



MECHANICSBURG MIDDLE SCHOOL

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www.mcburg.org

Marlo Schipfer
Middle School Principal (ext. 1507)
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Middle School Secretary (ext. 1200)

October 26, 2018

Hello MMS Students and Families,

I hope this letter finds you well! Our staff and students just completed Q1 and we are rolling in Q2. In this mailing you will find:

- Your student's gradecard with school fees listed - Reminder: 25% of school fees should be paid at this time
- Information regarding attendance, Progress Book, how to contact teachers, and important upcoming dates/events
- Letter explaining the SOS program for 6th grade
- Information regarding QuickApps, which will be used for free and reduced meal applications
- Veterans Day Assembly information

Attendance

An area of continuing concern for many is student attendance. Please remember that our policy states students are not to exceed 52 hours of parental absences for the entire year. Once that benchmark has been hit, only a professional documented note will be considered for an excused absence. You will be contacted and receive a letter if your child hits any of the following benchmarks according to HB 410:

Excessive Absences: (includes absences with doctor notes)

- Absent 38 or more hours in one school month with or without legitimate excuse;
- Absent 65 or more hours in one school year with or without legitimate excuse

Habitual Truant:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one month without legitimate excuse;
- Absent 72 or more hours in one year without a legitimate excuse;

If your child's attendance does not improve, charges may be filed with Champaign County Juvenile court.

Please remember to contact the middle school office any day your child is not attending. If we are not contacted for 2 consecutive school days, the attendance officer will be sent to your residence.

Progress Book

As we start the new quarter please continue to utilize *ProgressBook* to keep informed on your student's grades and attendance (both daily and each class period). If you need help in setting up this account, please email Emily Ridgway at ridgwaye@mcburg.org and she will be glad to help. When you look at your student's grades you may see one of the icons next to specific assignment listed below. I have included their meaning to clear up a few questions raised at parent teacher conferences.

- E** Excluded = your student has been *excluded* from this particular assignment
- M** Missing = your student is *missing* this particular assignment
- L** Late = this particular assignment was turned in *late*
- W** Weighted = this particular assignment is *weighted* (has more or less value) than other assignments

"Mechanicsburg Schools – Where Communication, Consistency and Commitment foster Success!"

www.mechanicsburg.k12.oh.us



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Communication with teachers:

We are a partnership in your student's education and encourage communication with staff. We had a great turnout for our P/T conferences in September, but understand not all are available to attend. If you should have questions regarding your child, please reach out via email. All email addresses are last name, first initial @mcburg.org. (example: schipferm@mcburg.org)

Positive Support - Open Letters:

School can be a challenging time for some students and sometimes they just have a bad or "off" day. I was hoping I could interest parents into writing general letters of encouragement to their own child or others that could be delivered to the student when staff observes they just might be in need of a positive boost and reminded how important they are and proud you are of them. If you are interested, please submit letters in a sealed envelope with the child's full name on the front. We will hopefully collect one for every student over the next couple of weeks and share them when it looks like it's most needed.

Upcoming Dates/Events:

- **Wednesday, October 31st** - **BOO in the U**, 5:30-7:30pm, Come visit the school during Trick or Treat. If you'd like to set up a booth or pass out candy, please contact Elizabeth Porter @ portere@mcburg.org.
- **Tuesday, November 6th** - **Picture Make-ups/Re-takes** - This day is for students who were absent on the original picture days or for those who would like re-takes.
- **Friday, November 16th** - Middle School Dance in the commons from 2:30 p.m. till 5:00 p.m.
- **Tuesday, November 20th** - 1 Hour Early Dismissal, students dismissed @ 1:15pm
- **Wednesday, November 21-25** - No School, Thanksgiving Break
- **Monday, November 26th** - No School, Teacher Waiver Day; 2nd Quarter Interim Reports mailed home
- **Wednesday, December 19th** - 1 Hour Early Dismissal, students dismissed @ 1:15pm
- **Thursday, December 20th** - No school, Teacher Work day
- **Friday, December 21st - Wednesday, January 2nd** - Christmas Break
- **Thursday, January 3rd** - Start of 3rd Quarter
- **Friday, January 11th** - 2nd Quarter Grade Cards mailed home

Best Regards,

Marlo Schipfer