

Handbook Committee July 15, 2018

Committee Members: C Costello, T. Damery, B. Anglin, T. Wilson, B. Rhodes, Mark Dotterer

Yellow: changed

Blue =added

Topic	Discussion	Decision/Follow-up
Revisions/Additions/Deletions-Discussed proposed changes to areas of the handbook:		
P. 4	<p>Parent-Teacher Contacts Positive communication between parents and teachers helps improve academic performance. Parents and teachers need to treat each other with respect and courtesy. Both need to share relevant information, listen and respect each other's point of view, and focus on understanding the problem and seeking solutions. When a parent expresses his/her opinion, concerns, and suggestions in a meeting, on the phone, or in email, the parent must use appropriate tone, volume, and word choice. Failure to do so will result in immediate termination of the meeting, phone call, or emails. Importantly, parents must first contact the teacher by phone or email to set up a meeting and not just drop by before, during, and/or after school.</p>	<ul style="list-style-type: none"> ➤ Added ➤ Additional information found on page 39-40
P. 8	<p>Grading System and Honor Roll</p> <p>2nd-8th Grade Grading Scale: A=100-93; B=92-85; C=84-77; D=76-70 and U or F=69-0.</p> <p>Will slightly modify grading scale to have 8 points for each passing letter grade A=100-93, B= 92-85, C=84-77, D=76-69, F=68 and below * Will slightly modify grading scale to have 8 points for each passing letter grade</p>	<ul style="list-style-type: none"> ➤ Changed

<p>P. 10</p>	<p>Arrival and Dismissal Arrival</p> <p>Madison Street/Back of the Building: Students arriving by car should be dropped off in the back of the building on Madison Street. We recommend that all students 3rd-8th grade be dropped off in the back of the school. The back door is unlocked from 8:00-8:10 AM for arrival time on Madison Street. There is no parking. Please pull ahead to the end of the sidewalk so that many cars can drop off students at once. Students exit the car on the passenger side, not in the road, for safety purposes. Students enter through the junior high doors by walking on the sidewalk. Any student arriving after 8:10 AM must use the front doors.</p> <p>Chatham Street/Front of the Building: Arrival time in the morning is between 8:00-8:15 AM at the front of the building. Parents not parked by the curb must walk student to the front door. Drivers must park within designated parking spots not along the South Gym. We encourage prekindergarten-2nd grade students to have parents park in the front of the building. 3rd-8th grade students' parents/guardians parking in the spots located next to the front curb can depart from the vehicle; however, prekindergarten-2nd graders, must be supervised by an adult to the front door. 3rd-8th grade students' parents/guardians parking in the spots located next to the front curb may walk directly to cars. Any student arriving after 8:20 AM must stop in the main office for a tardy pass. Supervision in the morning begins at 8:00 AM, if students in K-6th grades arrive before 8:00 AM, they will be sent to Latchkey and parents billed. 7th and 8th graders will wait outside unsupervised. Only adults who have business in the office or an appointment to see a staff member may enter the building.</p>	<p>➤ Added</p>
<p>P. 14</p>	<p>Perfect Attendance Policy <i>Quarterly Perfect Attendance to commend/reward perfect attendance for a nine weeks rather than cumulative for the year.</i></p> <p><i>New attendance award: Yearly Outstanding Attendance to commend/reward perfect attendance all year.</i></p>	<p>➤ Changed</p>
<p>P. 14</p>	<p><u>BEHAVIOR, CONDUCT, SCHOOL RULES</u></p> <p>Bicycles, Scooters, Hoverboards, Roller Shoes, and Skateboards Bicycles must be kept in bike racks at all times. It is the responsibility of the student to keep his or her bike safe while on school property. When students are riding their bikes to and from school each day, bicycle rules need to be followed for the safety of our students, including all walkers, bike riders, and bus riders. Bikes are not to be ridden on the sidewalk or around the parking lot before or after school during the school year.</p> <p>Roller shoes (Heelys) are not allowed on school property and are not to be worn within the school building. If a student has these on school grounds, they will be confiscated by school personnel and returned to them at the end of the day. If the problem becomes chronic, the student may not receive the items back until the end of the school year.</p> <p>Skateboards, scooters, and hoverboards are not allowed on school property. If a student has a skateboard or scooters or hoverboards at school, whether it is before or after school, or while attending evening events, the skateboard will be confiscated and returned to the student at a later date.</p> <p>Metamora CCSD #1 is not responsible for lost, stolen or damaged bicycles or roller shoes. It is the student's responsibility to keep his or her items safe while at school.</p>	<p>➤ Added</p>
<p>P. 39</p>	<p>Parent-Teacher Contacts Parent-Teacher Contacts</p>	<p>➤ Parent-Teacher Concern Committee –input</p>

Positive communication between parents and teachers helps improve academic performance. Parents and teachers need to treat each other with respect and courtesy. Both need to share relevant information, listen and respect each other's point of view, and focus on understanding the problem and seeking solutions. *If the parent/teacher phone call or email is not appropriate (tone, volume, etc.), it will lead to this communication ending.*

*In addition to teaching our teachers have numerous meetings, and other duties before, during, and after school so they are not available. Therefore, meetings need to be scheduled in advance. If a parent comes to school without an appointment to express a **safety or medical/health concern**, the office personnel and/or administrators will email the teacher so the teacher can contact you as soon as possible to ensure the student's safety. The office will notify the teacher by email about **academic or behavioral concerns**, and the teacher will contact the parent by the end of the next school day to ensure the student's safety, whenever possible, discuss the matter or schedule a meeting.*

In general, teachers will respond by the end of the next school day to a parent's email, text, note, or phone call. However, special circumstances may result in delay in teacher's response to communication from a parent.

Parent-Teacher Conferences:

Parent-teacher conferences are scheduled for once a school year, after the first nine weeks. Parents are encouraged to attend these conferences. Sign-ups for conferences are available at Back to School Night/Meet the Teacher Night in August for grades K-4th. Parents of students in grades 5-8 will be contacted in mid-October for sign-ups. Parents will receive notification from the Junior High of their specific conference date and time.

In certain instances, parents may be contacted to discuss the student's progress. Teachers may want to arrange a meeting with parents, the student, and administrators so that a plan of action for the success of the student can be considered.

Outside of MGS' annually scheduled conference days, parents are also welcome to arrange a meeting with a teacher if they believe it to be necessary. However, please follow the chain of command. The Chain of Command lists the order in which a parent contacts school personnel to communicate effectively.

Below are the following three effective steps involving the chain of command:

1. The parent (or teacher) will initiate the contact by email, note, or phone call to the teacher (or parent) involved. *It may take 2-4 correspondences to work through the issue.
2. If unresolved, this will be followed by a phone conversation or meeting between the parent(s) and teacher. The teacher may request the presence of an administrator at any time to join the teacher and parent at the meeting to continue to seek clarification or resolution.
3. Should the administrator become involved, he or she will always inform the parent that the parent must first contact the teacher(s) involved. After the parent and teacher have discussed the situation, then the parent or teacher may ask that an administrator meet with the teacher and parent to work together to reach a consensus for the best course of action for the situation.

➤ Added

➤ The first paragraph will be toward the front of the Handbook. The following paragraphs will be found on page 39

P. 40

Lunch Program

Students may not go home to lunch with other students. Students may bring a sack lunch or purchase a hot lunch.

Money to pay for one or more meals or milk must be deposited in the student's lunch account in advance. Deposits are made by check or cash and should be given to the homeroom teacher at the beginning of the day. It will be sent to the office for deposit into the student's account. If a student forgets his/her lunch or lunch money, the cafeteria will allow the student to charge up to \$7.50. After \$7.50 of unpaid charges, the student will be served peanut butter and jelly sandwich, **along with an applesauce cup**. Account balances can be viewed via

➤ Added

	Skyward Family Access and Skyward automatically sends out an email or weekly phone call when balances reach \$4.50 or below. Money from the lunch account may not be withdrawn to pay for other fees.	
P. 46	<p>Posting Photos of Students</p> <p>In addition to emails, notes, newsletters, phone calls, and Skyward, some of our teachers use apps and their websites to communicate with parents. A teacher may post or electronically send photos of an individual student and/or a group of students only when each student in the photo has the signed consent of their parent/guardian. The parent/guardian electronically receiving these photos from any MGS employee may not electronically share or post a photo with a third party or post on social media or on line. These photos of students may not be used for public access such as publicity, illustration, advertising, or Web content.</p>	➤ Added
P. 48	<p>2018-2018 Student and Parent Consent Statement</p> <p><u>Photographing/Video Taping</u>: Students may be photographed or videotaped at school or on the bus. Photographs may be used in the yearbook, newspaper, media, or displayed in the building. Other than through the school newsletter, pictures will not be shown on the Internet without specific permission from the parents. MGS uses video cameras in our school buses and in various places around the school campus to help ensure the health and safety of our students and staff. Videotapes may be used to help the school district maintain discipline, order, and safety for everyone. <u>As a parent, I agree to allow my child to be videotaped or his/her picture taken as a part of those school procedures</u></p> <p>Apps guideline was placed on page 46</p> <p>Reworded and placed on page 46</p>	<p>➤ Changed</p> <p>The boards' final decision is found above on page 46</p>