
1ST QUARTER - NEWSLETTER

Volume 14, Issue 1

August 6, 2018

From the Principal's Desk

By Judith A. Gephart

Shawnee Middle School

Welcome to Shawnee Middle School!



**MIDDLE SCHOOL OPEN HOUSE:
MONDAY, AUGUST 20th, 2018
FOR ALL GRADE LEVELS**

Open House—Grades 7 & 8: 4:00PM – 5:30PM

Our 7th & 8th grade open house will be on Monday, August 20th from 4:00PM to 5:30PM. You may walk the building with your child and come anytime during the designated hours. Teachers will be in their classrooms to meet the students. We will not follow a time schedule as we have in the past.

Open House – Sixth Grade: 6:00PM – 7:00PM

Our 6th grade open house will be on Monday, August 20th at 6:00PM. **Team A** will meet in the 7/8th grade cafeteria from 6:00PM – 6:30PM. **Team B** will meet in the 5/6th grade cafeteria from 6:00PM – 6:30PM. At 6:30PM both teams will move to their classrooms. Please do not bring any supplies with you. Lockers will be assigned the first day of school.

**6A (Quatman as Science teacher)

**6B (O'Brien as Science teacher)

Open House – Fifth Grade: 5:00PM – 5:45PM

Our 5th grade open house will be on Monday, August 20th at 5:00PM. **Team A** will meet in the 7/8th grade cafeteria from 5:00PM – 5:30PM. **Team B** will meet in the 5/6th grade cafeteria from 5:00PM – 5:30PM. At 5:30PM both teams will move to their classrooms. Remember to bring your schedule and school supplies.

**5A (Cummings as Science teacher)

**5B (King as Science teacher)

We will have a cafeteria cashier here so that you may put money on your child's lunch account.

Mid-term Progress Reports

Mid-term Progress Reports will be available on Progressbook for parents to view. We encourage you to access your student's account on a regular basis to follow their progress over the course of the school year. Paper copies of mid-term reports will no longer be mailed out to parents unless you formally request that we do so. Please call or email Mrs. Wiechart in the Guidance Office at 419-998-8074 or Rosalind@limashawnee.com to request the mailing of a paper mid-term.

New Faces at Shawnee Middle School

Robin Hullinger- 7th grade Language Arts, coming from Lima City Schools.

Emily Kriegel- 8th grade Language Arts, coming from Delphos Jefferson.

Eric Hammelgarn- AEP, coming from Lima City Schools.

Amy Cooper- perm sub, returning from out of state.

Francie Donovan- secretary, coming from Maplewood.

We welcome all and are thrilled to have a part of our staff.

Schedule Pick Up

Students may pick up their schedules and pay fees on the following dates:

<u>Date</u>	<u>Grades</u>	<u>Times</u>
Tue., Aug. 14 th	7 & 8	8-11 AM & 1-3 PM
Wed., Aug. 15 th	5 & 6	8-11 AM & 1-3 PM
Thurs., Aug. 16 th	5, 6, 7, & 8	8-11 AM & 1-3 PM

School Fees

Students must pay fees (by check payable to Shawnee Middle School or cash) the same day they pick up their class schedules. **Total balances (previous years' fees/fines) as well as this year's fees are due at this time.** Students who do not pay their fees will receive the schedule the first day of school. Special Education fees will vary by grade level.

Grade 5	\$62.50
Grade 5 (Special Ed. – Resource Room)	\$46.50
Grade 6	\$58.00
Grade 6 (Special Ed. – Resource Room)	\$38.50
Grade 7	\$63.00
Grade 7 (Special Ed. – Resource Room)	\$32.50
Grade 8	\$71.50
Grade 8 (Special Ed. – Resource Room)	\$41.00
Grade 8 – Advanced with 8 th gr. Math	\$67.00
Grade 8 – Advanced with Algebra	\$60.00
Grade 8 – Adv. \$67.00 with Spanish	\$69.50
Grade 8 – Adv. \$60.00 with Spanish and Algebra	\$62.50
Grade 8 – Adv. \$67.00 with German	\$73.00
Grade 8 – Adv. \$60.00 with German and Algebra	\$66.00



Any Changes?

Parents, please be sure to notify Mrs. Wiechart, in the guidance office, at (419) 998-8074, of any of the following changes:

- Phone number (including your cell phone number, work number, home phone, emergency contact number)
- Address
- Name (parent and/or student)
- Custody (you are obligated to provide the necessary court document/divorce decree for your student's file)

Supply Lists

Fifth, sixth, seventh, and eighth grade supply lists are posted on the Middle School website. However, 7th and 8th grade students will need to know their schedule in order to buy supplies.

Locks

Students in grades 6th, 7th and 8th **WILL NOT** have to purchase a lock this year. Shawnee Middle School will provide a lock for each student's locker.

Bus Passes

Bus passes (passes to ride a different bus to a friend's house) will not be issued in the Middle School except for emergency situations. The Transportation Department has asked us to stop issuing bus passes due to the amount of students riding the bus. If your student needs to have a bus pass, we need to have a written note or a phone call before the pass can be issued.

Emergency Medical Information

We request that all parents fill out an emergency medical form. It is imperative that we have the most up to date information on your child in the event of a serious injury. We need a form completed for each child. Emergency forms will be included in the packet of information that you receive the first day of school. Please return all of that information by Friday, September 1st to the student's homeroom teacher

Progress Book . . .

Please maintain your ProgressBook login information for the 2018-2019 school year. In addition, verify that your email address is updated so that ProgressBook information can be forwarded to you at the start of the school year. If you need to update this information please contact the office at (419) 998-8057.

School Messenger (Alert Now)

The Shawnee School District will utilize AlertNow technology during the 2018-2019 school year. AlertNow technology will allow school personnel to deliver voice, e-mail, and emergency messages to parents. More information pertaining to this service will be included in the packet of information that your child will receive the first day of school. The system is programmed to call the primary phone number of parents for a variety of reasons that impact the safety and academic performance of your students. In most cases, this system will be used to give reminders to parents for school cancellations, 2 hour delays and any other upcoming school events

Cell Phones



Cell phones are to be shut off when entering the Middle School building (not on vibrate or silenced but **shut off**). Students should secure their phones because the school is not responsible for lost or stolen phones. Students may use their phones after the final bell at the end of the day.

Parents are asked to not phone or text their students during school hours. If there is an urgent message that needs to be given to a student, please call the school office and the message will be delivered. Please reserve this privilege for urgent messages only. If a student is ill, they are to report to the office and a secretary will phone home for them. Violation of these rules will result in progressive discipline.

Middle School Attendance Office

We would like to remind parents to call the attendance office when your student is absent. The attendance office has voice mail (419-998-8058) available 24 hours a day for your convenience. Failure to call regarding absences for any reason will result in your student being counted unexcused for the day. Thank you for your time in this matter.

New Student Ice Cream Social

All 5th-8th grade students new to the Shawnee Local School District are invited to an ice cream social and scavenger hunt at Shawnee Middle School on Friday, August 17th from 1:00-2:30PM in the large cafeteria. Please RSVP to Mrs. Schmiedebusch (7th/8th School Counselor) at 419-998-8072 or ericas@limashawnee.com by Tuesday, August 15th. We look forward to seeing you there!

Fall Picture Day is Thursday, October 4th, 2018. Picture re – takes will be on Monday, November 5th, 2018.



Incoming 7/8th Graders

Class change times will be 5 minutes. Students will not be permitted to carry over-the-shoulder style book bags when traveling in the hallway during class change. Students may use draw-string style bags to assist them with books and other types of class supplies. Students will be permitted to carry over-the-shoulder style book bags before and after the designated school day.

Computer Network Agreement Form

Shawnee Schools has an Acceptable Use Policy. Your student received a copy of this policy on his/her first day of school in his/her agenda. Please read over the new policy with your student and sign the Computer Network Agreement Form along with your student's signature accepting the terms of the policy. If your student misplaced his/her copy please have them stop by the office and pick up a new one.

Teacher In-Service Dates

Teacher development and staff training will occur on the following dates throughout the 2018-2019 school year. A two hour delay schedule will be followed on these dates. Please mark them on your calendars.

September 19th **January 30th**
December 5th **March 6th**

From the Cafeteria

Lunch Applications:

Lunches will be served daily beginning Tuesday, August 22nd, 2018. **THE PRICE OF A STUDENT LUNCH WILL BE \$2.75.** Some children may be eligible for a free or reduced lunch depending on family income. If you wish to apply for a free or reduced lunch, please complete the blue application form that is enclosed and return it with your child or to the Middle School office. All information including the knowledge that your child is receiving free lunches will be kept confidential. Students may also pack lunches and bring them to school. Please follow the guidelines spelled out in the student handbook.

Please remember these IMPORTANT cafeteria rules:

1. Food from McDonald's, Pizza Hut, Subway, etc. cannot be ordered in or delivered to students by parents.
2. Glass containers are prohibited.
3. Carbonated/cafeinated beverages are not permitted in school

Charge Policy for Unpaid Meals:

- Students in elementary and middle school may charge up to \$10.00. There is NO CHARGING at the high school.
- Weekly unpaid balance letters will be sent home to parents of elementary students.
- When a student reaches the charge limit a phone call will be made to the parents by the food service staff.
- When the limit is reached, a student may get a courtesy meal of a peanut butter sandwich and milk. If there is an allergy, a cheese sandwich will be substituted. A high school student may ask for the courtesy meal if they have no money.
- Food service staff will work diligently to enroll all eligible students in the free/reduced meal program.

From The Nurse

Disbursement of Medication:

Before any medication (**including any over the counter medication**) may be administered to or by any student during school hours, the Board requires that the following conditions are followed:

1. A written request by the parent to the principal.
2. The written order of the prescribing physician.
3. The dosage and name of the drug.
4. The time at which, or special circumstances under which, the medication shall be administered.
5. Length of period for which medication is prescribed.
6. Possible side effects of the medication.
7. All such prescription drugs must be maintained in their original container
8. Blank medication permission forms and blank asthma permission forms are available in the office.

You can now find the Permission for Medication form that needs filled out and signed by the Physician and a parent on our Homepage. Go to www.limashawnee.com and click on District and then Health and Wellness. You can print this form off and take it with you to the Dr. That form must be completed before medication can be given at school, prescription and over the counter medications. You can also find the Permission to Carry Inhaler forms there

Attention 7th Grade Parents:

The ODH is now requiring that all students entering seventh grade will need to have a diphtheria, tetanus, and pertussis (Tdap) booster. This immunization can be obtained from the Allen County Health Department or from your family physician. The school will require proof of this immunization or your child could be excluded from attending school until the immunization requirement is met. If you have any questions, you can contact Andrea Vogelgesang, RN, School Nurse, at 419-998-8065.

Parent-Teacher Conferences

Conferences in the Middle School are student-led conferences. These differ from traditional conferences because the student leads the conference and the teacher is more of a facilitator. We would like all students to bring their parent(s) in for conferences.

Here are this year's dates for conferences:

Fifth and Sixth Grade – Monday and Wednesday, November 5th and 7th from 4:30 – 8:30 PM

Seventh and Eighth Grade – Tuesday and Thursday, November 6th and 8th from 5:00 – 8:30 PM

**Friday, November 9th all grade conferences from 8:00 AM to 12:00 PM

From the Transportation Department

Please see below for information on looking up student bus routes.

Elink – CHECK YOUR BUS NUMBER AND TIMES!

*****Please check before school starts and call the Bus Garage @419-998-8047 or email mikeb@limashawnee.com if you need to update the information.**

CLICK ON Tyler's Versatrans

vtweb.tylertech.com/Shawnee/elinkrp/Login.aspx

User Name is student id. Password is student's 8 digit birthdate.

The link can be accessed from limashawnee.com

CLICK WORK WITH STUDENTS

CLICK VIEW MY STUDENTS

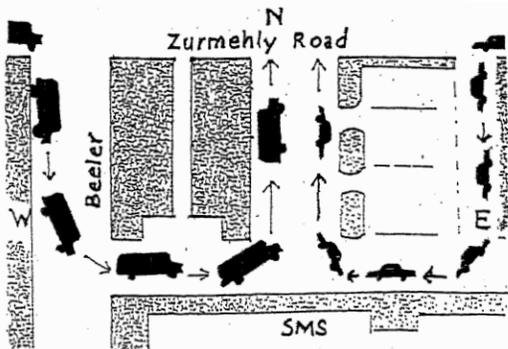
CLICK ON NAME TO SEE BUSING INFO

******* Times and buses are subject to change due to additional transportation request, so please **verify your times again before school starts**. Keep in mind that buses are usually running late the first few weeks of school. **Please have your student outside 5 minutes early.**

***Don't forget to Log-In to My Stop to track your student's bus during their scheduled route times for arrival times. See limashawnee.com for additional instructions.**

The Morning Drop-Off

When dropping your students off in the morning please use the eastern entrance to the middle school. This is one way traffic flow off Zurmehly Road. Busses will occupy the entrance off Beeler Road and we don't like parent traffic to intermingle with bus traffic. Also, please do not drop students off by the Beeler Road crosswalk. We have been told this is a safety and traffic violation. Please give yourself plenty of time to navigate the traffic. Rarely, will you be able to zoom in and drop-off so plan your time accordingly. Drive slowly and be courteous. As adults we need to look out for the students because many times they will not be looking out for us. All students are to be dropped off in the front of school (unless given permission from the administration). See picture below.



Students can be dropped off at the Middle School at 7:00 am. If they enter the building before 7:20 am, they are to report to the 7/8 cafeteria for supervision. After 7:20 am, they can go to their lockers or first period. School begins at 7:35 am.

****PLEASE DO NOT DROP STUDENTS OFF BY THE BEELER ROAD CROSSWALK*****

The Afternoon Pick-Up

Students riding busses will load in front of the high school. Therefore, both traffic lanes can be utilized in the PM. Parents can enter the Zurmehly Road entrance. Make sure all parking lot lanes are used. Parents can also use the Beeler Road entrance as long as they enter before 2:35. Cars should pull up as far as possible. To avoid congestion in the PM, you may want to wait until 2:45 to pick up your student. At this time all busses will be gone. If you choose this option, just have your students wait by the doors at the main office. Students should not be picked up in the back of school.

Dress Code

The Middle School Dress Code can be found on page 11 of the fifth and sixth grade handbook and on page 16 and 17 of the seventh and eighth grade handbook. When shopping for school clothes modesty is always welcomed.

Please be aware that the dress code at the middle school has changed. Shorts must be a "Bermuda Short" length. That is defined as within 1 inch of the knee. **Students who do not comply with the dress code will be given a verbal warning for the first violation. Further violations will result in progressive discipline. Parents may be called to provide change of clothing.**

Here are specific rules that you need to discuss with your students:

- Tank tops, spaghetti straps, muscle shirts, halters, bare midriffs, cut-off shirts and short tops are unacceptable for school wear. Shoulders must be covered.
- Girls' tops should be no lower than 2" below the collarbone. A quick way to check is for the student to measure three fingers down from the collarbone. Backs and stomachs should be covered at all time, including while sitting, bending, or standing.
- Excessive make-up, face painting or writing on other students is not permitted at any time.
- Sleepwear, pajama bottoms or slippers are not permitted.
- Ragged clothing or offensive language/sayings that distract from the learning environment should not be worn to school.
- Violators of the dress code will be given a written warning for the 1st offense. Further violations will result in progressive discipline.
- The violation must be corrected before the student can go back to class. This may be a phone call to parents for different clothing, changing clothes, or the administration providing something for the student to wear.

Title I : Jen Hefner

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's classroom teacher.

These qualifications include:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
4. Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

PTC Information

The Middle School Parent Teacher Council meets the second Tuesday of each month at **9:00 AM** at the Middle School. All parents are cordially invited to join the Parent Council and attend the first meeting on Tuesday, September 11th, 2018. If you are interested in becoming a part of our PTC, the sign-up forms will be available at Open House.

Box Tops for Education

Our PTC is now collecting Box Tops for Education. Please have your student bring Box Tops into the main office of the Middle School.



Football Ticket Sales

Tickets for home football games this fall will be sold in the cafeteria the Thursday **before** the home games from 7:10 AM – 7:30 AM. Ticket sale dates are as follows:

August 30th
September 13th
September 27th
October 4th
October 18th

Football Ticket Prices:

Pre-sale Student	\$4.00
Pre-sale Adult	\$6.00
Tickets at Gate	\$7.00

Students may purchase student passes for the football season in the High School Athletic Office beginning August 16th. Season passes are \$20.00.

Football Games

Football games are an extra-curricular activity sponsored by the school. The same standards that apply to in-school behavior are demanded for out-of-school activities.

More importantly, I want to keep your students safe at football games. I believe I can do this and still have students who are having fun. However, I need your cooperation and help. To keep our students safe, I believe I need to impose some rules for the games. They are:

1. Students come to watch the game. Middle school students need to be sitting/standing in the middle school stands while the game is being played OR sitting with parents.

2. Students can still go get refreshments or use the restroom with permission from the principal; however, they must return to their seats when tasks are completed and the game is being played.

3. No items of any kind should be thrown.

4. Students should walk at all times.

5. If students are being harassed, they need to see an administrator as soon as possible.

6. High school students will not be permitted to sit in the middle school section.

The area behind the stands at football games is not a good place for our students to spend their time. At times, this area is very chaotic. I am asking that students follow these very simple rules. Students will be asked to be in the stands during the game. If any of these rules are violated, students will be given the option of having an assigned seat in the student section or sitting with parents for that particular game.

Fall Fundraiser Magazine Sale

Magazine sale kick-off begins Thursday, September 20th.

Turn-in dates: Friday, September 21st through Wednesday, October 3rd.

Final turn-in date: Wednesday, October 3rd.

A Glance Ahead

Tue., Aug. 14th – Thurs., Aug. 16th : Schedule Pick Up

Mon., Aug. 20th : Middle School Open House

Tue., Aug. 21st : First day of school for students

Mon., Sept. 3rd : NO SCHOOL – Labor Day

Wed., Sept. 19th : 2 Hour Delay – Teacher in Service

Thurs., Oct. 4th : Fall Picture Day

Mon., Oct. 8th : NO SCHOOL – Professional Day for Staff

Fri., Oct. 26th : End of First Nine Weeks

Mon. & Wed., Nov. 5th & 7th : Grade 5 & 6 Parent/Teacher Conferences

Tue. & Thur., Nov. 6th & 8th : Grade 7 & 8 Parent/Teacher Conferences

Fri., Nov. 9th : NO SCHOOL: K – 8 Parent/Teacher Conferences

Wed., Nov. 21st : NO SCHOOL: Parent/Teacher Conferences

Thurs., Nov. 22nd – Fri., Nov. 23rd : NO SCHOOL-Thanksgiving Recess

Wed., Dec. 5th : 2 Hour Delay -Teacher in Service

Thurs., Dec. 20th – Wed., Jan 2nd : NO SCHOOL – Winter Recess

SHAWNEE MIDDLE SCHOOL ATTENDANCE POLICY

The faculty and administration have a commitment to provide a high quality education to its students. To achieve this goal, students must consistently be in attendance at school. All students are expected to be in all classes and study halls. Attendance and promptness to class are the responsibility of each student and his parent/guardian. Attending classes regularly and being on time allows the student to benefit from the instructional program as well as to develop the necessary job habits of punctuality, self-discipline, and responsibility.

Excessive absence causes a disruption in the learning process. Make-up work does not adequately substitute for classroom work. Students who display a good attendance record generally achieve higher grades, are more self-confident, enjoy school more, and are more employable after leaving school.

Therefore, to insure the highest level of success for each of our students, Shawnee Middle School will work cooperatively with parents/guardians and students to promote increased student attendance. Our policy is based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.

Furthermore, we are entrusted by Ohio law with accounting for the attendance of all students. Students and parents are both bound by Ohio attendance requirements. Such requirements state that students must be present at school unless excused for one of the reasons listed in Section 6 under "Attendance Policy" in the student handbook.

Parent/guardian must notify the attendance office at 419-998-8058 by 9:00 am the day the student is absent if their student will not be in attendance at school, for any reason. We have voice mail at this phone number 24 hours a day for the convenience of the parent/guardian. Any student whose parent does not notify the attendance office of their student's absence will be counted as unexcused for that day. Please try to schedule appointments after school hours. We realize that this is not always

possible. For those appointments scheduled during school hours, an excuse must be turned in to Mrs. Wiechart in the guidance office. A medical excuse must be turned in for ALL medical appointments.

Students arriving late to school must sign IN with Mrs. Wiechart in the guidance office, not the front office. Students having appointments during the school day or leaving school early because of illness must have the person picking them up sign them OUT in the front office with Mrs. Long. (A reminder that a student who signs in after **8:15** a.m. or signs out before **1:45** p.m. will be considered **one half day** absent. Tardies after **8:15** a.m. are counted as a one half day unexcused absence.)

Students having an unexcused absence will first be given a warning. The second unexcused absence will result in a Saturday School assignment. Any unexcused absences acquired after that time will result in further Saturday School assignments or suspension out of school.

Excessive absences (eight absences or more from school or class in a semester, excused or unexcused) may result in the requiring of students to provide a certificate from a physician on the day the student returns to school to have the absence excused (O.R.C. 3321004). Excessive tardiness and unexcused absences shall result in a referral to Juvenile Court.

