

McCord Junior High School

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RESPECT

Parent Handbook

McCORD JUNIOR HIGH SCHOOL

Dear McCord Parents,

Students entering junior high school are at a critical, but exciting time in their lives. You will see a great deal of change in your child's physical growth, social relationships, and emotional responses during his or her years at McCord.

Our teachers have a great deal of experience with early adolescents and the changes that occur. All of our teachers have chosen to teach at the middle level because they find it both challenging and rewarding. The teachers and administration stand ready to meet with you if you wish an individual conference concerning your child. Please do not hesitate to call us at any time.

This Parent Handbook is intended to assist you in understanding some of those areas that relate to you and your child at McCord Junior High. **A student handbook and assignment book is given to your child on the first day of school. It includes complete school policies and detailed information.** Please take the time to review the student handbook with your child.

You are an important part of our school. Your support and encouragement will help to determine the tone of our school environment. By becoming actively involved, you will enjoy your child's middle level experience as much as he or she does.

Sincerely,

Jeff Robbins

Jeff Robbins
Principal

ATHLETICS

McCord is a member of the Northern Lakes Junior High/Middle School League. Interscholastic sports and activities sponsored by the league include both 7th and 8th grade: cross-country, football, cheerleading (football-8th grade only; basketball-7th & 8th grade), girl's volleyball, basketball, wrestling, quiz bowl, and track.

The purpose of these interscholastic activities is to give our students an opportunity to develop skills and good sportsmanship. We encourage students to attend matches/games to help build school spirit and support the teams. While we enjoy winning, the emphasis is on participation and fun. Power of the Pen, and Mathcounts, are also among school sponsored activities that are offered at McCord.

ATTENDANCE

Research indicates that good school attendance leads to higher academic achievement. We encourage you to have your child attend school every day.

In the event of an absence, Ohio law requires us to contact parents each day their child is not in attendance. Therefore, we would appreciate you calling us between 7:30 a.m. and 8:30 a.m. at **419-824-8650 ext. 4201** to report that your child will not be in school and the reason for the absence.

A parent note is required, when your child returns to school after an absence **or** tardiness, even when telephone contact has been made. Students shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that she/he has attended a professional appointment.

Many students need to leave school for appointments during the school day. If your child has an appointment during school hours for any reason, he or she **must** bring a note to the office **before** school so an appointment slip can be issued. **Please help us by reminding your child to bring a note to the office before school begins on the day of a scheduled appointment.** Parents **must** come into the office to sign students out of school.

ATTENDANCE, cont'd

Upon returning to school from an appointment, students must report to the office to be re-admitted. Students shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that she/he has attended a professional appointment. Students who miss at least two hours of school, but are not absent the entire day, will be recorded as having ½ day absence.

Excessive Absences – These steps will be followed for absences not covered by a medical excuse or a PCA:

- A student who misses ten days of school in the current school year will have a letter sent informing parents that future absences will require a doctor's verification to be excused.
- A student reaching 15 days of absence will have his/her name forwarded to Student Services. Student Services will set up a hearing with the parents, the school principal, and the Director of Student Services. Possible results of this hearing could be a referral to court or children services.

The **Personal Convenience Absence** is granted to students in instances where an absence is for the purpose of accompanying parents or guardians on a trip. This is considered an **unexcused absence** and the following procedures and rules apply:

- PCA's are prohibited during regularly scheduled District wide testing.
- PCA application forms will be issued to parents or students with a written note from a parent. All forms must be completed and on file **before** the dates of the PCA.

Details are reproduced in full in the student handbook and can also be discussed when the PCA form is requested.

Homework Request for an absence - Parents can request homework no later than 8:30 a.m. when reporting an absence. Arrange to have assignments picked up between 3:15 p.m. and 4:00 p.m.

BUS PASS

A written note from the parent requesting a temporary change in their child's transportation is required for their child to ride a different bus home, or to exit the bus at a different bus stop. The note must be presented to office personnel at the beginning of the school day prior to issuance of the bus pass.

CANCELLATION/DELAY OF SCHOOL

In the event that school is cancelled, all scheduled activities during the day or evening are also cancelled. During a weather delay, please plan on alternatives for your children. Buses will run exactly two hours late. The district will call the media first with the decision. There are three ways to check for closing and delays: Listen to the radio/TV in the morning for delays, you can visit Sylvania's website @ www.sylvania.k12.oh.us, or you can call 419-824-8696 for delay/closing information.

COUNSELING

McCord's counselors provide consultative services to parents, students, and staff concerning learning, social, and emotional concerns. They are available for appointments throughout the day or in the evening, if necessary. Call 419-824-8650, either counselor will be most willing to help.

Our counselors are also responsible for scheduling all students, the standardized testing program, and enrollment of new students.

CURRICULUM HIGHLIGHTS

The McCord curriculum offers students comprehensive instruction in the core courses of English, math, science, and social studies. Each student is required to pass three years of each of the core subjects. Art, music, physical education, and health are also part of the curriculum.

In addition, exploratory courses in French, Spanish, consumer education, technology explorations and keyboarding are part of the curriculum.

DANCES

We typically will have four or five dances a year for 7th and 8th graders. The times of the dances are from 7:00-9:30 p.m. Parents are to bring their child to the dance and pick them up afterwards. Students must be picked up by 9:40 p.m. Once a student has arrived at the dance, they are not to leave unless a parent picks them up.

Dress is casual with the exception of the 8th grade dance, held at the end of the school year from 7:30-10:00 p.m. The students usually choose to make the 8th grade dance more special, i.e. dresses for girls, ties for boys. **No limousine service** is to be used for dances.

Only currently enrolled McCord seventh and eighth grade students are permitted to attend any McCord dance.

DISCIPLINE

Discipline in a school underlies the entire educational structure in the building. At McCord, our philosophy of discipline is positive rather than punitive. We are constantly looking for and working toward responsible student behavior and development of self-control.

We are committed to providing a safe learning environment for all of our students. There are a few specified rules beyond the general one of behaving "responsibly," but these few rules are enforced consistently by all of our staff. The first rule students learn is that there is **NO violence or threat of violence** that will be **tolerated**. The second is that **substitute teachers** and other **guests** are given respect equal to that shown to regular teachers.

Our discipline code and the atmosphere we foster revolve around the expected behavior of our students to conduct themselves in a reasonable and responsible manner.

At the beginning of each year, students receive a student handbook, which outlines the discipline code of Sylvania Schools.

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DISCIPLINE cont’d

Homeroom teachers review the handbook with students and explain their rights and responsibilities. Our school principals are committed to the establishment of a well-controlled, positive learning environment.

Please take some time to thoroughly review the “Discipline Code” in your child’s student handbook.

DRESS CODE

Successful students come to school prepared to give their best in each class. Their appearance demonstrates this positive commitment. Clothing and accessories that hinder our goal to make McCord a school of excellence should be left at home.

- Students must keep hats, coats, and book bags in their lockers during the school day.
- McCord is a drug free environment therefore apparel, emblems, insignias, badges or symbols that promote alcohol, drugs, or tobacco is prohibited.
- Gang related clothing and accessories such as chains and streamers hanging from hip, including wallet chains, chokers with or without spikes, rings, or bracelets that could cause injury are prohibited.
- Jeans, pants, slacks must be fastened at the waist. Pant length which extends beyond the heel of the shoe, is prohibited for safety reasons.
- Bare midriffs and tank tops are prohibited. All tops must have sleeves. All shorts and skirts must be appropriate in length.
- Pajama tops and or bottoms are not permitted.
- Head coverings, including hats, bandannas, or scarves worn as head coverings (unless for religious reasons) are prohibited.

When a faculty member considers a student's appearance inappropriate or disruptive to the educational process, the student is deemed in violation of the code and shall abide by the

HOMEWORK

Students have homework almost every night, and it is important to keep up to date in all subjects. We ask that students carry and complete the daily assignment book. All students will purchase an assignment book as part of their school fees.

You can help by checking this book regularly to see that homework is complete. Also, the Homework Hotline is available to call for daily assignments.

HOMEWORK HOTLINE

McCord has a **Homework Hotline** that is available to you and your child. Daily and/or weekly assignments are recorded. The hotline is available after 4:00 p.m. each day by calling, 419-824-8650 and the teacher's extension entered. Copies of teacher extensions are available in the office. Teachers extensions and e-mail addresses will be published in the next edition of the *McCord Messenger*.

ILLNESS / INJURY DURING SCHOOL

When a child becomes ill or injured at school, we have limited care that we can offer. A student may lie down for a brief period or may receive an ice pack for a minor injury. However, we do not dispense aspirin or other medication. We will always contact you in the event of a serious problem. Therefore, it is very important that we have a local emergency phone number where you can be reached. If, during the year, your place of employment or telephone number changes, please let us know by contacting the secretary at 419-824-8650 ext. 4200.

LOCKERS

Lockers are assigned to students at the beginning of each year. Students are to provide their own locks for their lockers. **Students should not share lockers, nor should they give locker combinations to friends.** Students are responsible for keeping their lockers neat and clean both inside and outside.

Locker decoration (inside) is another way students can creatively express themselves at McCord. We ask that magnets or blue painter's tape be used to hold up posters or paper on the inside as well as outside of the locker. Students are **not** to use transparent or any other type of tape, as it becomes sticky and presents a cleaning problem.

LOST AND FOUND

Students in junior high sometimes have difficulty keeping track of their possessions. Articles found in classrooms and hallways are placed on a table inside the cafeteria. Please remind your children to check this area if their books or clothing are missing.

LUNCH

Hot lunches are served each day. The cost this year will be \$2.20 for lunch and 45¢ for milk (prices subject to change). We also have a snack bar where ice cream, bagels, and cookies can be purchased. There is no provision for charges or weekly payment. Children must be prepared every day with either a sack lunch or money to purchase lunch. **In the event of forgotten money or lunch, children can obtain a free peanut butter sandwich and milk by asking in the cafeteria line.** "Begging" of money from other students, at times, can border on intimidation. We will not tolerate such intimidation.

Parents are welcome to join their child for lunch after signing in at the office and obtaining a visitor's pass.

MCCORD NEWSLETTER

A parent newsletter is published monthly on the Internet from August through May. The *McCord Messenger* reports past events and upcoming dates of meetings and seminars, which are of interest to parents. Our website for the *McCord Messenger* is www.sylvania.k12.oh.us. You may print a copy off the Internet or stop by our office to pick up a copy. In addition, **postcards** will be mailed the 1st of each month with upcoming events and important dates.

If you would like to have the *McCord Messenger* electronically e-mailed to you, please provide the office with your e-mail. If you have any suggestions or additions, please feel free to contact the principal or assistant principal.

MEDIA/RESOURCE CENTER

Our Media Center is open in the morning before school, after school and throughout the day. Students are encouraged to use the Media Center as much as possible. We want our students to develop the lifelong habit of self-education. Our collection supports the curriculum and contains a collection of fiction, which early adolescents enjoy.

Internet access is only granted with signed Internet Permission, which is on the emergency cards. This is done during the August Tartan Days.

MEDICATION

Administration or distribution of prescription drugs shall remain the sole responsibility of the parent/guardian. The only exception will be for students covered by the requirements of an IEP. It is understood students will self-medicate for headaches and bodily pains, but when over the counter medication is used on a regular basis, the student will need to comply with this policy.

No student is allowed to provide or sell any type of medication to another student. Violation of this rule will be considered violations of Policy #5530 – Drug Prevention and Student Code of Conduct.

Students who take medication at school will need to have a medication box assigned to them by the office. Any medication that is prescribed by a doctor will need to be signed by the doctor's office. The following forms are available in the office:

- Asthma
- Over the counter medication (i.e. Tylenol, Advil, Pepto-Bismol, etc.)
- Prescription medication (prescribed by Doctor)
- Epi-Pen

PARENT ORGANIZATION

The purpose of the organization is:

- To provide a vehicle for open dialogue between the administration and parents.
- To provide a vehicle for input regarding the curriculum and activities from our parents.
- To assist in the orderly transition from elementary to junior high.
- To seek volunteers.
- To welcome new parents.

Meetings are held monthly and are open to **all** McCord parents. **Activities/Boosters Organization** – Meets once a month. Dates for all meetings are posted in *The Messenger* and listed on the monthly postcard.

PARENT/TEACHER CONFERENCES

Each teacher at McCord has a daily conference period. If you would like to see any of your child's teachers, please contact the school secretary who will forward your message to the appropriate teacher. Conferences can also be arranged before or after school.

Parent/Teacher conference days are scheduled twice a year in October and January following interim reports. Upon interim notification parents may request a conference with your child's teachers.

We encourage our teachers to keep in touch with you by letter, phone, or Internet. Please don't hesitate to call if you wish to speak with any member of our staff. Your call will be returned promptly.

PROGRESS REPORTS

At mid-grading period (the sixth week) of every trimester, teachers' complete interim reports on every student. **These reports will be sent home with the students.** Reports indicate the grade that your child has earned for each subject at this mid-point of the trimester. Grade cards will come home with your child at the end of each trimester. (See your district calendar or monthly newsletter for the dates to expect these reports.)

PROMOTION POLICY

Promotion from 6th to 7th grade will be based upon a successful completion of requirements as outlined in state minimum standards, course of study, curriculum guides and adopted instructional materials. Emphasis will be upon identifying and correcting deficiencies before a student is retained.

The Sylvania Board of Education promotion policy for seventh and eighth grade students states that **"students in the regular junior high school program must pass two years of**

PROMOTION POLICY, cont'd

the core subjects; students are required to pass the third trimester of each year and must have earned at least a 1.0 overall grade point average for the year."

The following requirements also apply: students must pass the equivalent of 1 year of physical education/health, and the equivalent of ½ year each of art and music.

Students may repeat failed core courses in summer school, repeat them in the following year of regular school, receive tutoring, or be retained in their present grade.

REPORT CARDS

Report cards are issued to students at the end of each trimester. As a general rule, they are given to students during homeroom the week following the end of the trimester. Year-end report cards are mailed home to parents.

Reported grades are given as percentages:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

0 – 59 = F

STUDY SKILLS

One of the major purposes of junior high school is the development of skills and habits preparatory for high school and later life. Children at the middle level need help at home to develop good study skills. You can help by:

- Checking your child's assignment book daily
- Providing a time and place to study
- Avoiding family interruptions during study time, controlling social activities, the telephone, radio and TV during study time.

TITLE IX GRIEVANCE PROCEDURE

The following grievance procedure has been established to specifically deal with complaints of sex discrimination from students in the Sylvania School system.

Any student, who wishes to grieve any act that is prohibited under regulations of the Title IX of the educational amendment of 1972 which prohibits sex discrimination, may within five days of the alleged violation of knowledge thereof, file a grievance, in writing, with the building principal, with a copy forwarded to the Title IX compliance officer. The written grievance will state the nature of the grievance, shall note the specific section of the Title IX alleged violation and the remedy requested. The Principal will make a decision on the grievance and communicate in writing to the grievant and the Title IX compliance officer within five days after receipt of the grievance.

VOLUNTEERS

Volunteering can help you know and appreciate McCord while helping us in many areas where we need assistance. Volunteers help at McCord, for example, by assisting the counselors, tutoring students, or assisting the staff in some way. If you would like to help in any way, please let us know.