

# **Madison Elementary School**

**2017-2018**

## **Parent/Student Handbook**



**Mrs. Felicia Bailey-Carr, Principal**

**Mr. Edward Frazier, Assistant Principal**

**Administration**

Principal – Felicia Bailey-Carr

Assistant Principal – Edward Frazier

**Support Staff**

Counselor – Karen Caligiuri

Program Specialist – Nancy Maring

Administrative Assistant – Marie Garcia

School Support Technician – Tasha Aceves

Office Assistant – Christine Molen

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## Madison Elementary School Bell Schedule 2017-2018

<b>AM Pre-School</b>		
7:45-8:15	(30 mins)	Block 1
8:15-8:45	(30 mins)	Breakfast
8:45-10:15	(90 mins)	Block 2
10:15-10:45	(30 mins)	Gross motor act
10:45-11:15	(30 mins)	Block 3

<b>PM Pre-School</b>		
11:30-12:00	(30 mins)	Block 1
12:00-12:30	(30 mins)	Lunch
12:30-2:00	(90 mins)	Block 2
2:00-2:30	(30 mins)	Gross motor act
2:30-3:00	(30 mins)	Block 3

<b>Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades</b>		
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
11:25-12:25	(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

<b>3rd grade</b>		
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 S/Science

<b>4<sup>th</sup> and 5<sup>th</sup> grades</b>		
7:45 - 9:15	(90 mins)	ELA
9:15 - 9:55	(40 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/Science
12:55 - 1:10	(15 mins)	Recess
1:10 - 1:40	(30 mins)	ELD/UA

<b>6<sup>th</sup> grade</b>		
7:45 - 9:15	(90 mins)	ELA
9:15 - 9:55	(40 mins)	ELA - Strategic
9:55 - 10:15	(20 mins)	PE
10:15 - 11:15	(60 mins)	Math
11:15 - 11:55	(40 mins)	Lunch
11:55 - 12:25	(30 mins)	Math - Strategic
12:25-12:55	(30 mins)	Social S/Science
12:55-1:10	(15 mins)	Recess

<b>7<sup>th</sup> and 8<sup>th</sup> grades</b>		
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 - 11:50	(30 mins)	Lunch
11:50 - 11:55	(5 mins)	Passing
11:55 - 12:45	(50 mins)	Period 5
12:45 - 12:50	(5 mins)	Passing

## A Message from the Principal

Welcome to the 2017 – 2018 school year! Our commitment at Madison School is to provide a safe, positive, intellectual learning environment that will empower scholars to become creative problem solvers, critical thinkers, and inspired learners prepared for high school, college, and life in the twenty-first century.

As I enter into my first year as principal, I would like to set high expectations for our scholars in regards to academic performance within the classroom and participation in co-curricular activities as well as responsible citizenship at school and in the community. I am asking each student to make a commitment to Madison Pride by being active participants in their learning and acting responsibly as an individual within our learning community. Doing so will enable all to have a successful and enjoyable school year.

Common Core State Standards makes for a more rigorous approach to learning as scholars will be challenged to develop their analytical skills, communicate their learning verbally, in writing, and/or in a presentation. Every student will have access to technology which is to be used as a learning tool inside the classroom and at home. Our staff, using units of study, plan their lessons to allow for more real time collaboration with their scholars and increase their 21<sup>st</sup> century learning experiences.

Mustangs, I encourage you to do the following so you can be successful:

- Communicate with others in a respectful and meaningful way.
- Pose questions, examine possibilities, and challenge yourself to find solutions.
- Surround yourself with positive people.
- Make positive choices related to physical and mental wellness; and
- Contribute to our school community in a collaborative and respectful manner.

Parents, please make time to:

- Ask your student(s) specific questions about their time at school. For example, “What was the most interesting thing you did in math class today?” or “Tell me about your science experiment?”
- Use the ParentVue early and often. This will give you relevant information regarding your child’s performance with regards to their homework, a test or quiz as well as their attendance. Your interest and concern in their school progress will motivate them to do their best.
- Communicate with your child’s teachers and staff members to establish a successful home/school connection. The Madison Elementary School website has all of our teachers’ e-mail addresses. You may use their e-mail to make contact, to clarify homework assignments and other useful resources. It can be found at <https://www.stocktonusd.net/Madison>.

We are looking forward to a positive and upbeat school year at Madison. I encourage all scholars to connect with our school; stand up to mistreatment, vandalism, and to anything you know is not right. Remind yourself that you do not have to follow the crowd. Be yourself and even when no one is watching, do the right thing. Parents, please help us by reinforcing school expectations at home. With your help, Madison will continue to be a school community in which every person feels respected, safe, valued, and is encouraged and challenged to achieve at the highest levels. I encourage you all to be active in our PTSA. 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 for 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!

Go Mustangs!!!!

Mrs. Felicia Bailey-Carr

Principal

Scholars are encouraged to follow our "**Guidelines for Success**"

- Be respectful
- Be responsible
- Be ready
- Be safe
- Be proud

We want scholars to be recognized for their attendance and hard work (academically and behaviorally). Incentives are in place to reward scholars for outstanding behavior in class as well as in common areas of the school such as the cafeteria, playground, auditorium, hallways and assemblies. The faculty and staff are committed to highlighting those individual scholars and classes for following the rules and expectations set forth on the first day of school. Celebrations will occur regularly.

## ASSEMBLIES

Classes will be given the opportunity to sign up (or be assigned) to attend assemblies. Blocks of seats will be reserved for each class signed up. **Teachers will accompany their classes to the assembly and sit with them during assembly.** Teachers will be notified in advance regarding the seating assignment and the door through which their classes will be admitted. **Teachers are expected to supervise the conduct of their scholars during the assembly.**

Scheduled Assemblies: Assemblies will be announced on a monthly calendar and in staff updates.

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

## HALL PASS POLICY

Each classroom will be provided with a hall pass. The *teacher* will use a log sheet to document that a student needs to use the rest room. This is designed to better track scholars who are out of the classroom. The student must wear their ID card on a school provided lanyard around their neck along with the hall pass and the pass must be recorded into the log before they leave your classroom. Please remember the following when issuing a hall pass:

- Remind scholars that they must use the restrooms before school, during passing periods, and at lunch.
- **A hall pass must be issued whenever a scholar leaves the classroom.**
- Scholars without hall passes will be returned to class and face administrative consequences for leaving class without a pass.
- Scholars **are not** to use the hall pass to pick up or drop off office supplies, teacher mail from their mailbox, and any private information about staff member and/or student.
- Only **one** person is allowed to use a hall pass at any given time.
- No hall pass can be issued during the first and the last 15 minutes of each class period unless it is an emergency or office personnel (counselor, administration, office, etc.) requested the student to leave the classroom.
- Scholars may not be allowed to use office machines unless supervised by an office staff member.
- Scholars found loitering will be escorted to the office and will wait to meet with an administrator.
- A pupil should **never** be allowed out of the classroom to talk to a relative, or friend unless that person has an appropriate pass, ID, and/or name tag on and is not disruptive.
- Under no circumstance should a student be excused to go anywhere with anyone, even a parent, unless a permit is issued through the main office.

## UNSUPERVISED ROOMS

No scholars are to be in any part of the school unsupervised. This is a violation of education code and is unsafe behavior for a student. As a universal safety precaution, Madison Elementary School is a closed campus. No student is allowed to be on Madison campus unless supervised by Madison 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.

Safety and Security Team: The safety and Security Team maintains the REMS plan and the Safety Plan for Madison Elementary. This team meets at least once a month. This team is open to all staff members and must consist of at least one administrator, one certificated staff, one classified staff, and one parent or community member.

Foundations/PBIS Team: The Foundations/Positive Behavior Intervention and Supports team is established to collect and analyze data, then make recommendations to improve issues or processes surrounding various aspects of discipline throughout the campus. The purpose is to establish a school climate in which appropriate behavior is the norm. This team will meet at least once a month and will consist of at least one certificated person in each life level (K-3, 4-5, and 6-8), the counselor, a community member and the assistant principal. Reports will be created and shared with the principal who will include this information in staff meetings.

### **VOLUNTEER TEACHER AIDES, OBSERVERS, GUESTS, VISITORS, and SCHOLARS**

Stockton Unified School District requires that volunteers present to the school principal a certificate to verify they were tested for tuberculosis via a tuberculin skin test (TB test) and have been fingerprinted by the district police. Volunteers are responsible to the principal and work under the direction of a designated member of the staff.

Volunteers: Volunteers will consider all information about scholars as privileged, and such information shall not be shared with anyone but authorized school personnel. Personal relationships with scholars extending beyond the school are not encouraged. Confidentiality of information is essential for all volunteers. Volunteers have the responsibility to report in and check out with their supervisor at assigned duty hours. The supervisor shall be called or informed when a volunteer is unable to report for duty. The supervisor will hold periodic progress conferences with the volunteer. The volunteer's duty assignment may be terminated at any time by the volunteer's request or the request of the principal.

All Volunteers will receive a badge that identifies them as a Madison volunteer. All SUSD volunteers are required to have their own e-mail address in order to apply to be a volunteer. No two volunteers can share an e-mail. The process will be followed via the **Be A Mentor** website. The **Be A Mentor** website can be found at <https://www.beamentor.org/stockton>.

Observers, Guests, and Visitors: Madison Elementary School encourages parents and guardians to visit the school. All observers, guests, and visitors will be received and registered in the main office. Guests will be furnished with campus orientation materials from the main office. Former scholars are not allowed on campus during instructional hours to visit with the staff. Scholars must NOT have peer guests on campus.

Student Teachers: Student teachers are responsible to their master teacher and the administration. Student teachers must comply with all campus procedures and district policies. Student teachers must not be left unsupervised with the scholars at any time.

### **VISITORS/DELIVERIES/SPECIAL EVENTS**

The school office staff must be made aware of all expected visitors, deliveries, and special events at least twenty-four hours in advance. On occasion, deliveries or visitors arrive at the main office unannounced and the clerical staff are unable to provide appropriate service or direction. If the office staff is given prior notice about visitors, deliveries, and special events, they will be able to properly assist all customers quickly and efficiently. Unannounced visitors that arrive during the beginning of school or during lunch time should expect delays up to two hours due to the unavailability of staff personnel (especially the Principal or Asst Principal).

## **SCHOOL GUIDELINES FOR RULES FOR SCHOLARS**

School rules must be posted in every classroom. Stockton Unified School District's Conduct Code is reviewed each year. The following rules are specific to Madison Elementary School Scholars and start on the first day of school.

- Be on time and attend all classes each day.
- Do not bring friends or relatives to school.
- Treat all staff members with courtesy and respect.
- Scholars are not allowed in the halls or outside the classroom without a hall pass other than before school, after school and during passing periods. No one is allowed out of class during the first 15 minutes of the period or the last 15 minutes of the period.
- Free speech is a right; however, verbal abuse is not allowed.
- Do not abuse another person or their property.
- Scholars are responsible for replacement of damaged or lost materials and/or Books. Scholars will be fined for damaged or lost books.
- Markers of any kind, spray paint or liquid white out may NOT be in a student's possession. These items will be confiscated and not returned to scholars.
- Cell phones, personal listening devices, laser pointers and/or any other electronic device may NOT be in a student's possession during the instructional day without the teacher's permission.
- No aerosol cans are permitted on campus for any reason.
- Cigarettes, alcoholic beverages, drugs, any tobacco products, matches, lighters, dice, and/or playing cards may NOT be in a student's possession. Police action may be taken.
- Smoking is NOT allowed anywhere on campus, at any time, by anyone.
- Scholars will be well groomed (see student conduct code).
- Gambling in any form is not permitted.
- Fighting or play fighting is not permitted and any student participating, agitating or threatening to cause physical injury will receive appropriate disciplinary action.
- The parking lot is off limits except before and after school.
- Scholars are NOT to loiter anywhere on campus.
- No hats or any head coverings (caps, hoods, etc.) may be worn in classrooms or in the buildings (see student conduct code)
- Wearing colors that represent gang affiliation is not allowed (see student conduct code).
- Skateboards, roller skates, scooters, etc. must not be carried or used on campus.
- On the first offense, any normally authorized item that is confiscated due to misuse/abuse will be returned to the student at the end of the school day.
- On the second offense, all confiscated items will be returned to a parent or guardian.
- On the third offense, all confiscated items will be turned over to the parent or guardian and the confiscated item will not be allowed on campus for the duration of the school year or until a conference is conducted between the administration and the parent or guardian.

**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.

### **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.

### **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:

1. **Practice homework** is designed to reinforce learning and help the student to master specific skills, i.e. finish written work, re-read, etc.
2. **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.
3. **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.
4. **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.

### **DAILY INSTRUCTION**

It is the policy of Madison Elementary School that every class period will consist of planned, purposeful, and productive instruction. Each class should start with a well-planned opening activity and end with a planned end of the lesson activity. It is the responsibility of the teacher to ensure that productive instruction occurs in the classroom every day of the school year. **All scholars, including student service, will remain in class until the bell rings and they are released by the staff to go to the next class.**

### **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 campus during the school day. 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.

### **GRADES FOR TRANSFERRING SCHOLARS**

Scholars enrolled in class at least ten (10) days must be given a grade prior to transferring out of class. If attendance has been poor, this should be reflected by the grade given. **Do not give a NM or Incomplete to these scholars.** This includes programming changes.

### **ATTENDANCE PROCEDURES**

Attendance Procedures: Each teacher will take roll every day and/or period and keep a record (roll book). The roll book is official and may be subpoenaed for court use. Attendance documentation is the responsibility of the teacher. **Student TA's or volunteers are not allowed to take roll.** The following attendance procedures will be followed on a daily basis;

- Teachers must use their classroom computer program (Synergy) to take attendance. Attendance sheets will be provided (by main office staff) to substitute teachers and will be picked up/turned in at the end of the day or the end of each period. Any attendance sheets that are not picked up during the day must be taken to be turned in to the office by the teacher by 1:40 p.m.
- Scholars who are absent should obtain an admit slip at the office. Scholars should clear all absences within three school days.
- Admits are to be picked up in the office by scholars when they return to school following an absence. Scholars will show admits to teachers for noting in their record book

### ABSENTEEISM

IT IS IMPORTANT FOR EVERYONE ASSOCIATED WITH EDUCATION (SCHOLARS, PARENTS, TEACHERS, ADMINISTRATORS, AND SCHOOL SUPPORT PERSONNEL) TO RECOGNIZE THE IMPORTANCE OF REGULAR SCHOOL ATTENDANCE.

1. Absenteeism hurts the student. When individuals are absent for any appreciable length of time, they lose benefits in education. They not only fall behind in their studies and miss important concepts and relationships that are critical to understanding any subject, but they miss important socialization concepts such as the capacity to understand and follow directions and plan for the future.
2. Absenteeism hurts the classroom. Absenteeism significantly compounds teaching tasks because scholars who might otherwise progress toward content goals will progress at a slower pace.
3. Absenteeism hurts the school and district. State school support is directly linked to student attendance. Absenteeism, particularly truancy, reduces a school district's revenues and thereby its capacity to offer educational programs that respond to the diversity of student needs.

### **TARDY PROCEDURES**

- Each teacher will implement a fair and consistent tardy policy that will be consistent with the school wide tardy policy.
- The tardy policy must be clearly stated in classroom syllabi.
- Teachers must follow the chart below when dealing with student tardies:

# of Tardy	Teacher Intervention / Action
1st tardy	Student warning.
2nd tardy	2nd student warning and a documented phone call home to parent/guardian
3rd tardy	Student is referred, but not sent out of class, to the counselor for a student/counselor conference. Counselor and teacher contact parent. In addition, student assigned administrative detention.
4th tardy	Student <i>name is forward</i> by the teacher to the counselor who will schedule a parent/counselor conference. Student assigned a daily attendance check and administrative detention. Teacher contacts parents.
All Additional Tardies	Student is assigned administrative detention. Teachers, counselor, and administrator will meet to discuss other types of interventions for the student (i.e. SST, SAP, attendance contract, administrator meeting with student & parent/guardian, etc.). Teacher contacts parents.

- Hall sweeps will occur on a regular basis.
- During hall sweeps, teachers will lock their classroom door for the first five minutes of class while scholars are swept up by the campus security assistant/administration and assigned a consequence for being late to class.
- Tardy scholars will receive a hall pass or detention slip to return to class. Scholars are to be marked tardy on the teachers' attendance sheet unless directed otherwise by administration.
- The scholars in the sweep will lose any participation/work points they might have earned had they been on time and present in class.

**STUDENT: ATTENDANCE, REGISTRATION, AND PROGRAM CHANGES**

**New Scholars**

- All scholars entering school for the first time will start classes on the same day of registration.
- Entering scholars will be given a program marked '**OFFICIAL PROGRAM.**' This means they are officially registered in class as of the date indicated on the program. Accept all scholars who have a program so stamped.
- It will not be necessary for the teacher to sign the student's official program because this is the student's copy.
- Scholars who do not start classes on the day they register will be officially enrolled the following day.

**Program Changes**

Student program changes will be limited to the following:

- Addition or deletion of required courses
- Schedule conflicts
- Reduction of class size
- Teacher requests for incorrect placement
- Valid personal reasons which are approved by the principal only

Scholars making a request for change of program will be issued a "Conference Request Form". The student accepts the responsibility for completing this form before the allotted time (for the change) elapses.

Teacher making a request for change of program may do so by completing a "Conference Request Form" and requesting a counselor - teacher conference. This does not mean that the student will have a program change. All requests for program changes must be approved by the administration.

**PARTIES AND OTHER CLASSROOM SOCIAL ACTIVITIES**

The use of instructional time for classroom parties is not allowed and must not occur under any circumstances. Parties outside of the instructional day (before school, after school, or during the lunch) are allowed with prior approval from the administration. Exceptions may be made with administration approval.

### **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.

### **TOBACCO-FREE SCHOOLS/SMOKING**

Staff, scholars, and visitors are not allowed to smoke anywhere on campus. Board Policy 3513.3 prohibits the use of ALL tobacco products on district property, at school-sponsored events, and in district vehicles.

### **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).

### **STUDENT ILLNESS**

Ill scholars should be referred to the main office. If necessary, the student's parent/guardian will be notified and if the student must leave campus, a "Permit to Leave" will be issued. In case of severe illness, the teacher should immediately contact the school office for assistance.

### **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.

### **DETENTION/SATURDAY SCHOOL**

The Administration will periodically hold school wide detention throughout the school year. Staff, scholars, and parents will be notified if and when detention is assigned. Scholars who are assigned detention are expected to participate. Failure to do so may lead to further administrative action. Detention will take place during the school day at lunch and recess times only.

***Please note:*** When a student is assigned administrative detention for a classroom offense, that

student might not serve the detention the same week of the offense, due to space limitations.

Only a site Administrator may assign Administrative Detention or Saturday School session as a consequence of the Disciplinary or Intervention process! Saturday school is based on a points system (see page 19).

**ALL OTHER STAFF CANNOT ASSIGN OR TAKE SCHOLARS TO ADMINISTRATION DETENTION OR SATURDAY SCHOOL.**

Scholars who are not on the administrative detention list, will be asked to leave.

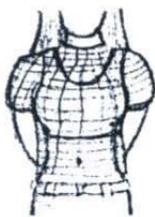
**Staff may assign student detention as long as they contact the parent PRIOR to the student serving said detention and the staff understands that this becomes their responsibility. There is no compensation for holding a personal detention.**

**DRESS CODE**

**Per the Stockton Unified School District Board Policy #5132 and Education Code Law #35294, the following clothing items or styles must not be worn or brought to school:**

- Bandanas/beanies/earmuffs/wave caps (do-rags)/headbands/baseball caps/or any other type of head covering in doors.
- Halter-tops, tube tops, or spaghetti straps (tank top straps must be the width of 2 fingers)
- Exposed midriffs
- Sport jerseys of any type
- Sandals or shoes without heel straps
- Red or blue shoes, shoelaces, belts, and/or clothing (of any shade of red)
- Additionally any clothing with Old English writing is not allowed
- Sagging trousers or holes in clothing showing undergarments (indecent)
- Clothing or jewelry depicting drugs, tobacco, alcohol, weapons, or violence (or overtly sexual in nature)
- Short shorts/skirts with slits up to the thigh area (with hands at their sides the garments must extend to the bottom of the fingers)
- Muscle shirts (tank tops showing chest and arm pit area)
- Pajamas and/or house slippers are not allowed
- Offensive or inappropriate images or language on clothing

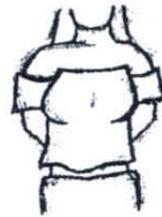
All scholars must comply with the District's **Student Conduct Code and Dress Code** or they will be subject to the appropriate disciplinary action.



No see-through or fish-net tops



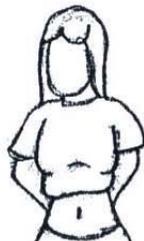
No halter tops



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

### **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.

### **No Go List**

The No Go List is designed to maintain student behavior both inside and outside of the classroom. The following procedures identify how scholars get on the No Go List and how to get removed from the No Go List.

The following procedures are designed to provide consistent disciplinary action for all six, seven and eight grade scholars. Each six, seven and eight grade student is required to have 10 points to participate in extra-curricular and co-curricular activities.

1. All scholars begin each semester with 10 points.
2. Scholars will lose points for the following behavioral activities:
  - Out of school suspension = lose 5 points.
  - All day in-school suspension = lose 3 points.
  - Class period suspension = lose 1 point.
  - Three referrals = lose 1 point.
  - Dress code violation = lose 1 point
  - Three tardies (any time during the school day) = lose 1 point.
  - One unexcused absence = lose 1 point
3. Scholars can earn points back by attending **Saturday School** or participating in approved community service activities. The guidelines will be one point per one hour of attendance. Saturday School will be scheduled at the convenience of the school site, not at the convenience of the student or his/her family. All community service activities must be approved prior to initiating community service with any organization.
4. The site will determine who maintains the behavior point list.
5. At the end of the academic year, scholars must return all textbooks and library books. Books will be returned at least one week prior to promotion or end of the academic year. Money will be collected for any book(s) not returned. Scholars who do not return all school books and property may not participate in extra-curricular or co-curricular activities.

**Scholars on the No Go List CANNOT participate or attend school activities until they are cleared by the administration.**

**Steps to get off the No Go List for Discipline/Administrative Intervention**

- Maintain 10 points
- Attend all assigned detentions
- Do not commit any infractions for five consecutive school days