

Madrona Middle School



..STEAM & Service

Parent Teacher Student Association

"Lend a Hand, Together we Can."



PTSA[®]
everychild.onevoice.[®]

Handbook & Directory 2019-2020

www.tusd.org/schools/madrona

This directory has been compiled for the sole use and convenience of Madrona Middle School and parents. All names, addresses, and phone numbers are for PTSA use only.

PLEASE GUARD CAREFULLY AGAINST ITS UNAUTHORIZED USE BY OTHERS.

Wildcat Behavioral Expectations Matrix

School Mottos:	<p style="text-align: center;">Be Here</p> Physically: Be at school and in class Mentally: Pay attention, ask questions, learn Emotionally: Care about yourself, your school, property and others	<p style="text-align: center;">Be an Example!</p> Physically: Dress accordingly - Madrona Handbook Mental: Be ready to learn
In Class	<ul style="list-style-type: none"> ● Be in your seat and quiet when the bell rings. ● Have all necessary supplies with you: books, pencils, pens, etc. ● Write down the agenda/homework 	<ul style="list-style-type: none"> ▣ Participate ▣ Stay on task ▣ Raise your hand ▣ Follow directions
In Hallways	<ul style="list-style-type: none"> ● Be purposeful ● Be aware of the time during passing periods 	<ul style="list-style-type: none"> ▣ Walk ▣ Hands to yourself ▣ Be responsible with belongings ▣ Use appropriate language ▣ Use appropriate voice
In the Cafeteria	<ul style="list-style-type: none"> ● Be respectful of others in line ● Be ready to select and pay for your meal ● Have your meal in a mindful manner ● Be seated 	<ul style="list-style-type: none"> ▣ Clean up after yourself ▣ Pick up trash even if it isn't yours. ▣ Mind your manners ▣ Stay in line and obey staff ▣ Eat in designated areas
In the Office	<ul style="list-style-type: none"> ● Have a purpose ● Be respectful 	<ul style="list-style-type: none"> ▣ Return to class promptly
In the Library	<ul style="list-style-type: none"> ● Be respectful of resources ● Seek out resources 	<ul style="list-style-type: none"> ▣ Help others who need assistance
Using Technology	<ul style="list-style-type: none"> ● Be respectful of chromebook ● Ask for assistance when needed 	<ul style="list-style-type: none"> ▣ Report any issues to staff ▣ Be helpful and obey rules
At the Lockers	<ul style="list-style-type: none"> ● Be purposeful ● Hang out in more appropriate areas of campus ● Alert an adult if you can't open your locker 	<ul style="list-style-type: none"> ▣ Keep the area clean ▣ Help one another ▣ Be patient and obey staff ▣ Enter and Exit on appropriate sides
In the Restrooms	<ul style="list-style-type: none"> ● Be there with a purpose Hang out in appropriate areas of campus ● Exit promptly 	<ul style="list-style-type: none"> ▣ Clean up after yourself ▣ Report any issues to staff
Front/ Back of School: Before and after School	<ul style="list-style-type: none"> ● Be ready to leave your ride ● Be aware of others and be safe ● Look out for one another ● Wear helmet with all wheeled devices ● Leave campus on time 	<ul style="list-style-type: none"> ▣ Be helpful and be patient. ▣ Inform your ride of proper procedures for dropping you off ▣ Use crosswalks
Snack And Recess	<ul style="list-style-type: none"> ● Be aware of others ● Be safe and respectful 	<ul style="list-style-type: none"> ▣ Be responsible with personal belongings ▣ Clean up after yourself ▣ Eat in designated areas

PTSA Contact Information



Madrona Middle School PTSA

Traci Dominguez, PRESIDENT
madronaptsapres@gmail.com
www.madrona.tusd.org



Torrance Council of PTAs

torranceptas@gmail.com
www.torrancecouncilofptas.org



Thirty-Third District PTA

(562) 804-4519
PO Box 123 Lakewood, CA 90714



California State PTA

info@capta.org www.capta.org
(916) 440-1985
2327 L Street Sacramento, CA 95816-5014



www.pta.org
(800) 307-4PTA
1250 N. Pitt Street Alexandria, VA 22314

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PARENT TEACHER STUDENT ASSOCIATION (PTSA)



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The Purposes of The PTA: The objectives of this unit, in common with the objectives of the national PTA and the California State PTA are:

- To promote the welfare of children and youth in home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education

National PTA Mission: "To make every child's potential a reality by engaging and empowering families and communities to advocate for all children."

California PTA Mission Statement: "The mission of the California State PTA is to positively impact the lives of all children and families by representing our members, and empowering and supporting them with skills in advocacy, leadership and communications."

The National PTA was founded in 1897.

Madrona Middle School PTSA was founded on July 16, 1952.

PTSA BOARD MEETINGS

Madrona's PTSA board meetings are generally held on the second Tuesday of each month in the Madrona Faculty Lounge, time to be agreed upon at the start of the school year.

PTSA ASSOCIATION MEETINGS (Dates Subject to Change)

September 17	Back to School Night
December 3	Parent Education Night
February 25	Elections
April 21 or 28	Family STEM Night or Portfolio Day

MADRONA MIDDLE SCHOOL PTSA PRESIDENT'S MESSAGE:

Hello and a warm welcome from the Madrona PTSA!

My name is Traci Dominguez and I am the PTSA President for 2019-2020 school year. Families, teachers, and staff are the backbone of our strong and supportive community at Madrona Middle School. Our PTSA is a non-profit parent, teacher association that works together to provide expanded programs for our students. Family involvement is very important at our school and one of its greatest strengths. We encourage you to look for opportunities to volunteer and share your experience with the students. Small or big time commitment – there is a place for you! Have a wonderful school year!

Executive Board 2019-2020

President	Traci Dominguez <u>madronaptsapres@gmail.com</u>
1st VP/Fundraising	Darlene Kalenik
2nd VP/Membership	Monica Sandoval
Recording Secretary	Valerie Oliva
Treasurer	Ana Lainahola
Financial Secretary	Beth Guerra
Historian	Shannon Hons
Auditor	Judy Briggs
Parliamentarian	Shauna Martinez
Advisor	Jeff Nielsen
Co-Advisor	Tayo Balogun
Teacher Rep – 6 th Grade	TBA
Teacher Rep – 7 th Grade	TBA
Teacher Rep – 8 th Grade	Michele Bloomfield

Committee Chairmen

8 th Grade Promotion	Darlene Kalenik
Adventures in Art	Yoshiun Wong
AIA Supplies/Schedule	Open
Holiday Shop	Traci Dominguez
Red Ribbon Week	Monica Sandoval, Tayo Balogun
Reflections	Valerie Oliva
Fall Direct Donation	Darlene Kalenik
Spirit Wear	Cheri Anderson
Scholarship	Nancy Ramos
Staff Appreciation Week	Tracy Dominguez, Shannon Hons

PTSA SPONSORED PROGRAMS (partial list)

Direct Donation & Membership

Parents, students, relatives, and staff are encouraged to join our PTSA and to support the programs they provide to our school. Portions of your dues are sent to each level of PTA: Torrance Council of PTAs, 33rd District PTA, California State PTA, and National PTA. This enables the PTSA to provide programs and services at all levels.

Adventures-in-Art

This enrichment program offers students an opportunity to create a variety of art projects taught by volunteer Art Docents who are trained by selected artists from our community. An art exhibit featuring works done by our students is displayed on campus during Open House.

Honorary Service Awards

The Service Awards are given to individuals who volunteer time and service to children, school, and community. Anyone who knows of a person deserving of this honor should write a letter of nomination to the Honorary Service Awards Chairperson before February of each year.

Reflections



The National PTA Reflections Program is an arts recognition and achievement program for students. The 2019-20 theme is "Look Within." Categories include Visual Arts, Photography, Musical Composition, Literature, Dance Choreography, and Film/Video Production.

8th Grade Promotion Activities

End of the year promotion activities are funded by PTSA so that there is no direct cost to students. Traditionally the PTSA plans the Promotion Dance and 8th Grade Picnic.

Madrona Spirit Wear

Students earn spirit points by wearing class colors each Wednesday. Colors for the 2019-2020 year are: 6th grade BLUE, 7th grade GREEN, 8th grade RED. Students keep these class colors as they move through Torrance High School. PTSA will take spirit wear orders through October.

Student Scholarships

High School Seniors who attended Madrona will be given the opportunity to apply for Scholarship Funding in the spring.

Staff Appreciation

PTSA celebrates the efforts of the teaching staff the first week of May.

PRINCIPAL'S MESSAGE

Our goal is to educate and prepare children to succeed in life. We are dedicated to maximizing individual potential and to the development of lifelong learners who will contribute to, and compete in a global society. Each member of our community is essential to ensure student success. With all the pieces in place we look forward to another rewarding school year.

Student Expectations

Regular Attendance	Actively engaged in learning	Motivated to do well in school
Follow school rules/policies	Complete assignments on time	Explore extracurricular interests

Teacher/School Responsibilities

Quality classroom instruction	Increased depth of learning	Continued excellence in STEM
Two-Way Communication	Extracurricular opportunities	

Parent/Guardian Responsibilities

Proactive communication: don't wait to call/email when questions arise, contact teachers with academic and behavioral concerns/questions regarding your student
Parent participation for increased school success
Consistent homework practice daily (Monday-Thursday)
High, but realistic, learning expectations for both student and school
Monitor passive time consumption: television, internet, video games
Encourage book reading

Community Expectations

Establish communication between local businesses and school
Provide funding and support for a safe and clean campus environment

Mission Statement: Madrona Middle School is dedicated to achieving success for all students by encouraging citizenship and civic virtue through diverse and challenging academic curriculum and enrichment.

History: Madrona Elementary opened in February 1957 and become Madrona Middle School in 1984 originally as the home of The Matadors.

Madrona Administration 310-533-4562

Jeffrey Nielsen, Principal	Nielsen.Jeffrey@tUSD.org	Ext 8780
Tayo Balogun, Assistant Principal	Balogun.Tayo@tUSD.org	Ext 8790
Jesse Nova, Counselor	Nova.Jesse@tUSD.org	Ext 8710
Candice Davis, Office Manager	Davis.Candice@tUSD.org	Ext 8781
Jacqueline Phipps, Attendance	Phipps.Jacqueline@tUSD.org	Ext 8791
Cynthia Osejo, Librarian	Osejo.Cynthia@tUSD.org	Ext 8774
Health Assistant, Angela Puelles	Puelles.Angelea@tUSD.org	Ext 8783
Gloria Gibson, Psychologist	Gibson.Gloria@tUSD.org	Ext 8787
Elena Brown, Speech Therapist	Brown.Elena@tUSD.org	Ext 8735

Faculty

Dave Albright	Albright.Dave@tusd.org	8719	19
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Heather Hallsted	Hallsted.Heather@tusd.org	8772	SC2
Laurie Rokugawa	Rokugawa.Laurie@tusd.org	8727	27
Jamie Sibley	Sibley.Jamie@tusd.org	8704	4
Allison Snider	Snider.Allison@tusd.org	8701	Music
Evan Snow	Snow.Evan@tusd.org	8725	25
Sharon Thompson	Thompson.Sharon@tusd.org	8715	15
Nancy Ton	Ton.Nancy@tusd.org	8773	SC3
Dr. Mary Ann Torres	Torres.MaryAnn@tusd.org	8705	5
Andrew Waldschmidt	Waldschmidt.Andrew@tusd.org	8712	12
Melissa Waller	Waller.Melissa@tusd.org	8718	18
Lindsey Wooldridge	Wooldridge.Lindsey@tusd.org	8716	16
Mary Beth Wulpern	Wulpern.MaryBeth@tusd.org	8706	6
Leslie Young	Wendl.Leslie@tusd.org	8703	3

BELL SCHEDULES:

Campus gates open at 7:45am. Students are not permitted on campus prior to 7:45 as there is no supervision. All students are expected to go home at dismissal unless he/she is receiving special instruction from a teacher, serving detention, or participating in the After-School Club by City of Torrance, rm 28.

Late Start Tuesday allows for staff development. Arrange appropriate child care/transportation. For safety, students must arrive to the café 7:45 - 8:05 am for Study Hall as front gate closes at 8:05am. Students then may not arrive until 9:00 am. Once students are on campus, they are not allowed to leave.

BELL SCHEDULE: Regular Day: Mon, Wed, Thurs, Fri

Students on Campus	7 : 45		
First Bell	8 : 05		
Tardy Bell	8 : 10	- 8 : 11	1 min
Period 1	8 : 11	- 9 : 01	50 min
Period 2	9 : 04	- 9 : 54	50 min
Snack	9 : 54	- 10 : 09	15 min
Period 3	10 : 12	- 11 : 02	50 min
Period 4	11 : 05	- 11 : 55	50 min
Workshop & Bulletin	11 : 58	- 12 : 28	30 min
Lunch	12 : 28	- 1 : 11	43 min
Period 5	1 : 14	- 2 : 04	50 min
Period 6	2 : 07	- 2 : 57	50 min
Students off Campus	3: 15		

TUESDAY LATE START SCHEDULE

First Bell	9:20		
Tardy Bell	9:25		
Pledge	9:25	- 9:26	1 min
Period 1	9:26	- 10:09	43 min
Period 2	10:12	- 10:55	43 min
RECESS	10:55	- 11:10	15 min
Period 3	11:13	- 11:56	43 min
Period 4	11:59	- 12:42	43 min
LUNCH	12:42	- 1:25	43 min
Period 5	1:28	- 2:11	43 min
Period 6	2:14	- 2:57	43 min
Students off Campus	3:15		

WILDCAT WORKSHOP is a 30 minute session (Period 9). In September, it is homeroom for students to become familiar with technology/school rules. Beginning October, students will sign up for intervention tutorials in core curriculum and/or enrichment activities Wednesday, Thursday, and Friday.

Early Start and Early Out Days

Back to School Night	Regular 8:05 Start Time	1:20 pm Dismissal Time
Open House	Regular 8:05 Start Time	1:20 pm Dismissal Time
Last Day of School	Regular 8:05 Start Time	12:00 NOON Dismissal

POLICIES for Attendance, Absences, Tardy, Truancy

Regular attendance plays an important role in student achievement. California schools receive State funding **only** for students who are **present** at school. Parents/guardians of children aged 6-18 are obligated to send their children to school unless otherwise provided by law. (Education Code 48200). Legally, students are to be in school all day, every day, except for occasional illness. School districts no longer receive funding from the State of California for pupils absent from school. This includes **all** absences, even those related to illness, appointments, and funerals.

Absence and Tardy: Students who miss class habitually or are tardy to class habitually have a difficult time reaping the benefits of the educational program. Students are expected to be on time for classes. Students are considered “on-time” when they are in their seats when the tardy bell rings. When a student is late to school, they must report to the office with a note signed by the parent/guardian. A tardy may be excused **ONLY** for illness/medical appointment. **All other reasons for being tardy are unexcused.**

Excused Absences include **ONLY** illness, medical/dental appointments, court appearance, funeral, observance of a religious holiday, or quarantine by health authorities. (Education Code 48205) Personal reasons or family trips are considered unexcused absences.

Excusing Students from School: Students may not leave school during school hours without an off-campus pass. A student should take his/her parent signed request to the attendance office **before** school to obtain a pass. If a student returns to school after leaving campus, he/she needs to check in at the office upon return. Passes to go home for lunch are not approved.

Absent Note. Schools are required by law to account for absences. When a pupil returns to school following any absence, the student must **present a written note from the parent/guardian to the office before going to class. Written notes with Parent Signature is PREFERRED.** Notes may be emailed in advance prior to the child’s return to school at: madronaattend@tusd.org Students absent for more than three (3) days must provide a doctor’s note to the office before returning to classes.

Absent Notes Must Include the Following:

Full name of Student	Grade Level of Student
Date of Absence	VALID Reason for Absence
Parent Name	Parent Phone #

Extended Travel. Students who are away from school for travel or family circumstances for **5 or more days** are required to submit a written letter from the parent in advance. Study Contracts **may** be issued and require at least a one week advance notice to process. **Students must bring in completed work upon their return.**

Absences Due to Suspension: Students suspended from school are not allowed on school grounds before, during or after school. Parents may email the teachers directly, or call to arrange it if it is possible to pick up assignments.

Absences due to Medical Appointments. If appointments must take place during the school day, the student is to bring a **written note** to the attendance office before school. He or she will be issued a pass so the student can meet you at the office at the designated time. Without the written note, the students will be called for upon parent/guardian arrival. Please **DO NOT CALL** the office to have your child waiting at any time during the day.

To combat truancy, tardiness and unnecessary absenteeism, Madrona will take the steps outlined below.

Absences from school accumulate for the entire year:

@ 3 unexcused absences, attendance letter one is sent home

@ 5 unexcused absences, attendance letter two is sent home

@ 7 unexcused absences, a Pre-SARB meeting is held

@10 unexcused absences, student is recommended for a SARB hearing

Tardy to School in the morning (process restarts at each new quarter)

@ 3 = parent notification (by teacher or on progress/report card)

@ 5 = Attendance letter one is sent home

@ 6+ tardies = lunch detention, parent contact

@ 10 tardies = attendance letter two is sent home, after school detention

Tardy to Class (process restarts at each new quarter)

@ 2 = automatic S in Citizenship for that class

@ 3 = automatic N in Citizenship for that class, and parent contact

@ 4 or more = automatic U in Citizenship.

@ 10 = office referral, parent contact, lunch detention assigned

HEALTH POLICIES - Health Office Ext 8783

Medications at School. California State Education Code states, any pupil who is required to take prescription medication must provide written documentation and follow the policies below for the protection of all school children.

- A written statement from the physician stating the method, amount, and time the medication is to be taken.
- A written statement from the parent/guardian granting permission that the physician's orders be carried out.
- The student is responsible to go to the office for the prescribed medication at the designated time.
- A parent/guardian may bring medication (prescribed or "over the counter") to school and administer it to their child directly. We do not administer any medications.
- Absolutely no medication of any kind is to be kept in the classroom, locker or backpack.

Fever Policy. To protect the health of all persons at school and prevent the spread of illness: **KEEP YOUR CHILD HOME IF the student currently has a fever of 101 degrees or greater, or has had a fever in the last 24 hours. Student may return to school ONLY when the student has been fever-free for 24 hours without taking any fever reducing medication** such as Tylenol or Advil.



Accidents at School. Accidents that occur at school must be reported immediately to the adult in charge. School personnel may administer first aid. In case of serious injury, parent(s) will be contacted. Parents **MUST** keep emergency contact information up to date on PowerSchool. Individual student insurance is available each August.

Physical Education/P.E. Excuses: Students must wear sneaker & socks during P.E. for their safety. P.E. excuses require a written note, sent to the office, from the parent explaining the reason for the student's non-participation. Any student who must be excused more than three consecutive days must present a doctor's note.

Independent Student Physical Education(ISPE): Students that participate in a minimum of 10 hours of sport/physically active performing art a week are eligible to apply for Independent PE at the start of the school year.



Cafeteria open daily for Snack and Lunch. Under the Healthy Hunger Free Kids Act, students, parents and teachers are not allowed to bring/order food to be shared with other students unless they meet the food services guidelines.

menus and prices: <https://www.tusd.org/nutrition-services>

online meal payments: <https://family.titank12.com/Q5ZWXH> or bring cash or check payable to TUSD Food Services directly to the cafeteria. Passes to go home for lunch are not accepted. **Free and Reduced Meals online application (one application per family each yr)** <https://family.titank12.com/application/Q5ZWXH/English>

STUDENT SERVICES

Student ID: All students are given an I.D. number at the time of enrollment in TUSD. It is located on the child's schedule and can be found on PowerSchool. Students should memorize their number for use in the cafeteria lunch line. Students should never share their I.D. number with other students. This is the way for students to also sign in to their student PowerSchool Accounts.

Extracurricular Activities for Students.

Madrona offers many enrichment opportunities. Details on these exciting programs are found at www.tusd.org/schools/madrona at the Student Programs Tab.

Many groups have occasional after school and weekend activities.

Advanced Band	Beginning Band	Choir
Cinema Club	Drama	GATE Enrichment
Math Counts	TUSD Math Field Day	Science Olympiad Team
Sports Activities	CJSF (grades 7-8)	Leadership Activities
CEO Club	iLead (8th grade only)	Journalism/Yearbook

English Learner Program/ELMAC, DELMAC: To ensure all students can be successful, English learners are provided support until they become Fluent English Proficient (FEP). Visit <https://sites.google.com/a/etusd.org/eld/> for details. All parents may participate in Madrona's ELMAC (English Learner Multicultural Advisory Committee) meetings several times throughout the school year as well as the Annual TUSD DELMAC conference. Mrs. Rokugawa is Madrona's ELD Teacher and advisor to the many services that ELMAC and TUSD provide.

COMMUNICATION, HOMEWORK, GRADING POLICY

Visit www.tusd.org/schools/madrona for the DAILY CALENDAR. Parent bulletin will be sent to the parent email address submitted with the Parent PowerSchool contact information. Notify madronawebsite@tusd.org with any changes.

Back to School Night is an opportunity to meet teachers, learn about the content standards, grading standards, classroom discipline plan and course syllabus. Back to School Night is our first PTSA meeting of the year.



Homework is a valuable part of the instructional program, provides practice in needed skills and opportunities for developing responsibility, self-discipline and organizational skills. The quality of student performance on homework assignments will affect achievement and effort grades for specific subject areas. Students should expect homework in up to five subjects, four nights per week. Students taking advanced classes for high school credit are required to spend more time due to the nature of these classes.

PowerSchool <https://ps.tusd.org/public/> is the place for Parents and Students to stay informed about student progress, attendance, grades AND maintain contact/emergency information. Instructions for creating PowerSchool accounts can be found linked to our Madrona Website. **Parents MUST have up to date accounts.** Contact madronawebsite@tusd.org if you need help.

Homework and Student Planner: Homework assignments are assigned in various ways by teachers. Students are to write their assignments in their Student Planner, provided to each student. These are important tools to build organizational skills and ensure student success throughout the year.

Grades, Progress Reports and Report Cards: Grades can be monitored on PowerSchool at <https://ps.tusd.org/public/>. Parent-teacher conferences may be scheduled on an as-needed basis with individual teachers. Please email your student's teachers with any questions. Progress Reports are carried home at mid-quarter and reflect progress for student's achievement, effort and citizenship to that point in the quarter. Reports Cards are carried home approximately 1 ½ weeks after the close of the quarter.

An "NG" (no grade) may be given for medical reasons or students new to Madrona. Letter grades "A", "B", "C", "D", and "F" are used on Report Cards to indicate achievement and the numbers 1-5 are used to indicate effort (5 being the highest level of effort, 1 being the lowest). **Any concerns regarding grades are to be addressed with the teacher.**

Parent/Teacher Conferences may be scheduled throughout the school year during a teacher's daily conference period. Parent calls/notes are returned within 24 hours during the school week.

Honor Roll Standards: The following criteria must be met in order to be on the Honor Roll at the end of Q1, Q2, Q3.

Only classes taken at Madrona are used for the Honor Roll.

A minimum 3.50 grade point average.

Physical Education grade is included.

Grade point averages are not rounded off (a 3.49 is not rounded up).

All citizenship grades must be S or above.

Program for Student Accountability (PSA): Students are placed on PSA if grade point average (GPA) is below a 2.0 ("C" average) and/or if they have 2 or more "Us" in citizenship. Students on PSA will not be able to participate in school extracurricular activities. Students with 20 or more effort points will not be assigned to PSA.

SCHOOL EXPECTATIONS: Madrona celebrates and encourages positive attitudes and behaviors of its students and staff. In a continued effort to cultivate a sense of respect and tolerance for all, students that aren't treating their fellow classmates in a respectful manner may be required to participate in 1-5 hours of diversity education lessons, appropriate to their infraction. Lessons will take place during lunch or after school.

General Rules: California Education Code's Title 5, Section 4622 requires pupils to conform to school regulations; be diligent in study and respectful to teachers and others in authority; and refrain from the use of profane and vulgar language.

Students will treat all persons at Madrona with respect.

- Students will respect the property of teachers, students, staff, and school.
- Students will attend class, be on time and be prepared to work.
- Students will remain on campus during the school day.
- Students will use appropriate language.
- Students will keep hands and feet to themselves.
- Students will demonstrate good citizenship and conduct.
- Gum is NOT allowed at school.
- Buying, selling, or trading of food/gum/candy, or other substances is not allowed at school unless authorized by teacher/administration.
- Fighting/threatening others will not be permitted at school or on the way to and from school.

Possible Consequences include:

- Warning
- Detention
- Parent contact
- Behavior packets
- Campus service
- Saturday school
- Class Suspension
- Parent visitation to school with student
- Suspension from school
- Adjustment transfer to another school
- Expulsion from TUSD

Academic Honesty is the expectation that all students do their own work. Cheating, plagiarism, using information or ideas of others as yours will not be tolerated. Cheating or plagiarism affect the academic grades and may result in an automatic "U" in the class.

Examples of academic dishonesty:

- Plagiarism is copying or paraphrasing, in whole or in part, published works or ideas without giving proper credit. For more information on how to avoid plagiarism visit www.lib.usm.edu/legacy/plag
- Claiming credit for work that is not your own including work done by parents, siblings or other students or allowing others to take credit.
- Cheating on tests, looking at someone else's answers, using notes when not allowed, taking a copy of the test/quiz, allowing someone else to see your answers.
- Submitting a paper, or portion, as your own taken from the internet.
- Copying or sharing homework.
 - 1st offense: Parent contact, zero on assignment/test, logged referral
 - 2nd offense: Parent contact, office referral, automatic U
 - 3rd offense: Parent contact, Suspension

Appropriate School Attire. All students who go to school without proper attention given to personal cleanliness or appropriateness of dress may be sent home to be properly prepared for school, or will be required to prepare themselves for the classroom before entering (Section 302, Title IV. California Administrative Code). If students are dressed inappropriately, parents will be contacted. Please adhere to the following:

- Flat, closed-toed/heel shoes must be worn at all times.
- Sunglasses, hats, caps, head coverings shall not be worn indoors. Only medically/religiously required headgear, approved by principal may be worn indoors.
- Clothing, jewelry, personal items (backpacks/bags, water bottles, etc.) shall be free from writing, pictures or any other insignia which are vulgar, profane, or which advocate racial, ethnic, sexual orientation, or religious prejudice.
- Swimwear, sleepwear, hair rollers, slippers, shall not be worn.
- Administration/staff may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.
- District prohibits gang-related apparel. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian. "Gang" is defined as any ongoing organization, association or group of three or more persons, whether formal or informal, having a common name or common identifying sign or symbol, having as one of its primary activities the commission of criminal acts. (Penal Code Section 186.22)

EIGHTH GRADE PARTICIPATION IN PROMOTION ACTIVITIES

Madrona reserves the right to restrict student participation in any, and all, extra and co-curricular activities for any and all behavioral issues as permitted by TUSD Board Policy.

Activities include:

- 8th grade picnic last week of school at a Torrance park near school.
- 8th grade dance the last week, or so, of school at a Torrance facility.
- Dance and Picnic are funded by the PTSA.
- 8th grade promotion ceremony on the last day of school.

Promotion Activities Point System. All students begin with 100 points.

- 80-100 points earn participation in all activities.
- 70-79 points eliminate participation in the picnic.
- 60-59 points eliminate participation in the picnic and dance.
- Below 59 points eliminate the picnic, dance, and promotion.

Students will lose points throughout the year as follows:

- Suspensions (including in-house) earn deduction of -5 points per day.
- Truancy earn deduction of -5 points per day.
- U marks earn deduction of -5 points.
- N marks earn deduction of -3 points.
- After School detention earns deduction of -2 points.
- Lunch detention earns deduction of -1 point per day.
- Any logged referral (without consequence) earns deduction of -1 point.
- Administration will deduct further points as situations arise.
- Students may be able to work after school detention to earn points back in quarter 4 at the rate of 1 point per hour up to a maximum of 10 hours.

Electronic Devices, Cell Phone Policy.

Maintaining the integrity of the learning environment is a top priority.

- Students will be permitted to have cell phones in their possession throughout the school day. However, cell phone use will only be permitted before the first bell, during snack, during lunch and after the last bell of the day.
- Students **MUST** have their cell phones **turned off** during the school day; cell phone use shall cause no distraction or disruption.
- Cell phones will be **out of sight** during instructional time (inside and outside of classrooms).
- No photo/video anywhere/anytime on campus without explicit permission from a teacher or administrator
- Cell phone charging is not allowed on campus.
- The only exception to the above policies is as follows: cell phones and tablets, used for instructional purposes will be permitted, with the teacher's explicit permission and supervision.
- Fire drills, assemblies, school evacuations are considered cell phone blackouts.

If a student is caught using a cell phone/device during class, in the halls, restrooms, etc. the following consequences will apply:

- **First Infraction** – Confiscation of cell phone by teacher or school personnel. Cell phone will be sent to a school administrator's office. Administrator will review this contract and cell phone will be returned to the student at the end of the school day.
- **Second Infraction** – Confiscation of cell phone by teacher or school personnel. Cell phone will be sent to a school administrator's office. Parents will be notified by school personnel. Administrator returns the cell phone to a parent at the end of the school day and reviews this contract.
- **Third Infraction** – Confiscation of cell phone by teacher or school personnel. Cell phone will be sent to school administrator's office. Parents will be notified by school personnel. The cell phone will be returned to a parent at end of the school day. and **cell phone privileges will be revoked for the remainder of the school year.**

Certain infractions will result in students immediately losing the privilege to carry a cell phone on campus. This penalty will be decided by school administrators and includes, but is not limited to, infractions such as:

- Posting harmful material against students and/or any members of the school community.
- Refusing to give the device to a school employee who requests it.
- Making threats against the school community.

During times of testing and other student evaluations, teachers may request students remove their cell phone from their possession reducing the possibility of compromised test security.

BOOKS, BACKPACKS, and BELONGINGS (The 3 Bs): The school office is **NOT RESPONSIBLE** for lost items. Mark all items with student's full name. Unauthorized property will be held in the office until claimed by a parent. **Students are never to leave any items out and about unattended.** All belongings are to be in student lockers or kept with them at all times. Backpacks are not allowed in the classroom and are to be kept in student lockers. Locker combinations issued to the students are not to be shared with other students. Students are expected to keep their locker neat and not to store valuables. **Any items left at any time, any location, other than your lockers will be confiscated by our administrators.** To retrieve them, students must report to the Assistant Principal office where students will be receive a 3B violation; 2nd offense = detention. Lost and found items at the front office are kept for a limited time before discarded or donated to charity.

Parents Dropping Items to School. Middle School is a time for students to learn responsibility and remember all their belongings, lunch, etc. We request **parents DO NOT DROP OFF lunches/forgotten items/school work** at any time. The gate will not buzz open for deliveries. A cart will be placed outside the front gate for drop offs. School personnel will bring the cart in at the beginning of lunch. Classrooms **will not be** called to notify students of any deliveries.

Books, Library, District & School Textbook Guidelines. The school library is open before school and during recess/lunch. Students will be assessed for lost/damaged and overdue items. Students are responsible for the textbooks checked out to them and must pay for any loss or damage. Students who leave any books out unattended may be issued a detention. **Per California Ed Code, Section 48904 & 48904.3, the parent or guardian of a pupil shall be held liable for school district property.**

- Textbooks are not to be left unattended on campus at any time. Students are never to leave books in a class for any reason. Teachers are NOT responsible for books left in a classroom.
- Students are to respect their books and are fully responsible for the books issued to them, including any losses and/or damages to all materials borrowed.
- The "Cost of the book" assessment will be charged if the book must be taken out of circulation due to its condition. Books containing ANY MOLD, no matter how small the amount, falls into this category.
- Students are to report any damages within 24 hours of checkout or will be charged for the damages when the book is returned. Damaged conditions include water damage, torn pages, mold, broken spines, and detached covers.
- Cover all textbooks. Brown bags work well. DO NOT tape covers directly to the books.
- Students are to protect their books against any moisture. Books that are rarely used and kept in the lockers for extended periods of time are especially susceptible to mold. Students will be charged the entire cost of the textbook if there is ANY mold in them.
- Do NOT bend any book past a 180 degree angle, there is danger of spine damage and students will be charged the full replacement cost.
- **DO NOT TRY TO REPAIR A BOOK YOURSELF!**
- **All textbooks are due by the last day of school. Any book returned after this date will be assessed a fee. Debts must be cleared before receiving textbooks the following year.**

Search and Seizure. To protect the health/welfare of our school community, officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items. Individual searches are based on a reasonable suspicion or allegation. Property that may be searched include, but are not limited to lockers, desks, purses, backpacks, cellular/electronic devices. There will be the possibility of random searches of students, their belongings, backpacks, lockers or desks.

Skateboards, Bikes and Scooters. Students are able to bring bikes, skateboards, and scooters **as long as helmets are worn to and from school** and in compliance with California DMV Vehicle Code 21212(a).



Bikes, skateboards, and scooters must be walked on campus. Students without helmets will have their bike, skateboard, or scooter confiscated until a helmet is brought to school.

Repeat offenders may have this privilege taken away from one week to a month.

Traffic Safety-PARENTS must be accountable for the safety of all students. DO NOT PARK, DO NOT BLOCK TRAFFIC, DO NOT DOUBLE PARK. DO NOT PARK IN LOADING ZONES, HANDICAP or STAFF PARKING SPACES. Cars are to drop off/pick up students at the El Dorado Street Traffic Zone or Opal Street.

VOLUNTEERS AND SCHOOL VISITORS ON CAMPUS. ALL volunteers on campus must have a TB TEST – updated every four years as well as a **YEARLY SIGNED VOLUNTEER APPLICATION by SEPTEMBER 30th of EACH YEAR. The YEARLY application can be obtained in our offices or on the webiste.**

SECURITY GATE: When approaching our front Gate, press the button and step back so we may identify you on the cameras, then WAIT for the second high pitched tone indicating the front gate has been unlocked. This may take some time if our office staff is currently on the phone or away from their desk.

ALL VISITORS, GUESTS, and VOLUNTEERS, including parents, are required by TUSD, to present proper ID to the Security Raptor system to obtain a badge to be on campus. School aged friends or relatives are not permitted on campus during school hours. Loitering in or nearby public school is prohibited by law. This includes friends waiting off campus for school to dismiss. (Penal Code 6536).

Visitors, Guests, and Volunteers shall not pass beyond the school’s office sign-in station unless accompanied by a school representative, or authorized by the principal. All visitors/guests/volunteers shall wear a District approved badge or Madrona visitor sticker authorizing their presence at school.

SCHOOL SITE COUNCIL (SSC) is the centerpiece of site based decision-making as it relates Local Control Accountability Plan (LCAP). The LCAP is required to identify goals and measure progress for student subgroups across multiple performance indicators and is part of the Local Control Funding Formula (LCFF). The Site Council is appointed/elected and made up of ten members for two year terms comprised of teachers/staff, parents, community members.

DISASTER PREPAREDNESS

KEEP EMERGENCY CONTACTS updated. Contact our Office with new phone numbers if contacts need to be changed or added!

Students will not be released, under any circumstances, if the emergency release contact(s) are not listed in PowerSchool for the student.

Should an emergency or disaster occur in our area while school is in session, know that school and district plans are in place and preparations have been made to handle the situation. Your cooperation is necessary in any emergency. Should an emergency arise, your child will be kept at school until we are able to make contact with you or someone listed on PowerSchool.

IN THE EVENT OF A LOCAL EMERGENCY:

- **DO NOT telephone the school.** We are tending to the students and will not be able to answer phones.
- **DO NOT drive to school.** Walk to school if you wish to pick up your student. Streets must be kept open for emergency vehicles.
- **The student pick up gate is at the El Dorado Gate (front of school)** unless otherwise instructed by Law Enforcement to use the Opal Street Gate.
- **You must bring photo ID.** The gate will be locked and we will check out students individually as parents arrive.
- Tune your radio to KFI 640 AM, KNX 1070 AM, or KFOX 93.5 FM for emergency announcements.
- Impress upon your children the need for them to follow the directions of school personnel. All have had special emergency training.
- Classroom and teacher visitations are welcomes ONLY if advance arrangements with the teacher/principal have been obtained so as not to disrupt the ongoing instructional program.

2019-2020 Calendar –Subject to Change -

<https://www.tusd.org/schools/madrona/our-school/calendar>

August 26, First Day of School

September

- Tues 10 PTSA Board Meeting
- Mon 16 Dorian Studios PICTURE DAY, Volunteer Pictures, Student IDs
- Tues 17 Early Start-8:05 am/Early Out 1:20pm
- Tues 17 ELMAC meeting, 5:30 pm, rm 27
- Tues 17 PTSA Association 5:45 followed by Back to School Night 6pm
- Mon 23 Student Free Day NO SCHOOL

October

- Tues 1 School Site Council Mtg #1, 3:10pm
- Tues 8 PTSA Board Meeting
- Wed 9 NO School
- Mon 28 Dorian Studios Makeup Pictures (last chance/yearbook photo)
- Tues 16 PTSA Board Meeting, 6:30pm

November

- Fri 9 End of Quarter 1 – All Assignments Due
- Sun 3 End Daylights Savings Time, Clocks Fall Back
- Tue 5 School Site Council Mtg #2, 3:10pm
- Mon 11 Veteran’s Day – NO SCHOOL
- Tues 12 PTSA Board Meeting
- Mon 18 Q1 Report Cards Issued to students during Advisement period
- 25-29 Last WEEK of November, Thanksgiving Holidays – NO SCHOOL

December

- Tues 3 5:30 ELMAC Mtg, Rm 27
- Tues 3 PTSA Association Mtg & Parent Education Night, 6p,
- Tues 14 PTSA Board Meeting
- Mon 23 Begin Winter Holidays through Jan 5

January (School Resumes January 6)

- Tues 11 PTSA Board Meeting
- Mon 20 Martin Luther King Jr. Holiday – NO SCHOOL
- Fri 24 End Q2/Semester 1 – All Assignments Due

February

- Mon 3 Q2/Semester 1 Report Cards Issued during Advisement
- Tues 4 School Site Council Meeting #3, 3:15pm
- Mon 10 Lincoln's Day – NO SCHOOL
- Tues 11 PTSA Board Meeting
- Mon 17 President's Day – NO SCHOOL
- Tues 25 ELMAC, 5:30 pm, rm 27
- Tues 25 PTSA Association Mtg and Elections 5:45, plus 8th gr activities Mtg

March

- Sun 8 Begins Daylight Savings Time – Clocks Forward
- Tues 3 School Site Council Meeting #4, 3:10pm
- Tues 10 PTSA Board Meeting
- Mon 16 Student Free Day - NO SCHOOL
- Mon 23 8th Grade Promo Pictures (P 1-4) Panoramic Picture during Workshop

April

- Fri 3 End of Quarter 3 – All Assignments Due
- 6-10 Spring Break NO SCHOOL
- Tues 14 PTSA Board Mtg
- Mon 20 Q3 Report Cards issued during Advisement
- Tues 21 ELMAC, Rm 27, 4:30 pm
- Tues 21 FAMILY STEM Night, 5:00 pm
- Tues 28 TENTATIVE Early Start/Early 1:20 Dismissal
- Tues 28 TENTATIVE PTSA Assoc mtg 3:30pm
- Tues 28 TENTATIVE Open House/Portfolio Day 4:00-5:00pm

May

- 4-8 Staff Appreciation Week
- Tues 12 School Site Council Mtg #5, 3:10pm
- Tues 12 PTSA Board Meeting
- 14-29 State Testing Days
- Tues 19 Early Regular Start 8:05 due to Testing
- Mon 25 Memorial Day – NO SCHOOL
- Tues 26 Early Regular Start 8:05 due to Testing

June

- Thurs 4 5th Grade visitation day, tentative
- Fri 5 8th Grade dance, details TBA
- Tues 9 PTSA Board Meeting
- Wed 10 8th Grade Picnic 10:30am – 2:45 pm sponsored by PTSA
- Thurs 11 Last Day of School – early (Noon) dismissal, Promotion 4pm
- Thurs 11 End Q4 – Report Cards are MAILED home after July 4.

Donations/Support to Madrona

We welcome, at any time, donations to help us purchase needed classroom supplies and technology. Copy Paper, Facial Tissue, Paper Towels, Disinfectant Wipes are the most needed items that can be dropped to the office. We also welcome monetary donations (checks payable to Madrona Middle School).

Ralphs/Kroger Community Rewards Program-Easy way to earn \$

Your Shopping earned \$ for Students and Classrooms

Must re-register EACH SEPTEMBER for Madrona to receive funding.

The link to sign up is:

Madrona's ID = UF902

Create an account & sign up at:

<https://www.ralphs.com/account/communityrewards>

PTSA Direct Donation Program

PTSA Requests a \$40 donation from each student which impacts the students through sponsorship of school activities and programs including:

- Technology in the classrooms for student projects and testing.
- Earthquake supplies for all students (currently have none)
- Incentive programs
- Scholarships
- Character building activities
- 8th Grade activities
- Adventures in Art

Madrona PTSA MEMBERSHIP just \$8.

Show your support for your child and the school Membership does not require you to volunteer or help in any way, it only shows your support to the PTSA and gives you a voice to vote at association meetings.



School District Administration & Board of Education

Dr. George Mannon	Superintendent
Dr. Tim Stowe	Deputy Superintendent
Chief Academic Officer	Dr. Katie Krumpe
Mr. Ben Egan	Senior Director of Secondary Schools
Dr. E Don Kim	Senior Director of Elementary Schools

TUSD BOARD OF EDUCATION Meets: 1st & 3rd Mon., 7:00 P.M., 2336 Plaza Del Amo
 Jeremy Gerson, James Han, Don Lee, Betty Lieu, Terry Ragins

Elected Officials

Governor of California	Gavin Newsom
US Congresswoman	Maxine Waters, 43 rd District
US Senators	Kamala Harris, Dianne Feinstein
LA County Board of Supervisors	Janice Hahn, 4 th District
State Congressman	Ted Lieu. 33 rd Congressional District
State Assemblyman	Al Muratsuchi, 66 th District
State Superintendent of Ed.	Tony Thurmond
Mayor of Torrance	Pat Furey
City Council	George Chen, Tim Goodrich, Mike Griffiths, Milton Herring, Aurelio Mattucci, Geoff Rizzo



City of Torrance Resources

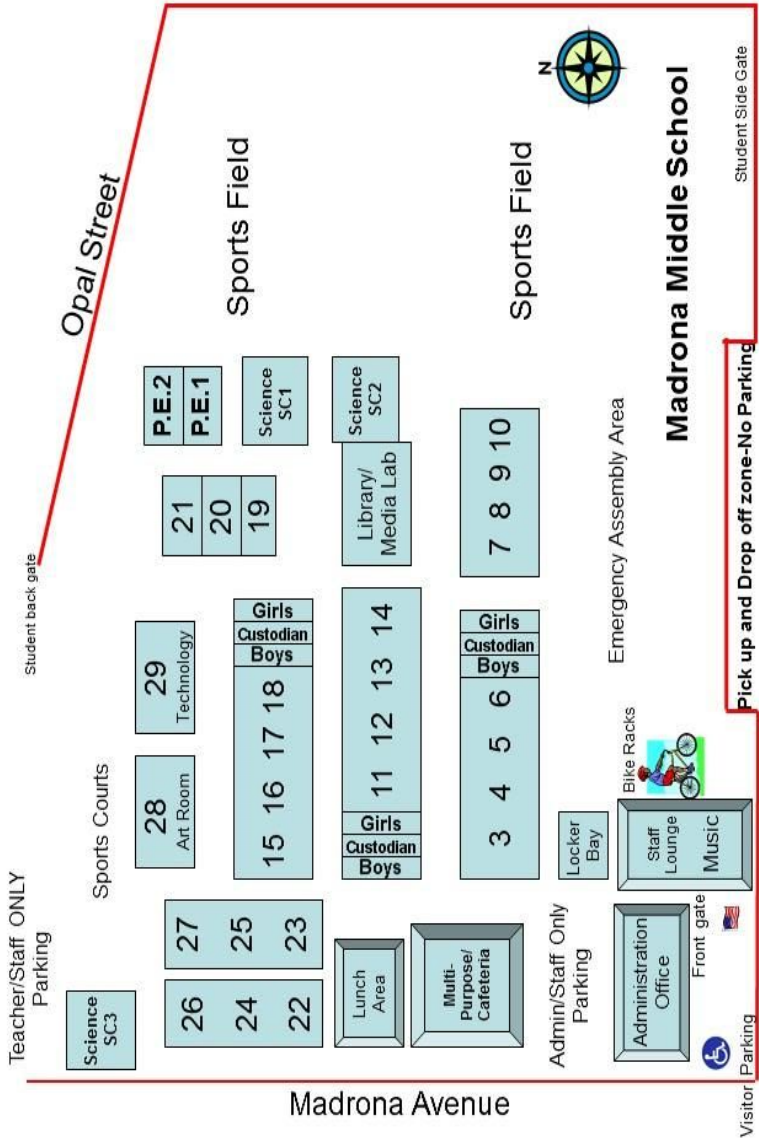
Torrance City Hall	www.torranceca.gov	310-618-3850
Torrance Cultural Arts Center		310-781-7150
Torrance Recreation Services		310-618-2930
Torrance Graffiti Removal Hotline		310-781-7149
Animal Control		310-618-3850
Torrance Police Non-Emergency #		310-328-3456
Torrance Fire Non-Emergency #		310-781-7042

Torrance Libraries

Katy Geissert Civic Center	310-618-5959	3301 Torrance Blvd.
El Retiro Branch Library	310-375-0922	126 Vista Del Parque
Henderson Branch Library	310-371-2075	4805 Emerald Avenue
North Torrance Branch Library	310-323-7200	3604 W. Artesia Blvd.
Southeast Branch Library	310-530-5074	23115 S. Arlington
Walteria Branch Library	310-375-8418	3815 W. 242 nd Street

Resources

Child Abuse Hotline	800-540-4000
Community Helpline	877-541-2525
Little Company of Mary Hospital	310-540-7676
Torrance Memorial Hospital	310-325-9110
Poison Control Center	800-777-6476
South Bay Family Health Care	310-802-5177
South Bay Rape Crisis Ctr	310-545-2111
Torrance Juvenile Diversion	310-618-5555
1756 Family Crisis Center	310-543-9900
ALA-NON and ALA-TEEN	218-387-3158
National Suicide Prevention Lifeline	800-273-8255



Student Side Gate

Pick up and Drop off zone-No Parking

Visitor Parking