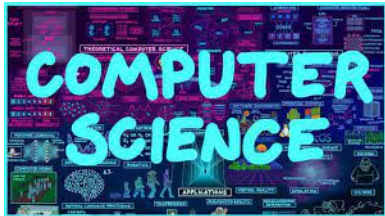




# Madison Middle School

A **C**omputer **S**cience **T**echnology **E**ngineering **A**rts and **M**ath Middle School  
(**C-STEAM**)



## Student Handbook

# 2021-2022

[Website](#) & [SARC Report](#)

4930 Lake Blvd

Oceanside, CA

Telephone: (760) 940-0176

Fax: (760) 940-2081

### Madison's Mission

The Mission of Madison is to create a community of problem-solvers and critical thinkers.

### Madison's Vision

Madison is the model of educational excellence, innovation, and preparing students for jobs of the future.



Please read the following document with your child.

**My child and I have read through the Madison Middle School e-Handbook and agree to abide by the school policies.**

**Opening and checking off this document during the registration process, you and your child are agreeing to abide by Madison school and Vista Unified School district policies.**

## PRINCIPAL'S MESSAGE

Welcome to Madison Middle School:

We are excited to begin a new chapter in Madison History. We have been working hard on developing a personalized learning experience for all students and developing our brand that focuses on computer science, coding, science, technology, engineering, art and math (C-STEAM). Additionally, we integrated the principles of personal learning, a focus on goal setting, mentoring, Habits of Mind, Character Education, and the Principles of Design Thinking.

Madison Middle School is a neighborhood school with a tradition of academic excellence. The school offers all students a wide variety of hands-on learning opportunities and options that allow students to find their passion and fulfill their potential. Students work closely with teachers and staff to become efficient users of technology, valuable members of the community, effective communicators when writing and speaking, and ultimately lifelong learners.

Madison's focus on the World of Work, Personal Learning, Technology, Entertainment, and Design opens opportunities for all students to be prepared for jobs that currently do not exist. Everyone on campus works together and learns together so students can achieve their academic and personal goals. Teachers, administration, office staff and counselors work together to identify every student's goals, strengths, interests, values, and passions. Madison has Big Dreams for all Students!

Habits of Mind			
<b>Perseverance</b>  Stick to it! Persevering at tasks through to completion. Remaining focused. Looking for ways to reach your goal when stuck. Not giving up!	<b>Striving for Excellence</b>  Check it, repeat it, perfect it! Do your best. Exceeding high standards. Checking and finding ways to improve constantly.	<b>Questioning and Seeking Outlines</b>  How do you know? Having a questioning attitude. Knowing what data are needed and developing questioning strategies to produce those data. Finding problems to solve.	<b>Thinking and Communicating with Clarity and Precision</b>  Be clear! Showing for accurate communication in both written and oral forms. Seeking over generalization, distortion, distortion and misrepresentation.
<b>Managing Impulsivity</b>  Take your time! Thinking before acting. Making calm, thoughtful and deliberate.	<b>Inference with Understanding and Imagination</b>  Think about it! Devoting mental energy to another person's thoughts and ideas. Make an effort to perceive another's point of view and emotions.	<b>Analyzing Past Knowledge in New Situations</b>  Use what you know! Assessing your knowledge. Transferring knowledge beyond the situation in which it was learned.	<b>Gathering Data through all the Senses</b>  Use your natural powers! Pay attention to the world around you. Gather data through all the senses: taste, touch, smell, hearing and sight.
<b>Thinking about your Thinking: Metacognition</b>  Know your thinking. Being aware of your own thoughts, feelings and actions and their effect on others.	<b>Thinking flexibly</b>  Look at it another way! Being able to change perspectives, generate alternatives, suspend opinion.	<b>Reasoning with Soundness and Accuracy</b>  Have fun figuring it out! Finding the world accurate, consistent and being intrigued with phenomena and beauty. Being precise.	<b>Creativity, Imagination and Innovation</b>  It's a different way! Generating new and novel ideas. Flipping, reimagining.
<b>Remaining Open to Learning</b>  Learn from experience! Having humility and pride when admitting we don't know something.	<b>Thinking Independently</b>  Work together! Being able to work in and learn from others in reciprocal situations. Take risks.	<b>Thinking with Openness to Risk</b>  Venture out! Being adventurous. Being on the edge of one's competence. Try new things, concepts.	<b>Finding Humor</b>  Laugh a little! Finding the absurdity, incongruity, and unexpected. Being able to laugh at oneself.



In addition to providing a strong core academic program designed to meet the individual and unique needs of each of our students, we at Madison are committed to making this the best school for our neighborhood children. Our goal is to help students reach their full potential academically, socially, and physically, in a safe and structured school setting. We look forward to working closely with all parents and community members and acknowledge them as important partners in the work to be done.

Our mantra here at Madison is to create a caring environment for students and adults. We have put 100% of our effort into creating and maintaining a caring environment for every person in our community. One of the biggest predictors of student success in school is a student's connectedness to their school.





### **Faculty Commitments**

- *To build strong foundational skills and allow students to apply them in strategic and sophisticated ways.*
- *Set appropriate goals for and with students, provide rich feedback and monitor progress.*
- *Work with students to examine their own work and identify accomplishments and determine next steps.*
- *Engage students in relevant topics that challenge or expand their perspective.*
- *Create opportunities for students to listen with empathy to better understand a problem, challenge, or point of view to grow consensus or inspire action.*
- *Provide students the necessary time, scaffolds, and feedback to develop their capacity to explain their thinking and generate next steps/ideas.*
- *Insist on productive struggle for every student by carefully monitoring how they are working and coaching through the process.*
- *Facilitate the discovery of student passions and talents through the exploration of diverse experiences.*

### **Title I: Home/School Compact**

***It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, and students, the following are agreed upon roles and responsibilities that we, as partners, will carry out to support student success in school and life.***

#### **Student Pledge:**

As a STUDENT I will be responsible for: appropriate Digital Citizenship, Showing courtesy and respect to others. Showing initiative, effort and perseverance. Showing responsible behavior by following school rules. Attending school daily and on time. Bringing all necessary materials (example: Paper, pens, pencils, etc.). Completing all classwork and homework assignments to the best of my ability. Discuss my learning and my day at school. Asking my teacher and parents for help when needed. Studying and reviewing my notes, class work, and new learning or reading for enjoyment for 30 minutes daily at home.

#### **Parents Pledge:**

As a PARENT I will be responsible for: Sending my child to school each day and on time. Ensuring a time and place for studying, encouraging good study habits and completing all tasks. Assisting my child with their work or ensuring that they go to regular tutoring sessions with their teachers. Providing necessary materials to support my child's learning. Monitoring grades (homework completion, test scores, class-work completion etc.). Scheduling ALL appointments on non-school days or after 3:15 p.m. Attending all parent/teacher conferences, parent events and workshops. Reinforcing positive character traits and focusing on making education a priority.

#### **Staff Pledge:**

As a TEACHER I will be responsible for: Teaching rigorous grade level skills and concepts using effective teaching strategies. Addressing the individual needs of all students in my class and providing extra assistance. Communicating frequently with parents regarding student progress. Providing a safe, positive, and healthy learning environment for the students. Correcting and returning student work in a timely manner. Communicating to students and parents expectations for homework, class work, and behavior. Encouraging students to do their best and ask for help when needed.

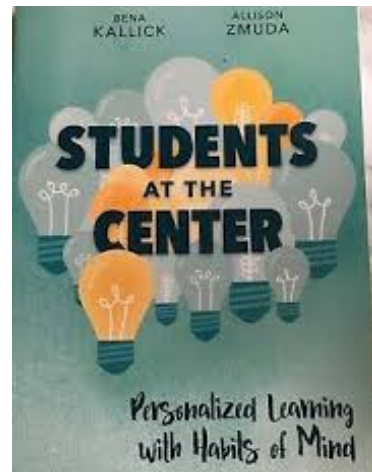
#### **As a PRINCIPAL I will be responsible for:**



Creating a welcoming environment for students and parents. Communicating to students and parents for school's mission and goals. Ensuring a safe and orderly learning environment. Reinforcing the partnership between family, student, and staff. Acting as the instructional leader by supporting teachers in their classrooms. Providing appropriate professional growth opportunities for teachers. Encouraging parent involvement and education.

### Personal Learning Defined:

**Personal Learning is a progressively student-driven model** in which students deeply engage in meaningful, authentic, and rigorous challenges to demonstrate desired outcomes. **Progressively student-driven model** hearkens back to the timeless pedagogy of gradual release of responsibility from teacher modeling to students taking the lead. Personal Learning is not a checklist to be checked off.



### Madison Middle School Contact Information

## Important Phone Numbers

Madison Middle School

Phone: (760) 940-0176

Fax: (760) 940-2081

Department	Extension
Attendance Office	62009
Assistant Principals' Office	62015
Counseling Office	62005
Health Office	62021
Library	62702
Front Office	62000
Office Manager	62002



### **Madison Mustangs Students and Staff Value...**

<b>Respect</b>	<b>Responsibility</b>	<b>Relationships</b>
<i>Treat others as you would like to be treated.</i>	<i>Persevere through challenges.</i>	<i>Accept and celebrate differences.</i>
<i>Be considerate in words and actions.</i>	<i>Come to school prepared.</i>	<i>Be a team player.</i>
<i>Encourage ourselves and others to do and be their best.</i>	<i>Be your own advocate!</i>	<i>Be helpful and supportive of others.</i>
<i>THINK before you speak or act.</i>	<i>Make positive choices.</i>	<i>Listen to understand.</i>





# School supplies needed each day



## Suggested Supplies





All necessary **textbooks are provided** to each student by the school district. Students will be assigned numbered textbooks for use during the year to use at home. It is the student's responsibility to care for the books assigned to them, and to return them at the end of the year. If a book is lost, the student should notify the teacher, inquire at the front office to see if it has been returned, and check the lost and found. Students are responsible for damaged, lost, or stolen books.

## **School Climate**

Our community and staff have high expectations for pupil achievement and behavior. Our teachers and staff place a priority on building relationships and providing a positive learning environment for all students. All teachers and staff reinforce appropriate behavior through praise and other forms of positive recognition in the classroom. Recognition for good behavior and citizenship is given on a regular basis. School rules are based on the California State Education Code and on Board policy. We expect Madison Middle School students to be well behaved, cooperative, and contributing members of our community and take pride in the climate at their school.

## **Academic, Behavioral & Social/Emotional Programs and Interventions**

The programs, activities, interventions and/or strategies listed are some, but not necessarily all, provided by the Vista Unified School District. At Madison, we believe in a progressive discipline approach, using incremental interventions, which may include: warning, campus beautification, lunch detention, after school detention, loss of privilege, in-school suspension (ISS), and out-of-school suspension, behavior contracts, and expulsion. We also provide behavior lessons and counseling.

### **Programs & Interventions**

- Madison Middle School philosophy and practices in place (The Mustang Way)
- ASB
- Character Leaders Program
- Boys and Girls Club Sports (not affiliated with Madison Middle School)
- Academic and college outreach resources
- Student Clubs
- Behavior Intervention Group Committee
- Progressive Discipline Approach
- School Attendance Review Team (SART)
- School Attendance Review Board (SARB)
- Student Study Teams (SST)
- School Resource Officer (SRO)
- Individual & Group Counseling services and referrals
- Community-based counseling

### **Counseling Services**

Our goal is to assist students to grow academically and socially during their stay at Madison Middle School. It is a time for students to set goals, develop confidence, and develop a positive self-image. A diverse team provides a wide variety of Counseling Services to help students be successful academically and socially. This includes credentialed school counselors, a counseling clerk, and on-site support staff. Some services provided include:

- Individual Counseling for academic, social, behavioral and personal concerns
- Small Group Counseling
- Class Scheduling
- Referrals to Community Resources
- Mediation



Students may request a private conference with a counselor to discuss personal or school problems by filling out a Counseling Request Form located in the Counseling Center. The counseling team wants to work with parents to help their students' experiences here be rewarding. Parents are encouraged to be involved and may call the school counselors at (760) 940-0176 Ext. 62005 to discuss a concern or to request services.

### Steps to resolve conflict

1. Tell the person to stop. Sometimes a person doesn't realize they are bothering you.
2. Tell your teacher. They are there to help you.
3. Tell your counselor. They can speak with that student confidentiality.
4. Mediation with the student. This is a meeting facilitated by the counselor, you and the student involved.
5. Speak to an Assistant Principal.

***If it doesn't stop, continue to report to the Counselor and/or Assistant Principal.***

### Traffic: Pick-up & Drop-off Procedures

- **Picking up your child at the local shopping center and residential areas is strongly discouraged.** Walgreens, Starbucks, McDonalds and any other area in the shopping center located at Lake and Cannon is not an appropriate pick-up and drop-off location for your student. There are no adults providing supervision and this creates a safety issue. We cannot ensure their safety.
- A way to avoid sitting in line at Madison is to consider picking them up when the traffic diminishes approximately fifteen minutes after school ends.
- Please do not make a U-turn on the hill as a way to avoid having to circle through the parking lot. We know that it can be frustrating waiting in line, but for the safety of our students, we must enforce these guidelines.
- Please do not pick up or drop off your student on Lake Blvd. for any reason. This is unsafe.
- Please adhere to the 15 mile per hour speed limit in our parking lot.
- To quicken the **drop-off procedure**, it is important for your student to have everything ready when they arrive at school in the morning. Please pull as far up as possible before allowing the students to get out of the car.
- Parents are not to drop off or pick up from the center parking area.
- **At pickup time**, we have found that pick-up is much more efficient if your child is waiting for you in front of the administrative office building when you arrive. If your child is not in front of school waiting when you arrive, please pull forward as far as possible to wait.
- **Never drive up the exit lanes of the school's driveway!**
- Students who are not involved in before or after-school activities (such as tutorials, sports, clubs, or Boys & Girls club) **should not be** on campus more than **30 minutes** prior to the start of the school day or **30 minutes** after school ends.
- Once a student is on campus, he/she may **not** go off campus for any reason without being checked out through the attendance office.
- School supervision will not begin until 9:00 am on Mondays and 8:00 am on all other days. Please do not drop students off at school prior to supervision times, unless they are attending the Boys and Girls club program or a zero period class, as we cannot assure their safety without supervision.
- Please do not park in the staff designated parking zone as this zone is reserved for staff.





## Visitors

Other than parents/guardians, students may not have visitors on campus during school hours or at school dances. Parents/guardians may visit the campus at any time. **All visitors must sign in at the Front Office upon arrival and register on the Jolly system.**

## Closed campus

In order to provide safety for students and protect the learning environment, state law mandates a closed campus.

- Only enrolled students may be on campus when school is in session.
- Leaving the school without permission is truancy.
- After arriving at school, students are not permitted to leave school grounds.

## Lunch procedures

All students qualify for free lunch. No applications are necessary for free lunches.

- Walk to the lunch area.
- Students must remain seated when in the lunch table area.
- Food may not be taken to the blacktop or outside of the quad.
- Students are responsible for throwing away their own trash before leaving the lunch area.
- Saving a place or cutting into the lunch line is not permitted.
- Students will wait to be dismissed to the fields at lunch.

## ASB Events and Dances

Only Madison students can attend the dances. Students must be present on the day of the dance and not on the Loss Of Privileges (LOP) list to participate. Students must abide by all dance rules, including appropriate dancing and following of the dress code.

- MMS students must have their Madison ID card to purchase the tickets.
- MMS students must have a school ID to enter the dance/event.
- Any dancing deemed inappropriate by school administration is prohibited. This includes dancing that is sexually suggestive, dangerous or disruptive. Verbal warnings, timeouts, dismissal and a cancellation of the entire dance will be considered when addressing such behavior.
- Re-entry to dances/events is not allowed.
- Dance and event tickets are non-refundable and non-transferable.
- Refunds will not be provided to students who are removed for misbehavior.
- All Dance and event tickets are sold at the ASB office only.

## Electronic Devices (Cell Phones / iPod / MP3/ Texting)

Students are strongly **discouraged** from bringing expensive electronic devices to school. **If lost or stolen, the school cannot be responsible. The school will not investigate or look for lost or stolen electronic devices.** Students who need to keep a cell phone for family contact **must** keep them off and in their backpacks while in school.

**1<sup>st</sup> Offense:** Phone taken away and student picks up in AP office after school.

**2<sup>nd</sup> Offense:** Phone taken away, student picks up in AP office after school, lunch detention assigned.

**3<sup>rd</sup> Offense:** Phone taken away, parent must pick up and 2 lunch detentions assigned.

**4<sup>th</sup> Offense:** Phone taken away, parent must pick up and 3 lunch detentions assigned.

**\*\*Continued offenses may result in exclusion from extracurricular events\*\***



### **Digital Citizenship**

Refer to "Acceptable Use Contract." Only students who have turned in an Acceptable Use Contract signed by their parent/guardian will have Internet access. Students may also face discipline based on their use of texting, Twitter, Facebook and any other social media pages during the school day, using school accounts or devices, or that are deemed an interruption to the educational process due to inappropriate nature and/or content. **Consequences:** First offense of unethical usage of Internet/technology privileges may result in removal of Internet access for the remainder of the semester or period of time specified by the administration team. Further infractions will result in consequences up to and including suspension and recommendation for expulsion.

### **Library**

Books may be checked out for two weeks. Students are responsible for returning the books promptly and in the condition in which they receive them. Students are financially responsible for lost or damaged books. Students owing money will not be able to check out books until fines are paid. Students owing library books or fines will not receive report cards. Library will be open daily 7:30 to 3:45.

### **Fundraising**

Students may only sell MMS fundraising items at school. No other selling is allowed. Students selling other items, for any other organization, will have the items confiscated.

### **Health services/Medications**

The Health Office is open each school day. If a student is injured on campus, the Health Office will provide first aid. Please do not send a student to school to obtain ice packs, splints, ace bandages, band-aids, lotions, or other medical supplies. If it becomes necessary for a student to take any type of medication, prescription or non-prescription (over the counter) at school, the parent must have their physician complete a *Medication Authorization Form* and a Physician's Recommendation for Medication. This form is available in the office. All medications must be delivered by the parent/guardian and will be kept in and dispensed through the Health Office.

### **PE Uniforms & Lockers**

All students are required to wear Madison Middle School PE uniform (or black shorts and a gray shirt) and athletic shoes. PE clothes will be sold at school during the first week of school. In cold weather, sweats may be worn as described by the Physical Education department. **All students are assigned gym lockers for the year.** Master combination locks will be assigned to students the first week of school. Lockers are the property of the school and may be opened by school personnel at any time. All belongings must be locked up inside the locker at all times. **The school is not responsible for lost or stolen items.** No glass containers, hair spray, aerosol cans, or food are allowed in the gym. To ensure the safety of personal items, all lockers should be locked and combination numbers not shared with anyone.



## Physical Education

### P.E. UNIFORM OPTION 1

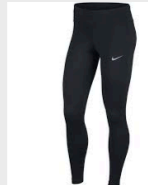
MADISON P.E. SHIRT \$10  
MADISON P.E. SHORTS \$10

\*AVAILABLE AT SUMMER  
REGISTRATION OR 1ST WEEK OF  
SCHOOL DURING P.E.



### P.E. UNIFORM OPTION 2

MADISON P.E. SHIRT \$10  
**AND**  
BRING YOUR OWN PLAIN  
BLACK OR NAVY SHORTS OR  
ATHLETIC PANTS/LEGGINGS



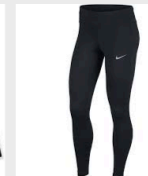
### P.E. UNIFORM OPTION 3

BRING YOUR OWN PLAIN  
GRAY, BLACK, OR TEAL  
T-SHIRT  
**AND**  
MADISON P.E. SHORTS \$10



### P.E. UNIFORM OPTION 4

BRING YOUR OWN  
COMBINATION OF A SHIRT  
AND SHORTS/PANTS



### P.E. LOCK OPTIONS

- COMBINATION LOCK
  - Combination locks can be purchased for \$5 during summer registration or the 1st week of school during P.E. You may also bring your own.
- KEY LOCK
  - Key locks are **not permitted** unless specifically required by a student with special needs. Key locks must be cleared by a P.E. teacher. A spare key must be kept with the P.E. department.



### P.E. ADDITIONAL RECOMMENDED SUPPLIES

- CHANGE OF SHOES
  - A pair of athletic shoes with laces works best.
- HAT
  - A school-appropriate hat worn forward for sun protection is recommended.



- HYGIENE PRODUCTS
  - Deodorant and sunscreen are recommended. Some students also prefer to have perfume/body spray, hair brush, lotion, etc. in their locker. Absolutely **NO** glass is allowed in the locker room.



### Telephone use in office

Office phones are available for student use to call parents on a case by case basis (i.e., emergencies, etc.).

### Transfers/Withdrawals

Parents of withdrawing students must notify the Attendance Office prior to the student's last day. A student's withdrawal is complete when all fines, textbooks, library books, and records are cleared and a transfer/withdrawal form is completed.

### Attendance

**95% Rule:** A student is required to be in attendance at least 95% of the days classes are offered. Failure to meet the 95% rule may cause a student to fall behind in their classes and lose out on their education. Absences, excused and unexcused, that exceed the 95% rule will be referred to the Madison Middle School Attendance Committee for review. Excessive absences will result in a letter to the parent or guardian and/or may result in the student being referred to the District Attendance Review Team (DART)). All absences and tardies must be verified by a parent/guardian by calling the Attendance Office that day or by sending a note when the student returns. All absences must be cleared within 72 hours. Please contact our office to report any absences or tardies.

### Chronic Absenteeism

When a middle school student misses 5% of school days, whether excused or unexcused, they are considered chronically absent. When a student has had **10 excused** absences, each subsequent absence **must be verified** by a physician or District Nurse. Each absence after 10, which is not verified by a physician or District Nurse, is **Unexcused**. Unexcused absences are considered a **truancy**.

### Truancy

A student missing more than 30 minutes of instruction **without** an excuse three times during the school year must be classified as a truant and reported to the proper school authority or when a student has three unexcused absences.

#### Consequences of Truancy

- Students may be assigned to attend Saturday Strategic Support, before or after school detention, Loss of Privileges (LOP) and/or in school suspension to make up time.
- Students are expected to complete missed assignments and additional work assigned.
- Any student who has been reported as a truant three or more times will be considered a **Habitual Truant** and will be referred to the District Attendance Review Team (DART).
- The school counselor and/or Assistant Principal communicate with parents through letters home, by phone and/or home visits.
- Madison's attendance team will work with families of students who have truancy problems.

### Tardiness

Definition: A student is tardy if he/she is not in their assigned seat ready to learn when the final bell rings to start class. An unexcused tardy includes, but is not limited to the following: oversleeping, traffic, traffic citation, car broke down, running out of gas, personal business, etc.



### **Tardy Policy**

- 1<sup>st</sup> Teacher warning
- 2<sup>nd</sup> Teacher warning + conferences with student + teacher intervention
- 3<sup>rd</sup> Teacher warning + conference with student + teacher intervention + teacher contacts parent to review tardy policy
- 4<sup>th</sup> Teacher conference with student + teacher contacts the parent + referral to office . Student will receive 1 detention.
- 5<sup>th</sup> Teacher conference with student + teacher contacts the parent + referral to office. Student will receive 3 detentions.
- 6<sup>th</sup> Teacher conference with student + teacher contacts the parent + referral to office. Student will receive 5 detentions.
- 7<sup>th</sup> Teacher referral to office + teacher contacts the parent + parents meets with an administrator. Student placed on a tardy contract.

### **Excused Absences & Missed Classwork or Homework**

Notwithstanding EC 48200, a pupil shall be excused from school when the absence is:

1. Due to his or her illness (**when a student has had 10 absences in the current school year for illness, a physician must verify any additional absences for illness**).
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats (not to exceed four hours per semester), or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the Principal or a designated representative pursuant to uniform standards established by the governing board.

*A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of any class from which a pupil is absent shall determine what tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.*

**Unexcused Absences and Tardiness:** *(student does not have the right to make up missed assignments for unexcused absences).* An unexcused absence includes, but is not limited to the following: At home school suspension, truancy, job requirement, over sleeping, out-of-town, non-religious lessons, friends' influence or friends' visit, traffic citation, vacation, working on car, running out of gas, personal business, etc.

### **Saturday Strategic Support (SSS) AKA Saturday School**

Saturday Strategic Support is a place where students can catch up on schoolwork, study and/or work on projects. Students will be selected to attend SSS because of D's and F's, excessive tardiness and or absences, truancy, and/or because they want a quiet working environment.



### **Early Release**

If your child needs to be released early during the school day a parent/guardian will need to come to the attendance office. **Students will only be released to a parent or legal guardian.** The person picking up the student will need to have picture identification with them in order to leave with the student.

### **Independent Study Contracts**

Students who will be away from school for five or more days may apply for an Independent Study Contract at the Attendance Office. Independent Study Contracts must be requested **at least two weeks before the first date of the absence.** Successful completion of an Independent Study Contract does not count towards a perfect attendance award.

### **Personal Property**

**Valuables should not be brought to school.** Students should never leave items unattended nor lend valuable items to friends. Neither MMS nor VUSD will be held responsible for any lost, stolen, or confiscated item. This includes textbooks, phones, and yearbooks. Students must be sure to properly lock their possessions in their PE locker and not share lockers/combinations with other students. Concerns about theft in the P.E. locker room should be discussed with the student's P.E. teacher. In the case of a theft, the student should submit an incident report to his/ her assistant principal. The purpose of the incident report is to inform the school of any concerning trends so the school can better manage its personnel. The school will not investigate or look for lost or stolen items. Any items deemed by the office staff as being a danger or distraction to the learning environment will not be allowed on campus.

### **Dropping Off of Student Personal Property**

Students will not be called out of class or any instructional time to pick up personal items, food, gifts, money, or school work. MMS staff will not take possession or responsibility for any items left for students and neither MMS nor VUSD will be held responsible for any lost, stolen, or confiscated item. Any items deemed by the office staff as being a danger or distraction to the learning environment will not be allowed on campus. Students will not be allowed to bring or receive balloons of any kind. Balloons will be confiscated and disposed of.

### **Birthday Celebrations / Balloons / Birthday Boards / Etc.**

Birthday celebrations disrupt the learning environment and are not allowed. Students will not be allowed to bring or receive balloons of any kind. Balloons will be confiscated and disposed of.

### **Deliveries/Messages for students**

Students are responsible for having required materials, lunch or money, PE clothes, etc., with them each day. Parents/guardians are required to make transportation and other arrangements with their students prior to arrival at school. If there is a true emergency, a message for a student may be left with the front office. Classroom interruptions to deliver messages and/or items will not be made during instructional time.

### **Food Delivery Policy**

In accordance with Board Policy 5030, VUSD and Madison Middle School believe that food and beverages available to students and staff at district schools should support and promote optimal health. In order to comply with this policy students are **not allowed** to receive any food deliveries from any outside companies including the use of food delivery apps. Any food delivery will be turned away by Madison staff.





## **Bikes, Scooters and Skateboards**

- Students provide their own locks.
- Bikes and skateboards are to be locked in the designated bike and board racks.
- Helmets are strongly encouraged.
- **The school is not responsible for damaged or stolen bicycles, scooters and/or skateboards.**
- Motorized vehicles are not permitted.
- Bicycles, skateboards, scooters, roller blades, and other such devices are never to be ridden on any school grounds or in school parking lots.
- Staff will not hold bikes, scooters or skateboards for students.

## **Dress Code**

**Education Code Sections 35183 and 35183.5 authorize school districts to adopt dress codes.** The interpretation of specific portions of this policy and supporting procedures is delegated to the administrative staff at Madison Middle School. The responsibility for enforcing this dress code rests with all adults on campus. **Board Policy 5132: Dress and Grooming:** The Board of Trustees encourages students to dress appropriately for school. The Board believes that students should be neatly and cleanly dressed. The Board acknowledges that students have legal rights to freedom of expression, but the following limitations on appearance shall apply: 1. Students must dress safely. For example, appropriate footwear must be worn at all times. 2. Students may wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day.

### **Dress Code Policy:**

Students are expected to maintain a distraction free and safe environment at the school. *“Any article of clothing, accessory or personal item that is believed to have the potential to interfere with student learning or student safety is prohibited. MMS administrators will ultimately determine whether or not the dress code has been violated.”* The dress code is applicable to all school events.

**\*\*\*Changes may be made at ANYTIME during the school year. This is not intended to be an all-inclusive list\*\*\***

### **Clothing/ Personal Property Restrictions:**

- Clothing must conceal undergarments at all times. Garments that expose the following are prohibited: midriff, cleavage, buttocks, and bare backs.
- Using a jacket or sweatshirt to cover an inappropriate clothing does not excuse the violation.
- Closed toed shoes with a back must be worn at all times that provide adequate protection from hazardous debris.
- The school administration may disallow other types of clothing that may be deemed inappropriate, distracting or jeopardize a safe and orderly environment for the students and school staff.
- Changing of clothes is only permitted inside bathrooms and locker rooms.
- MMS Administrators may further restrict clothing or footwear for safety reasons.

**Pants, Shorts, Skirts, Dresses and Shoes must be:**

- Shorts and skirts of non-revealing length.
- Clothing must cover the waistline.
- Undergarments must not be visible
- Shirt and dress straps must be an appropriate size to cover bra straps.
- Footwear must be worn at all times while students are at school or at school sponsored activities. Acceptable footwear includes tennis shoes, loafers, flats, and dress shoes. House shoes/slippers, flip-flops, sandals, slides, spiked heels, high platform heels, and shoes with wheels are not allowed.

**Prohibited Clothing and Prohibited Personal Items:**

- Any clothing or personal item that promotes behavior that is crude, vulgar, intimidating, violent, profane, illegal, sexually suggestive, racist, sexist, or otherwise discriminatory.
- Any clothing suggesting drugs, alcohol, letters/images tied to gang affiliation, or drug use.
- Jewelry or accessories that pose a safety hazard to the wearer or others.
- Belt buckles with numbers, letters/images tied to gang affiliation, or drug use.
- Bandanas
- Hairnets
- Toeless shoes and/or shoes without back straps.
- Clothing or school articles that promote or contain "tagging" or graffiti.
- Clothing that is similar throughout a group of students (believed to be used as a form of intimidation or affiliation to a "crew" or a gang).
- Pajamas, blankets, or slippers.

**Dress Up Days**

Throughout the year, ASB or student clubs will sponsor Dress Up days, or weeks with a theme. Students dressing up for pajama day may wear pajamas on this day only as long as the pajamas meet or exceed Madison's Dress code policy. Remember that real, fake/replica weapons and masks are never allowed.

**Gang-Related Apparel**

Gang-related apparel is prohibited 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 35183).



## Dress Code Violations & Consequences

*\*students will need to change out of the article of clothing which violates dress code\**

1. Warning + student required to change + record violation.
2. Call home + student required to change + record violation.
3. Call home + student required to change + record violation + lunch detention assigned.
4. Call home + student required to change + record violation + 3 days of lunch detention assigned.
5. Call home + student required to change + record violation + detention before/after school assigned.
6. Call home + student required to change + record violation + 2 detention before/after school assigned

*Any further violations will result in suspension and parent conference. Continuous defiance of the dress code may result in further disciplinary action. The school, at no time, is responsible for confiscated items. Dress Code will be enforced by every adult on campus the entire school year. Consequences will include a referral to the Assistant Principal for modification of the student dress to correct the violation. Students will be asked to change into a Madison Middle School PE shirt/shorts. Further violations may result in suspension and parent conference.*

## School Ground Rules

Keeping Madison Middle School neat, clean and a safe place to learn is a responsibility shared by students and staff alike. Please take that responsibility seriously by adhering to the following rules:

- Running and other aerobic activities are permitted on the playing field only.
- All bikes, skateboards and scooters must be walked to the bike rack.
- **\*\*\*Madison is not responsible for lost or stolen bikes, skateboards, or scooters\*\*\***  
Students must provide locks to safely store their mode of transportation in the bike rack.
- MMS will not hold personal property.
- Graffiti and other forms of vandalism are not permitted.
- Place all trash in trash receptacles.
- Knives, other weapons, drugs, alcohol, vape pens, lighters and/or tobacco are prohibited.
- Physical or verbal harassment of any kind is not permitted.
- Gum is not permitted at school, however, we recommend breath mints!
- Students must leave school grounds immediately after dismissal unless supervised by a teacher or other staff.
- Public display of affection is not allowed.
- Permanent markers (Sharpies) are not allowed.
- **Birthday celebrations** disrupt the learning environment and **are not allowed**. Balloons, cakes, cupcakes must not be brought to school. They will be confiscated and disposed of.
- MMS urges students not to bring mp3's, CD's, iPod's, video games, cell phones or any electronic devices to school. **Madison is not responsible for lost or stolen items.**
- Profanity is not allowed.
- Dishonest behavior, lying, cheating and/or forgery are prohibited.
- No Energy Drinks- since they are not recommended for children

## Hall Passes

Students are not permitted outside the classroom during class periods unless they are accompanied by a teacher or have a hall pass in their possession. Hall passes must be signed and timed by the teacher, administrator or office staff. If a student needs to see a teacher before school, after school or during lunch, he/she must get a pass from that teacher.



### **Passing Period**

At every passing period, there will be large numbers of students going from one room to another. In order to keep the noise and confusion to a minimum, students are asked to maintain a low voice and be courteous. Show respect for fellow students and make the change as quickly and quietly as possible. Walk and keep your hands to yourself at all times.

### **Search and Seizure**

All School Staff are expected to maintain a safe environment in the school. The Governing Board recognizes that incidents may occur that jeopardize the health, safety, and welfare of students and staff, and that necessitate the search and seizure of students, their property, or their lockers by school officials. Parents will not be contacted prior to a search. The defense of "it belongs to someone else" does not excuse the infraction. School officials, including the School Resource Officer, may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The Governing Board urges that discretion, good judgment, and common sense be exercised in all cases of search and seizure. (EC 49050, 49051, VC 21113, BP 5026)

### **Nondiscrimination**

Students at MMS are not discriminated against because of race, color, or national origin (Title VI of the Civil Rights Act of 1964), or discriminated against by sex, or sexual orientation, marital status, or parental status (Title IX of the Education Amendments of 1976), or discriminated against because of a handicapping condition (Section 504 of the Rehabilitation Act of 1973).

### **Harassment**

Students are expected to behave in a safe and orderly manner. Madison Middle School prohibits any harassment or discrimination that creates a hostile environment and jeopardizes equal education opportunities guaranteed by the California and United States Constitutions. All persons in public schools shall be afforded equal rights and opportunities in education regardless of their race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability, or any other distinguishable characteristic.

### **Hazing**

No student or other person in attendance at Madison Middle School shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person. Students found guilty of hazing will be suspended.

### **Fighting**

Students involved in a confrontation must make every effort to leave the area before the incident escalates into a physical contact. Students involved in a confrontation also have the responsibility to immediately report the incident to staff, especially if physical aggression has not yet occurred. Fighting on campus at any time (including coming to or leaving school) may result in suspension for the 1st offense and a possible recommendation for expulsion for the 2nd offense. Students who fight may also be arrested by the School Resource Officer.



## **Possession of a controlled substance**

A search for a controlled substance, drugs, or alcohol may be made in accordance with the provisions of law, board policy, and administrative regulations. See Search and Seizure p. 13.

## **Response to Negative Behavior (Witnesses and Bystanders)**

MMS encourages all students, parents and staff to address negative behavior in an effort to help MMS continuously improve school climate. When someone witnesses negative behavior, that person's response or lack of a response, has an effect on school climate. Denouncing negative behavior supports the establishment of a safe and healthy school for everyone. Taking no action to negative behavior can be viewed as acceptance, giving more permission to the person engaging in the negative behavior. MMS recommends that witnesses take one of the following actions:

1. If it is safe to do so, stop the behavior or tell the person(s) involved to stop the behavior.
2. Verbally report the behavior to the appropriate school staff member (school resource officer, assistant principal, counselor, teacher, nurse, etc.)
3. Complete and submit an incident report to the appropriate assistant principal.
4. If a crime was committed, report the crime anonymously by using the PSST Program Link on our website.

## **Audio / Video Recording of Students and Sharing Files**

CA Ed Code 51512: Use of unauthorized recording devices in the classroom: The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor. MMS records and broadcasts audio and video productions such as The MBC News. Such broadcasts are published on the MMS website, which means the content is accessible from virtually anywhere in the world. Families that do not want their child in any such broadcasts must fill out and submit a *Release of Student Directory Info Opt-Out form*. Any unauthorized recording or publishing is considered an inappropriate use of technology and will be subject to disciplinary action.

## **Conduct**

The school environment must be orderly and a high standard of conduct must be maintained at all times. **Any behavior that disrupts the educational process will not be tolerated.** All students have the responsibility to behave in a manner that neither prevents teachers from teaching nor students from learning. The rights and property of others must be respected.

## **Cheating/Plagiarism**

**Board policy 5131** requires school sites to implement consequences to discourage student cheating. Students work to earn their own success. Unfortunately, a student may decide to copy or cheat to succeed. Student caught cheating in any form (or who are caught in the appearances of copying) will receive the following consequences:

1. A zero for that assignment/quiz/test/event.
2. The citizenship grade will be a "U" (Unsatisfactory).
3. The parent will be notified by the teacher.
4. A teacher may choose to implement further consequences.

**\*\*Repeated cheating can result in the student being referred to a counselor or assistant principal\*\***



### **Conflict Resolution**

Fighting and/or threats are prohibited. Students involved in conflict, whether physical, verbal or otherwise, may be required to participate in a conflict resolution facilitated by a staff member. Physical conflicts may result in suspension. Since “**play fighting**” often results in real fighting, it may be subject to the same consequences.

### **Tagging/Vandalism**

Madison prohibits tagging (graffiti) on any items including notebooks, books, binders, clothing, homework, or any other object that is brought to school. Vandalism is a punishable offense and will be dealt with severely. Students marking on or damaging school equipment or property in any way will be required to clean the article and pay for the damage done. The law specifically provides that parents and students are responsible for damage to school property or materials loaned to the students. Depending on the extent of damage, the police may be contacted.

### **Loss of Privilege List (LOP)**

Students placed on “LOP” are not permitted to participate in special school events. This means they miss dances, reward assemblies, and other extracurricular events, including special school activities that require out-of-class or parent permission slips to attend.

### **Public Display of Affection**

Public displays of affection are not allowed at school or during school activities. Inappropriate displays of affection include, but are not limited to: hugging, hand holding, intimate embraces, touching, kissing, and arms around the waist.

### **Littering**

Students who litter may be assigned to campus beautification, lunch detention, or other consequences as determined.

### **Profanity, Vulgarity, or Obscenity**

Appropriate language must be used at all times. Use of profanity, vulgarity or obscenity is offensive, and will not be tolerated at any school activity.





## **Madison Middle School Has Zero Tolerance For Weapons or Threats**

*Any inappropriate statements about bombs, guns, or weapons will be dealt with to the full extent of the law. No kidding or jokes will be tolerated.*

**Weapons:** Any object that can be used to injure another person

### **What can I do?**

- Tell an adult as soon as possible
- Write a note to a staff member to alert them
- Speak to your counselor
- Speak to your assistant principal
- Speak to your teacher(s)

### **Show the Madison Way**

- Show initiative by alerting a staff member
- Be determined to do the right thing
- Practice self discipline by refusing to be a part of something that is wrong
- Cooperate by helping make our school a safe place to be

## **Discipline Program Description of Consequences**

A system of positive reinforcement, along with a progressive discipline program, is the foundation upon which an orderly, productive, and safe school environment is developed and maintained. Parents are an integral part of an effective discipline plan. Only by working together can parents and staff provide the appropriate stimulus to help each student achieve his/her best effort at school.

### **Detention**

Detentions may be assigned by a teacher (for a teacher level intervention) or Assistant Principal (office level intervention).. The detention could be for lunch, after school or before school. Failure to serve detention will result in a referral to the appropriate assistant principal. (California Code of Regulations, Title 5: Education, Section 353. Board Policy 5144)

### **Intervention Lessons / Ripples Program**

Depending on resources, MMS will utilize an intervention class/program as a means to teach explicit skills related to infraction.

### **Saturday School**

Saturday School is assigned through the attendance and the administration offices. Saturday school is held at Madison from 8:00 a.m. to 12:00 p.m. Students are expected to arrive on time and bring homework, ID and a snack. Students who do not attend all four hours of the Saturday School will not be given credit for attending. Failure to attend Saturday School may result in suspension. Additionally, students who do not serve Saturday School may not be allowed to participate in extracurricular activities such as dances, assemblies, etc.



## **Suspension**

### **Vista Unified School District Discipline Guidelines**

It is the top priority of the VUSD Governing Board to have a safe, secure, and effective learning environment for all students. In order to ensure that a positive and safe environment exists.

A suspension is a temporary removal from school. Students are not allowed on campus day or night during the suspension. Students are not allowed to attend any school-sponsored events during the suspension. Suspensions are normally from 1 to 5 days in duration; however, in the case of a recommendation for expulsion, it may be extended. Any student reaching 20 days of at home suspension per year (regardless of reason) will be recommended for alternative placement. The student and parent(s) must meet with the counselor before returning to school (students with disabilities will attend an IEP meeting). The family is responsible for selection, follow-up, and completion of any recommended programs. When a student is suspended, the Principal or designee will make a reasonable effort to contact and inform the parent or guardian.

## **Expulsion:**

An expulsion is complete removal from schools within the district. It is normally for the remainder of the current school semester and the following semester..

## **Madison Middle School Does Not Allow Bullying**

### **What is Bullying?**

- Ongoing physical or psychological harassment of people who are less able to defend themselves than the person who is doing the bullying
- Bullies intimidate others physically and/or psychologically
- This includes bullying committed personally or by means of an electronic act.

Bullying (including cyber-bullying), harassment, or intimidation in any form is prohibited at school or school related activities (including off campus events, school--sponsored activities, school buses, any event related to school business) or outside of school hours with the intention to be carried out during any of the above.

**Intimidation:** Causing another person to feel fearful that they will be hurt either physically or verbally. Intimidation involves threats of harm or pressure. Examples of this behavior include, but are not limited to: bullying, domineering, extorting, hand signs, stare downs, or otherwise attempting to influence someone with the use of frightening actions(s) and/or words. It also includes any intimidation or inappropriate remarks made electronically (Facebook, Twitter, SnapChat, texting, etc.). Inappropriate comments may include racial slander (written or verbal), sexual harassment or gender bias. Severe cases of intimidation are classified as an assault. In an assault, no physical contact needs to occur; just the fact that the threatened act could occur constitutes a criminal act. Cyber bullying will not be accepted in any form. Appropriate disciplinary action will be taken and the School Resource Officer will be notified.

**Bullying Behaviors:** Teasing, verbal harassment, scaring someone with words, unwanted touches, making someone do something they don't want to do, physical attacks, making fun of someone.



**VUSD defines bullying as:** any severe, persistent or pervasive physical acts, gestures, verbal, written and/or electronically communicated expression that is:

- Physically harming a student or damaging a student's property
- Placing a student in fear of physical harm or damage to property
- Substantially disrupting the instructional program and/or the operations of the school
- Severe, persistent or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.
- Blackmail and extortion
- Stalking
- Blocking access to school property or facilities, doors or seats
- Stealing or hiding books, backpacks and/or other possessions
- Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs and/or demeaning humor relating to race, color, ethnicity, gender, sexual orientation, religion, disability or other personal characteristics that result in a hostile educational environment for the student.

Bullying can also happen online or electronically (texting, IM's, etc). **Cyberbullying** is when children or teens bully each other using the Internet, mobile phones or other cyber technology. Examples include:

- Sending mean text, email or IM's
- Posting nasty pictures or messages about others in blogs or on Websites
- Using someone else's username to spread rumor or lies about someone

#### **What to do if you witness bullying?**

- Report the bullying to an adult (i.e., teacher, counselor, nurse, coach, parents or any adult you feel comfortable with).
- Support someone who is being bullied. Sometimes the best thing you can do is just to be there for him or her and be a friend.

#### **What to do if you are a target of bullying?**

- Report the bullying to an adult at home or school. Telling is not tattling or snitching.
- Don't fight back. Don't try to bully those who bully you.
- Try not to show your anger or fear. Students who bully like to see that they can upset you.
- Calmly tell the student to stop or say nothing and walk away.

Stopbullying.gov defines "bullying" as, "Unwanted, aggressive behavior among school aged children that involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose." CA Education Code 48900 (r) defines bullying differently. Appropriate disciplinary action will be taken and the School Resource Officer will be notified. Report bullies anonymously at PSST World School Safety Cloud.



## **Madison Middle School Promotes Respect And Does Not Tolerate Sexual Harassment**

### **Sexual Harassment (EC 200-240, 212.5, 231.5, and 48900.2)**

The VUSD Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district. Teachers may discuss this policy with their students in age-appropriate ways and assure students they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. The VUSD Governing Board expects students or staff to immediately report incidents of sexual harassment to the principal, designee, or to another district administrator. Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Prohibited sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, visual (including digital/social media), or physical conduct of a sexual nature.

**Sexual Harassment is** may include, but is not limited to:

- Vulgar remarks
- Sexual derogatory comments
- Physical touching, pinching, patting, or blocking free movement
- Sexual propositions or advances
- Physical assault
- Vulgar Writings, notes, posters, symbols
- Inappropriate actions such as verbal comments, gestures, touches that are deliberate and unwelcome
- Any forced action such as pulling clothes down or blocking or cornering someone in a sexual way
- Negative comments or behavior based on gender

Other types of conduct both in person, and via digital/social media which are prohibited in the district and which may constitute sexual harassment include

1. Unwelcome leering, sexual flirtations, or propositions.(including via digital/social media)
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.(including via digital/social media)
3. Graphic verbal remarks about an individual's body, or overly personal conversation.(including via digital/social media)
4. Sexual jokes, stories, drawings, pictures, or gestures. (including via digital/social media)
5. Spreading sexual rumors. (including via digital/social media)
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking of normal movements.
8. Displaying sexually suggestive objects in the educational environment.(including via digital/social media)
9. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.(including via digital/social media)



## **Fire And Emergency Drills**

### **EMERGENCY PROCEDURES**

During a crisis, Madison Middle School staff will implement the Crisis Response Plan for that particular emergency. Students will be responsible for following the directions of staff members. Staff members have been trained and will know the correct response to any crisis. Students also will be taught the correct response to emergency situations.

Madison Middle School has a Crisis Response Plan to deal with emergencies, including earthquakes, fires, bomb threats, active shooter on campus, intruder on campus, or any disaster. Each response includes procedures for safely evacuating students from classrooms and for articulating with law enforcement or other emergency agencies. The school has a plan for uniting students with their parents, setting up a first aid center, establishing a command center, and providing for the comfort and security of students.

In all drills, follow these procedures:

1. Students are to follow the instructions of their teacher or a staff member.
2. Drills are to be carried out in a quiet, orderly manner.
3. Students are to leave the room in a single file.
4. Students are to return to the classroom when instructed by the teacher after the all-clear bell rings.
5. Should the fire alarm sound during lunch or between classes, students are to report to their period 1 location.
6. Treat every drill as the real thing.

### **Should there be an emergency, students need to know:**

#### **What do students do during an emergency?**

Follow the directions of staff members, since they are trained to handle emergencies. If you are not in a classroom, find the nearest adult and follow their directions.

#### **How will I be reunited with my parents?**

During an emergency situation, the school will establish a Family Reunion Area where parents can pick up their children. Only your parents or others listed on the permanent record card may pick up a student. They must have identification.

#### **What happens when a student needs their medication that is kept in the office?**

All student medications will be taken to the First Aid Center, so students needing their medication will have it available.

#### **What happens if my parents are unable to pick me up?**

During an emergency situation, students who are still at school at the end of the day (4:30 p.m.) would be released to the Oceanside Police Department (OPD). The OPD would reunite children with their parents. In the case of a severe disaster/emergency, Madison Middle School will follow the directions of the Vista Unified School District Emergency Operations Plan. All students will be cared for until reunited with their parents or placed in the care of the appropriate emergency agency.