



Madera Unified School District

K-6 and K-8 Handbook

2020-2021

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PHONE DIRECTORY

Elementary Schools

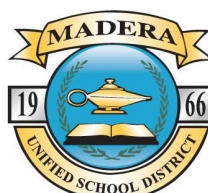
Adams.....	674-4631
Alpha.....	661-4101
Berenda.....	674-3325
Chavez.....	664-9701
Dixieland.....	673-9119
Eastin-Arcola.....	674-8841
Howard.....	674-8568
La Vina.....	673-5194
Lincoln.....	675-4600
Madison.....	675-4630
Millview.....	674-8509
Monroe.....	674-5679
Nishimoto.....	664-8110
Parkwood.....	673-2500
Pershing.....	664-9741
Sierra Vista.....	674-8579
Virginia Lee Rose.....	662-2662
Washington.....	674-6705

Service Departments

Child Nutrition	675-4546
Community Services and Parent Resource Centers.....	416-5842
Facilities & Planning	675-4548
State Preschool.....	675-4490
Student Services.....	416-5858
Transportation.....	673-2288

Parent Resource Centers

Alpha	661-4101 Ext. 215
Lincoln.....	675-4600 Ext. 1707
Madison.....	675-4630 Ext. 177
Millview.....	674-8509 Ext. 225
Monroe.....	674-5679 Ext. 227
Sierra Vista.....	674-8579 Ext. 177
Virginia Lee Rose.....	662-2662 Ext. 1105
Washington.....	674-6705 Ext. 206





Madera Unified School District

1902 Howard Road, Madera, CA 93637

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www.madera.k12.ca.us

Board of Trustees

Ruben Mendoza, President

Brent Fernandes, Clerk

Joetta Fleak, J. Gordon Kennedy,

Ed McIntyre, Lucy Salazar, Ray G. Seibert

Todd Lile, Superintendent

August 10, 2020

Dear Parent(s) or Guardian(s),

It is impossible to describe the challenges people across the world have faced since last spring. The global COVID-19 Pandemic is truly historic and will change the way we live for generations to come as similar plagues have done to our ancestors in times past. We know our families and staff want answers to hundreds of questions and we are working with districts across the nation to find the best practices that equal a path forward. In reality, the last 120 years of education have been reinvented in the last 20 weeks. Changes are sure to be made as the year progresses and we learn more about the coronavirus, our public health response, the needs of our students, and the capacity of our staff. We know two things for sure; 1) plans, practices and policies will change during the year as we learn more 2) we will do all we can to support our students, families and staff regardless of the challenges presented. No matter the nature of the crisis, no matter the conditions we have to overcome, we are always better when we work together.

The pandemic response has required distance learning that relies on digital classrooms, content, and instructional strategies, which has thrust us headlong into the 21st century. Education will never be the same and we will be learning as we go. We pledge ourselves to be our best for your children and we humbly request our families to be patient and supportive. Not a single parent or teacher wanted this but we find ourselves in a defining moment. Our choice to work together will truly define the success of our students. You'll find the most updated information on our website at <https://www.madera.k12.ca.us/> and we ask you to carefully consider all the district communications we send out. Our **Instructional Continuity Plan** and **The Student and Parent Rights and Responsibilities Handbook** is accessible year-round under the Students/Parents section, or by requesting a copy from your school site, or from the office of Student Services at Price's Plaza, 1820 Howard Road, (559) 416-5858.

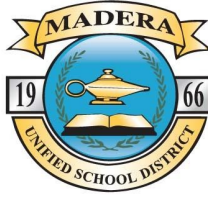
This handbook briefly sums up the rights and responsibilities that you and your child have within Madera Unified School District. In the following pages, you will find key policies and laws that affect your child's education; processes for accessing services; and procedures for finding answers to questions or voicing concerns. Please consult the District's website (www.madera.k12.ca.us) or your local school webpage for more detailed information, which is updated throughout the year.

The MUSD Community Compact states our Mission this way: ***We are committed to creating and sustaining a culture enabling Madera Unified students to experience an unparalleled educational journey that is intellectually, socially and personally transformative.*** This challenging mission requires us to work together to provide the safest and healthiest learning environment possible. This guide is a resource to student and parent rights and policies approved by our Governing Board to help support any concerns about hate-inspired behavior, discrimination, or harassment.

Thank you for being part of our team and our mission to provide the opportunity for all students to reach their potential. We're proud to serve you and value your collaboration and communication to help us all improve!

Sincerely,

Todd Lile
Superintendent



COMMITMENT TO EDUCATION FREE FROM HARASSMENT, BULLYING AND DISCRIMINATION

To: All Madera Unified School District parents/guardians, students and staff

The Madera Unified School District is committed to maintaining an educational environment that is free from harassment, bullying and discrimination. The District will not tolerate acts of harassment, bullying or discrimination based on race, color, ancestry, national origin, ethnicity, ethnic group identification, religion, mental or physical disability, sex, sexual orientation, gender, gender expression; the perception of one or more of such characteristics; or association with a person or group(s) with one or more of these actual or perceived characteristics. Students and parents/guardian(s) are encouraged to work together with the District to prevent all forms of harassment, bullying and discrimination.

Any student who believes he or she has been subject to harassment, bullying, discrimination or a hostile environment based on any of the culture(s) listed above should report the matter to the District through the Uniform Complaint Procedures (UCP) set forth in Board Policy and Administrative Regulation 1312.3. The District will promptly conduct an investigation into complaints involving harassment, discrimination or bullying as set forth in Board Policy and Administrative Regulation 1312.3. Contact information for the District's compliance officers responsible for investigating and responding to complaints and/or discrimination are below:

Area Assistant Superintendent's Office
1902 Howard Road
Madera, CA 93637
Telephone: (559) 675-4500 x 244, 246 or 248

Students found to have engaged in harassment, discrimination, bullying or other acts, creating a hostile environment will be promptly disciplined pursuant to applicable section(s) of the California Education Code(s), the California Code of Regulations, Board Policy(ies), Administrative Regulations and the District Parent-Student Handbook. Disciplinary action may, depending upon the circumstances of each particular incident, result in suspension or expulsion.

MADERA UNIFIED COMMUNITY COMPACT

This Madera Unified Community Compact acknowledges our guarantee to all stakeholders - trustees, taxpayers, community partners, students, parents, staff, and leadership - that our identity and philosophy are built upon our best traditions and aligns modern student needs with the highest level research and professional learning. The MUSD Governing Board believes in fair and equitable opportunities to empower students to learn deeply and live long healthy lives with the widest array of career opportunities. In ever-changing times, the MUSD Governing Board believes in ongoing collaboration with stakeholders to continuously improve student outcomes and college and career readiness.

MUSD GOVERNING BOARD OF TRUSTEES' GOALS

Clarity & Consistency at All Levels

Changing Perceptions & Mindsets of Staff & Community

Excellence in All Things

OUR VISION

Madera Unified will set the standard for hard work, creativity and resiliency with a fearless drive to continuously improve.

OUR MISSION

We are committed to creating and sustaining a culture enabling Madera Unified students to experience an unparalleled educational journey that is intellectually, socially and personally transformative.

OUR BELIEF STATEMENT

Madera Unified is where students are challenged to broaden their vision, inspired by meaningful opportunities and strive for authentic achievements.

OUR CREED

WE BELIEVE in...

- Strong relationships between students, staff, parents and our community
- Rigorous expectations for ALL students with proper supports and opportunities to achieve mastery
- Collaboratively planned relevant, challenging, and creative lessons
- Intrinsic motivation through curiosity, creativity, and choice
- Intentionally engaging classrooms and active learning
- Strong civic engagement through service learning
- The highest student achievement in all areas
- An orderly learning environment with dynamic school cultures
- A financially sound & effective organization

OUR CORE VALUES

These questions frame our decisions when considering expenditures and initiatives. During our Executive Cabinet meetings, we ask ourselves each question aloud and invite debate. We want our budget, programs, and priorities to be aligned to our vision, mission, goals, beliefs, and values to ensure we're moving the district in a positive direction our community and trustees believe in and support.

Equity Before Equality

Will this prioritize equity before equality?

Student Centered

Decision Making

Is this focused on students' needs?

Collaborative Culture

Will this facilitate a collaborative culture in our district?

Excellence for All

Will this promote excellence for all?

Learning Organization

Will this further the development of our learning organization?

Community Relationships

Will this foster and deepen relationships with our community partners?

Results Oriented

Will this be measured effectively and be results oriented?

HONESTY + COMPETENCY = TRUST

WE BELIEVE
MADERA UNIFIED

ABSENCES

When students who have been absent for one or more days return to school, parent/guardian must present a satisfactory explanation verifying the reason for the absence. Unless verification is obtained, the school must record any absence as unexcused.

ANIMALS

For the health and safety of all children and adults, animals are prohibited from being on the school campus during, before, or after school hours.

ARRIVAL TIME

Students are not allowed on campus until 7:15 AM. At 7:45, students will be dismissed to the playground area. The playground area is not supervised until this time. The first bell rings at 7:55 AM and classes begin promptly at 8:00 AM.

BEHAVIOR

Specific behaviors are forbidden by the Education Code and by District Policy. Violations of these laws and policies may result in advising and counseling students, conferencing with parents/guardians, detention during and/or after school hours, community service, placement in alternative programs, suspension (temporary removal from school), and/or expulsion (long-term removal from school). Corporal punishment shall not be used. The use of reasonable and necessary force by an employee to protect oneself or students or prevent damage to District property shall not be considered corporal punishment. (Education Code 49001). Designated staff members have received required training and certification in nonviolent crisis intervention.

BICYCLES AND SKATEBOARDS

As required by California law, students riding bicycles must wear helmets. To help protect our students, rules for use of bicycles, scooters, and/or skateboards to and from school must be followed. Bicycles must be walked across crosswalks. No bicycles, hoverboards, skateboards, or the like are to be ridden on school property.

BIRTHDAY CELEBRATIONS

Please note that the Madera Unified School District Wellness Policy promotes healthier food consumption by our children at school. We do not encourage birthday parties at school. Please see the district Wellness Policy. Balloons, flowers, presents, etc. should be presented to your child at home. If deliveries are made to the school, items will be held in the office until the end of the school day. This is to maintain an optimal learning environment, free of distractions. To avoid hurt feelings, we ask that party invitations are not distributed at school unless the entire class is invited.

BUS CONDUCT/TRANSPORTATION

Initial approval is required for first time bus riders to/from school. Form #86 must be filled out and turned in to the office prior to your child's first transport on the school bus. Any questions relating to

transportation can be directed to Madera Unified Transportation Department at 559-673-2288. Bus routes and times can also be found on our Madera Unified School District website.

All kindergarten pupils must have a parent, guardian or responsible adult to receive the child at the bus stop. A responsible sibling under the age of 18 may receive the child if written permission from the parent or guardian has been submitted to the school office.

It is a privilege to ride the school bus and appropriate behavior is expected at all times. When a student violates a district bus regulation, the bus driver will report the incident to the principal. Student and parent contact will be made. If a student receives multiple citations, he/she may be suspended from riding the bus for a specified period of time or possibly lose bus riding privileges.

Violations include but are not limited to:

- Leaving the seat while the bus is in motion
- Putting any part of the body out of the bus
- Using profanity/vulgar language or gestures
- Eating/drinking on the bus
- Having dangerous objects on the bus
- Not following proper bus procedures
- Being defiant or needing constant correction
- Fighting
- Damaging or defacing the bus
- Making unnecessary noise or commotion
- Refusal to wear seatbelt, if bus is equipped

CAFETERIA

All MUSD students are eligible for free breakfast and lunch. All food must be eaten in the cafeteria unless otherwise determined by teacher or school administration. This is in compliance with the Federal and State Guidelines.

Free meals are provided to enrolled students only. Non-school aged children may receive a meal if purchased by a parent/guardian and food is consumed in the cafeteria.

FOOD ALLERGIES

If your child suffers from food allergies, please provide the school nurse a copy of the diagnosis from your child's pediatrician. Alert your child's teacher of the food allergies as well as the cafeteria. If your child requires juice rather than milk, a doctor's note must be provided for this substitution.

CELLULAR PHONES

Board Policy 5131 authorizes students to possess on school campus personal electronic signaling devices including, but not limited to, cellular/digital telephones. Kindergarten through eighth-grade students inclusive may use such devices only before the beginning of the instructional day or after the ending of the instructional day.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board Policy and Administrative Regulation.

Notwithstanding other provisions in this policy, the administration of any district school is authorized to restrict either the possession or use of any selected type of electronic signaling device or the possession or use of all electronic signaling devices.

CHAPERONES/VOLUNTEERS

All volunteers who may have contact with students for a significant period of time or on a recurring basis are referred to as “Volunteer’s” and must be fingerprinted. Fingerprints will then be submitted to the Department of Justice for a criminal background check. Such persons will not be permitted to monitor until after they have been fingerprinted and have received U.S. Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) clearance.

Individuals under the direct supervision of a teacher do not require fingerprints unless they volunteer on a recurring basis, then fingerprints are required and are referred to as a Chaperone.

Please remember that every school year either a volunteer or chaperone application needs to be submitted to the front office if you are interested in volunteering in your child’s classroom or attending a field trip with the school.

Volunteers must be cleared by the school office by completing the following criteria:

1. Your child’s teacher has received your request to volunteer in the classroom or during a field trip.
2. If fingerprints are not required, the request must be received at least 2 weeks ahead of time.
3. If fingerprints ARE required, the request must be received at least 2 months ahead of time.
4. Requests that do not meet the timeline requirements, including same-day requests, will NOT be approved by the principal.
5. Your child’s teacher or an administrator has placed you on the volunteer/chaperone list for a classroom or field trip.
6. You have completed the volunteer/chaperone paperwork and placed it on file in the school office.
7. If fingerprints are required, you have taken the volunteer/chaperone paperwork (signed by the principal) and required payment to the Madera Unified School District and scheduled an appointment for fingerprints / background check with the Madera County Office of Education.
8. You have cleared the background check and the school has received confirmation from the school district before your scheduled volunteer date(s).
9. Volunteers that have been fingerprinted and have cleared the background check must have and carry their Madera Unified School District volunteer badge at all times.

CHILD ABUSE REPORTING

School administrators, teachers and support staff are covered under the Child Abuse Reporting Laws as mandated reporters and must report all known or suspected instances of child abuse, including acts between minors. If school administrators or teachers have a reason to believe that abuse has

occurred between minors, they must immediately report the suspected incident to the appropriate child protective agency. Failure to report suspected child abuse may result in criminal and civil liability. In addition, failure to report may result in credential revocation.

COUNSELOR

Elementary counselor schedules vary from school site to school site. Counselors provide social and emotional support. A referral can be made for short to long-term support, depending on the need of the child. Parental permission is not required for occasional visits. Permission is required if sessions are reoccurring. Permission must be granted annually.

DISMISSAL

Students may not stay on campus after dismissal time, unless they are enrolled in the After School Program or participating in a school sponsored activity. There is no supervision for students who remain on campus after dismissal.

Arrangements for student pick up should be determined prior to the school day. If there is a change in your child's normal routine, please make every effort to communicate this to your child prior to the school day and send a note to your child's teacher advising of this change. We understand that emergency situations happen and will do our best to relay your message to your child. This becomes more difficult as we near the end of the school day.

DRESS CODE

The Board of Education encourages pupils to dress appropriately, neatly, and cleanly. Dress or grooming that draws undue attention or detracts from the educational process is unacceptable. The following considerations are highlighted and will be utilized in accordance with Board Policy. Please refer to the District Handbook for the complete Dress Code Policy.

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

A committee comprised of elected parents, staff, and community members specifically designated to advise school officials on English learner program services.

1. The ELAC shall be responsible for advising the principal and staff on programs and services for english learners and the School Site Council on development of the Single School Plan for Student Achievement (SPSA).
2. The ELAC shall assist the school in the development of:
 - The school's needs assessment
 - The school's annual language census
 - Ways to make parents aware of the importance of regular school attendance

DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (DELAC)

A committee comprised of elected parent representatives from each school site in the district specifically designated to advise the Board of Trustee on English learner program services.

1. The DELAC shall advise the district's local governing board on programs and services for English learners.
2. The DELAC shall be responsible for advising the district's governing board on the following tasks:
 - Development or revision of the district's master plan of education programs and services for English learners, taking into consideration the Single School Plan for Student Achievement
 - Conducting a district-wide needs assessment on a school-by-school basis
 - Establishment of district programs, goals, and objectives for programs and services for English learners
 - Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements
 - Administration of the annual language census
 - Review and comment on the district's reclassification procedures
 - Review and comment on the written notifications required to be sent to parents and guardians.

EMERGENCY CONTACTS

In the event of an emergency at school, every attempt will be made to contact a parent. In order to make immediate contact, it is important for parents to ensure that emergency contact information is accurate. Automated calls/texts are made to keep parents informed of important school related information. If phone numbers are not correct, you might not receive this important information.

Please notify the school office of any changes in: Home address, adult contacts, phone numbers (home/work/cell), or email addresses. It is extremely important that the school maintains current contact information. You can also make these changes by accessing your Parent Portal account.

EMERGENCY PROCEDURES

During the school year, students will participate in the following drills: fire, lockdown, earthquake, bus evacuation, and drop & cover.

FIELD TRIPS

During the school year, students will have the opportunity to go on class field trips. Parent permission slips must be signed and returned to school prior to the trip. All chaperones that will be supervising a group of students solo must be fingerprinted, cleared through Megan's Law, and sign a chaperone form. Students not enrolled in the class will not be allowed to attend the field trip. No younger or older sibling will be permitted to go on the field trip.

Field trips are school events. To maintain our students' safety during a field trip, other parents or family members that are NOT cleared by the office as a volunteer/chaperone will NOT be allowed to have contact with our students at any time during a field trip.

If you are requesting to bring your child home with you from a field trip, an “Authorization to Transport” form must be filled out or your child will return on the school bus back to the school. The form must be submitted 24 hours in advance.

If a student is suspended during the time frame of a scheduled field trip, that student is not eligible to attend the field trip. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

FOGGY DAY SCHEDULE

During the winter months, dense morning fog may interfere with normal bus schedules. On foggy mornings, the announcement of an initial Schedule A, B, or C delay will be broadcast over most local radio and television stations by 6:00 AM. If your student rides the bus, their normal pick up time will be delayed based on the schedule. Even though buses are delayed, classes will start at the usual time. School begins at 8:00 AM and all students who are not using bus transportation are expected to be at school at this time.

<i>Plan A</i>	One (1) hour delay	Bus pickup is delayed one hour
<i>Plan B</i>	Two (2) hour delay	Bus pickup is delayed two hours
<i>Plan C</i>	In extreme foggy day situations bus transportation will be completely cancelled.	

GRADES

Report cards are issued at the end of each quarter. Progress reports are issued at predetermined intervals in each quarter. To closely monitor your child’s grades, we encourage parents to utilize their Parent Portal account to see current grades. The Parent Portal account on Aeries can be accessed through the Madera Unified School District website.

HEAD LICE INFORMATION

Madera Unified School District operates a no live lice policy. Parents will be notified if their student is found to have live lice. Students are allowed to come back to school the next day, providing a head lice shampoo has been used. The lice shampoo needs to be repeated in 7-10 days. Current recommendations from the Center for Disease Control and Prevention do not support classroom wide screening. Lice do not carry any diseases, but it is important for the family to understand they still need to follow recommended procedures to address lice that may remain in the home. Bedding, clothing, upholstered furniture, including car seats, may harbor lice and nits. Thorough cleaning is required to prevent continued infestation with lice. If you have any questions, contact your child’s school nurse. They will be happy to assist you with resources or to answer questions regarding care.

HOMEWORK POLICY

Homework may refer to assignments that aren’t completed in class as well as additional projects or assignments to be completed by students outside of the school day. Homework is mostly a review of information taught, in order to reinforce those skills. If a student was not present for the lessons, the teacher may decide not to assign the homework to avoid confusion.

ILLNESS

For the protection of your child and other students, children who are too ill to go out for recess or participate in P.E. should remain at home. The school does not have facilities to take care of sick children. If a student becomes ill during the school day, parents will be notified. A child must be fever free for 24 hours, without the use of medication, before returning to school. If parents cannot be reached, we will utilize the contacts listed on the emergency card, beginning with the primary guardians. Please send a note or call the office to report an illness.

INSURANCE

Parents may purchase school insurance. Two types of policies are available:

1. School only
2. 24 hour insurance.

The school itself does not have insurance to pay medical expenses for accidents that occur at school.

LEAVING EARLY

If you are picking up a child during school hours for any reason, please report to the school office. The child will be called to the office upon the arrival of the parent/guardian. For safety reasons, students will not be called out of class by phone request. Children will only be released to parents or adults listed on the emergency procedure card. A signature and a photo ID may be required. This is a safety measure to ensure the protection of your child(ren). We ask, when possible, that parents not pick up their child(ren) within the last 30 minutes prior to dismissal. Teachers are going over assignments and preparing students for the end of the day. Students picked up more than 30 minutes before the end of the day without a valid excuse may be marked truant.

LIBRARY

Each student is required to return a signed permission slip before a library book can be checked out. In the event a book is lost or damaged while checked out to your child, you will be responsible for the book's replacement cost. Please help your child take good care of all books borrowed from the library.

LOST AND FOUND

It is helpful to mark your child(ren) items of clothing, backpacks, lunch bags, binders, etc. with his/her name. The "lost and found" bin will be located in the cafeteria. Items that aren't claimed at the end of each quarter will be given to local charities.

MAKE UP WORK

The Governing Board directs that, as a general rule, students shall be given the opportunity to make up school work missed because of an excused absence and to receive full credit if the work is turned in according to a reasonable make-up schedule. Students who miss school work because of unexcused absences shall be given the opportunity to make up missed work for full or reduced credit at the discretion of the teacher.

If the student's absence was due to suspension, the teacher may require the suspended student to complete any assignments and tests missed during the suspension (Education Code 48913).

Students who miss school work because of truancy or other deliberate actions should not expect to receive credit, unless approved upon in advance by the principal, who makes allowances for mitigating circumstances.

MEDICATION

California State Law requires parents to inform the school of any medication to be taken by children at school. Before any medication will be dispensed at school, parents must have the appropriate medical authorization filled out by your child's pediatrician. School personnel can only administer medication that has been prescribed to your child by a doctor. Medication must be brought in the original container and have your child's name on it. Please do not send medication with your child in his/her backpack or lunch box. An inhaler may be carried by a student if authorization from the pediatrician is submitted to the school nurse. Medical authorization must be submitted annually.

OPEN ENROLLMENT AND INTRA-DISTRICT TRANSFERS

Open Enrollment applications must be completed for each child for whom an Open Enrollment transfer request is made. Applications to attend your desired school must be submitted between March and April of the previous school year. Open-Enrollment permits cannot be granted if approval would result in excessive enrollment at the school of choice, or, if approval would result in displacement of students residing within the designated attendance area. Board Policy 5116.1 (Education Code 35160.5)

IDT does not grant permanent status at the school of choice. Open Enrollment transfers, if approved, are valid for the grade levels that the school serves.. Transfers can be rescinded at any point of the school year if space is no longer available for students who reside in the attendance area. If approved, parents are responsible for providing daily transportation to and from the school of choice. No bus transportation will be available for students on an Open Enrollment or IDT.

PARENT CONCERNS

If you have a concern regarding your child's education, or any other concern relating to your child, please follow the below protocols:

- Address concern directly with child's teacher, if issue remains unresolved
- Bring concern back to child's teacher, if issue still remains unresolved
- Bring concern to the attention of the Vice Principal
- If issue remains unresolved, the next step is to bring it to the attention of the Principal.
- After addressing the issue with the Principal, if the issue remains unresolved, please refer to the district complaint procedure located on the Madera Unified School District website.

PARENT INVOLVEMENT

Parents are encouraged to become involved in activities at the school and can support the school a number of ways. We have parent clubs, School Site Councils, and English Language Advisory Committees. Please attend a parent club meeting to learn more about involvement. If your child's school does not have a parent club, please contact your child's teacher. Please note that a volunteer that is on campus on a recurring basis requires fingerprinting to be completed.

PARENTS ON CAMPUS

All visitors must sign in at the front office before coming on to campus and obtain a badge. Badges must be worn on the upper right or left portion of the shoulder/chest area at all times. The following will make your visit more valuable:

- Save questions you might have for your child's teacher until after class.
- All parent-teacher conferences should be arranged and held before or after instruction time in order to prevent interruptions of academic learning time.
- In order to make the meeting as productive as possible, it is recommended that siblings do not attend conferences.
- No unannounced visits. Please notify the teacher at least 24 hours prior to a visit.

We encourage and support our families and parent participation. Please check with administration as site administrators have discretion to determine authorization of parental presence on campus.

PERSONAL PROPERTY

Please mark personal belongings with their name before articles are brought to school. This includes lunch boxes, backpacks, coats, sweaters, umbrellas, gloves, binders, etc. The school is not responsible for lost, stolen, or damaged items. Please keep anything of value, such as electronics, trading cards, etc., at home.

Students should claim lost items daily in their classroom. Articles of clothing not claimed at the end of each month will be given to a local charity.

PHYSICAL EDUCATION

DRESS:

- No standard uniforms are required.
- Tennis shoes or soft rubber-soled shoes should be worn.
- Dress shoes, shoes with a heel, or flip-flops are not permitted for safety reasons.

Students beginning in 1st grade, will participate in P.E. Physical Education is a class, required by the State of California. Therefore, unless an adequate excuse is presented, all students will participate. A note from home is required for a child to be excused from class activity. A doctor's excuse is required for those students who need to be excused for more than three days in succession.

PROFESSIONAL DEVELOPMENT/EARLY OUTS

Teachers have "learning" days also. It is essential that they attend their meetings on time. Please ensure your child is picked up by 1:30 PM on our early dismissal days. Please do not "pop" in on your

child's teacher for a meeting on an early out day. Appointments are recommended to meet with your child's teacher.

SECURITY/SAFETY

For security purposes, most schools lock gates at 8:00 AM and re-open for the dismissal of students at the end of the school day. Sites that have pre-school on their campus will lock most gates but will need to allow access points for pre-school parents.

SCHOOL PHONES

Students are not to use the telephone in the main office except in such cases that are vital. Students should make all arrangements for transportation, going with a friend, staying for after-school activities, etc. before coming to school. School phones may be used twenty minutes after dismissal if a student has not yet been picked up.

SCHOOL PROPERTY

It is the responsibility of the students to take care of school property. This includes books, restrooms, cafeteria, school buses, school grounds, etc. Any items vandalized, lost, or destroyed may be billed to the parents or guardians for replacement.

SCHOOL SITE COUNCIL

The California *EC*¹ requires the School Site Council (SSC) to develop a Single Plan for Student Achievement (SPSA) for ConApp programs operated at the school or in which the school participates. In addition, Pupil Retention² and School and Library Improvement Block Grant programs³ operated at the school must be included in the SPSA. The SSC must approve the plan, recommend it to the local governing board for approval, monitor implementation of the SPSA, and evaluate the results.

At least annually, the SSC must revise the SPSA, including proposed expenditures of funds allocated to the school through the ConApp, and recommend it to the local governing board for approval.

Composition of the SSC is specified in the California *EC* Section 52852 as follows:

- The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school;⁴ parents of students attending the school selected by such parents; and in secondary schools, students selected by students attending the school.
- At the elementary level, the SSC shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel; and (b) parents; or other

¹ *EC* Section 64001(a), (d)

² *EC* Section 41507

³ *EC* Section 41572

⁴ For example, counselors, psychologists, social workers, nurses, instructional aides, library personnel, and clerks employed at the school

community members selected by parents. In schools with fewer than three teachers, this requirement may be met by establishing a SSC that is composed of equal numbers of school staff and parents or other community members selected by parents.

- At the secondary level, the SSC shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) equal numbers of parents or other community members selected by parents, and students.
- At both the elementary and secondary levels, classroom teachers shall comprise the majority of persons represented under subdivision (a) of this section.
- School districts that maintain kindergarten or any of grades one to eight, inclusive, and that maintain schools with fewer than 100 students each, and that share a common attendance area may establish a single SSC for the common attendance area.
- At the discretion of the local governing board, the middle school may, but is not required to, include student representation on the SSC.
- If a middle school SSC includes students, the SSC must meet the composition requirements of secondary schools.

SPORTS (M.U.L.E.S.)

MULES is an acronym for Madera Unified League of Elementary Sports and is geared towards elementary school students in the 5th and 6th grades at the city schools as well as 5th, 6th, 7th and 8th grades at the country schools. Although, 4th graders are included in cross country & wrestling.

The sports that we provide are soccer, cross country, basketball volleyball, track and field, flag football, cheer, and wrestling.

Each sport is divided by seasons allowing 5 to 6 weeks for each season. The games are primarily played on Friday's. The schools are separated into 3 divisions to help us run the end of the season tournaments successfully and efficiently.

1. Longhorn Division: Desmond Elementary Feeders
2. Jaguar Division: MLK Elementary Feeders
3. Patriot Division: TJ Elementary Feeders

MULES helps build school spirit allowing the home team's peers the opportunity to watch and cheer on their school's team.

MULES competitions provide opportunities for young athletes to learn and grow. When students participate in sports we get the opportunity to teach them about these important character traits:

1. Teach-ability: No matter how much an athlete accomplishes, he always has room to grow. To excel, he must be eager to learn and willing to accept instruction.
2. Integrity: Our students need to know that if they have integrity, they will be winners — no matter the outcome of the game.

3. Perseverance: We feel it is important to teach athletes how to deal with failure in a positive way. That lesson, learned under pressure, will help prepare them to succeed in sports and many other areas of life.
4. Respect: It is vital that we teach our students to show good sportsmanship during on-the-field battles.
5. Self-esteem: Sports will bring out the unique characteristics of our students. It will help them discover the ways in which they are individually special.

TARDIES

A warning bell rings at 7:55 AM and school begins at 8:00 AM. Students who arrive after 8:00 AM are late. Please make every effort to leave early enough to account for morning traffic. If your child(ren) walk to school, please encourage your child(ren) to leave the house in a timely manner to ensure they arrive at school on time. All late students must report to the office to obtain a pass.

TEXTBOOKS

Parents/guardians are responsible for lost or damaged textbooks. Please speak with your child regarding the importance of taking care of their textbook(s).

TITLE 1

LEAs target the Title I funds they receive to public schools with the highest percentages of children from low-income families. Unless a participating school is operating a schoolwide program, the school must focus Title I services on children who are failing, or most at risk of failing, to meet State academic standards. Schools enrolling at least 40 percent of children from low-income families are eligible to use Title I funds for schoolwide programs designed to upgrade their entire educational programs to improve achievement for all students, particularly the lowest-achieving students. Title I is designed to help students served by the program to achieve proficiency on challenging State academic achievement standards. Title I schools with percentages of students from low-income families of at least 40 percent may use Title I funds, along with other Federal, State, and local funds, to operate a "schoolwide program" to upgrade the instructional program for the whole school. Title I schools with less than the 40 percent schoolwide threshold or that choose not to operate a schoolwide program offer a "targeted assistance program" in which the school identifies students who are failing, or most at risk of failing, to meet the State's challenging academic achievement standards. Targeted assistance schools design, in consultation with parents, staff, and district staff, an instructional program to meet the needs of those students. Both schoolwide and targeted assistance programs must use instructional strategies based on scientifically based research and implement parental involvement activities. Under Title I, LEAs are required to provide services for eligible private school students, as well as eligible public school students. In particular, section 1120 of Title I, Part A of the ESEA, requires a participating LEA to provide eligible children attending private elementary and secondary schools, their teachers, and their families with Title I services or other benefits that are equitable to those provided to eligible public school children, their teachers, and their families. These services must be developed in consultation with officials of the private schools. The Title I services provided by the LEA for private school participants are designed to meet their educational needs and supplement the educational services provided by the private school. For additional information on services to eligible private school children, see the U.S. Department of Education Office of Non-Public

Education website. For more information, please visit:
<http://www2.ed.gov/programs/titleiparta/index.html>

VOLUNTEERS

See Chaperone/Volunteer section

Elementary School Parent Compact

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

STAFF PLEDGE:

I agree to carry out the following responsibilities to the best of my ability:

- Provide high-quality curriculum and instruction.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision-making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families to help each student achieve the school's academic standards.
- Respect the school, students, staff, and families.

STUDENT PLEDGE:

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV/video game time and instead study or read every day after school.
- Respect my classmates, the school, staff, and families.

FAMILY / PARENT PLEDGE:

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time, place for homework, and monitor TV/video game access.
- Read to my child or encourage my child to read every day.
- Communicate with the teacher or the school when I have a concern.

- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as decision-making, volunteering and or attending school outreach meetings and parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

The Parent Compact is distributed through placement in every student/parent yearly handbook. The handbook is issued to every student at the time of enrollment. It is reviewed and edited at the end of every school year to reflect parent input and revisions.

Title I School Parental Involvement Policy

This policy describes the means for carrying out designated Title I parental involvement requirements.

Madera Unified School District Elementary Schools

Each school will develop a written Title I parental involvement policy with input from Title I parents. Input from parent surveys, school site council, and parent teacher association will be used to give feedback to the policy. It will also be distributed to parents of Title I students. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. The Principal gives a presentation on the background of Title I and how the school will use it. (Programs, supplies, technology, parent resources, and staff)

- The school offers a flexible number of meetings for Title I parents. Parents are sent an automated phone call and a flyer advising them of the different Title I meetings that are available for them to attend.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy. This is a standing item in all of the SSC, ELAC, and Booster Club meetings.
- The school provides parents of Title I students with timely information about Title I programs. Information about Title I programs is provided to parents through Connect Ed messages, letters sent home, during parent meetings (SSC, ELAC, and Booster Club) and during parent teacher conferences.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. Administration and teaching staff provide parents this information during Back to School Night, Parent/Teacher Conferences, Open house, and in the Student Handbook. They cover these areas: state and local assessments, state and federal achievement standards, attendance requirements, grading policy, promotion, and retention.
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. If a parent requests additional information a request to meet can be made. These meetings can be one to one, small group, or in a large group setting.

*The parental involvement policy review is included in the annual review of the Single Plan for Student Achievement.

*This policy is updated annually to meet the changing needs of parents and the school. SSC, ELAC, and Booster Club meetings are used to obtain input, review, and approve the parent involvement policy.[20 USC 6318 Section 1118(c)(3)]

Elementary School-Parent Compact

The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

WE BELIEVE MADERA UNIFIED

2020-2021 Calendar (191 Days)

JULY 2020						
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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SEPTEMBER 2020						
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27	28	29	30			

OCTOBER 2020						
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NOVEMBER 2020						
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DECEMBER 2020						
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JANUARY 2021						
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31						

FEBRUARY 2021						
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MARCH 2021						
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28	29	30	31			

APRIL 2021						
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MAY 2021						
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JUNE 2021						
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HOLIDAYS	
Jul	3 Independence Day
Sep	7 Labor Day
Nov	11 Veterans' Day
Nov	26 Thanksgiving Day
Nov	27 Board-Declared Holiday
Dec	25 Christmas Day
Dec	24 Board-Declared Holiday
Dec	31 Board-Declared Holiday
Jan	1 New Year's Day
Jan	18 Martin Luther King Jr. Day
Feb	8 Lincoln's Day (Observed)
Feb	15 Washington's Day (Observed)
April	2 Board-Declared Holiday
May	31 Memorial Day

ATTENDANCE PERIODS		
Period		# Days
1	8/19/2020 - 9/11/2020	17
2	9/14/2020 - 10/09/2020	20
3	10/12/2020 - 11/06/2020	20
4	11/09/2020 - 12/04/2020	14
5	12/07/2020 - 1/15/2021	14
6	1/18/2021 - 2/12/2021	18
7	2/15/2021 - 3/12/2021	19
8	3/15/2021 - 4/09/2021	14
9	4/12/2021 - 5/07/2021	20
10	5/10/2021 - 6/04/2021	19
11	6/07/2021 - 6/11/2021	5
Annual Total		180
FIRST SEMESTER		
1st Qtr.	08/19/20 - 10/9/20	42 days
2nd Qtr.	10/12/20 - 12/18/20	44 days
SECOND SEMESTER		
3rd Qtr.	01/12/21 - 03/26/21	51 days
4th Qtr.	03/29/21 - 06/11/21	48 days

FIRST DAY OF SCHOOL
August 19, 2020
LAST DAY OF SCHOOL
June 11, 2021

INSTITUTE DAYS (no students)
August 5 - 18, 2020
January 11, 2021

THANKSGIVING BREAK
November 23 - 27, 2020
WINTER BREAK
December 21, 2020 - January 8, 2021
SPRING BREAK
March 29, 2021 - April 5, 2021

REVISED 8/11/20

MUSD BOARD APPROVED: JULY 21, 2020
MOTION NO. 7-2020/21
DOCUMENT NO. 23-2020/21



Maintenance & Operations

Curtis Manganaan, Director of Maintenance & Operations

May 5, 2020

TO: PARENTS & GUARDIANS
M.U.S.D. EMPLOYEES

FROM: CURTIS MANGANAAN, DIRECTOR OF MAINTENANCE & OPERATIONS M.U.S.D.
AHERA DESIGNEE

RE: ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)
ASBESTOS INSPECTIONS AND MANAGEMENT PLANS

Madera Unified School District hired Hazard Management Services, Inc. (HMS, INC.) consulting company, to complete the required three-year re-inspection of all asbestos containing building materials in the District. The three-year re-inspection was completed on August 2017 by an accredited inspector and the re-inspection data has been incorporated into the management plan.

In addition, during the past year the district performed the six-month surveillance on December 2019 and June 2019. This information is also incorporated into the management plan.

A copy of the district management plan is available for review during normal office hours in the Administrative Office at each site and the Maintenance Office located at 1205 Madera Avenue. If copies of the plan are desired, a nominal duplicating fee may be charged.

If you have questions concerning the plan or the District's compliance with EPA Asbestos Regulations, please contact the District's Asbestos Program Manager.

CURTIS MANGANAAN
1205 MADERA AVENUE
MADERA, CA 93637
(559) 675-4534



Maintenance & Operations

May 5, 2020

Dear Parent(s):

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives. Parents or guardians may request prior notification of individual pesticide applications at the school site. People listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be notified every time we apply a pesticide, you may complete and return this form below to the school office.

If you have any questions, please contact Curtis Manganaan at (559) 675-4534.

Sincerely,

Curtis Manganaan
Director of Maintenance & Operations
Madera Unified School District

OPTIONAL REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school. I would prefer to be contacted by (check one):

() U.S. Mail () E-Mail () Phone

Please print neatly:

School: _____

Name of Parent/Guardian: _____ Date: _____

Address: _____

Day Phone: _____ Evening Phone: _____

E-Mail: _____

NOTIFICATION OF PLANNED PESTICIDE USE

Assembly Bill 2260 (Healthy Schools Act of 2000), which became effective on January 1, 2001, reduces children's exposure to toxic pesticides through information and integrated pest management. For the 2020-21 school year, Madera Unified School District may apply the following pest management products as necessity dictates.

Product	Active Ingredient	EPA #	Purpose
Advance Granular Ant Bait	Abamectin B1 0.011%	499-370	Ants
Advion Ant Gel	Indoxacarb 0.05 %	100-1498	Ants
Advion Cockroach Gel Bait	Indoxacarb 0.06 %	100-1484	Cockroaches
Alpine WSG	Dinotefuran 40.0 %	499-561	Insects
Cheetah Pro	Glufosinate Ammonium (24.5%)	228-743	Weeds
Demand CS	Lambda-cyhalothrin 9.7 %	100-1066	Insects
Fastrac All-Weather Blox	Bromethalin 0.01 %	12455-95	Rodents
Finale	Glufosinate-ammonium-11.33%	432-1229	Weeds
Freehand 1.75 G CA	Dimethenamid-P .75 %...pendimethalin-1.0%	7969-358	Weeds
Fusilade II	Fluazifop-P-butyl(phenoxy propanoate)-24.5%	100-1084	Weeds
JT Eaton Answer for pocket gophers	Diphacinone .005 %	56-57	Gophers
Nyguard IGR Concentrate	2-(1- Menthyl- 2-(4-phenoxyphenoxy)ethoxy)pyridine 10.0 %	1021-1603	Insects
Onslaught FastCap	Esfenvalerate-6.40 %..Prallethrin-1.60 %..Piperonyl butoxide-8.00 %	1021-2574	Insects
Magnify Activator	Alkyl polyglycoside,Ammonium sulfate and Ammonium Nitrate 51.15 %	17545-50018	Weeds
Pendulum Aqua Cap	Pendimethalin - 39.7 %	241-416	Weeds
One Shot	2,4 D (CAS 94-75-7) Mecoprop-(CAS 16484-77-8) Dicamba (CAS 1918-00-9) Dithiopyr (CAS 97886-45-8)	2217-856-7001	Fertilizer/weed control
Speed Zone Southern	Carfentrazone-ethyl-0.54%.. 2,4-D,ethylhexyl-10.49 %..mecoprop-2.66 %	2217-835	Weeds
Surflan AS	Oryzalin 40.4 %	70506-44	Weeds
Suspend SC	Deltamethrin - 4.75 %	432-763	Insects
Target Pro-Spreader Activator	Alkyl phenol ethoxylate,Isopropanol,and Fatty Acids 90 %	1050775-50022-AA	Weeds
Termidor SC	Fipronil - 9.1 %	7969-210	Insects
Vendetta Plus Gel Bait	Abamectin B1- 0.05 %...Pyriproxyfen - 0.50 %	1021-2593	Cockroaches
Wasp Freeze	d - trans Allethrin-0.129... Phenothrin- 0.120 %	499-362	Insects
Wilco Gopher Getter Bait Type 2	Diphacinone .005 %	36029-23	Gophers
Wilco Squirrel Bait	Diphacinone .005 %	36029-17	Squirrel

Additional information on pest management products is available on the California Department of Pesticide Regulation's website www.cdpr.ca.gov. Madera Unified School District has adopted an Integrated Pest Management program (IPM) that requires pest management action only when necessary and with the least-hazardous method. Additional information regarding the MUSD IPM program can be found on Madera Unified School website <http://www.madera.k12.ca.us/Page/8751>.

Applicators receive annual safety training, strictly follow the U.S. EPA label instructions and only apply pesticides when they are necessary. The District will make every effort to apply pesticides when students are NOT present, but reserves the right to spray within the Laws of the State anytime it deems safe, using the utmost care while students are present. To register with the District to receive notification of individual pest management product applications at a specific school site, contact school for notification request. Registrants will be notified of individual applications at least 72 hours in advance.

If you have any questions, please contact Curtis Manganaan, Director of Maintenance and Operations at (559) 675-4534.