per week.
- 6th grade lunch is separate (11:15 – 11:55) from the 7th/8th grade lunch (12:10 – 12:50).

- Students bring their lunch or may buy lunch through the cafeteria. There is a main lunch line and a snack line for individual items.
- Meals are served on plates with utensils that are returned.
- Students may play on the field or blacktop, join student clubs that meet at lunch, participate in the many lunchtime activities sponsored by ASB (student government) or WEB*, or, middle school students often sit and hang out with each other during lunch.
- **Lunchtime campus supervisors, PE coaches and administrators supervise during this time.**

WEB* WEB stands for Where Everyone Belongs, which is a school-wide program addressing transitions to 6th grade, campus climate and anti-bullying, 8th grade students are trained as mentors to incoming 6th graders. Connections are made at Camp Medea and at WEB Breakfasts during the school year. Mentors help run activities; meet with smaller groups, or mentor/tutor individuals throughout the year.

What I need to know about **Attendance:**

What Happens if a Student is Absent or Late?: Attendance is taken every period at MCMS. It is crucial that you call the attendance line whenever your student will be late or absent - [818.597.4261](tel:818.597.4261). Upon arrival, your student will come to the Student Window to check in.

EARLY PICK UP: Some appointments cannot be avoided so students need to leave early. Please send your student in with a note on the day that they need to leave with the time and reason. Students will get an off campus pass from the student window and then be signed out in the office at the scheduled time.

ABSENCES & CALIFORNIA LAW: As we all know, being in school regularly is key to school success and establishing good habits to navigate through the challenges that come with secondary school. By the middle school years, it is increasingly difficult to keep up with school as absences accrue. Here is some pertinent information regarding important laws governing attendance, as well as what schools are required to do:

- **California compulsory education laws** require schools to report trancies. A truancy, as defined by the law, is a

student who has missed **three school days** or is tardy or absent more than 30 minutes during the school day on *three occasions in one school year without a valid excuse*.

- **Valid excuses (EXCUSED ABSENCE)** are: illness/injury, quarantine under direction of health officer, medical/dental appointment that can only be scheduled during school hours, and funeral services for a member of the immediate family. Please note that, even with an illness excuse, the school will require a note from a medical practitioner if the number of illness days exceeds three consecutive or ten in a school year. Of course, we understand that illnesses occur and appreciate you contacting the office and keeping children home when fever, vomiting, or contagious virus/infection occurs.
- **UNEXCUSED ABSENCES include:** oversleeping, non-medical appointments, personal reasons (family vacations or appointments), cutting school/truancy.
- **Religious Holidays:** An excused absence for religious holiday will be granted upon prior written request of parent or guardian. Please contact the school in advance of these holidays.
- **Trips and family vacations** are not valid excuses under the law. These absences must be reported as truancies. However, there is a provision made for this if your family will be away for five or more school days: with advanced notice, an **Independent Study contract may be requested**. In this case, the absence can be excused if assigned class work is completed during the absence and turned in upon return to school. Independent Study Contracts (timelines and requirements) can be obtained through the MCMS Office. While Independent Study Contracts are available, we encourage families to schedule vacations during non-school days because of the student stresses and academic disruptions that often accompany these absences.
- **If a student is tardy 15 minutes or more to class, this is considered an absence, and will be marked as such.**
- **Attendance/Truancy letters** are automatically generated and mailed home once a student misses three or more school days without having reported a valid excuse as defined under the law, OR, because of mounting and excessive absences, even with a valid excuse.
- **Chronically Absent** refers to a student who misses 10% or more of school, *even with a valid excuse*.
- **Once a student is designated a truant, state law requires** schools, districts, counties, and courts to intervene to ensure that parents and pupils receive certain services to assist them

in complying with attendance laws. This can include meetings with the school site administrator, OPUSD SART (School Attendance Review Team) meeting or SARB (School Attendance Review Board) meeting, which includes a member of the District Attorney's Office.

- **Students with UNEXCUSED absences:** may not be permitted to make-up missed schoolwork.

We refer to *Stay At Home Sick* for the following:

- A morning temperature of 99.0 degrees or greater
- Fever-free for 24 hours before returning to school
- Vomit-free for 24 hours before returning to school
- When you have diarrhea
- Severe coughing, green nasal discharge or severe earaches
- Severe sore throat with trouble swallowing.

What I need to know about **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. We ask for a suggested donated amount to cover the cost of curricular trips.* There are no other funding sources to cover curricular trips. Should you have questions about donations for curricular trips, please contact the Assistant Principal. 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), and take direction from MCMS staff and camp/event personnel. Students must travel to and from events in school-approved vehicles. Parent drivers must be District approved prior to the trip.

- *Any request for supplies or donations toward the purchase of supplies, materials, equipment, field trips, programs, etc. is completely voluntary under the law in California public schools. Students may not be charged for participation in educational activities and may not be discriminated against or denied participation for not providing voluntary donations to the school. Should any student or parent believe they were impermissibly charged a fee or required to provide materials or supplies that they would not have otherwise voluntarily paid or provided, an application for reimbursement may be filed with the District by calling (818) 735-3206.*

Parent Chaperones: We often need parents to chaperone day and overnight curricular trips. Indeed, we are unable to make these great opportunities happen without parent involvement! Please note that all parents who chaperone on these trips must have current TB test clearance and LIVE SCAN clearance for overnight curricular trips. If not already on file, the District pays for these

processes, but they do require parents' advance planning to complete them in time for chaperoning. If you are chaperoning, your child's teacher or the MCMS office can provide you with information about this process.

In Addition:

Parent Drivers: Should you be driving student(s) to a school sponsored activity, you need to complete an OPUSD Driver Form and provide license and insurance information detailed on the form. If needed, the form can be obtained from the MCMS office manager, Debbie Church. This, too, requires completion several days before the scheduled activity.

What I need to know about **Emergency and Traffic Safety:**

Safety and Emergency Preparedness are paramount. Staff members wear OPUSD identification badges and all visitors must sign -in through the main office. Our campus is encircled by fencing, with gates that lock and can be pushed open from the inside for emergency exits.

Please review this vital information in the Student Handbook! There is also an excellent link on emergency preparedness on the MCMS Website. Please review it with your family.

Try to remember that, next to being at home with family, schools are the safest place to be during an emergency. School is a place where students are known and cared for and where we have practiced for emergencies and have amassed basic supplies, should they be needed. We recommend and hope that families have the discussion about "What to do if..." and that families have their own preparedness plan and supplies (more about this below.)

I. What are the types of emergencies that Medea Creek Middle School anticipates through preparedness?

We prepare for emergencies in a number of ways: education and information, rehearsal through drills and emergency scenarios and provisions (food, water, sanitation and first aid). Our planning focuses on three categories:

A. Fire: Fire alarms sound. We rehearse basic evacuation from buildings (evacuation routes are posted in all rooms and offices); teachers lead students to painted room numbers on the blacktop

and assemble on the field. We practice protocols of attendance/accountability. When an “all clear” is given, students return to their classrooms.

In the event of an actual emergency, the fire department and District are contacted and the situation is assessed. Should students be unable to return to class, parents will be notified via the District’s all call communication system, will be apprised of the situation and emergency release procedures, should that be feasible. Updates will be provided through this all call system and posts will be made on the school Website. Fire emergencies can include brush, building fires or explosions.

B. Natural Disaster, such as Earthquake: A bell simulating a quake sounds. We evacuate and account for students the same way as for a fire drill and then practice protocols for emergency teams that secure the campus, search and rescue, provide first aid, assess damage, activate emergency supplies and resources, implement communication channels both within school and within the community, and begin the emergency release of students if and when necessary.

C. Lock Down: A Lock Down is a response to a potentially dangerous person or a wide-scale event that requires securing the campus. A Lock Down is when, at the sound of a designated signal, ALL persons on campus immediately take shelter in a lockable school room where an adult is present. In a true emergency, a student might have to duck into the nearest lockable space, with or without an adult present, or simply run out of harm’s way. In the most horrific and publicized cases, a Lock Down is a response to a school shooter on campus—and students know through our school’s continuous review of emergency procedures, that students are to flee to safety, away from imminent threat. This may involve leaving campus. Otherwise, all persons remain inside and secure until the Principal or Assistant Principal or Dean signal that the Lock Down is over. A Lock Down can also be a response to a contagion (as with the H1N1 influenza warnings a few years ago).

II. What is an Emergency Release of Students, and why might it occur?

An emergency release of students occurs when an emergency situation arises that necessitates students, for their safety and well-being, be released to a parent/guardian or designated contact on the emergency form, before the normal end of the school day. Should this occur, parents would be notified by the District

all-call system and brief instructions would be posted on the school Website (if communication systems are operative.)

Here are IMPORTANT GUIDELINES TO FOLLOW for picking up students from school in an emergency, before the usual end of the school day:

1. Vehicles do not block the driveway. Parents/Guardians SHOULD NOT bring cars to campus.
2. Parents should, WALK TO MCMS, as streets will, most likely, be impassable.
3. Report to their designated alpha
“REQUEST GATE”: A-G or H-Q or R-Z; these three gates are located on either side of the Main Office.
4. Parents/guardians/designated contacts on the emergency form present I.D. to designated MCMS staff at the gate(s.)
5. MCMS adult confirms ID/authorization to pick up student and then sends for student to be released
6. Parents walk to alpha REUNION GATE, A-L (far side of gym near church); OR M-Z, (near bike racks)
7. Student will meet parent at REUNION GATE and will be signed-out for release.

Traffic/Pedestrian Safety: It is imperative that adults and students follow traffic rules. Students must remain on the pavement and use designated crosswalks. Additionally, drivers must obey our one-way driveway, avoid parking/waiting in red zones and drive civilly to avoid accidents with pedestrians and other drivers.

What I need to know about **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.

What I need to know about
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 are accompanied by an administrator.

What I need to know about
MCMS 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. They also volunteer time to assist and support school programs in essential and varied ways. 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 (through *Parent Square*) to let families know about upcoming school events and fundraisers. To receive emails from the PFA, fill out the email Authorization Form that is part of the 2019-2020 Registration materials.

What I need to know about
School Site Council (SSC) Nomination and Elections:

The SSC needs you! One parent position on the council is up for

election this fall for a two-year term. Please complete the attached nomination form and turn it in to the MCMS office if you are interested in serving. This form must be received by the end of the business day on Friday, August 30, 2019

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 September 17th meeting. Only parents of students may vote for parent representatives. Ballots will be available in the MCMS office in August.

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 818-707-7922.

ELECTION TIMETABLE

Nomination Period	July 15-August 23
Balloting	August 26– August 30
Last Day for Ballot to be Returned	August 30
Candidates Notified	August 30
September Meeting	Tuesday, September 17th

*Meetings are one Tuesday per month, 3:00-4:00 p.m.:

9/17, 10/15, 11/19, 12/10, 1/14, 2/11, 3/10, 4/21

**Oak Park Unified School District
Medea Creek Middle School**

SITE Council Membership Application

Name: _____

Address: _____

***Briefly explain why you would like to serve on the council:**

***This information statement will be published for the electorate to review.**

I understand the SSC meetings are held one afternoon a month and that members missing meetings may be dropped from the council.

Signature: _____ **Date:** _____

Please return this form to Debbie Church in the main office by August 30, 2019, no later than 3:00 pm.