



MECHANICSBURG MIDDLE SCHOOL

60 High Street
Mechanicsburg, Ohio 43044
Main (937) 834-2453
Fax (937) 834-3954
@McBurg_MS
www.mcburg.org

Marlo Schipfer
Middle School Principal (ext. 1507)
Carol Carpenter
Guidance Counselor (ext. 1405)
Mandee Warfield
Middle School Secretary (ext. 1200)

November 27, 2018

Hello MMS Students and Families,

I hope this letter finds you well and you enjoyed Thanksgiving with family and friends. This letter is just to reiterate some information and notify you of some important upcoming dates/events.

School Fees

Student fees should be 25% paid at this time. Students must have 25% paid to be eligible to attend the dance Friday night. Fees will need to be 50% paid by January 3, and 100% by end of third quarter, March 15th.

Washington D.C. payments and paperwork

Please be certain you have completed your intent to attend and made payments asap in order to be eligible to go.

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.



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- 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

Communication with teachers:

We are a partnership in your student's education and encourage communication with staff. 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)

Upcoming Dates/Events:

- **Friday, November 30th** - MMS dance, 3-5pm
- **Friday, November 30th** - FFA fruit delivery/pick-up
- **Saturday, December 8th** - Christmas in the Village; parade @ 2pm
- **Wednesday, December 12th** - 2 Hr late start, Teacher Professional Development
- **Wednesday, December 12th** - 6th grade SOS screening
- **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
- **Monday, January 14th** - BOE meeting, 6pm
- **Monday, January 21st** - NO SCHOOL, MLK Day

Best Regards,

Marlo Schipfer