

# Madrona Middle School



*...STEAM & Service*

This Handbook contains very basic information and subject to change, at any time, per State, County, and CDC Health Guideline

## Madrona Middle School Handbook & Parent Teacher Student Association



Safety - TUSD will follow County/State covid protocols.

Masks - Be prepared for all students and adults to wear masks.

According to CDC Guidelines: No one shall enter if he/she currently has a fever of 100.4 degrees or greater, or has had a fever in the last 24 hours.

[www.tusd.org/schools/madrona](http://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.**

## Executive Board 2021-2022

<b>President</b>	<b>Judy Briggs</b> <a href="mailto:madronaptsapres2021@gmail.com">madronaptsapres2021@gmail.com</a>
1st VP/Fundraising	Traci Dominguez
2nd VP/Membership	Monica Sandoval
Recording Secretary	Nicole Garcia
Treasurer	Kristine Ho
Financial Secretary	TBA
Historian	Maribeth Schultz
Auditor	Beth Guerra
Parliamentarian	Adrienne Temblador
Advisor	Jeffrey Nielsen
Co-Advisor	Sorah Han
Teacher Representative	Michele Bloomfield

<b>Torrance Council</b>	<a href="mailto:torranceptas@gmail.com">torranceptas@gmail.com</a>	<a href="mailto:torranceptas@gmail.com">torranceptas@gmail.com</a>
<b>33rd District PTA</b>	<a href="http://www.33rdpta.org">www.33rdpta.org</a>	<a href="mailto:pta33rdpresident@gmail.com">pta33rdpresident@gmail.com</a>
<b>California State PTA</b>	<a href="http://www.capta.org">www.capta.org</a>	<a href="mailto:president@capta.org">president@capta.org</a>
<b>National PTA</b>	<a href="http://www.pta.org">www.pta.org</a>	<a href="mailto:info@pta.org">info@pta.org</a>

## The Mission of the California State PTA is to positively impact the lives of all children and families. It's purposes are:

- To promote the welfare of children and youth in home, school, community and place of worship, and throughout the community;
- To raise the standards of home life;
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- To promote the collaboration and engagement of families and educators in the education of children and youth;
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

**National PTA Mission:** "To make every child's potential a reality by engaging and empowering families and communities to advocate for all children." National PTA founded in 1897. Madrona PTSA was founded on July 16, 1952.

## ASSOCIATION MEETINGS (Dates TBA)

September,, December, February, April

Madrona PTA Membership is \$8 per year. To join, apply online at <https://jointotem.com/ca/torrance/madrona-middle-school-ptsa>

**BOARD MEETINGS** generally held on the second Tuesday of each month, time to be agreed upon at the start of the school year.

## PTSA SPONSORED PROGRAMS

**Direct Donation & Membership** Parents, students, relatives, and staff are encouraged to join PTSA and support school programs. Portions of dues are sent to each level of PTA: Torrance Council of PTAs, 33<sup>rd</sup> District PTA, California State PTA, and National PTA.

**Honorary Service Awards** recognize those who volunteer time and service to children, school, and community.

**National PTSA Reflections** arts recognition and achievement program for students. Theme for 2021-22: "I Will Change the World By:" Categories include Visual Arts, Photography, Musical Composition, Literature, Dance Choreography, Film/Video Production.

**8<sup>th</sup> Grade Promotion Activities** are funded by PTSA so that there is no direct cost to students. Traditionally the PTSA plans the Promotion Dance and 8<sup>th</sup> Grade Picnic.

**Madrona Spirit Wear** . 6<sup>th</sup> grade RED, 7<sup>th</sup> grade YELLOW, 8<sup>th</sup> grade BLUE.

**Staff Appreciation** celebrates the efforts of the faculty in the first week of May.

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

### Madrona Middle School Administration

Jeffrey Nielsen, Principal

[Nielsen.Jeffrey@tUSD.org](mailto:Nielsen.Jeffrey@tUSD.org)

**310-533-4562**

Ext 8780

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Carina Adra

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Ext 8791

Cynthia Osejo, Librarian

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Ext 8774

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Ext 8783

Health Assistant, Nicola Rivas

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Ext 8783

Gloria Gibson, Psychologist

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Ext 8787

Elena Brown, Speech Therapist

[Brown.Elena@tUSD.org](mailto:Brown.Elena@tUSD.org) Ext 8735

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

**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.

**ALL VISITORS** are required by TUSD, to present ID to the Security Raptor system for a badge to be on campus.

**SECURITY GATE:** Press the button and step back so we may identify you on the cameras, then **WAIT** for the second high pitched tone to open the unlocked gate.

**Volunteers on campus must have a TB TEST – updated every four years as well as a YEARLY SIGNED VOLUNTEER APPLICATION by SEPTEMBER 30th, EACH YEAR. For application click:**

**Faculty**

Emily Aceves	<a href="mailto:Aceves.Emily@tUSD.org">Aceves.Emily@tUSD.org</a>	8715	15
Jason Amadio	<a href="mailto:Amadio.Jason@tUSD.org">Amadio.Jason@tUSD.org</a>	8731	PE1
Ashley Beukema	<a href="mailto:Beukema.Ashley@tUSD.org">Beukema.Ashley@tUSD.org</a>	8711	11
Kimberly Bevington	<a href="mailto:Bevington.Kimberly@tUSD.org">Bevington.Kimberly@tUSD.org</a>	8720	20
Taylor Bledsoe	<a href="mailto:Bledsoe.Taylor@tUSD.org">Bledsoe.Taylor@tUSD.org</a>	8718	18
Michele Bloomfield	<a href="mailto:Bloomfield.Michele@tUSD.org">Bloomfield.Michele@tUSD.org</a>	8714	14
Clarke, Catherine	<a href="mailto:Clarke.Catherine@tUSD.org">Clarke.Catherine@tUSD.org</a>	8717	17
Larson Estefan	<a href="mailto:Estefan.Larson@tUSD.org">Estefan.Larson@tUSD.org</a>	8722	22
Michelle Fisher	<a href="mailto:Fisher.Michelle@tUSD.org">Fisher.Michelle@tUSD.org</a>	8719	19
Robert Freitas	<a href="mailto:Freitas.Robert@tUSD.org">Freitas.Robert@tUSD.org</a>	8771	SC1
Kathy Fu	<a href="mailto:Fu.Kathy@tUSD.org">Fu.Kathy@tUSD.org</a>	8709	9
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Heather Hallsted	<a href="mailto:Hallsted.Heather@tUSD.org">Hallsted.Heather@tUSD.org</a>	8772	SC2
Laurie Rokugawa	<a href="mailto:Rokugawa.Laurie@tUSD.org">Rokugawa.Laurie@tUSD.org</a>	8727	27
Allison Snider	<a href="mailto:Snider.Allison@tUSD.org">Snider.Allison@tUSD.org</a>	8701	Music
Evan Snow	<a href="mailto:Snow.Evan@tUSD.org">Snow.Evan@tUSD.org</a>	8725	25
Laurie Spotts	<a href="mailto:Spotts.Laurie@tUSD.org">Spotts.Laurie@tUSD.org</a>	8704	4
Nancy Ton	<a href="mailto:Ton.Nancy@tUSD.org">Ton.Nancy@tUSD.org</a>	8773	SC3
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Andrew Waldschmidt	<a href="mailto:Waldschmidt.Andrew@tUSD.org">Waldschmidt.Andrew@tUSD.org</a>	8712	12
Lindsey Wooldridge	<a href="mailto:Wooldridge.Lindsey@tUSD.org">Wooldridge.Lindsey@tUSD.org</a>	8716	16
Mary Beth Wulpern	<a href="mailto:Wulpern.MaryBeth@tUSD.org">Wulpern.MaryBeth@tUSD.org</a>	8706	6
Leslie Young	<a href="mailto:Young.Leslie@tUSD.org">Young.Leslie@tUSD.org</a>	8703	3

**Bell Schedules are Subject to Change**  
**Visit Website [HERE](#)**

**Monday/Wednesday/Thursday/Friday**  
**from August 26 through September 3**

Students on Campus	7 : 45			
<b>First Bell</b>	8 : 05			
<b>Tardy Bell</b>	8 : 10			
Pledge	8 : 10	-	8 : 11	1 min
<b>Period 1</b>	8 : 11	-	9 : 06	55 min
<b>Period 2</b>	9 : 09	-	10:04	55 min
<b>Snack</b>	10 : 04	-	10 : 19	15 min
<b>Period 3</b>	10 : 22	-	11 : 17	55 min
<b>Period 4</b>	11 : 20	-	12 : 15	55 min
<b>Lunch</b>	12 : 15	-	1 : 01	46 min
<b>Period 5</b>	1 : 04	-	1 : 59	55 min
<b>Period 6</b>	2 : 02	-	2 : 57	55 min
Students off Campus	3: 15			

**Each Tuesday, Students are not to arrive until 9:00 am**

**For working parents students, may arrive only between 7:45 and 8am and report to the cafeteria with a book.**

**Gates are locked from 8am to 9am and there is no adult supervision. Students may not wait outside during this time.**

**Parent please plan accordingly.**

## **Late Start Tuesday**

<b>Students on Campus</b>	<b>9 : 00</b>			
<b>First Bell</b>	<b>9 : 20</b>			
<b>Tardy Bell</b>	<b>9 : 25</b>			
<b>Pledge</b>	<b>9 : 25</b>	<b>-</b>	<b>9 : 26</b>	<b>1 min</b>
<b>Period 1</b>	<b>9 : 26</b>	<b>-</b>	<b>10 : 09</b>	<b>43 min</b>
<b>Period 2</b>	<b>10 : 12</b>	<b>-</b>	<b>10 : 55</b>	<b>43 min</b>
<b>Snack</b>	<b>10 : 55</b>	<b>-</b>	<b>11 : 10</b>	<b>15 min</b>
<b>Period 3</b>	<b>11 : 13</b>	<b>-</b>	<b>11 : 56</b>	<b>43 min</b>
<b>Period 4</b>	<b>11 : 59</b>	<b>-</b>	<b>12 : 42</b>	<b>43 min</b>
<b>Lunch</b>	<b>12 : 42</b>	<b>-</b>	<b>1 : 25</b>	<b>43 min</b>
<b>Period 5</b>	<b>1 : 28</b>	<b>-</b>	<b>2 : 11</b>	<b>43 min</b>
<b>Period 6</b>	<b>2 : 14</b>	<b>-</b>	<b>2 : 57</b>	<b>43 min</b>
<b>Students off Campus</b>	<b>3 : 15</b>	<b>-</b>		

**Nutrition Services: Lunches/Meals Info - click link below:**

**<https://www.tusd.org/nutrition-services%c2%a0>**

**ATTENDANCE Policies:** Regular attendance is critically important for student achievement. Parents/guardians of children aged 6-18 are obligated to send their children to school unless otherwise provided by law. (Education Code 48200).

**Absence and Tardy:** Students are expected to be present in their virtual classroom lessons on time. Teachers will be taking attendance on PowerSchool for all virtual lesson time and the administration will be monitoring participation.

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

**Parent Note required for each daily absence and every first period Tardy to School:** Parents and Guardians only are to mail [madronaattend@tUSD.org](mailto:madronaattend@tUSD.org) following or in advance of any absence. Students absent for more than three (3) days must provide a doctor's note. Notes shall have student's full name, Grade, Date(s) of Absence(s), valid reason, parent/guardian name and phone #.

**Extended Travel.** If Students are away for 5 days or more from school for travel/family circumstances, the Parent/Guardian must submit a letter, 10 days prior. **Students must submit completed work upon their return.**

**Madrona will take the steps outlined below.**

**Absences from school/virtual lessons 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

## COMMUNICATION, HOMEWORK, GRADING POLICY

**Communications are handled via email - All parents are responsible for making sure to have a valid email address in PowerSchool and to read all communications sent from school and district.**

Visit [www.tusd.org/schools/madrona](http://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 [madronaweb@tusd.org](mailto:madronaweb@tusd.org) with any changes.

**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 [madronaweb@tusd.org](mailto:madronaweb@tusd.org) if you need help.

**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 grades and report cards are to be viewed on PowerSchool.

"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 via email.**

**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, with all citizenship marks S or E.
- Physical Education grade is included.

**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. PSA students will not be able to participate in school extracurricular activities.



# Wildcat Behavioral Expectations Matrix

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

# **TUSD Learning & Acceptable Use Policy (subject to change)**

## **For Parents/Guardians:**

- It is the responsibility of parents/guardians to supervise their child(ren) while they are working online and to ensure all content submitted to their teachers is appropriate.
- Distance Learning virtual sessions are designed for students. To prevent disruptions to the learning environment, parents/guardians should not actively participate in Distance Learning virtual sessions, although parents/guardians may assist their child with technology and/or remain nearby.
- Any confidential or personally identifiable information related to students participating during a virtual session should not be collected, discussed or shared.
- Under no circumstances should pictures or recordings be taken of audio/video web conferencing sessions without the permission of the teacher.
- Content shared to students is for the sole purpose of instruction and not to be distributed via social media platforms or any other means.

## **For Students:**

- Always be respectful and courteous to other students and teachers during virtual check-in sessions. Inappropriate, offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior by any participants during virtual check-in sessions will not be tolerated.
- For the safety and security of all participants, students must clearly identify themselves when entering a web conference by enabling their video camera and displaying their name.
- Students shall not take screenshots, pictures or recordings of their video conferencing sessions.
- Login credentials and web conferencing links must not be shared. Sharing of login information and links violates other students' and teachers' rights to confidentiality, and could allow class participation by unauthorized persons and/or lead to disruptive behaviors that detract from a productive and positive learning environment.
- Students who are disruptive and/or "trespass" Distance Learning virtual sessions, will receive appropriate consequences per the TUSD Discipline Matrix. Consequences may result in temporary or permanent loss of technology access, which would prevent the student from participating in Distance Learning virtual sessions. Students receiving this consequence would have assignments provided to the student's parent/guardian.
- Students should adhere to the provisions identified in the Board of Education Policy 5131 - Conduct. Other applicable policies include (and can be found): Board Policy: 5137 - Positive School Climate; 5145.3(a) Non-Discrimination. Harassment; 5132.2 (a) - Bullying, Cyberbullying, Harassment, or Intimidation

**SCHOOL EXPECTATIONS: 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, teachers, students, property with respect including, but not limited to, the following:**

- Students will attend class, be on time and be prepared to work, even virtual.
- Students will use appropriate language and be dressed appropriately.
- Students will use technology and the internet appropriately.
- Students will demonstrate good citizenship and conduct. at all times.
- Fighting/threatening others will not be permitted at anytime before, during nor after school.

**Possible Consequences include:**

- Warning
- Detention
- Parent contact
- Class Suspension
- Parent visitation to school
- 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.

- 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](http://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.
  - 1<sup>st</sup> offense: Parent contact, zero on assignment/test, logged referral
  - 2<sup>nd</sup> offense: Parent contact, office referral, automatic U
  - 3<sup>rd</sup> offense: Parent contact, Suspension

**Appropriate School Attire:**

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, board policy and administrative regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun protective clothing, including but not limited to hats, for outdoor use during the school day (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Students must wear flat, closed shoes. All shoes must be secured at back of the heel. (i.e. no Flip Flop type shoes). No roller shoes.
2. Clothing, jewelry and personal items (backpacks, gym bags, water bottles, etc.) shall be free from writing, pictures or any other insignias which are vulgar,

profane or which advocate racial, ethnic, sexual orientation or religious prejudice. No clothing that advertises alcohol, tobacco, drugs, gangs, violence, tagging, and/or graffiti, racial, ethnic or religious prejudice, unlawful acts, weapons or other inappropriate subjects

3. Sunglasses, hats, caps and other head coverings shall not be worn indoors. Only medically/religiously required headgear, approved by the principal, may be worn indoors. Sun-protective clothing must comply with District and school-site dress and grooming standards.

4. Clothes shall conceal underwear at all times. No sagging pants, see-through or fishnet fabrics, off-the-shoulder tops, low-cut tops, or bare midriffs. No halter tops, strapless, spaghetti-strap, low-cut or tube tops or white ribbed tank tops.

5. Blouse straps must be at least one inch (1") wide. Skirts or shorts should be at least mid-thigh in length.

6. Pants must be worn at hipbones and be of an appropriate size for the student.

7. Swimwear, pajamas, nightgowns, blankets and oversized clothing are not appropriate school wear.

8. Students are expected to wear clothes and accessories that are appropriate and safe for school activities. Chains on wallets, spikes on belts, necklaces, or bracelets, and belts with initialed belt buckles are not allowed at school.

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

## **GANG-RELATED APPAREL**

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code sections 32281, 32282 and 35183) As used in this section, "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) Because gang related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

## **CHROMEBOOKS, TEXTBOOKS, SCHOOL MATERIALS**

1. Textbooks, Library Books, Chromebooks District/School Materials Per California Ed Code, Section 48904 & 48904.3 states the parent/guardian of a pupil shall be held liable for school district property.
2. Madrona Staff/Teachers are NOT responsible for misplaced belongings.
3. Materials are not to be left unattended at any time.

4. Students are to report any damages to our librarian/media technician, [Osejo.Cynthia@tusd.org](mailto:Osejo.Cynthia@tusd.org) within 24 hours of checkout or will be charged for the damages when the item is returned. Damaged conditions include water damage, torn pages, mold, broken spines, detached covers, broken chromebook screens or buttons.
5. The "Cost of School Item" assessment will be charged if the textbook, library book or chromebook must be taken out of circulation due to its damaged condition. This can include, but is not limited to: missing chromebook keys, scratches or damaged screens, book moldiness (no matter how small), damages to materials of any kind.
6. All borrowed and checked out school materials are due back by the last day of school. Items returned after this date will be assessed a fee. Debts must be cleared before receiving materials the following year.
7. A note about textbooks: Cover all textbooks. Brown bags work well. DO NOT tape covers directly to the books. 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.

## **ELECTRONIC DEVICES**

### **Personal Cell Phone/Tablet Policy:**

- **Maintaining the integrity of the learning environment is a top priority.**
- Cells Phones/Tablets must be turned OFF and put away in backpacks during school instructional time.
- Students may use their phones at snack or lunch time only.
- Parents are not to text or call students during instructional time but may contact their students during snack or lunch time only.
- Any teacher or staff member may confiscate the device for the day, if it is on in the classroom and/or disruptive to learning. The student may retrieve the phone from the teacher/staff member at the end of the day.
- Unless otherwise allowed by the teacher during lessons, students MUST refrain from having their cell phones ringing during the school day so as not to cause any distraction or disruption to the lessons.
- No photo/video anywhere/anytime during the school day without explicit permission from a teacher.
- Only exception to the above policies: cell phones and tablets, used for instructional purposes will be permitted, with teachers' explicit permission and supervision.

## **1:1 Chromebook At-Home Responsible Use Agreement**

Madrona Middle School issues students a one-to-one (1:1) chromebook as a means to promote student achievement and provide equitable access to learning technology. By equipping all students with a chromebook, it provides an amazing opportunity for students to engage with learning in a meaningful, modern context that helps them prepare for life beyond K-12 education. This agreement outlines Madrona's expectations for students and families issued a 1:1 device. In addition to this agreement, the use of school-provided technology requires students to abide by TUSD's Acceptable Use Policy.

Madrona expects students to use school-issued equipment responsibly. Madrona also expects students to keep their 1:1 devices safe, secure, and in good working order. This agreement includes the following specific responsibilities and restrictions.

### **Student Expectations:**

- **Bring the 1:1 device to school every day:** If a device is left at home, a loaner MAY be available. If not, students will be expected to complete their coursework by hand.
- **Charge the device at home every night. Bring it to school each day with a full charge.**
- **Communicate Responsibly!** All electronic communication must be conducted in a respectful and academic manner, using appropriate language, and avoiding profanity and offensive or inflammatory speech. All student emails sent and received over District systems are archived and retained per CA state public record laws.
- **Use technology for school-related purposes only.** This device was given to the students for learning and school use.
- **Follow copyright laws and fair use guidelines.** Only download/save music, videos, or other content related to specific assignments. Do not use your device to store personal content.
- **Make the device available for inspection by any administrator/teacher upon request.**

### **Chromebook/Device Expectations:**

- Do not mark or deface any Madrona Chromebook.
- Do not loan the device, charger, or other accessories to anyone; do not leave the device unattended.
- Do not eat or drink while using the device.

- Do not attempt to change or bypass the internet filtering, security, network wifi settings, or any other device settings, including the installation of games or other unauthorized software.
- Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person’s account and/or password.
- Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials.

**Parental/Guardian Monitoring Responsibility:**

Parents/guardians assume all responsibility for monitoring their student’s activity on District-issued devices and accounts during non-school hours and on all non-student attendance days. Users are responsible for the appropriate use of the device and all accounts, applications, and services. **Parents/guardians will be responsible for the following associated cost for damage, loss or theft.**

- |                                  |  |
|----------------------------------|--|
| * Chargers \$25                  | * Camera repair \$80                   |
| * Screen Replacement \$90        | * Key replacement \$10/ea              |
| * Lost Device @ Replacement cost | * Theft (with police report) No Charge |

If the lost/stolen device is later recovered in working condition, the fee will be refunded. If student leaves TUSD, but does not return the device, they are responsible for the full replacement cost, and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purposes of recovering District property.

Parents/Guardians will receive a Signature Form for the 1:1 at home Responsible Use Agreement when the devices are checked out indicating the families agree to abide by the conditions listed and assume responsibility for the appropriate and safe use and care of TUSD District-issued technology.

Failure to comply with the terms of this agreement, access to 1:1 technology, the internet, and other digital content or services may be limited or removed. Students may also be subject to disciplinary action as outlined in this handbook.

**Traffic Safety-PARENTS must be accountable for the safety of all students.**

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.

**Skateboards, Bikes/Scooters:** Students may ride bikes, skateboards, and scooters **as long as helmets are worn** in compliance with California DMV Vehicle Code 21212(a). Bikes, skateboards/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.

### **DISASTER PREPAREDNESS- Update your Emergency Contacts.**

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:

- **DO NOT telephone the school.** We may 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.
- **Student pick up gate = El Dorado Gate (front of school)** unless otherwise instructed by Law Enforcement to use the Opal Street Gate.
- **Bring photo ID.** Gates are locked. Students will be checked out slowly
- Tune your radio to KFI 640 AM, KNX 1070 AM, or KFOX 93.5 FM;
- **Students will not be released, under any circumstances, if the emergency release contact(s) are not listed in PowerSchool.**

### **Support for Madrona -**

1. **PTSA Direct Donation Program** requests a \$40 donation per student to help PTA sponsor school programs including Technology in classrooms; Earthquake supplies; Scholarships; Character building activities, Incentive Programs; 8th Grade activities; Adventures in Art, etc.
2. **PTSA MEMBERSHIP just \$8.** Show your support for your child and the school Membership does not require you to volunteer or in any way, but shows support for PTSA and gives you a voice to vote at association meetings.
3. **Ralphs/Kroger Community Rewards.** With just 100 families participating we can earn \$700 per quarter. **Families must re-register in SEPTEMBER.** Use Madrona ID UF902 at <https://www.ralphs.com/account/communityrewards>

### **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:**



- 8<sup>th</sup> grade picnic & dance at the end of the year. Dance/Picnic are funded by the PTSA.
- 8<sup>th</sup> 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.

**2021-2022 Calendar - School Begins Thurs August 26**

**Please refer to our WEBSITE calendar [HERE](#)**

**ALL SCHEDULED DATES are subject to change.**

**Times and details will be in the Weekly emailed Newsletter**

**September**

- Mon 6 NO SCHOOL - Labor Day
- Mon 13 School Picture Day
- Tues 14 ELMAC, Back to School Night
- Tues 14 PTSA Board Mtg
- Thur 16 No School
- Fri 17 No School

**October**

- Tues 5 School Site Council Mtg #1
- Tues 12 PTSA Board Meeting
- Mon 25 Makeup Picture Day

**November**

- Tue 2 School Site Council Mtg #2, 3:10pm
- Fri 5 End Q1
- Tue 9 PTSA Board Meeting
- Thur 11 Veteran's Day – NO SCHOOL
- Fri 12 No School - Staff Development Day
- 22-26 Week of Thanksgiving Holidays – NO SCHOOL

## December

- Tues 7 5:30 ELMAC, PTSA Association, Parent Education Night
- Tues 14 PTSA Board Mtg
- Mon 20 Begin Winter Holidays through Jan 3

## January (School Resumes January 3)

- Tues 11 PTSA Board Meeting
- Mon 17 Martin Luther King Jr. Holiday – NO SCHOOL
- Fri 28 End Q2/Semester 1 – All Assignments Due

## February

- Tues 1 School Site Council Meeting #3
- Tues 8 PTSA Board Meeting
- Fri 11 Lincoln's Day – NO SCHOOL
- Mon 21 President's Day – NO SCHOOL
- Tues 22 ELMAC, PTSA Ass, Elections, Honorary Service, 8th grade meeting

## March

- Tues 1 School Site Council Meeting #4
- Tues 8 PTSA Board Meeting
- Thurs 17 No School - Staff Development
- Fri 18 No School - Student Free Day
- Mon 21 8th grade promo pics/panoramic

## April

- Fri 1 End of Quarter 3
- 4-8 Spring Break NO SCHOOL
- Tues 12 PTSA Board Mtg
- Tue 26 ELMAC, PTSA Association, Possible Family Academic Night

## May (First week of May = Staff Appreciation Week)

- Tue 3 School Site Council Mtg #5
- Tues 10 PTSA Board Meeting
- 3-20 Testing Schedule will be determined at a later time**
- Mon 30 Memorial Day – NO SCHOOL

## June (8th Grade Activities TBA regarding picnic/dance/promo)

- Wed 1 5th Grade visit, details TBA
- Tues 7 PTSA Board Meeting
- Thur 16 Last Day of School – early (Noon) dismissal
- Thur 16 Promotion 6pm & End Q4 – Report Cards are MAILED home after July 4.



## School District Administration & Board of Education

**Meets:** 1<sup>st</sup> & 3<sup>rd</sup> Mon., 7:00 P.M, 2336 Plaza Del Amo

- |                   |                        |
|-------------------|------------------------|
| Dr. George Mannon | Superintendent         |
| Dr. Tim Stowe     | Deputy Superintendent  |
| Dr. Katie Krumpe  | Chief Academic Officer |

Mr. Ben Egan  
Dr. E Don Kim

Senior Director of Secondary Schools  
Senior Director of Elementary Schools

**Board Members:** Betty Lieu, James Han, Jeremy Gerson, Anil Muhammed, Jasmine Park

### Elected Officials

Governor of California

US Congresswoman

US Senators

LA County Board of Supervisors

State Congressman

State Assemblyman

State Superintendent of Ed.

Mayor of Torrance

City Council

Gavin Newsom

Maxine Waters, 43<sup>rd</sup> District

Alex Padilla, Dianne Feinstein

Janice Hahn, 4<sup>th</sup> District

Ted Lieu. 33<sup>rd</sup> Congressional District

Al Muratsuchi, 66<sup>th</sup> District

Tony Thurmond

Pat Furey

Heidi Ashcraft, George Chen, Mike Griffiths,

Sharon Kalani, Aurelio Mattucc, 1 vacancy



Torrance City Hall

310-618-3850

[www.torranceca.gov](http://www.torranceca.gov)

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

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<sup>nd</sup> Street

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