

**Menlo-Atherton High School
Shared Decision-Making Site Council**

2/8/24

Unapproved Minutes

Approved on: 3/7/24

Members in attendance:

Nichole Barlow, Tricia Barr (parent), John Giambruno, Sara Leslie (parent), Karl Losekoot, Joanna Maldonado (student), Elisa Nocedal, Teshionda Nickerson, Stephen Ready, Elizabeth Santana (parent), Silvia Torres Garza, Randy West, Amy McGaraghan (parent), Zahara Agarwal (student), Ella Thompson (student), Valeria Lorenzo

Guests: Nick Muys, and Amy Hanson

Missing: Stephanie Cuff-Alvarado, Sarah Frivold, Lupita Ruiz (parent), Amala Raj (student), PE, Erin Walsh

Opening: The regular meeting of the SDMSC was called to order at 3:35 pm

Minutes by: John Giambruno

1. Reviewed minutes from previous meeting, 1/18/23 as is

Motion made by: Michele Breen

Seconded by: Sara Leslie

Approved #: 15

Opposed #: 0

Abstention #: 1

MOTION 3:42 pm

2. Open Forum:

1. Commend Karina for the Mural celebration, and our Athletic Directors for college signing day, and Math Department and Michele for
2. Shiona commended Math Department for visit of students from the UK where they did math collaboration game in library
3. Mr G will send Quarter3 Friendly Reminder to Staff soon. We have a draft.
 - a. This is to encourage teachers to record days early on even if they don't have to (per union). But it is helpful for students for sports eligibility, etc.

3. C&C Day Update

Sara Leslie shared a magazine that students receive in the mail from the district

Karl said the district has been working on a high school graduation status Forms were sent to Senior Committee, Freshman Committee, and teachers for input

Meeting on March 7 will cover College & Career Day

4. Best Practices

- Mr G started draft letter to staff with some best practices on how to handle tardies, hall passes, etc.

Tardies

Hall Passes

Cell Phones

Detentions

Class Management?

Elisa: last year, staff was monitoring tardies and then admin was somehow assigning detentions. This year, it's on teachers to figure out how many tardies and assigning detentions.

There are just a lot of tardies.

Mr Muys: There isn't a report that shows outliers in tardies. It's a very manual process. Last year, this manual process was happening, and if students had a certain number of egregious tardies (say 3/week), they would be assigned detention.

They have 'sweeps' after lunch and brunch. They assign detention to students who are caught twice. They have a no privileges list if they haven't served their detentions. The volume has outstripped the system. Open to suggestions.

Mr G encourages students to enter "smoothly", then they don't get marked tardy. That at least eliminates the distraction. He even "acts out" what a bad tardy and good tardy looks like.

Zahara: Has a 5 question reading quiz. If you're not in the class within the first 5 minutes of class, you don't get to take quiz.

It's hard b/c you don't necessarily want to tie academics to behavior.

Some best practice:

- Making sure students are dismissed on time
- If any conversations after class, then keep it brief so they can get to their next class on time.

Mr Muys: Is it reasonable for teachers to keep track of a certain number of tardies within a week and assign a detention if high numbers?

Calls to parents

No privilege list is helpful, but could go months before that matters.

Elizabeth Santana: should kids go to office to have to get a tardy slip? And then you have Karl said it amplifies lingering... you could have kids wait in a long line to get pass and then slow-pace back to class.

What are teachers policies around marking tardies?

What if all teachers have a list where students need to sign in when they are late?

Randy West: Cell phone pocketbook. For checking in cell phones when they arrive.

Amy, AVP: Infinite Campus. Tardies captured here and assigned detentions (by admin?).

How can we make it so that students are made to serve a detention?

What is a Detention: Weds after school in a classroom (1 hr); or Thurs before school in admin (1 hr).

Brainstorm: what about a flex detention? No phone, only homework.

We want to use flex for academic improvement / progress

Alternatives to Detention:

- Community service - this can be "campus beautification"

If students have minor campus violation, or foul language, etc. , they might be served Community service.

There's a good immediacy with community service.

There are 80 kids on the No Privileges List right now. And there's a Winter Dance coming up, so typically students would respond to this to get off the list.

So individual emails are sent to that list.

Mr Muys: paper passes? Go back to this, maybe?

Shionda: How many tardies to a detention? 3 in the same class during a week?

Elisa: Teachers are supposed to call home if detention. But that's also a barrier and teachers don't want to take the time to call so they don't assign detention.

Michele Breen: having Staff/admin encourage students to keep moving to get into the classroom, not wait for the bell to ring to walk into class. Instruction is starting when the bell rings.

The students who know the news is on at the start of class, are the students who tend to be late because instruction hasn't started.

Shionda Nickerson: Students doing tik tok in the hallway when they should be in class.

Mr Muys: There needs to be some culture of managing the hallways and getting kids to the classrooms.

Shionda Nickerson: noticed more students requesting passes, and then not going to where they requested.

Best practices (put this in draft email):

- Calling home goes a long way
- Greet at the door

- Sharing “we have over 80 students on the No Privilege List because of unserved detentions”
- How to serve detentions: Weds after school in a classroom (1 hr); or Thurs before school in admin (1 hr).
- Re-iterate message to staff about managing hallways
- One person at a time with a pass
- No pass in first 5 minutes; no pass in last 5 minutes
- Make pass visible - a big object
- If student comes without a pass, send them back
- Don't give bathroom pass out to those who are tardy
- Sign out for pass on visible place, like the whiteboard. And have the pass be in a 'pocket' so students who there's others on the list waiting for the pass
- Instruction starts when the bell rings
- Consistency across the school is key to create/reinforce the culture
- When you aren't in the classroom and see students with a pass, thank them for having the pass (to praise them for doing the right behavior)
- Not dismissing students before the bell rings.

Do teachers talk to students about why they are late?

Mr G asks when it's chronic.

Is there any help/resources for who could help non-Spanish-speaking teachers who need to call a family in Spanish? Teachers fill out a request for this on Request Forms.

This will become an annual letter that could be sent.

Brainstorm: Mr G: should you assign flex if student has missed material?

Mr Muys: if it's learning and focused on what they've missed (vs punitive), it's ok.

Amy G asked, what to do about students wandering off campus during school time?

If students are wandering off campus or perimeter, then call admin.

Sara Leslie: what is best practice on teacher returning homework in a timely fashion?

If this is an issue, students could go to admin, or parents could come go to admin

Action:

Mr G will refine draft letter with this input.

Then bring it back on March 7th for approval.

5. Adjourning meeting at 5:00pm:

Motion made by: Stephen Ready

Seconded by: Michele Breen

Approved #: 17

Opposed #: 0

Abstention #: 0

MOTION PASSES: **17- 0**