

Medea Creek Middle School
1002 Doubletree Avenue
Oak Park, CA 91377
School Hours: 8:23 a.m. to 2:40 p.m.
Office Hours: 7:45 a.m. to 4:00 p.m.
Web Site: www.opusd.org/mcms
Staff email: *first initial, last* [name@opusd.org](mailto:bbenioff@opusd.org)
(Example: bbenioff@opusd.org)

MCMS Phone Number: 818-707-7922
Attendance Line: 818-597-4261
MCMS Fax Line: 818-865-8641

HANDY HINTS

Attendance: If your student is going to be late or absent, a parent or guardian should contact the attendance line (818-597-4261) before school. Please note that if the school does not receive notification from a parent regarding the absence, your student will be considered truant. Please refer to the Student Handbook for a description of valid absences.

Leaving School: Any student leaving campus during the school day needs to bring a note to the Student Window in the morning to get an “Off Campus Pass.” This method saves parents time and helps us to avoid interrupting the classroom. The student may never leave campus without a pass from the office; parents need to come to the office to sign out their student before picking them up.

Forgotten Items: If your student has forgotten his/her homework, lunch, P.E. clothes, etc. at home, we will be happy to place it on our “forgotten items” table located in the administrative office. **Please remind your students to check this table if they have forgotten anything and anticipate a parent dropping it off for them. We do our best to avoid interrupting classes and therefore cannot call for individual students and will not be able to deliver items to the classrooms.**

Traffic Safety: Parents are reminded that our parking lot is one-way traffic with one entrance and a different exit. We encourage parents to use the school side of Doubletree Road for drop-offs and pick-ups. Students that are dropped off on the school premises should be dropped off in front of the gym and not at the red curbs **or in front of staff parking spots**. Students should never cross our parking lot or streets unless at an intersection. The condominium project across the street is private property and should never be used as a turn-around. To reduce traffic and save energy, MCMS encourages students walking together to and from school!

Parking: All parking spaces are assigned to staff and should not be used by parents for any reason. Visitors are permitted to park along the curb in front of the Gym or on the street (Doubletree or Hollytree). We appreciate your cooperation.