

# Madison Elementary



STOCKTON CA

## Parent and Student Informational Handbook: 2021-2022

*2939 Mission Road  
Stockton, CA 95204  
(209) 933-7240*

*Established in 1947*

*Home of the Mustangs!*

## **PRINCIPAL'S LETTER:**

Welcome to the 2021-2022 school year! At Madison, we want our students to fall in love with learning – and joyful rigor will be our formula for achieving off the chart engagement. Our commitment at Madison School is to provide a welcoming, safe, positive, intellectual learning environment that will empower students to become creative problem solvers, critical thinkers, and inspired learners prepared for high school, college, and life success using traditional, hybrid, or digital learning models.

As we enter a pivotal transition in education, I would like to continue setting high expectations for our students in regards to academic performance. We want them to do the intellectual heavy lifting by constantly asking “why” how can you prove that? and “what is the evidence?”. I am asking each student to make a commitment to Madison Pride by being active participants in their learning through goal setting, utilizing study skills, and acting responsibly as an individual within our learning community. Our vision, mission, and commitments focus more specifically on the means to achieve these desired outcomes.

***Our vision is to inspire life-long deeper learning, confidence, dreams, self-awareness, and prepare all students for their learning.***

***Our mission is to empower students to reach their full potential, prepare for a meaningful life, and become responsible members of our society with college, career, and life success.***

The Madison staff will strive to:

1. Form strong partnerships with you, the parents, in facilitating your child's education
2. Maintain an open line of communication between school and home
3. Maintain a safe and orderly environment where learning is the priority

We are looking forward to a positive and stimulating school year at Madison. I encourage all students to connect with our school and self-advocate. Be yourself even when no one is watching and do the right thing. Parents, with your help, Madison will continue to be a school community in which every person feels respected, safe, valued, encouraged and challenged to achieve at the highest levels. I encourage you all to be active in our PTA, ELAC, and SSC. Our partnership is essential for our continued success. If I can be of any assistance, please do not hesitate to contact me and know that my door is always open.

I am excited about the opportunity to work with you and your student to provide a productive and safe learning environment that supports student success. Once again, welcome to Madison! I am honored to serve as your principal.

Go Mustangs!!!

Mrs. Bailey-Carr  
Principal

## **District Mission Statement and Goals**

The students of Stockton Unified School District are our most valuable resource and together with our community, we have an obligation to provide them with a world-class education. It is our solemn responsibility to provide every student with high quality instruction, a well-rounded educational experience, and the support necessary to succeed.

### **Goals for Students**

- 1. Every child by the end of 3<sup>rd</sup> grade will read and comprehend at the proficient level.**
- 2. Every child by the end of 9<sup>th</sup> grade will demonstrate mastery of Algebra concepts and application.**
- 3. Every child by the end of 12<sup>th</sup> grade will be college or career ready.**

### **Site Mission/Vision**

Our mission is to empower students to reach their full potential with opportunities for rigor, enrichment, intervention and remediation as necessary to build high self-esteem and drive for continuous growth prepared to become responsible members of our society with college, career, and life success.

Our vision is to inspire learning, confidence, dreams and self-awareness and prepare all students for their future.



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# Madison School Bell Schedule 2021-2022

| AM-Pre-School |           |                 |
|---------------|-----------|-----------------|
| 8:00-8:30     | (30 mins) | Block 1         |
| 8:30-9:00     | (30 mins) | Breakfast       |
| 9:00-9:30     | (30 mins) | Gross motor act |
| 9:30-11:00    | (90 mins) | Block 2         |
| 11:00-11:30   | (30 mins) | Block 3         |

| AM-Pre-School |           |                 |
|---------------|-----------|-----------------|
| 12:00-12:30   | (30 mins) | Block 1         |
| 12:30-1:00    | (30 mins) | Lunch           |
| 1:00-2:30     | (90 mins) | Block 2         |
| 2:30-3:00     | (30 mins) | Gross motor act |
| 3:00-3:30     | (15 mins) | Block 3         |

| Kinder      |           |                |
|-------------|-----------|----------------|
| 7:45-8:10   | (25 mins) | Math           |
| 8:10-8:40   | (30 mins) | ELA/ELD        |
| 8:40-9:00   | (20 mins) | PE             |
| 9:00-10:15  | (15 mins) | Math           |
| 10:15-10:55 | (40 mins) | Lunch          |
| 10:55-12:25 | (90 mins) | ELA            |
| 12:25-12:40 | (15 mins) | Recess         |
| 12:40-1:40  | (60 mins) | ELA/SS/Science |

| 1 <sup>st</sup> |           |                  |
|-----------------|-----------|------------------|
| 7:45-8:25       | (40 mins) | ELA - Strategic  |
| 8:25-8:45       | (20 mins) | PE               |
| 8:45-10:15      | (90 mins) | ELA              |
| 10:15-10:55     | (40 mins) | Lunch            |
| 10:55-11:25     | (30 mins) | Math - Strategic |
| 11:25-11:55     | (30 mins) | Math             |
| 11:55-12:25     | (30 mins) | ELD              |
| 12:25-12:40     | (15 mins) | Recess           |
| 12:40-1:10      | (30 mins) | Math             |
| 1:10-1:40       | (30 mins) | Social/ Science  |

| 2 <sup>nd</sup> |           |                 |
|-----------------|-----------|-----------------|
| 7:45-8:25       | (40 mins) | ELA - Strategic |
| 8:25-8:45       | (20 mins) | PE              |
| 8:45-10:15      | (90 mins) | ELA             |
| 10:15-10:55     | (40 mins) | Lunch           |
| 10:55-11:25     | (30 mins) | Math            |
| 11:25-11:55     | (30 mins) | Math Strategic  |
| 11:55-12:25     | (30 mins) | ELD             |
| 12:25-12:40     | (15 mins) | Recess          |
| 12:40-1:10      | (30 mins) | Math            |
| 1:10-1:40       | (30 mins) | Social/ Science |

| 3 <sup>rd</sup> |           |                 |
|-----------------|-----------|-----------------|
| 7:45-9:15       | (90 mins) | ELA             |
| 9:15-9:35       | (20 mins) | PE              |
| 9:35-10:15      | (40 mins) | ELA - Strategic |
| 10:15-10:45     | (30 mins) | Math- Strategic |
| 10:45-11:25     | (40 mins) | Lunch           |
| 11:25-12:25     | (60 mins) | Math            |
| 12:25-12:40     | (15 mins) | Recess          |
| 12:40-1:10      | (30 mins) | ELD/UA          |
| 1:10-1:40       | (30 mins) | Social/Science  |

| 4 <sup>th</sup> |           |                 |
|-----------------|-----------|-----------------|
| 7:45-9:15       | (90 mins) | ELA             |
| 9:15-9:35       | (20 mins) | PE              |
| 9:35-10:15      | (40 mins) | ELD             |
| 10:15-10:45     | (30 mins) | Math- Strategic |
| 10:45-11:25     | (40 mins) | Lunch           |
| 11:25-12:25     | (60 mins) | Math            |
| 12:25-12:40     | (15 mins) | Recess          |
| 12:40-1:10      | (30 mins) | Social/ Science |
| 1:10-1:40       | (30 mins) | UA              |

| 5 <sup>th</sup> |            |                 |
|-----------------|------------|-----------------|
| 7:45-8:15       | (30 mins)  | ELD             |
| 8:15-9:55       | (100 mins) | ELA - Strategic |
| 9:55-10:15      | (20 mins)  | PE              |
| 10:15-10:45     | (30 mins)  | Math- Strategic |
| 10:45-11:25     | (40 mins)  | Lunch           |
| 11:25-12:25     | (60 mins)  | Math            |
| 12:25-12:55     | (30 mins)  | Social S/Sci    |
| 12:55-1:10      | (15 mins)  | Recess          |
| 1:10-1:40       | (30 mins)  | ELA/UD          |

| 6 <sup>th</sup> |           |                |
|-----------------|-----------|----------------|
| 7:45-8:45       | (60 mins) | Math           |
| 8:45-9:15       | (30 mins) | Science        |
| 9:15-9:35       | (20 mins) | PE             |
| 9:35-10:35      | (60 mins) | ELA            |
| 10:35-11:15     | (40 mins) | ELD            |
| 11:15-11:55     | (40 mins) | Lunch          |
| 11:55-12:25     | (30 mins) | Social Studies |
| 12:25-12:55     | (30 mins) | Art            |
| 12:55-1:10      | (15 mins) | Recess         |
| 1:10-1:40       | (30 mins) | Intervention   |

| 7 <sup>th</sup> /8 <sup>th</sup> |           |          |
|----------------------------------|-----------|----------|
| 7:45-8:35                        | (50 mins) | Period 1 |
| 8:35-8:40                        | (5 mins)  | Passing  |
| 8:40-9:30                        | (50 mins) | Period 2 |
| 9:30-9:35                        | (5 mins)  | Passing  |
| 9:35-10:25                       | (50 mins) | Period 3 |
| 10:25-10:30                      | (5 mins)  | passing  |
| 10:30-11:20                      | (50 mins) | Period 4 |
| 11:20-11:55                      | (35 mins) | Lunch    |
| 11:55-12:45                      | (50 mins) | Period 5 |
| 12:45-12:50                      | (5 mins)  | Passing  |
| 12:50-1:40                       | (50 mins) | Period 6 |

## **2021-2022 Student Calendar**

|  |   |
|--|---|
| August 2, 2021                               | First Day of School                       |
| August 5, 2021                               | Back-to-School Night                      |
| September 6, 2021                            | Labor Day (No School)                     |
| September 7 -10, 2021                        | Book Fair                                 |
| September 27, 2021                           | No School (Teacher Noncontact Day)        |
| October 4-8, 2021                            | Fall Break (No School)                    |
| October 18, 2021                             | No School (Teacher Noncontact Day)        |
| October 29, 20201                            | Fall Festival                             |
| November 11, 2021 (Thursday)                 | Veteran's Day (No School)                 |
| November 19, 2021                            | Turkey Trot                               |
| November 22 - 26, 2021                       | Thanksgiving Break (No School)            |
| December 20, 2021 - January 3 (Monday), 2022 | Winter Break (No School)                  |
| January 17, 2022                             | Martin Luther King's Birthday (No School) |
| January 31, 2022                             | No School (Teacher Noncontact Day)        |
| February 14, 2022                            | Washington's Birthday (No School)         |
| February 21, 2022                            | President's Birthday (No School)          |
| March 14-18, 2022                            | Spring Break (No School)                  |
| May 26, 2022                                 | Last Day of School                        |
| May 30, 2022                                 | Memorial Day (No School)                  |

## **School Hours**

**Monday - Friday                      7:40 a.m. – 1:40 p.m.**

**Office hours: The school office will be open from 7:00 to 3:30 daily**



## **Arrival & Dismissal Policy**

It is important to review this policy with your child so that they are in the right place at the end of the day. This policy has been implemented to ensure the safety of Madison students and staff while arriving and leaving school. If you have any questions, please call 933-7240.

### **ARRIVAL—**

Students are not allowed on campus before 7:15 am. There will be no one to supervise them prior to this time. Students who arrive to school before 7:15am should wait in the front of the school. ALL STUDENTS WILL ENTER THE CAMPUS THROUGH THE MAIN door.

Please drop your child off near the front of the school in front of the marquee. Students will be required wear mask indoors, in hallways, in the cafeteria and remove mask indoors only when eating and drinking. Masks outdoors will remain optional.

### **DISMISSAL—**

#### **IF YOUR CHILD WALKS HOME ALONE:**

Teacher must be notified of the entry zone and student will be allowed to walk home based on the arrangement. K-2 exits out the front doors on Mission. 3<sup>rd</sup>-8<sup>th</sup> exits either hallway adjoining the auditorium or Michigan gate. Single walking students will exit through Michigan or Mission Gate. Special Education will be exiting through the Mendocino gates until the September 1st.

#### **IF YOUR CHILD WALKS WITH YOU OR AN OLDER RELATIVE:**

Parents need to use drop off zones and wait near the specified cones. If Parents are early, they need to wait in front of the office until the bell rings. Students will assemble in lines in the hallway before dismissal. When the bell rings, they will meet their parent to in the front of the school on the grass in zone 1, 2, 3 or 4. Students who wait for siblings who attend Madison should wait in their zones. Please establish a safe pick-up stop if you don't plan to park or pick-up your child via Michigan pick-up location.

#### **IF YOU DRIVE TO PICK UP YOUR CHILD:**

If you drive and do not plan to park, please prearrange a location or use the Michigan gate. You are not allowed to honk or to walk across the street without the guidance of a crossing guard. This is unsafe!

**IF YOUR CHILD RIDES THE BUS:**

They should be picked up off the Michigan gate. A teacher will escort the students to the bus when it is time for the bus to be loaded.

**IF YOU NEED TO PICK UP YOUR CHILD EARLY:**

Please come to the school office and sign your child out. We will call your child or have you sign in as a visitor and issue you a visitor's badge. This badge is important and helps to maintain a safe and secure campus. We are discouraging picks between the hours of 1:20 and 1:40 p.m.

**IF YOUR CHILD ATTENDS THE AFTERSCHOOL PROGRAM:**

Afterschool Program students will go directly to the cafeteria and sign in under the direction of the Step –Up Program Staff.

**STEP-Up after school program**

STEP Up, our **after school program** is provided for students from 1:45-6:00 p. Monday through Friday. STEP-Up is a district program operated under a grant. Students with a **need for academic interventions** are eligible and invited to attend pending available space. If any spaces remain, they go to families on a first come, first served basis. Forms are available in the office or from the STEP-Up facilitator.



**School-wide Dress Code**

**Inappropriate Dress / Uniform Violation  
Education Code Section 35183, 35183.3, 35183.5**

Explanation: Students shall dress appropriately for daily attendance at school. In sites where a school uniform policy is in effect, clothes should adhere to the published district uniform guidelines (available at school sites). In all other instances, the school shall be concerned only when the type of clothing, hairstyle, or cosmetics are extreme and could cause school distraction or disruption, or could be unsafe.

Examples of inappropriate clothing may include (but are not limited to):

- Garments where the torso is exposed, i.e., tube tops, half shirts, halters.
- Clothing or buttons which show obscene or alcohol or drug-related slogans, words or pictures, or sexually suggestive statements.
- Clothing commonly associated with gang activity in our community.
- Garments where the entire thigh is exposed, such as micro minis, short shorts, or bathing suits.



- Bare feet. High heels taller than one inch

## *Why do Madison students need a dress code?*

Madison School is committed to establishing a safe environment where the focus is on academics. It is the intent of the school program that students are dressed and groomed in an appropriate manner that will not interfere with or detract from, the educational process.

## **Madison School Dress code**

### **Condition and wear of clothing**

- Nothing that distracts or poses a safety hazard
- No holes, rips, or tears in your clothing (even if you bought them that way)
- CLOTHES MUST FIT. They may not be excessively tight or baggy.

### **Safety**

- No clothing that can pose a safety problem
- No jewelry or chains that can cause injury (this includes hanging chains on wallets/pants)
- No metal spiked or studded accessories/Limit the amount of red clothing your child wears

### **Shirts/Skirts/Dresses**

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- Shirts must cover the upper and middle torso at all times.
- **Shirttail and T-shirt lengths must not extend below the hands**
- Skirts must cover the lower torso with no skin showing between top and skirt
- Skirts and dresses must be at least mid-thigh in length; no miniskirts.
- No exposed undergarments
- No halter, tank or tube tops; no transparent, half, or muscle shirts

- No exposed shoulders
- No low cut necklines, exposed cleavage, or spaghetti straps
- No pajamas, lounge wear, bath robes, or blankets
- Inappropriate tops may not be covered with sheer shirts, sweatshirts, or jackets.

### **Pants/Shorts**

- Must cover lower torso with no skin showing between top and pants/shorts
- No exposed undergarments
- Pants must fit at the waist.
- Shorts must be hemmed and at least mid-thigh in length
- No mini-shorts or spandex shorts
- No mini-shorts or skirts with leggings underneath

### **Head coverings**

- No bandanas (all colors), do-rags(all colors), hair nets, or hair picks
- No baseball caps (worn inside buildings)

### FOOTWEAR

- You must wear proper footwear at all times; no flip flops or slippers

### LANGUAGE/ILLUSTRATIONS ON CLOTHING

- No obscene, vulgar, profane, or derogatory language or illustrations on clothing
- No sexual overtones or anything that promotes weapons, alcohol, drugs, tobacco, gang membership, or violence
- Red is strongly discouraged for safety reasons – If a student has more than one clothing item on that is red they will be required to change



No see-through or fish-net tops



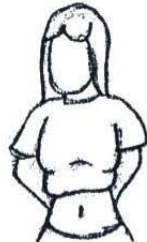
No halter tops



No off-the-shoulder tops



No spaghetti straps



No short shirts or bare midriffs



No short skirts or shorts



No wearing of one sleeve



No muscle shirts



No bandanas, do-rags, wave caps or hair nets



No wearing hats



No sagging



No profane/vulgar, discriminatory words/pictures or references to drugs/alcohol

## **Emergency Contacts**

If your child is severely injured, becomes ill (fever or throwing up), or needs a clean set of clothes at school, we will make every effort to contact parents. Please be sure that your emergency contact information on each child's Student Emergency Card is filled out completely and accurately. Also make sure that it is on file in the school office so we may reach you at home or work. The emergency card should also list the names and numbers of at least three

people we can call if we are unable to contact you. Please be sure that the people you list as emergency contacts are aware of this and are willing and able to take responsibility for your child. **Please update the emergency card information as changes occur.**

## **Illness**

To protect the health of your child and other students, we expect children to be picked up from school if they have a fever, rash, head lice, or communicable disease symptoms. Please notify the school if your child has been diagnosed with a communicable disease, and keep the student home until fully recovered. A doctor's release may be necessary. Please check with the office staff.

## **Homework – After or During an Illness**

If your child is out for an illness, they will have an extra day after they return to complete any homework that they missed. Teachers need 24 hours' notice to put together a packet of missed homework if you request it while the child is out sick.

## **Medications**

Before any medication (including over-the-counter medication, herbal treatments, **throat lozenges, and cough drops**) can be administered to students, the school office must have the following:

- **A signed & completed *Medications Dispensed In School* form. (a new one is needed every year)**
- The current prescription container from the pharmacy or original packaging for over-the-counter medications (every year). **Parents must deliver these to the office.**
- **Students may keep inhalers with them if the doctor has indicated permission on the above form.**
- All medications must be picked up at the end of the school year

**Students may not bring any medications, including cough drops, pain relievers, prescriptions, etc. to school in their backpacks or pockets. This is a District mandate.**

## **Attendance Policy**

Students are expected to attend all classes. A parent must notify the office if the student is absent, tardy or leaving early. If a student is sick, parents are asked to call or visit the office or

send a note to school with their child if the student is responsible enough to deliver it. You may contact the school at: 209-933-7355.

**Absences will be considered excused** for the following reasons:

- Personal illness
- Doctor or dental appointments for the child
- Death in the immediate family (1 day if held in CA; up to 3 days if out-of state)
- Funeral attendance with parent permission
- Observation of a holiday or ceremony of his/her religion
- Appearance in court (student)
- To spend time with an immediate family member who is an active duty member of the armed services and has been called to deploy to a combat zone or is on leave from deployment.

**Student absences are considered unexcused if the parent does not contact the office.**

### **Absences and Excuses**

#### **Method of Verification**

When a student who has been absent returns to school he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012, 5 CCR 306). Absence verification must be submitted to the designated school site official **within five school days** from the last day of absence using one of the following methods:

1. Written note, fax, and email or voice mail from the parent/guardian or other party having legal right to verify absence reasons.
2. Conversation, in person or by telephone, between verifying school employee and the student's parent/guardian or other party having legal right to verify absence reasons.
3. Physician's verification provided by parent/guardian or other party having legal right to verify absence reasons.
  - a. When excusing students for confidential medical services or verifying such appointments, District staff shall not ask the purpose of the appointments but may contact medical office to confirm the time of the appointment.
  - b. When a student has had **15 absences in the school year for illness, any further absences for illness shall be verified by a physician.**
4. Visit to the student's home by District or school official or any other reasonable method which establishes the fact that the student was absent for the reasons stated.
5. Verification by school or public health nurse.

### **Truancy - more than 3 unexcused tardies could result in recess loss**

1. Students shall be classified as truant if absent from school without a valid excuse three full days or corresponding number of periods-grades 7-12 in one school year, or tardy or absent for

more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Superintendent or designee. (Education Code 48260)

**The parent/guardian of a student classified as a truant shall be notified by the school and/or the SUSD Child Welfare and Attendance Office.**

### **Coming Late or Leaving School Early**

If your child arrives to school after 8:00 a.m., they must check in at the office. Student will be issued a *Late Admit Slip* to give to his/her teacher after 30 min.

Because of our concern for the safety of our students, no student is to leave the school grounds at any time without permission from the office. Parents must check in at the school office when picking up their child before dismissal. You will be issued a *Permit to Leave Slip* for your child to leave school early. **To prevent disruption in the classroom, we will call your child from class to meet you in the office.** The following guidelines will apply:

- Leaving early will be determined *excused or unexcused* by the same criteria used for attendance.
- Children will be released only to the people listed on the emergency card, or
- Written permission from parent/guardian will be required for children to be released to someone not on the registration card.
- Identification will be required if the person is not known to the staff
- Teachers may release a child to an adult only after receiving notification from the principal or office staff
- No child will be permitted to leave school alone during school hours. A parent/guardian or authorized adult must pick up the child inside the school.

**Please schedule your child's appointments during non-school hours.** Because class participation is an integral part of students' learning experiences, it is important to be at school on time and to stay until dismissal.

## **Food and Drink**

### **Water**

We encourage students to drink water throughout the day. There are water fountains available outside and in some of our classrooms. Your child is permitted to bring a water bottle to school for use in the classroom. Only plain water is permitted to be consumed in class. Any other drinks sent from home must be consumed in the cafeteria at lunch time only. Soda and sugary drinks are discouraged. Caffeinated energy drinks (e.g. Red Bull) are not permitted.



## **Food & Food Service**

We ask **all parents** to complete the **Food Service application** that is sent home each year- even if you believe that you won't qualify for free or reduced lunch or even if your child will be bringing lunch from home. **School funding, as well as and school's *Free and Reduced Lunch* status, hinges on the information provided in the application, and the # of forms received.**

Students may not eat food in the classrooms unless authorized by the teacher.

Students may not eat food or drinks on the playground. Water fountains are available for use.

State law prohibits students from taking school food items out of the cafeteria at breakfast and lunch, and prohibits non-students (parents, younger siblings, etc.) from eating school food or drink items, even if they are left over from the student's meal.

Please remind your child that sharing **food and drink with classmates is a health risk and is not permitted.** For this reason, please send only snack-sized bags or baggies of chips, cookies, etc. with your child.

## **Classroom Celebrations**

Small celebrations may occur at various times and reasons throughout the year. Please check the newsletter or teacher's notes for information. When celebrating specific holidays, Madison K-8 Elementary School will respect the beliefs of all our families. Please contact your child's classroom teacher if you would like to share information regarding your family's beliefs.

Students' birthdays may be celebrated in the classroom with the teacher's permission. Please check with the teacher 24 hours in advance. **When approved by the teacher, all birthday celebrations will take place in the last 16 minutes of the school day.** Parents may provide a **small** treat- usually mini cupcakes, doughnuts, or another type of small treat is best. Drinks are discouraged due to problems with spills in the classrooms. Please do not bring cakes as they can be very messy and require a knife to cut them. **All treats must be purchased from a store or bakery. State law prohibits homemade food distribution to students at school.**

**Please do not send or bring balloons, flowers, toys, or stuffed animals for your child's birthday, or on any holiday or award assembly, as this disrupts the classroom and school.**

## **Lost and Found**

Please mark your child's name on all personal items such as sweaters, hats, gloves, coats, lunch containers, and book bags. Check for lost items in our lost and found in the cafeteria. Items not claimed are periodically donated to charity.

## **Electronic Devices**

Personal electronic devices, such as cell phones, personal music players, and personal game systems are not allowed at school. Additionally, their use is prohibited during school-sponsored events, such as field trips, sporting events, and after school clubs. For a variety of reasons, these devices are not conducive to a social school community atmosphere.

Madison K-8 Elementary School is not responsible for the loss, theft, or damage of cell phones or other electronic devices.



## **Cell Phone Policy**

All phones must be turned off as students enter the school campus. Students may turn on their cell phone once they have exited the campus. If the cell phone is out: 1<sup>st</sup> time offense an adult will confiscate the cell phone to be returned to the student at the end of the day with a phone call to the parent at the end of the day. 2<sup>nd</sup> offense-the cell phone is checked into the office to be returned only to parent. This includes recess and lunch times. All requests to go home due to illness, etc. must go through the office for recording purposes. Students using cell phones during the school day to call or text parents will be referred to administration by written notification. This will result in a disciplinary consequence.

## **Uniform Complaint Procedure**

All suggestions and complaints should be of a constructive nature and be in line with the values, mission, and philosophy of the school. Staff members are open to the opinions of students and parents who would like to contribute in a positive way. They may approach appropriate staff members directly to discuss concerns and offer suggestions. If the suggestion cannot be dealt with at that level, the staff member will relay the suggestion or concern to the school administration. Parents have the right to file a Uniform Complaint if they feel a concern has not been resolved.

**Uniform Complaint Procedures (Board Policy 1312.3) can be located on the Stockton Unified School District website: <http://www.stocktonusd.net> This information is also distributed annually in the “Welcome Back” packets on the first day of school. The information can be found in the document titled “*Legal Requirements & Your Rights in Regard to Student Records, Student Health, and Related Matters*”, on page 3.**

## **Student Records**

Parents or guardians have the right to review records maintained by Madison K-8 Elementary School for their child. Please call the office for an appointment with the principal. Student record information will not be released except:

- By written consent of parent or guardian
- When information is used, with parent or guardian consent, in the school directory



- Under circumstances as permitted by the Family Education and Privacy Act of 1974

### **Visiting the School**

Parents are encouraged to visit our school and their child's classroom, **except during testing**. Appointments are necessary 24 hours in advance, and it is required that all visitors to the school check in at the front office, **and** to obtain a Visitor ID badge prior to going to their child's classroom. **Visitors must understand that this is not the time to have a teacher conference or otherwise disrupt the class. You may call the school and schedule an appointment for a conference with your child's teacher. When visiting classrooms there is not cell phone use or small children that are disruptive to the learning environments.**

### **Volunteers** (New fingerprint expiration date for 2017-2018 school year)

**MADISON K-8 encourages 5 hours of volunteer service hours per family.** Research has shown that parent involvement is crucial to a child's success in school. We welcome, encourage, and appreciate the effort and support of all the parents who give their time to our children. **All volunteers must be fingerprinted annually by SUSD police and have a clear TB screening before volunteering** in the school (please see the front office for the appropriate form). After meeting the fingerprinting and TB requirements, volunteers must make arrangements with the teacher at least 24 hours before coming to the class. In this way, the teacher can prepare work for the volunteer. Volunteer opportunities at Madison K-8 Elementary School include, but are not limited to:

- Classrooms: This includes listening to students read, helping students with projects, or helping teachers prepare projects.
- Office work: Parents help in the office by making copies and performing other office-related tasks.
- Work at Home: Many parents volunteer their time while at home, preparing materials needed in the classroom, translating materials into Spanish or other languages, etc.
- Daytime or Evening activities: Many of our events require assistance
- School committees **such as SSC, ELPIC, and PTO**
- School clean-up days

Check the quarterly newsletter and the school's *opportunity board* in front of the office for additional activities.

### **Curriculum and Assessment**

Parents will be informed of their child's progress in school by periodic report cards, which include academic report card, a learner profile report card, and/or a conference. Parents are

encouraged to email and/or make an appointment to meet with their child’s teacher if there are any concerns.

Madison Elementary School has a 21<sup>st</sup> century learning skills focus in instruction and assessment. Students will complete portfolios, presentations, writing assessments, hands-on activities and research projects that will be assessed and analyzed by teachers. Kindergarten students will have diagnostic testing at the beginning of the school year.

All K- 8<sup>th</sup> students will take MAP (Measure of Academic Progress) test in English Language Arts and Math, three times per year. Students in grades 3-8 will take the SBAC in April/May. Information is provided to parents prior to and after testing.

### Parent Newsletter each Trimester

Each trimester, the parent newsletter is sent home with your child. The newsletter includes dates of interest, information about upcoming events, notes from the principal, and other miscellaneous topics relating to our school. It is a quick and easy way to keep in touch with what is happening at Madison Elementary School. Teachers will send home classroom newsletters at regular intervals. Parents are encouraged to call or email their child’s teacher regarding any questions they may have.

## MADISON SCHOOL BEHAVIOR EXPECTATIONS

| <b>AREA</b>                                    | <b>BE RESPECTFUL</b>  | <b>BE PRODUCTIVE</b>  | <b>BE SAFE</b>  |
|--|---|---|---|
| <b>CLASSROOM</b>                               | <ul style="list-style-type: none"> <li>▪ Listen to the speaker</li> <li>▪ Follow adult directions</li> <li>▪ Stay in your own space</li> <li>▪ Clean up after yourself</li> <li>▪ Use appropriate voice level</li> <li>▪ Wait for your turn</li> <li>▪ Place jackets and backpacks in designated areas</li> <li>▪ Use kind words and actions, no profanity</li> <li>▪ Use good manners</li> </ul> | <ul style="list-style-type: none"> <li>▪ Have school supplies to complete work</li> <li>▪ Be on time</li> <li>▪ Stay in your own space</li> <li>▪ Do your own work</li> <li>▪ Accept responsibility for your grades</li> <li>▪ Know classroom rules</li> <li>▪ Take care of each other</li> <li>▪ Use hall pass to leave room</li> <li>▪ Clean up after yourself</li> </ul> | <ul style="list-style-type: none"> <li>▪ Walk appropriately and face forward</li> <li>▪ Use appropriate voice level</li> <li>▪ Stay in your own space</li> <li>▪ Keep hands and feet to yourself</li> <li>▪ Listen to speaker</li> <li>▪ Follow adult directions</li> <li>▪ Leave inappropriate or illegal items at home</li> </ul> |
| <b>ALL COMMON AREAS, OFFICE, LIBRARY, ETC.</b> | <ul style="list-style-type: none"> <li>▪ Use kind words , no profanity</li> <li>▪ Wait for your turn</li> <li>▪ Clean up after yourself</li> <li>▪ Follow adult directions</li> <li>▪ Use appropriate voice level</li> <li>▪ Do not spit</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Follow school rules</li> <li>▪ Remind others to follow school rules</li> <li>▪ Follow the dress code</li> <li>▪ Take proper care of all personal items and school equipment</li> <li>▪ Be honest</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Walk facing forward</li> <li>▪ Keep hands, feet and objects to yourself</li> <li>▪ Get adult help for accidents and spills</li> <li>▪ Use all equipment and materials appropriately</li> </ul>   |

|  |  |   |   |
|--|--|---|---|
|  | <ul style="list-style-type: none"> <li>▪ Use “please”, “thank you” &amp; “excuse me”</li> </ul>  |   | <ul style="list-style-type: none"> <li>▪ Stay in assigned, supervised areas</li> </ul>  |
| <b>MULTI-PURPOSE ROOM</b>                | <ul style="list-style-type: none"> <li>▪ Let anyone sit next to you</li> <li>▪ Use appropriate voice level</li> <li>▪ Use proper eating manners</li> <li>▪ No talking when adult calls for “Quiet Zone”</li> <li>▪ Wait for your turn</li> <li>▪ Use kind words and actions, no profanity</li> </ul> | <ul style="list-style-type: none"> <li>▪ Choose at least 2 food items from salad bar</li> <li>▪ Get all utensils, milk, etc. when you go through the line</li> <li>▪ Clean your area when leaving</li> <li>▪ Use appropriate trash can</li> <li>▪ Raise hand and wait to be excused</li> </ul>    | <ul style="list-style-type: none"> <li>▪ Keep all food to self</li> <li>▪ Use appropriate voice level</li> <li>▪ Sit with feet on the floor, bottom on bench, facing the table</li> <li>▪ Place balls in appropriate place</li> <li>▪ Walk while in multi-purpose room</li> </ul>       |
| <b>PLAYGROUND/ RECESS</b>                | <ul style="list-style-type: none"> <li>▪ Play fairly</li> <li>▪ Include everyone</li> <li>▪ Play away from the classrooms</li> <li>▪ Wait your turn</li> <li>▪ Use kind words and actions, no profanity</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Follow the rules of the game</li> <li>▪ Pick up trash</li> <li>▪ Put all trash in garbage cans</li> <li>▪ Hold balls and other equipment when bell rings</li> <li>▪ Wait your turn at the drinking fountains, one arm length away</li> </ul>             | <ul style="list-style-type: none"> <li>▪ Run only during games on the blacktop</li> <li>▪ Walk to and from the playground</li> <li>▪ Stay within boundaries</li> <li>▪ Be aware of games/activities around you</li> <li>▪ No play fighting</li> <li>▪ Use equipment properly</li> </ul> |
| <b>HALLWAYS, INCLUDING WAITING AREAS</b> | <ul style="list-style-type: none"> <li>▪ Get a hall pass before leaving or returning to the classroom</li> <li>▪ Hold the door open for others</li> <li>▪ Use quiet voices</li> <li>▪ Allow others to pass</li> <li>▪ Use kind words and actions, no profanity</li> </ul>                            | <ul style="list-style-type: none"> <li>▪ Stay on sidewalks and don’t walk on grass</li> <li>▪ Do not leave personal items in the hallways</li> <li>▪ Wait your turn at the drinking fountains, one arm length away</li> <li>▪ Walk on the right side of the hallway</li> </ul>                    | <ul style="list-style-type: none"> <li>▪ Walk in covered areas</li> <li>▪ Keep hands and feet to self</li> <li>▪ Stay in straight line when walking with class</li> <li>▪ Use inside voices</li> <li>▪ No playing</li> </ul>  |
| <b>BATHROOMS</b>                         | <ul style="list-style-type: none"> <li>▪ Knock on the stall before entering</li> <li>▪ Give people privacy</li> <li>▪ Use quiet voices</li> <li>▪ Use paper towels, toilet paper and soap appropriately</li> <li>▪ No playing</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Use restroom in pairs</li> <li>▪ Use hall pass to leave room</li> <li>▪ Flush toilet once after use</li> <li>▪ Wash hands</li> <li>▪ Return to room promptly</li> <li>▪ Meet friends on the playground, use restroom for its intended purpose</li> </ul> | <ul style="list-style-type: none"> <li>▪ Keep water in the sink</li> <li>▪ No climbing in stalls or on sinks</li> <li>▪ Put paper towels in trash can</li> <li>▪ Wash hands</li> </ul>  |
| <b>ARRIVAL AREAS</b>                     | <ul style="list-style-type: none"> <li>▪ Use proper greetings</li> <li>▪ Use kind words and actions, no profanity</li> <li>▪ Follow adult directions</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Keep backpacks on your back or on your place in line</li> <li>▪ Arrive on time</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Use sidewalks and crosswalks</li> <li>▪ Eat in designated areas only</li> <li>▪ Hallways are off limits</li> <li>▪ Keep hands and feet to yourself</li> <li>▪ Walk your wheels once on campus—<br/>bikes, skateboards, etc.</li> </ul>         |

|                        |  |  |   |
|------------------------|--|--|---|
|                        |  |  | <ul style="list-style-type: none"> <li>▪ Use inside behavior</li> </ul>   |
| <b>DISMISSAL AREAS</b> | <ul style="list-style-type: none"> <li>▪ Say proper goodbyes</li> <li>▪ Follow adult directions</li> <li>▪ Use kind words and actions, no profanity</li> </ul> | <ul style="list-style-type: none"> <li>▪ Go to dismissal area promptly</li> <li>▪ Take personal items and homework home</li> </ul> | <ul style="list-style-type: none"> <li>▪ Keep hands and feet to self</li> <li>▪ Walk your wheels once on campus—<br/>bikes, skateboards, etc.</li> <li>▪ Stay in bus line</li> <li>▪ Use inside behavior</li> </ul> |
| <b>FIELD</b>           | <b>OFF LIMITS UNLESS ACCOMPANIED BY A TEACHER OR STAFF MEMBER</b>  |  |   |

We believe that meaningful learning must occur in a safe, disciplined, and positive environment. To achieve such an environment, a set of expectations for student behavior, absences, tardiness, and dress have been established. The student dress code and consequences for inappropriate behavior are outlined in the discipline code. All students received a copy of the Disciplinary Rules of Stockton Unified School District and will be held accountable for violating any and all actions that disturb the educational process.

**6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Point System**

All 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade scholars have opportunities to earn points to participate in field trips each trimester. If they desire to participate in extra – curricular activities they must earn points for perfect attendance, and timeliness/no tardies, behavior, and academics/grades (passing grade in ELA and/or Math with a minimum of 70% of their overall work submitted for a grade). Students will be earning points to attend the Monterey Bay Aquarium, Technology Museum of Innovation, etc...

**Community Service**

A student may complete community service to remove demerits. For every hour of community service a student completes, one demerit will be

removed when the student submits a signed community service form. A maximum of 3 demerits may be removed per week.

### **State of California Law Regarding School Safety**

It is the policy of the State Board of Education to ensure that all students enrolled in public schools in California have the right to safe schools. The State Board believes that students cannot benefit fully from an educational program unless they attend school regularly in an environment that is free from physical and psychological harm.

### **Harassment**

Harassment is a violation of state and federal law as well as Federal Charter School policy. It can take the form of verbal or physical threats/harassment or conduct of a racial or sexual nature. Such behavior will not be tolerated at Madison K-8 Elementary School. Examples of harassment include, but are not limited to, bullying, vulgar or obscene comments and/or jokes, unwelcome hugging or touching, referring to someone in demeaning terms, starting or spreading demeaning rumors about the life of another individual.

### **School Safety**

Each year Madison staff reviews the school's safety plan, discuss emergency scenarios, and participate with students in emergency drills such as lockdowns, fire drills, earthquake drills, and evacuation drills. The school's Safety Plan is available in the office. In case of a real emergency, we need your help to ensure the safety of all our students. Please read the following:

### **Parent/Guardian Role in Emergencies**

Providing a safe place for students to learn and grow is one of the most important responsibilities of our school system. All Stockton Unified School District schools have a Readiness and Emergency Management for Schools (REMS) plan in place. Drill procedures for emergencies and disaster are regularly practiced at school. Along with school staff, your family plays a critical role in preventing and responding to school emergencies. The information in this document is intended to provide parents/guardians with the **steps you can take before, during and after an emergency.**

#### **BEFORE EMERGENCY: Prevention/Preparedness**

Report any issues, concerns or rumors related to safety to your school principal or local law enforcement. When visiting our schools, sign in and out at the school office and wear a visitor's badge at all times

while in the building.

**Regularly update your student's Emergency Card with your current contact information and emergency information.** This is the contact information which will be used for our automated telephone system to alert you of situations. In the event of an emergency, only custodial parents, legal guardians and those persons listed on the emergency care are allowed to pick up students at a parent re-unification center.

If your child is taking **medications** at school, be sure the school has at least a two day supply at all times. Create your own family emergency plan. For tips on how to prepare a plan go to the American Red Cross website: [www.redcross.org](http://www.redcross.org)

#### **DURING EMERGENCY: Response**

**The best action parents can take in an emergency is to stay close to their phone and e-mail and to monitor local radio and TV reports for regular updates and instructions.** School and district staff are trained and prepared to care for your student in emergency situations.

**Do not** drive to your child's school during emergency situations. School streets must remain clear for emergency vehicles.

**Avoid** calling the school or the district offices during the emergency. Please leave our phones open for emergency calls.

**Stay close to your telephone listed on your child's emergency card** for district updates through our automated telephone system.

**Tune your radio (KSTN 91.5 FM or KFBK 1630 AM/ 92.5 FM) and local television** stations to monitor district information.

#### **District Release Policy—Parent Reunification**

Students will be dismissed from school or from the parent reunification center only to parent/guardian or designated person listed on the student's emergency card.

Please remain calm and patient during this process. There are deliberate steps to ensure the safety of students.

All parents/guardians or designated persons who come to pick up a student must present photo identification.

No student will be allowed to leave with another person, even a relative or baby sitter, unless we have written permission to that effect or that particular person is listed on the student's emergency card in our files.

District and school staff will care for students until parent/guardian or designated person arrives.

#### **AFTER EMERGENCY: Recovery**

Following a school crisis, specially trained school and district crisis intervention members are available to provide counseling and outside referrals to students, staff members and others who may need it. Monitor your student's behavior and let the school know if you think counseling or help is needed. The district will work as quickly as possible to restore normal school operations keeping parents inform.

### **MADISON COMMITMENT TO EXCELLENCE CONTRACT—Keep this copy in the handbook**

#### **TEACHER'S/PRINCIPAL'S COMMITMENT**

We fully commit to MADISON in the following ways:

- We will arrive every day by 7:35 am.
- We will maintain professional standards for appearance and a positive attitude.
- We will teach the way your child learns, individualize interventions to meet his/her needs.
- We will work collaboratively with fellow teachers, our Principal and all support staff.
- We will always make ourselves available to students and parents, and listen to any concerns they might have.
- We will always protect the safety, interests and rights of all individuals in the classroom.

### STUDENTS' COMMITMENT

I fully commit to MADISON K-8 in the following ways:

- I will be in line for announcements every day by 7:40 am.
- I will remain at MADISON K-8 until my grade-level dismissal time.
- I will attend any required MADISON K-8 after school, intersession and/or summer school sessions.
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for me and my fellow students to learn. This also means that I will complete all my homework every night, I will call my teacher if I have a problem with the homework or a problem with coming to school, and I will raise my hand and ask questions in class if I do not understand something.
- I will always make myself available to my parents and my teacher regarding any concerns they might have. If I make a mistake, this means I will tell the truth to my teacher or Principal and accept responsibility for my actions.
- I will always behave in order to protect the safety, interests and rights of all individuals in the classroom. This also means that I will always listen to my MADISON K-8 teammates and give everyone my respect.
- I will follow the MADISON K-8 dress code.
- I am responsible for my own behavior and I will follow my teacher's directions.
- Failure to adhere to these commitments can cause me to lose various MADISON K-8 privileges, and could cause me to return to my neighborhood school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PARENT'S/GUARDIANS' COMMITMENT

We fully commit to Madison in the following ways:

- We will make sure our child is in line for announcements every day by 7:35 am.
- We will make arrangements so our child can remain at Madison until his/her grade-level dismissal time.
- We will ensure that our child attends any required Madison after school, intersession and/or summer school session.
- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This also means we will check our child's homework every night, let him/her call the teacher if there is a problem with the homework, read with him/her every night, and provide 5 hours of volunteer service per year.
- We will always make ourselves available to our children and the school regarding any concerns they might have. This also means that if our child is going to miss school, we will notify the Madison office as soon as possible, and we will read carefully all the papers that the school sends home to us.
- We will allow our children to go on Madison field trips.
- We will make sure our child follows the Madison dress code.
- We understand that our child must follow the Madison rules in order to protect the safety, interests and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.
- We will always protect the safety, interests and rights of all individuals in the classroom.
- Failure to adhere to these commitments can cause my child to lose various Madison privileges and can cause my child to be returned to his/her home school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*My signature also indicates that I have received the 2018/2019 Madison Student/Parent handbook

**MADISON K-8 COMMITMENT TO EXCELLENCE CONTRACT- sign and turn this copy in to the school**

### TEACHER'S/PRINCIPAL'S COMMITMENT

We fully commit to Madison in the following ways:

- We will arrive every day by 7:45 am.
- We will maintain professional standards for appearance and a positive attitude.
- We will teach the way your child learns, individualize interventions to meet his/her needs.
- We will work collaboratively with fellow teachers, our Principal and all support staff.
- We will always make ourselves available to students and parents, and listen to any concerns they might have.
- We will always protect the safety, interests and rights of all individuals in the classroom.

### STUDENTS' COMMITMENT

I fully commit to Madison in the following ways:

- I will be in line for announcements every day by 7:45 am.
- I will remain at Madison until my grade-level dismissal time.
- I will attend any required Madison after school, intersession and/or summer school sessions.
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for me and my fellow students to learn. This also means that I will complete all my homework every night, I will call my teacher if I have a problem with the homework or a problem with coming to school, and I will raise my hand and ask questions in class if I do not understand something.
- I will always make myself available to my parents and my teacher regarding any concerns they might have. If I make a mistake, this means I will tell the truth to my teacher or Principal and accept responsibility for my actions.
- I will always behave in order to protect the safety, interests and rights of all individuals in the classroom. This also means that I will always listen to my Madison teammates and give everyone my respect.
- I will follow the Madison dress code.
- I am responsible for my own behavior and I will follow my teacher's directions.
- Failure to adhere to these commitments can cause me to lose various Madison privileges, and could cause me to return to my neighborhood school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PARENT'S/GUARDIANS' COMMITMENT

We fully commit to Madison in the following ways:

- We will make sure our child is in line for announcements every day by 7:45 am.
- We will make arrangements so our child can remain at Madison until his/her grade-level dismissal time.
- We will ensure that our child attends any required Madison after school, intersession and/or summer school session.
- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This also means we will check our child's homework every night, let him/her call the teacher if there is a problem with the homework, read with him/her every night, and provide 5 hours of volunteer service per year.
- We will always make ourselves available to our children and the school regarding any concerns they might have. This also means that if our child is going to miss school, we will notify the Madison office as soon as possible, and we will read carefully all the papers that the school sends home to us.
- We will allow our children to go on Madison field trips.
- We will make sure our child wears the follows the Madison dress code.
- We understand that our child must follow the Madison rules in order to protect the safety, interests and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.
- We will always protect the safety, interests and rights of all individuals in the classroom.
- Failure to adhere to these commitments can cause my child to lose various Madison privileges and can cause my child to be returned to his/her home school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*My signature also indicates that I have received the 2018/19 Madison

### HOMEWORK



## **Board Policy AR 6154 - General Expectations for Homework**

The classroom teacher is responsible for assigning, collecting, recognizing and providing credit for homework on a regular basis. **The student's responsibility is to complete and turn in all homework.**

There may be four types of homework:

**Practice homework** is designed to reinforce learning and help the student to master specific skills, i.e. finish written work, re-read, etc.

**Preparation homework** introduces materials that will be presented in future lessons, i.e., read ahead, study for a test, outline a chapter, and/or prepare for cooperative learning participation.

**Extension homework** is designed to help scholars transfer skills they already have to new situations, i.e. watch a television program, complete an experiment, apply math problems to practical spending activities, etc.

**Creative homework** requires scholars to integrate and apply many different skills to a single task, i.e., complete a science project, write a story or book, paint a picture, etc.

## **HOMEWORK**

Homework assignments are made for the following purposes:

1. Completion of unfinished work.
2. Make-up work assigned during absence.
3. Practice or review of content previously studied.
4. Individual study.
5. Research related to class work.
6. Recreational reading for book reports.
7. Appropriate use of radio, television, etc.
8. Creative work including written composition.

Scholars are responsible for completing and turning in homework assignments on time. When a student is ill for three days or more and an assignment is requested by a parent, the student's instructors are required to provide missed assignments. Parents should contact the main office to request homework. Scholars on suspension are eligible under Ed. Code to make up all work. Teachers are responsible for allowing student to make up any missed work and or assignment. Homework is considered a vital part of the educational process. Teachers are encouraged to assign meaningful homework and incorporate it as an integral part of their instructional program.

## **ASSEMBLIES**

Scheduled Assemblies: Assemblies will be announced on a monthly calendar and in staff updates. Parents are welcome to attend all assemblies. Please sign in and out in the office when attending.

All-School Assemblies: All-school assemblies will be scheduled periodically. The entire student body will attend, supervised by certificated and classified staff.

## **COMMITTEES**

**School Site Council:** The School Site Council (SSC) was established under the provisions of the School Based Coordinated Program. SSC membership includes parents and school staff. The School Site Council's primary purpose is school improvement and monitoring/evaluating the School Plan. Meetings will be held in the Library or the conference room. Dates and times will be announced. Members are elected by their peers for a two year term. If interested please contact office.

**ELAC-** English Language Advisory Committee advisory group for the SPSA and supports EL instruction in all capacities at the site. Parent must have student with EL classification to serve on this committee.

**PTA-** Parent Teacher Association-parent group that facilitates school enrichment activities that positively

**ANY CONFISCATED ITEMS NOT RECOVERED BY PARENTS WITHIN THREE SCHOOL DAYS AFTER BEING NOTIFIED FOR PICK-UP ARE NOT THE RESPONSIBILITY OF MADISON ELEMENTARY SCHOOL.**

## **PERSONAL PROPERTY**

The district does not approve the use of personal property at any district location, nor will it reimburse scholars, parents or guests for the loss of such personal property, regardless of the method of loss. **There are no exceptions.** Be advised that personal property brought to school is done so at your own risk. Please secure your personal property.

## **INDEPENDENT STUDY**

Independent Study is an alternative to the traditional classroom instruction and is consistent with the regular course of study. It is not an alternative curriculum. Independent Study provides optional individualized ways for scholars to acquire values, skills and knowledge. All scholars enrolled in an independent study program must have a completed contract on file with the principal before the start of instruction. Accurate attendance accounting must be maintained. Independent Study credits will not be issued if procedures are not followed correctly.

## **SEX EDUCATION**

It is against the State Education Code and Stockton Unified School District Policy 6142.1 to provide sexual health and HIV/AIDS prevention instruction without following proper procedures. Please note, a preview will be made available for parents to review prior to the start of the material. Additionally, written notification will be sent home before the beginning of any discussion or instruction that may address human reproductive organs and/or their functions.

## **TEXTBOOKS**

All textbooks are used as reference materials in Stockton Unified School District. The primary curriculum are the units of study. As a result you will see significant changes to the concept of homework. This will reduce the amount of materials scholars will carry in their

backpacks. Scholars will be allowed to check out books from the school library with parent permission. To check out books, scholars must bring their **current** school year identification card and must have a zero balance on their library fines. Scholars and parents are responsible for all issued books. **TEACHERS CANNOT ALLOW ANY STUDENT PERMISSION TO STORE OR LEAVE STUDENT BOOKS IN THEIR CLASSROOMS!** Any lost or damage to the book and/or bar code is the responsibility of the scholars.

## **GRADING PROCEDURES**

Teachers are responsible for assigning a grade to all scholars who are enrolled in their class. Teachers are expected to follow the instructions are provided at the district website. If there are questions in regards to the procedure, these questions should be directed to the Administration or the office staff. A copy of the grades must be kept for record keeping.

## **IDENTIFICATION CARDS**

All scholars and staff are required to display their Madison Elementary School ID cards while on field trips. Teachers of all primary grade scholars will keep their scholars' ID cards in order to help expedite the library and cafeteria use.

## **DISCIPLINE AND STUDENT MANAGEMENT**

Teacher Involvement: The most important unit in the school is the classroom itself. To assure each student the opportunity to gain the maximum from his/her educational experiences, the effective teacher will maintain a safe, comfortable learning atmosphere in his or her classroom. The teacher will handle most discipline cases in the classroom. A teacher may suspend a student from his/her class for the day of suspension plus the next day, for cause, but must immediately inform the administration and the parent/guardian. In extreme situations and in cases of repeated, willful disobedience, or violation of school rules, the teacher will refer the student to the administration. **The teacher is responsible for making parent contacts when he/she suspends a student.** Teachers who must send scholars out of class for disciplinary action will initiate a referral form and ensure the referral form is filled out completely and properly.

Administration Involvement: When administration receives a referral, the situation is investigated, documented in the student information system, and a decision is made based on the Stockton Unified School District policy for disciplinary action. Parents are notified of any administrative action that took place. In the case of home suspension, a conference with the parents is arranged to discuss the actions of the student and how it can be addressed to prevent the behavior from repeating.

1. The discipline **\*INTERVENTION\*** referral system is structured to be used **after** a teacher has exhausted all efforts of remediation and it is necessary to refer the student to the counselor or administrator for intervention or disciplinary action. The individual that provided the intervention will indicate any action taken and return a copy of the referral to the initiating teacher.
2. In addition to parent contact, the teacher must document any other remediation taken and relay the information to the Administrator in charge.

3. Immediate referral should be made to an administrator only if the incident is judged by the teacher to be serious and the continued presence of the student involved is likely to be dangerous or very disruptive. Examples of immediate referral are suspected drug usage (possibly under the influence), violent behavior or absolute refusal to follow teacher directions. The referring teacher will not dictate the action to be taken by the assistant principal except as outlined in Section 301.1 of the Staff Handbook.
4. The documentation process is continuous throughout the school year regardless of the number of referrals made.
5. The documentation will be requested by the district office of Child Welfare and Attendance if/when an appeal is made. Proof of remediation through prior teacher intervention is essential to sustain such appeals.

### **Home Involvement**

**The parent or guardian must be informed by the teacher in the case of teacher suspension (class suspension) of a student.** The teacher must notify the parent on the day suspension request is made and arrange for a parent conference to discuss the reason(s) for the class suspension.

The parent or guardian will be informed in person or by telephone. In addition, a letter will be provided by the administration (for all suspensions).

The parent or guardian will be informed by the teacher and/or administrator of all student problems and concerns. The purpose is to ensure problems are corrected in order to enable the student to benefit fully from their education.

The parent or guardian must be assured that his or her child is provided a safe, comfortable environment in which that child may receive maximum value from his/her educational experiences.

If a parent or guardian receives information regarding a situation at school that the school may not be aware of or has not been reported, please contact the administrative staff as soon as possible in order to ensure the issue will be addressed.

### **STUDENT CONDUCT CODE**

The district adopted Student Conduct Code will be distributed in the fall and reviewed with scholars accordingly. Each teacher will be provided a copy of the Student Conduct Code at the beginning of the school year. All scholars must comply with the District's Student Conduct Code or be subject to appropriate intervention or disciplinary action.

### **PROGRESS REPORTS**

Progress reports must be issued per the SUSD Academic Calendar or a student may NOT be given a failing grade. Progress report information will be sent home with the student, in accordance with the District Progress Report Schedule. It is imperative that copies of all progress reports are completed and turned into the main office. Progress reports must have a marked grade and appropriate comments.

## **STUDENT STUDY TEAM**

Any teacher or parent may request a review of a student in his or her class. The request should be made through the SAP/CARE process.

## **CLOSED CAMPUS LUNCH**

Madison Elementary School is a closed campus and all scholars will either bring their own lunch or obtain one from the cafeteria (Food Services).

## **SUSPENSIONS**

- A list of scholars on suspension will be issued daily, via e-mail (**by ID number only**).
- Scholars who have been suspended will be picked up by their parent or guardian and they must not return to campus until their suspension has been cleared. Parent/guardian may escort their student back on campus to meet with their counselor, administrator and/or to pick up work.
- ***Teachers are required to provide make up work for all scholars on suspension.*** Make up work can be given to the main office and they will forward it to the student.
- Scholars who repeatedly violate rules will be processed for alternative interventions, programs and, if necessary, recommended for expulsion.
- Teachers are required by education code to provide work on an ongoing basis until the results of the expulsion process are completed. In addition an academic report is required to be completed by all teachers. The academic report and all student work must to be turned over to the main office.

## **CONTRABAND ITEMS (not allowed at school)**

**Scholars are not allowed to have the following items on school campus:**

- Electronics (cell phones, gaming systems, pagers/text messaging, personal computers, recording/signaling devices, cameras, and/or MP3/CD/tape/radio players/speakers)
- Over the counter or prescribed medication – these items must be cleared with the school site health office prior to allowing scholars to have them on their person.
- Permanent markers of any type or size
- Mailing labels of any type

**The following contraband items are cause for immediate referral to administration:**

- Any tobacco products
- Illegal drugs or drug paraphernalia
- Gang affiliation paraphernalia

All of the items mentioned above are to be turned into the administration. If the item is lost, you are liable for their replacement costs. Administration will determine any student intervention or disciplinary consequence (if needed) for the possession of these items.

## **Playground Rules:**

**We would appreciate if you could review the following general guidelines with your children:**

- **Stop, look, and listen if you hear a whistle**
- **Keep your hands to yourself. If there is a problem that you cannot solve, get help form an adult immediately. No pushing, chasing, shoving, rough-housing, or inappropriate language is allowed.**
- **Wait your turn in line**
- **Keep all games on the playground and stay in sight**
- **Wear proper clothing and shoes and avoid injury by not wearing long earrings, necklaces, or oversized clothing.**
- **If you use a slide, be sure to climb the stairs holding on to the guard rails and slide down feet first, sitting or lying down on your back. Do not stand on the slide, climb up the slide, slide down the slide before the person before you is out of the way, jump off the slide or slide down head first.**
- **Climb the play structures carefully. Do not climb over guard rails, jump off the side of structures or hang from bars except for monkey bars. Be sure to use the play structures as they are meant to be used.**
- **If you bring sports equipment from home, be sure that your full name is written on it. Any equipment brought form home is our responsibility; the school is not responsible for student personal property.**
- **Tackle football is not permitted. Flag football may be played when supervised by an adult**
- **Hardballs are never allowed on the playground**
- **Do not climb any fences. If ball goes over a fence or onto a roof, ask an adult for help.**

- **Do not ride bikes, skateboards, roller skates, roller blades, or scooter on the playground.**
- **Do not go behind any portables unsupervised**
- **Never leave the playground for any reason without a teacher's permission.**