



# MADRONA MIDDLE SCHOOL

21364 Madrona Avenue, Torrance, CA 90503  
310-533-4562

## School Handbook & Guidelines 2025-26

Attendance Office [madronaattend@tusd.org](mailto:madronaattend@tusd.org)  
General Inquiries [madronainfo@tusd.org](mailto:madronainfo@tusd.org)  
Health Office [madronahealthoffice@tusd.org](mailto:madronahealthoffice@tusd.org)  
Website <https://www.tusd.org/schools/madrona>



**TORRANCE**  
UNIFIED SCHOOL DISTRICT

*updated 8/1/2025*

# WELCOME MESSAGE FROM OUR PRINCIPAL

## Greetings, New and Current Madrona Wildcat Families!

The 2024–25 school year was another outstanding year for our Wildcats, and we're excited to build on that success with another year full of learning, growth, and well-attended student and family events to keep you **connected to Madrona Middle School**.

My staff and I are thrilled to welcome back our **rising 7th and 8th graders** and to meet our newest Wildcats—**our incoming 6th graders**—as they begin their exciting middle school journey.

At Madrona, we are proud to offer **a wide variety of opportunities** designed to help every student discover and develop their passions. Whether your student is drawn to English Language Arts, Social Studies, Math, Science, PE, STEM (Engineering, Robotics, and Computer Science), Art, Instrumental Music, Show Choir, Sports Management, Leadership, or Athletics—not to mention the excitement of spirit weeks, rallies, and school dances—**there is something here to inspire curiosity, build friendships, and strengthen important skills like collaboration, creativity, and problem-solving**.

With the first day of school just **20 days away**, we ask for your support in completing your **Annual Parent/Guardian Online PowerSchool Registration**. This important step ensures we have the most up-to-date information to best serve your student.

### ✓ Registration & Annual School & District Updates

The [PowerSchool Parent/Family Annual Online Registration](#) window opened today, **Friday, August 1**.

All families—both new and returning—must log in to PowerSchool to:

- Verify emergency contacts, authorized pickup information, and confirm release authorizations
- Complete Family Acknowledgement of TUSD and Madrona Expectations and Policies.
- Access and review important school resources, including:
  - [2025–26 School Handbook](#)
  - [School Bell Schedule](#)
  - [Campus Map](#) (updated for 2025-26)
  - [Madrone PTSA's Membership Flyer](#)

Here's additional information in preparation for 2025-26 School Year:

### Wildcat Welcome Orientation

#### For Incoming 6th Graders & New-to-Madrone Students

**Monday, August 18 •  9:00–11:00 AM**

- Guided school tour, Fun activities with student mentors, and Tips for navigating multiple classes and middle school responsibilities
- Families are invited to an **optional parent/guardian meeting** from 9:00–10:00 AM in the Cafeteria with **Assistant Principal Mrs. Alisa Schiappa-Gobee** and me. We'll share program information and advice on supporting your student successfully transition to middle school.

#### Schedule Pick-Up for Current 7th and 8th-Grade Madrona Students

**Monday, August 18 •  1:00–3:00 PM**

- Pick up class schedules
- Explore your new schedule with a self-guided tour
- Test out your new locker

### First Days of School - Thursday, August 21

- **Campus Opens Early:** 8:00 AM (Thursday & Friday, Aug. 21–22), instead of 8:15 AM.
- **First Bell:** 8:30 AM
- **Period 1 Late Bell:** 8:40 AM

*The early 8:00 am campus opening will help ease traffic and give students extra time to find their classes and lockers.*

#### **Save-the-Date**

- **Tuesday, September 9** – Back to School Night (5:00–7:00 PM)
- **Friday, September 12** – Madrona PTSA Hosted School Dance (5:00–7:00 PM)
- **Friday, October 24** – Madrona PTSA Hosted Community Trunk or Treat (5:00–7:00 PM)

#### **Class Schedule Access & Updates**

Schedules will be viewable in **PowerSchool** (online and via mobile app) beginning **Monday, August 18**. Please note:

- Adjustments may occur in the first few weeks due to new enrollments and class leveling
- Families will be contacted directly if changes affect their student

#### **Stay Connected**

Look out for another newsletter before school begins, followed by our weekly **Madrona Wildcat Family Newsletter**. It's your go-to source for:

- School updates & Upcoming events
- After-school Clubs and Sports Tryouts
- PTSA News and Volunteer Opportunities
- Torrance Unified School District & Community Resources

We look forward to seeing our students inspired in their learning, growing academically, strengthening their social-emotional skills, and creating positive memories along the way. Middle school is such a special time to reconnect with friends, make new ones, and discover new opportunities—and we can't wait to support your students on their journey!

See you soon, Wildcats!

Warm regards,

Sue Key, Ed.D., Proud Principal  
Madrona Middle School

[Click here to read the 2025-26 Welcome Back Wildcats Edition Newsletter](#), which includes more information in preparation for the new school year.

**MADRONA MIDDLE SCHOOL ADMINISTRATION****310-533-4562**

Dr. Sue Key, Principal	<a href="mailto:Key.Sue@tusd.org">Key.Sue@tusd.org</a>	Ext 8780
Alisa Schiappa-Gobee, Assistant Principal	<a href="mailto:Alisa.Schiappa-Gobee@tusd.org">Alisa.Schiappa-Gobee@tusd.org</a>	Ext 8790
Emily Lujan, Counselor	<a href="mailto:Lujan.Emily@tusd.org">Lujan.Emily@tusd.org</a>	Ext 8736
LaRohn Haywood, Therapist	<a href="mailto:Haywood.LaRohn@tusd.org">Haywood.LaRohn@tusd.org</a>	Ext 8737
Cynthia Chavez, Staff Assistant, Office/Records	<a href="mailto:madronainfo@tusd.org">madronainfo@tusd.org</a>	Ext 8781
Cassie Jo, Office Assistant/Attendance	<a href="mailto:madronaattend@tusd.org">madronaattend@tusd.org</a>	Ext 8791
Health Assistant, Nisha Bhatt	<a href="mailto:Bhatt.Nisha@tusd.org">Bhatt.Nisha@tusd.org</a>	Ext 8710
Health Assistant, Nicola Rivas	<a href="mailto:Rivas.Nicole@tusd.org">Rivas.Nicole@tusd.org</a>	Ext 8783
Licensed Vocational Nurse, Jovita Leon	<a href="mailto:Leon.Jovita@tusd.org">Leon.Jovita@tusd.org</a>	Ext 8782
Mikael Lundell, School Psychologist	<a href="mailto:Lundell.Mikael@tusd.org">Lundell.Mikael@tusd.org</a>	Ext 8721
Elena Brown, Speech Therapist	<a href="mailto:Brown.Elena@tusd.org">Brown.Elena@tusd.org</a>	Ext 8735
Cynthia Osejo, Library & Media Technician	<a href="mailto:Osejo.Cynthia@tusd.org">Osejo.Cynthia@tusd.org</a>	Ext 8774

**Mission Statement:** Madrona's mission is to foster a safe and inclusive campus with engaging instruction, enrichment opportunities that appeal to every child, and support to help every student achieve at grade-level or above.

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

The [Madrona School Calendar](#) can be posted on our [website](#).

The [TUSD Calendar](#), which includes non-instructional days and holidays is posted [here](#).

**TEACHERS & STAFF**

Name	Email	Subject(s)	Extension	Room
Aceves, Emily	<a href="mailto:Aceves.Emily@tusd.org">Aceves.Emily@tusd.org</a>	Social Studies	8715	15
Amadio, Jason	<a href="mailto:Amadio.Jason@tusd.org">Amadio.Jason@tusd.org</a>	PE	8731	PE1
Bloomfield, Michele	<a href="mailto:Bloomfield.Michele@tusd.org">Bloomfield.Michele@tusd.org</a>	Math	8714	14
Clarke, Catherine	<a href="mailto:Clarke.Catherine@tusd.org">Clarke.Catherine@tusd.org</a>	Social Studies	8717	17
Estefan, Larson	<a href="mailto:Estefan.Larson@tusd.org">Estefan.Larson@tusd.org</a>	ELA	8722	22
Fisher, Michelle	<a href="mailto:Fisher.Michelle@tusd.org">Fisher.Michelle@tusd.org</a>	Special Education	8719	19
Freitas, Robert	<a href="mailto:Freitas.Robert@tusd.org">Freitas.Robert@tusd.org</a>	Science, Guitar	8771	SC1
Fu, Kathy	<a href="mailto:Fu.Kathy@tusd.org">Fu.Kathy@tusd.org</a>	Math	8709	9
Gachuz, William	<a href="mailto:Gachuz.William@tusd.org">Gachuz.William@tusd.org</a>	Science, Journalism	8728	28
Hallsted, Heather	<a href="mailto:Hallsted.Heather@tusd.org">Hallsted.Heather@tusd.org</a>	Science, STEM	8772	SC2
Heussenstamm, Sky	<a href="mailto:Heussenstamm.Sky@tusd.org">Heussenstamm.Sky@tusd.org</a>	ELA, Drama	8726	26
Keeney, Carolyn	<a href="mailto:Keeney.Carolyn@tusd.org">Keeney.Carolyn@tusd.org</a>	PE	8732	PE2
Krumpe, Cameron	<a href="mailto:Krumpe.Cameron@tusd.org">Krumpe.Cameron@tusd.org</a>	Special Education	8720	20
Khan, Sajjad	<a href="mailto:Khan.Sajjad@tusd.org">Khan.Sajjad@tusd.org</a>	Science, Math	8724	24
McGurk, Stephanie	<a href="mailto:McGurk.Stephanie@tusd.org">McGurk.Stephanie@tusd.org</a>	Math	8723	23
Mingham, Harrison	<a href="mailto:Mingham.Harrison@tusd.org">Mingham.Harrison@tusd.org</a>	ELA, ELA Intervention	8718	18
Miskimen, Brigit	<a href="mailto:Miskimen.Brigit@tusd.org">Miskimen.Brigit@tusd.org</a>	PE, Science, Public Speaking	8707	7
Phillips, Christopher	<a href="mailto:Phillips.Christopher@tusd.org">Phillips.Christopher@tusd.org</a>	ELA	8713	13
Rokugawa, Laurie	<a href="mailto:Rokugawa.Laurie@tusd.org">Rokugawa.Laurie@tusd.org</a>	ELA, ELD	8727	27
Snider, Allison	<a href="mailto:Snider.Allison@tusd.org">Snider.Allison@tusd.org</a>	Visual & Performing Arts	8701	Music
Snow, Evan	<a href="mailto:Snow.Evan@tusd.org">Snow.Evan@tusd.org</a>	ELA, Fine Arts	8725	25
Spotts, Laurie	<a href="mailto:Spotts.Laurie@tusd.org">Spotts.Laurie@tusd.org</a>	Social Studies, Art, Leadership	8704	4
Ton, Nancy	<a href="mailto:Ton.Nancy@tusd.org">Ton.Nancy@tusd.org</a>	PLTW/STEM, Science	8773	SC3
Torres, Dr. Mary Ann	<a href="mailto:Torres.MaryAnn@tusd.org">Torres.MaryAnn@tusd.org</a>	Social Studies, ELA, ELA Intervention	8705	5
Waldschmidt, Andrew	<a href="mailto:Waldschmidt.Andrew@tusd.org">Waldschmidt.Andrew@tusd.org</a>	Math, Sports Management, Math Intervention	8712	12
Wooldridge, Lindsey	<a href="mailto:Wooldridge.Lindsey@tusd.org">Wooldridge.Lindsey@tusd.org</a>	Social Studies	8716	16
Wulpern, Mary Beth	<a href="mailto:Wulpern.MaryBeth@tusd.org">Wulpern.MaryBeth@tusd.org</a>	Science, Math	8706	6
Young, Leslie	<a href="mailto:Young.Leslie@tusd.org">Young.Leslie@tusd.org</a>	Social Studies, ELA, ELD	8703	3



- Madrona and Torrance Unified School District require ALL CAMPUS VISITORS to present a government-issued ID to Administrative Staff upon check-in to the main office. ID Information is entered into the TUSD Security (Raptor) System, which is connected to the US Department of Justice Data System for clearance and badge generation. Parent/Guardians requesting access to their student must be listed in [PowerSchool](#), the TUSD student data system, as a release contact.
- Volunteers on campus must have an updated Volunteer Application done [ON-LINE only via this link](#). Visitors must wear a volunteer lanyard or a visitor sticker while on campus - no exceptions.

5

## MADRONA PARENT TEACHER STUDENT ASSOCIATION (PTSA)

### EXECUTIVE BOARD 2025-2026

President	Adrienne Temblador
1st VP (Fundraising)	Sara McCulloch
2nd VP (Membership)	Stacey Wong
Recording Secretary	Monica Sandoval
Treasurer	Amy Brownstone
Financial Secretary	Amanda Kirsch
Financial Reviewer	Sunny Joo
Parliamentarian	Xindy Holliday
Historian	OPEN
Advisor	Madrona Principal Dr. Key
Co-Advisor	Assistant Principal Alisa Schiappa-Gobee



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

### [Madrona PTSA Website](#)

The Mission of the California State PTA is to positively impact the lives of all children and families. Its 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 was founded in 1897. Madrona PTSA was founded on July 16, 1952.

**ASSOCIATION MEETINGS** - September, December, February, and April

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

### PTSA SPONSORED PROGRAMS

- **Direct Donation & Membership:** Parents/Guardians, 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.
  - **The PTSA Direct Donation Program** requests a \$40 donation per student to help the PTA sponsor school programs such as earthquake supplies, scholarships, character-building activities, incentive programs, and 8th-grade activities.
  - **PTSA MEMBERSHIP** is just \$8 per year. Membership does not require you to volunteer, but it shows your support and gives you a voice to vote at association meetings. To join, apply online at <https://jointotem.com/ca/torrance/madrona-middle-school-ptsa>.
- **Honorary Service Awards** recognize parent/guardians/staff/community members who volunteer time and service to children, the school, and the community.
- **National PTSA Reflections** is an arts recognition and achievement program for students. Categories include Visual Arts, Photography, Musical Composition, Literature, Dance Choreography, and Film/Video Production.

- **Community Events, School Dances & 8<sup>th</sup> Grade Promotional Activities** - The Madrona PTSA hosts these activities by fundraising so that there is little to no direct cost to students. The Madrona PTSA hosts a Community Trunk or Treat in October, two school dances (September and February), the 8th-grade Promotional Dance, and 8<sup>th</sup> Grade Picnic.
- **School Spiritwear** will be offered for purchase by the Madrona PTSA at the start of the school year.
- The **8th-grade Promotional Package** (Class T-shirt, Yard Sign, and an Orchid Lei) will be offered by the Madrona PTSA for student/family purchase.
- **Teacher & Staff Appreciation Day** is held in the first week of May. It is hosted annually by Madrona Administration and the Madrona PTSA in celebration of the efforts of the faculty.
- **Madrona PTSA Student Scholarships for 12th-graders attending Torrance High School** and attended Madrona are made available annually by the Torrance High School College and Career Coordinator through the TUSD Local Scholarship application.

## MADRONA MIDDLE SCHOOL IMPORTANT INFORMATION

### **SUPPORT MADRONA**

- **Ralphs/Kroger Community Rewards** - With just 100 families participating, we can earn \$800 per quarter. **Families must re-register in SEPTEMBER.** Use Madrona ID UF902 at <https://www.ralphs.com/account/communityrewards>
- **Madrona's Amazon Charitable Donation "Wish" List** - Looking for a way to help out our school? We are ALWAYS in need of tissue boxes, reams of paper, and school supplies! Donations are greatly appreciated. [Madrona Middle School Wishlist Link](#). If you purchase items online, please have it delivered to: Madrona Middle School 21364 Madrona Avenue Torrance, CA 90503 310-533-4562. Thank you! If you have items delivered to your home, please drop them off at the front office (or) have your student bring items in.
- **Direct Donations can be made payable to "Madrona Middle School"** and dropped off to Madrona Staff Assistant Cynthia Chavez. We value your generosity and are committed to honoring your intentions. All contributions will be thoughtfully allocated toward meaningful initiatives, such as instructional resources or ongoing improvements to our campus facilities. Thank you for considering a gift that helps support our students and school community. A school donation receipt can be provided to acknowledge your generous donation, serving as proof of the donation for tax purposes.

### **MADRONA SPIRIT WEAR**

2025-2026 CLASS COLORS! **6th grade is green, 7th grade is yellow, and 8th grade is blue.** Students are encouraged to wear their class colors on Fridays and during our **Quarterly Assemblies**, which **Student Leadership** and **Sports Management** host.

**The Student Leadership Dance** - hosted by Madrona Students is held in April/May.

### **MADRONA PE CLOTHES**

For enhanced athletics and general hygiene purposes, students are expected to wear Physical Education clothes consisting of a red t-shirt, black shorts, (or a red sweatshirt and black sweats), socks and sneakers. The purchase of the Madrona PE clothes is not required, but similar clothes in colors are required for identification during PE class activities.

Madrona PE clothes (with Madrona logo) can be purchased through the [Madrona CalPro Sports Shopping cart link](#). Anticipate delivery to Madrona - approximately three weeks from the ordering cut-off dates.

### **MADRONA CAFETERIA - Good news! All students receive FREE DAILY SNACK & LUNCH**

Good news! ALL Madrona students will receive FREE daily snack and lunch this year. Family completion of the form helps



to ensure our school receives funding to support the learning of low-income students, as well as intervention, additional academic counseling, socio-emotional counseling, and reading recovery.

[Torrance Unified School District 2025-26 Educational Benefit Form](#)

It can also offer families additional benefits, including free or discounted resources.

**Note: Due food and health safety reasons, we DO NOT accept or allow any food to be dropped off at school.**

### **TUSD MIDDLE SCHOOL BELL SCHEDULE**

Visit Our School Website [HERE](#)

#### **On Mondays/Wednesdays/Thursdays/Fridays**

\* 8:15 am - GATES OPEN (Mon/Wed/Thurs/Fri)

\* 8:40 am - Class Begins (Mon/Wed/Thurs/Fri)

\* 3:16 pm - Dismissal Bell ALL DAYS


\* TUESDAYS Late Start: Still 9:25 Tardy Bell

#### **On Tuesday Late Start:**

\* Gate opens from 8:15 am to 8:30 am for supervised Study Hall Time in the Cafeteria

\* Gates are locked from 8:30 am to 9:00 am (*no supervision outside the Cafe as staff are in meetings*)

\* Otherwise, students are not allowed on campus until 9:00 am

MON/WED/THURS/FRI (W/TUTORIAL)			LATE START TUESDAY		
First Bell	8:35		First Bell	9:20	
Period 1 (50 min)	8:40	9:30	Tardy Bell	9:25	
Period 2 (50 min)	9:33	10:23	Period 1 (48 min)	9:25	10:13
Nutrition (15 min)	10:23	10:38	Period 2 (47 min)	10:16	11:03
Period 3 (50 min)	10:41	11:31	Nutrition (14 min)	11:03	11:17
Period 4 (50 min)	11:34	12:24	Period 3 (47 min)	11:20	12:07
<u>Tutorial/SSR</u> (25 min)	12:24	12:49	Period 4 (49 min)	12:10	12:59
Lunch (41 min)	12:49	1:30	Lunch (37 min)	12:59	1:36
Period 5 (50 min)	1:33	2:23	Period 5 (47 min)	1:39	2:26
Period 6 (50 min)	2:26	3:16	Period 6 (47 min)	2:29	3:16





**MADRONA MIDDLE SCHOOL WILDCATS**  
***School-Wide Expectations - Values Matrix***

<b>WHERE/ WHEN</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Be on time and seated when the tardy bell rings.</li> <li>• Be organized and prepared to learn</li> <li>• Phones off and put away</li> <li>• Remain on task and complete assignments by the due date</li> </ul>	<ul style="list-style-type: none"> <li>• Enter the room quietly.</li> <li>• Remove all hats and hoods at the door.</li> <li>• Use appropriate language and noise level</li> <li>• Raise your hand and take turns speaking</li> <li>• Follow directions</li> <li>• Respect adults and peers and act kindly</li> </ul>
<b>Tutorial</b>	<ul style="list-style-type: none"> <li>• Remain in the classroom with a teacher</li> <li>• Be attentive and engaged in learning</li> <li>• Carry a book to read</li> <li>• Find a quiet place for reading</li> </ul>	<ul style="list-style-type: none"> <li>• Be mindful of students in classrooms</li> <li>• Stay focused on attending to the work at hand or reading</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>• Use direct path</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>• Use appropriate language and noise level</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Enter and exit appropriately</li> <li>• Clean up after yourself and throw away your trash</li> <li>• Eat in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>• Start at the end of the line</li> <li>• Be mindful of others in line</li> <li>• Pick up trash even if it isn't yours.</li> <li>• Stay in line and say "thank you" and "please."</li> </ul>
<b>Office Health Counseling</b>	<ul style="list-style-type: none"> <li>• Wait at the door to keep social distancing</li> <li>• Return to class promptly / quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Wait for office staff to acknowledge you before politely asking for help</li> <li>• Respect the privacy of students and staff</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Return all borrowed materials when due</li> <li>• Use equipment appropriately</li> <li>• Seek out resources</li> </ul>	<ul style="list-style-type: none"> <li>• Help others who need assistance</li> <li>• Wait your turn</li> </ul>
<b>Using Technology</b>	<ul style="list-style-type: none"> <li>• Bring Chromebook to school every day</li> <li>• Charge your Chromebook at night</li> <li>• Stay on task during class</li> </ul>	<ul style="list-style-type: none"> <li>• Report any issues to the staff or trusted adult</li> <li>• Obey the TUSD Electronic Device &amp; Internet policy</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>• Be there with a purpose</li> <li>• Toss trash in bins</li> <li>• Exit promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Report any issues to the staff or trusted adult</li> </ul>
<b>Before &amp; 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>• Wear a 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 the proper procedures for dropping you off</li> <li>• Use crosswalks</li> </ul>
<b>Snack Recess</b>	<ul style="list-style-type: none"> <li>• Eat in designated areas</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Carry personal belongings</li> <li>• Follow adult directions</li> <li>• Use appropriate language</li> <li>• Problem solve peacefully</li> </ul>

## **ATTENDANCE POLICY**

Regular attendance is critically important for student achievement. Parent(s)/Guardian(s) of children aged 6-18 are obligated to send them to school unless otherwise provided by law. (Education Code 48200).

**Absence and Tardy:** Students are expected to be present in their classroom on time before the Tardy Bells Rings each period.

### ***POWERSCHOOL CODES & ABSENCE REASONS***

If the reason listed on the attendance absence excuse note/email is personal business DMV appointments, family event, family matters, emergency, family vacation/reunion, family travel/trip, travel-wedding, overslept, etc., or, if no reason is given, the absence is considered "U" Unexcused per Ed Code. It will be coded in PowerSchool as such a "U." An Unexcused absence is still a verified absence. The codes are for record-keeping purposes. Truancy "T" is marked after 48 hours of the absence "A" without a note or email provided to the school office.

**EXCUSED ABSENCES:** (Education Code 48205): ONLY these reasons will be marked "E" for excused. Any verified absence (excused or unexcused) is counted as a missed school day.

1. A student's illness (not parent's or another family member's).
2. Medical, dental, or eye appointments.
3. Attending the funeral of an immediate family member: one (1) day in California; three (3) days out of California. Immediate family member means the student's mother/father, brother/sister, child, grandmother/grandfather, spouse, spouse's mother/father, spouse's child, spouse's brother/sister, or any relative living in the student's immediate household.
4. Court appearance when the student has a subpoena with his/her name on it.
5. Religious holiday/retreat/ceremony (max of four (4) hours per semester) with a prior written request from parent and approval from the school.
6. Schedule medical and dental appointments after school or on school holidays.

All notes and emails are accepted ONLY from the parent/guardian listed in PowerSchool AND must include the following information:

Student's full name and Grade  
Date(s) of absence and/or periods missed  
Reason for absence  
Parent/Legal Guardian printed name, signature, and relationship to student

Please send excused absence email to: [madronaattend@tUSD.org](mailto:madronaattend@tUSD.org)

### ***EXTENDED TRAVEL (5 DAYS OR MORE) & INDEPENDENT STUDY CONTRACTS***

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

### ***STUDENTS LEAVING SCHOOL EARLY:***

Students may not leave school during school hours without a parent/guardian checking out their student at the school's front office. Early notification may be sent via email to: [madronaattend@tUSD.org](mailto:madronaattend@tUSD.org)

### ***ABSENCE AND TARDY POLICY:***

Students who habitually miss class or are tardy to class have difficulty reaping the benefits of the educational program. Students are expected to be on time for classes. Students are considered "on-time" when they are in their seats when the tardy bell rings. Students must report to the office with a note signed by the parent/guardian when they are late to school. A tardy may be excused ONLY for illness and medical appointments. All other reasons for being tardy are unexcused.

To help ensure that our students are on time and in attendance daily, Madrona will take the following steps:  
Absences from school accumulated for the entire year:

- @ each absence, PowerSchool emails home
- @ 3 unexcused absences, school contacts home
- @10 absences, a SARB letter is sent home.
- @15 absences, a SARB 2 letter, and a meeting with administration.
- Tardy to class. Will restart at the beginning of each quarter

- @ 5 total tardies = after school detention. Parent(s)/Guardian(s) contact
- @ 10 total tardies = after-school detention and Parent(s)/Guardian(s) meeting
- @ 2 in a single class = S in citizenship
- @ 3 in a single class = N in citizenship. Parent(s)/Guardian(s) contact
- @ 4 or more in a single class = U in citizenship

## **COMMUNICATION, HOMEWORK, GRADING POLICY**

***Communications are handled via email - all parents/guardians are responsible for ensuring a valid email address in PowerSchool and reading all communications sent from school and district.***

Daily Calendar viewable at [www.tusd.org/schools/madrona](http://www.tusd.org/schools/madrona) Weekly school newsletters are sent to parent(s)/guardian(s) email addresses submitted with Parents/Guardians PowerSchool contact information. Notify [madronainfo@tusd.org](mailto:madronainfo@tusd.org) with any changes.

PowerSchool <https://ps.tusd.org/public/> is the hub for parents/guardians and students to monitor student progress, attendance, grades AND maintain contact/emergency information. All parents/guardians MUST have up to date accounts. Contact [madronainfo@tusd.org](mailto:madronainfo@tusd.org) if you need help.

Grades, Progress Reports, and Report Cards: Monitor grades on PowerSchool at <https://ps.tusd.org/public/>. Parent(s)/Guardian(s)-teacher conferences may be scheduled on an as-needed basis with individual teachers. 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 for 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 their grade point average (GPA) is below 2.0 ("C" average) and/or if they have two or more "Us" in citizenship. PSA students will not be able to participate in school extracurricular activities.

## **TUSD LEARNING & ACCEPTABLE USE POLICY (SUBJECT TO CHANGE)**

### **FOR PARENT(S)/GUARDIAN(S):**

- It is the responsibility of Parent(s)/Guardian(s) to supervise their student(s) while they are working online and to ensure all content submitted to their teachers is appropriate.
- Under no circumstances should pictures or recordings of audio/video web conferencing sessions be taken without the permission of the teacher.
- Content shared with students is for the sole purpose of instruction and is 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.
- 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 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**

All school expectations and district policies are included in the annual online registration package, which parents/guardians/students agree to upon registration completion. All students are reminded of our school policies and expectations at the start of every school year.

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 using 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 is NOT permitted at any time before, during nor after school.

### ***Possible Consequences include:***

- |                                 |                                              |                                         |
|---------------------------------|----------------------------------------------|-----------------------------------------|
| • Warning                       | • Class Suspension                           | • Suspension from school                |
| • Detention                     | • Parent(s)/Guardian(s) visitation to school | • Adjustment transfer to another school |
| • Parent(s)/Guardian(s) contact |                                              | • 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 may result in a "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 parent(s)/guardian(s), sibling(s) or other student(s) 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, or using an electronic device to look up answers without permission.
- Submitting a paper, or portion, as your own taken from the internet.
- Copying or sharing homework.
  - ☒ 1<sup>st</sup> offense: a warning documented in PowerSchool (our admin view) for future reference, with the opportunity to re-write the assignment in the presence of the teacher, along with a call home and warning that a subsequent offense would result in a zero on the assignment.
  - ☒ 2<sup>nd</sup> offense: detention, a parent(s)/guardian(s) conference with the teacher, and a zero on the assignment.
  - ☒ 3<sup>rd</sup> offense: Parent(s)/Guardian(s) contact, U in citizenship, an in-person parent(s)/guardian(s) conference with the admin, and a zero on the assignment.

## **STUDENT ATTIRE - DRESS & GROOMING**

In cooperation with teachers, students and parent(s)/guardian(s), the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, board policy and administrative regulations (AR 5132). These school expectations for school attire is reviewed annually with students at the start of school and reminders will be provided to students and families, as needed.

The principal, staff, students, and parent(s)/guardian(s) at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities (AR 5132).

Additionally, in order to maintain a respectful, safe, and supportive learning environment, the following guidelines shall apply to all regular school activities at the discretion of site administration (AR 5132):

**To Promote Physical Safety and Campus Safety** - Students are expected to wear clothes and accessories that are appropriate and safe for school activities.

- Due to student identification and security concerns, (sweatshirt) hoods are not to be worn (AR 5132), except in inclement weather.
- Hats (sunglasses, caps, and other head coverings) may serve as students' sun-protective clothing for outdoor use during the school day (EdCode 35183.5, AR 5132). Sun-protective clothing must comply with District and school-site dress and grooming standards. Only medically/religiously required headgear may be worn indoors.

- Shoes must be worn at all times. All shoes must be closed-toed and secured at the back of the heel. (i.e., No Slides, Flip Flop, or slipper-type shoes). No roller shoes.

**Free From Offensive or Illicit Content** - Clothing, jewelry, and personal items (backpacks, gym bags, water bottles, etc.) shall be free from writing, pictures or any other insignias that are vulgar, profane, or which advocate racial, ethnic, sexual orientation or religious prejudice (AR 5132). Students' clothing must not present a health or safety hazard, including any discriminatory words, pictures, or messages, or cause a substantial disruption to the educational program (BP 1532). No clothing or item may suggest or advertise alcohol, tobacco, drugs, gangs, violence, tagging, and/or graffiti, racial, ethnic or religious prejudice, unlawful acts, weapons, or other inappropriate subjects.

**Situationally-Appropriate School Attire -**

- Swimwear, excessively short skirts/shorts, excessively low-cut tops, tube tops, and lingerie are not appropriate school wear (AR 5132).
- Clothes shall conceal underwear (AR 5132).
- Pajamas, nightgowns, and blankets are not appropriate daily school wear.
- Pajama tops and bottoms may only be worn on school spirit-themed days.

NOTE: If a student needs to change into clothing that reflects school and district expectations, their parent/guardian will be contacted. *If the attire compromises the student's or others' safety at school or includes offensive or illicit content, further violations may result in disciplinary action.*

*Repeated violations or refusal to comply with the District's dress code may result in disciplinary action (BP 1532). Dress code violations will follow the discipline matrix as set forth in Administrative Rule 5144 – Discipline Policy for grades 6-12. First through third offense is handled with a warning and change of clothing up to suspension for disruption and willful defiance. (Education Code 48900(k))*

**GANG-RELATED APPAREL - NOT ALLOWED**

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parent(s)/guardian(s) 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**

- Textbooks, Library Books, Chromebooks District/School Materials Per California Ed Code, Section 48904 & 48904.3 states the parent(s)/guardian(s) of a pupil shall be held liable for school district property.
- Madrona Staff/Teachers are NOT responsible for misplaced belongings.
- Materials are not to be left unattended at any time.
- 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, and broken Chromebook screens or buttons.
- The "Cost of School Item" assessment will be charged if the textbook, library book, or Chromebook must be removed from 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), and damages to materials of any kind.
- 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.
- 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, creating book spine damage, and students will be charged the total replacement cost.

## **ELECTRONIC DEVICES- PERSONAL CELL PHONE/TABLET POLICY**

***Maintaining the integrity of the learning environment is our top priority. Cell phones and AirPods that are visible will be confiscated.***

- Cell phones and tablets must be turned off and put away in backpacks upon entering school until the end of the school day.
- All phones need to be off to avoid distracting or disrupting instruction.
- Students are not allowed to wear wired or Bluetooth headphones on campus. If students are seen wearing headphones, both the headphones and the student's cellphone will be confiscated.
- Students can use a smart watch to tell time. However, it will be confiscated if it is used to text/call or to create distraction and/or disruption in class.
- Any teacher or staff member may confiscate an electronic 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 or staff member at the end of the day.
- The ONLY exception to the above policies is when cell phones are used for instructional purposes with teachers' explicit permission and supervision.

## **PROGRESSIVE DISCIPLINE FOR CELL PHONE VIOLATIONS**

- First Infraction - Cell phones are confiscated. Students will pick up their phones in the office and be given a verbal warning.
- Second Infraction—Cell phones are confiscated. The parent (s)/Guardian(s) will be notified and must pick up the phone at the end of the day. The administrator will review the school policy with the student and parent(s)/guardian(s).
- Third Infraction— Cell phones are confiscated. Parent(s)/Guardian(s) will be notified, and students will lose phone privileges for the rest of the school year. (Loss of privilege = Students will turn their phones into the office in the morning and will pick them up at the end of the day.)

## **IN CLASSROOM (6th-grade) and 1:1 CHROMEBOOK AT-HOME (7th & 8th-grade) ACCEPTABLE & RESPONSIBLE USE AGREEMENT**

**7th and 8th-grade students will need to continue safely storing their Chromebooks and chargers at home and ensure they are brought to school charged and ready for use each day.** Families will be charged a replacement fee for any lost or damaged school property, including textbooks, Chromebooks, and chargers.

Madrona is shifting away from the 1:1 Chromebook distribution model over the next few years. Beginning with the 2025-26 incoming 6th-grade class, Chromebooks will not be distributed to 6th-graders. Devices will be stored and used only in 6th-grade classrooms rather than checked out individually to students. Rising 7th and 8th-grade students will need to continue maintaining their Chromebooks, bring them to school charged and back home each day. Thank you for your cooperation as we make this important transition!

The TUSD Acceptable Use Agreement outlines Madrona's expectations for students and families and requires all to abide by TUSD's Acceptable Use Policy. Madrona expects students to use school-issued equipment responsibly and keep the electronic device safe, secure, and in good working order.

This agreement includes the following specific responsibilities and restrictions.

If students fail to comply with the terms of this agreement, access to technology, the Internet, and other digital content or services may be limited or removed. Students may also be subject to disciplinary action.

## **Parental/Guardian Monitoring Responsibility**

Parent(s)/Guardian(s) are responsible 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. Parent(s)/Guardian(s) will be responsible for the 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



The fee will be refunded if the lost/stolen device is recovered and is in working condition. If a 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 in recovering the district's property.

### **Expectations for Students/Families for Chromebooks and Devices**

- 7th & 8th-Grade Students Only - Bring the 1:1 device to school daily: Charge it at home each night and bring it to school fully charged.
  - If a device is left at home, a loaner MAY be available. If not, students will be expected to complete their coursework by hand.
- Communicate Responsibly! All electronic communication must be conducted respectfully and academically, 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. Download/save only 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 administrators/teachers upon request.
- Do not mark or deface any Madrona Chromebook.
- Do not loan anyone the device, charger, or other accessories; 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 Wi-Fi settings, or any other device settings, including installing 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 unacceptable materials 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.

### **SAFETY IS THE RESPONSIBILITY OF EVERYONE**

FAMILIES - We ask that you DO NOT BLOCK TRAFFIC, DOUBLE PARK, OR 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: ONLY STUDENTS WEARING HELMETS may ride bikes, skateboards, and scooters: CA DMV Vehicle Code 21212(a). Bikes, skateboards/scooters must be walked on campus. Students without helmets will have their bikes, skateboards/scooters confiscated and must be picked up by the parent(s)/guardian(s). Repeat offenders may have this privilege taken away.

### **DISASTER PREPAREDNESS- PLEASE UPDATE YOUR EMERGENCY CONTACTS IN POWERSCHOOL**

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 is El Dorado Gate (front of school) unless Law Enforcement instructs them to use the Opal Street Gate.
- Bring a photo ID. Gates will be locked. Students will be checked out slowly.
- Under any circumstances, students will not be released if the emergency release contact(s) are not listed in PowerSchool.



## **EIGHTH GRADE STUDENT/FAMILY CONTRACT**

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

### ***PARTICIPATION IN PROMOTION ACTIVITIES POINT SYSTEM***

Madrona Staff wishes to ensure our eighth-grade students have a year filled with numerous learning opportunities. Students will begin the year with 100 points and be allowed to participate in the end-of-the-year activities, granted they maintain the appropriate point total.

#### **Activities include:**

- 8th-grade dance/party during the 2nd to last week of school.
- 8th-grade picnic on a day during the last week of school.
- 8th-grade promotion ceremony on the last day of school.

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

- 80-100 points earn participation in all activities.
- 79-70 points eliminate participation in the 8th-grade picnic.
- 69-60 points eliminate participation in the 8th-grade picnic and dance.
- 59-50 points, eliminate the 8th-grade dance, picnic, and promotion.

#### **Students will lose points throughout the year as follows:**

- Suspensions (including in-house) earn a deduction of 5 points per day.
- U marks earn a deduction of 5 points.
- N marks earn a deduction of 3 points.
- After-school detention earns a deduction of 3 points.
- Lunch detention earns a deduction of 1 point per detention.
- School attire violation earns a deduction of 1 point per incident.
- Technology violation earns a deduction of 1 point per incident.
- The 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).

## **TORRANCE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION & ADMINISTRATION**

### **TUSD BOARD MEMBERS**

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Betty Lieu, Esq.	Vice President / Trustee Area D
James Han	Clerk / Trustee Area C
Dave Zygielbaum	Member / Trustee Area E
Jasmine Park	Member / Trustee Area B

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Dr. Keith Butler	Chief Business Officer
Dr. Rosa Isiah	Assistant Superintendent - Educational Services
Deanna Sinfield	Assistant Superintendent - Student Services
Dr. Ben Egan	Senior Director of Secondary Schools
Julio Hernandez	Chief Personnel Officer
Sandi Tsosie	Chief Educational Technology and Information Services Officer

### **TORRANCE COMMUNITY & FAMILY RESOURCES**

Katy Geissert Civic Center Library	310-618-5959	Recreation Services	310-618-2930
Cultural Arts Center	310-781-7150	Community Helpline	877-541-2525
Police Non-Emergency #	310-328-3456	Fire Non-Emergency	310-781-7042
Torrance Juvenile Diversion	310-618-5555		
Rape Crisis Ctr	310-545-2111		
1756 Family Crisis Center	310-543-9900		
ALA-NON/ALA-TEEN	218-387-3158		
South Bay Family Health Care	310-802-5177		
Poison Control Center	800-777-6476		
Suicide Prevention Lifeline	800-273-8255		
Child Abuse Hotline	800-540-4000		