

Julia Morgan

Elementary School

Student Handbook

2021-2022



Parent/Student

Handbook

2021-2022

3777 AG Spanos Blvd

Stockton, CA 95209

Principal, Annette Roberts-Murray

Vice Principal: N/A

Principal Secretary, Veronica Aguas

Typist Clerk, Joyce Kite

Office Hours: 7:30 -4:00

Office Phone: (209) 953-8453

Office Fax: (209) 953-8090

PRINCIPAL'S MESSAGE

 ![SchoolHouse[1]]()

 **Welcome Students:**

Welcome to Julia Morgan Elementary School, **Home of the College Bound Scholars**. At Julia Morgan Elementary School, we build scholars and life-long learners. We provide students with educational building blocks to help them to have a strong educational foundation. We also provide our students with necessary interventions to help them to succeed. We encourage our students to go to college or a technical school. We expect great things from our students! This handbook will help to prepare you to have a successful school year. It will help to familiarize you with the things that we value here at Julia Morgan. It will also help to familiarize you with the staff members, programs, policies and procedures here at Julia Morgan and it will help you to meet your learning and character goals. At Julia Morgan, our students are proud to be a part of our learning community. We pursue high standards for academic achievement, attendance and citizenship. The Julia Morgan staff is here to support you, challenge you and guide you towards achieving your greatest potential. **Attendance is very important to us.** We ask that you be present at school every day, on time and always give your very best so that your success in school will be guaranteed. With the support of the Julia Morgan staff and your parents, we know that you will succeed!

**Welcome Parents:**

 Parents, please review this handbook with your child/children as it contains essential information to help your student/students to become successful members of the Julia Morgan Elementary School Learning Community.

Welcome to Julia Morgan Elementary School, home of the College Bound Scholars. We are looking forward to working with you this school year! We are committed to promoting academic achievement and good citizenship for our students. I encourage you to join our PTA, School Site Council, ELAC Committee or volunteer in your child’s classroom so that you will be an active participant in your child’s learning process. At Julia Morgan Elementary School, we provide a safe and caring learning environment for your child/children. We ask that all parents observe the visitor policy by making sure that you register in the school office when visiting our campus. You will be provided with a visitor’s pass to wear while you are on campus so that you can be identified as a permitted visitor. Breakfast starts at 7:45 a.m. Students who choose to eat breakfast, may arrive at 7:45 a.m. Students who do NOT choose to eat breakfast, cannot be dropped off before 8:05 a.m. as there will not be any supervision for them. We appreciate your assistance in helping to keep Julia Morgan a safe place for your students to learn and we look forward to working with you and your children this school year.

Mrs. Murray

Principal

**MISSION STATEMENT**

The Mission of our learning community is to nurture our children intellectually, physically, socially, and emotionally to their fullest potential. Excellence in learning will be promoted through a standards-based curriculum utilizing high quality, interactive, in-depth and engaging instructional approaches. The staff is committed to creating and maintaining an orderly, trusting, and caring environment where teaching and learning are exciting and students are assisted as they develop responsibility and demonstrate respect for themselves and other members of our diverse learning community. All aspects of the school's organization are child-centered and designed to accommodate various learning styles so that all may experience success. The Learning Community will put the interest of the children at the heart of every decision.

**VISION STATEMENT**

Our vision is that Julia Morgan will become a community of lifelong learners who lead fulfilling lives as productive, responsible, involved citizens in today's global society.

**STUDENT RIGHTS & EXPECTATIONS**

All students have the right to:

• The best possible education

• The respect of self and others

• A safe, secure, and non-threatening environment

• A clean, healthy campus

• An uninterrupted educational process

All students are expected to:

• Demonstrate positive behavior

• Come prepared

• Be orderly and on time

• Have appropriate dress

• Show politeness, courtesy and manners

**Statement of Purpose**

**Our Community is a safe, nurturing campus engaged in high academic and behavior expectations, where students, staff, and families are respectful, responsible, and confident learners.**

**Julia Morgan Pledge**

 As a Julia Morgan Mustang I promise to be responsible for my actions. Do my personal best in my school work. Show caring and respect for others. Be flexible when things don’t go my way. I promise to faithfully use the lifeskills and be the best that I can be!

 **ACCIDENTS**

Accidents should be reported immediately to the staff member on duty. All accidents must be recorded on an accident report and a copy of the report sent to the District office. If a student is seriously injured, school personnel will attempt to telephone parents/guardians or family doctor. In a minor injury/first-aid will be given.

*Accident Insurance -* Lodi Unified School district does not carry accident insurance on students. At the beginning of the school year, students receive an application for voluntary, reasonably priced student insurance, which provides protection in the event of an accident at school or on the way to and from school. Parents are encouraged to provide medical accident coverage for their children. Students participating in after school sports programs must have insurance coverage.

**ATTENDANCE**

State law requires every child between the ages of six and eighteen years of age to attend school when it is in session. Research has shown that a student's success in school is directly related to attendance. It is important that students' medical, dental or other appointments be made before or after school whenever possible.

*Arrival at School-* Students are allowed on campus beginning at 7:45 am, if they are eating breakfast. Students should not arrive prior to that as there is no supervision before 7:45. DUE TO LIMITED SPACE, PARENTS ARE NOT ALLOWED TO STAY/SIT IN THE CAFETERIA WITH THEIR STUDENT(S) DURING BREAKFAST OR LUNCH. SEATS ARE RESERVED FOR JULIA MORGAN STUDENTS ONLY.

*Tardies-* Tardiness is defined as not being seated in the classroom and ready to work at the designated start time, 8:20 AM. A student arriving late must report to the office for an admit slip. A student tardy in excess of thirty minutes more than three days per year without an excusal, is truant and will be reported to the Attendance Supervisor.

*Absences-* Students are excused for the following reasons only:

 • Illness

 • Medical/dental/eye appointments

 • Funeral for immediate family member (1 day)

 • Directed quarantine by health officer

Class/homework may be made up for excused absences. A parent must verify an absence by phoning the school each day of the absence (phone 953-8453). If calling is a problem, the student must bring an absence note signed by the parent to their teacher upon return to school.

*Early Dismissal-* A student must be signed out in the office if it is necessary to leave school early. The school will release a student only to the legal parent/guardian or an adult over the age of eighteen listed on the student's emergency card**. PHOTO ID IS REQUIRED BEFORE A STUDENT CAN BE RELEASED.**

**BICYCLES**

* Bicycles must be placed inside the bike rack and individually locked.
* Skateboards and scooters are not permitted
* The school does not assume responsibility for: stolen or damaged bicycles or helmets.
* Bicycles must be walked on campus to/from the bike racks, sidewalks adjacent to the campus and in crosswalks.
* City ordinance requires bicycle licensing and the wearing of helmets.

 • Bicycles are to be ridden by only one person at a time.

**BUDDY SYSTEM**

Whenever possible, do not walk alone. Find a friend or family member to walk home with.

![Healthy-Foods[1]]()

**CAFETERIA/FOOD PREPARATION**

The cafeteria is open daily to serve both breakfast (free) and lunch ($2.75 – milk

included) to students in grades PreSchool-6. Milk sold separately is .50 cents. Students are

 encouraged to pay for lunch and/or milk for the week every Monday morning before school.

*Students who have forgotten lunch money will be allowed to call home for a lunch, but if parents cannot be reached, the cafeteria will allow the charge of up to three meals.* ***(Applications for free and reduced lunches are available in the office.)***

**ALL CHARGES NEED TO BE PAID PROMPTLY.**

All students are required by State Law to eat a lunch at school during the designated

lunch time. This applies to full and minimum day schedules. Please assist your child by

making provisions for a lunch at school each day or access to a hot lunch by having

money on the cafeteria card. Classrooms are not allowed to serve food prepared in

private homes. Students are not allowed to share any food that has been part of their

home school lunch or served on their cafeteria hot lunch tray.



##  **CELL PHONE POLICY**

State law permits cell phones to be on school campuses. This law also gives school districts and school sites the flexibility to determine their school’s usage policy.

Therefore, student use of cell phones is limited. Cell phones are not to be used at all while students are on campus. This includes text messaging, taking photos/videos, or app/internet use**. If a staff member witnesses a cell phone being used, it will be confiscated and a parent will need to pick it up from the office.** Students are permitted to use their cell phones after or before school, while off campus.

**DROPPING OFF/PICKING UP STUDENTS**

* **The driveway/parking lot is for administration/staff and bus parking ONLY.**
* The curb areas immediately in front of the school is a "No Parking" zone. Do not park your car. It is for student drop-off only. Vehicles left unattended are subject to tow/ticket.
* Students are asked not to walk through the parking lot. Students must use the crosswalk along the side of the parking lot.
* Obey the crossing guard.
* Cross at the cross walk only.

**CONFISCATED ITEMS**

ANY ITEM confiscated during the school day must be picked up by a parent from the administration office at the end of the school day. Once again, Lodi Unified School District and Julia Morgan accept no responsibility for any item confiscated, damaged, lost, or stolen on school premises.

**DANGEROUS/DISRUPTIVE ITEMS**

Items which can become distractions be disruptive or dangerous cannot be brought to school, some examples are:

 • Video games, game cartridges

 • Cameras

 • Spray containers of any kind

 • Permanent markers

 • Shaving cream, cologne, perfume, etc.

 • Squirt guns, balloons

 • Candy, gum, sunflower seeds, etc.

 • Athletic equipment such as balls, bats, etc.

 • Gambling devices such as cards, dice, etc.

 • Joke and novelty items

 • Dolls, stuffed animals, toys, trading cards

 • Skateboards, roller blades, roller skates

 • Caps, poppers, firecrackers, stink bombs, etc.

 • Multiple key chains, chain wallets or other chains

These and other unsafe or disruptive items will be confiscated to be claimed only by a parent.

**DISCIPLINARY ACTIONS**

Students attending Lodi Unified School District are required to follow and comply with school and District conduct rules. If a student chooses to break the rules, he/she will be subject to various disciplinary actions. Progressive discipline is used, unless the infraction is something that requires immediate suspension.

### **Teacher Assigned Detention**

A student may be assigned detention in a teacher’s classroom for inappropriate behavior or failure to do class/homework. Parents will be notified in writing for all detentions over 20 minutes.

***Disciplinary Referral***

Staff members write a Disciplinary Referral to refer a student to an administrator for disciplinary action if a student’s behavior is disruptive to the instructional process or poses a danger to persons or property.

***In-School Suspension***

A student may be assigned to a supervised suspension area separated from other students at the school site for the period of the suspension from class. This may range from the remainder of a class period to a full school day.

***At-Home Suspension***

For serious or repeated disruptions, disobedience, defiance and for fighting, threats, intimidation, vandalism, theft, smoking, and other behaviors as dictated in the Lodi Unified School District K-12 Student Conduct Code a student may be suspended from attending regular classes and prohibited from attending school, participating in school activities, and being on school grounds for a period of time. The teacher may require the student to complete any assignment(s) and test(s) missed during a home-suspension. The teacher may, but is not required to provide homework.

***Expulsion***

A student is expelled from all schools in the Lodi Unified School District and removed from the immediate supervision and control of school personnel. Typically, expulsion of a student is a last resort after other actions have been tried. In certain situations, however, expulsion is appropriate or may be required by law on the first offense as dictated in the *Lodi Unified School District K-12 Student Conduct Code.*



**DRESS GUIDELINES**

Our goal is to promote a safe and wholesome academic environment with concern for the health, safety, and well-being of students and the avoidance of distractions to learning.

All clothing must fit or may be no larger than one size bigger. Shorts, skorts and skirts may be no shorter than mid-thigh. Sweatshirts may be hooded, but hoods are not to be worn inside. Shoes must be fitted to the foot. Sandals are not permitted.

*Dress standards include, but are not limited to the following items prohibited from being worn on campus:*

 • Knit caps, hairnets or bandannas

 • Hanging belts or chains

 • Sandals, flip-flops, backless shoes, or steel-toed shoes

* Short shorts

 • Shorts/pants without hems or with holes or ripped

 • Tops which are: tank, double-tank, spaghetti strap, transparent/see-through, backless, tube, halter, or tops which have loose armholes, expose the midriff or undergarments, or have scooped or low-cut necklines

 • Clothing that reflects alcohol, drugs, tobacco, gang-related activity, and sexual connotations

* Large, dangling earrings
* Long, dangling necklaces

*Any student whose dress is offensive, distracting, or unsafe for self and others will be sent to the office to call home for a change of clothing.*

**FIGHTING/INTIMIDATION/THREATS**

All forms of fighting, intimidation or threats to engage in fighting are strictly prohibited. "Hitting back" does not constitute self-defense. Violators will be subject to suspension/ expulsion for:

 • Fighting on any school grounds, school vehicle or school sponsored activity

 • Fighting on the way to/from school, including to/from the bus stop

 • Causing, attempting to cause or threatening to cause physical injury to another person

• Harassing, intimidating or threatening a student.

## **ELECTRONIC DEVICES**

Electronic transmitting devices such as iPods, and tablets are not allowed on campus by state law. These items are subject to confiscation and may be held until a parent/guardian picks up the confiscated item or until the end of the year.

Lodi Unified School District and Julia Morgan School accept no responsibility for any item confiscated, lost, damaged, or stolen on school premises.

**EMERGENCY CARDS**

At the beginning of each school year your Student’s emergency card must be updated online thru the Parent Portal. This card is filed in the office and used to contact parents/guardians in case of illness, accident, or other emergency. It provides the school with vital information for the safety and protection of each student. For the safety and welfare of your child, office personnel must be notified if there is a change in phone numbers , email or address. To change an address, proof of new residence is required or closing papers on a newly purchased home.

**Only individuals whose names appear on the emergency card may check a student out from school.**

**FIGHTING/INTIMIDATION/THREATS**

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 • Fighting on any school grounds, school vehicle or school sponsored activity

 • Fighting on the way to/from school, including to/from the bus stop

 • Causing, attempting to cause or threatening to cause physical injury to another person

• Harassing, intimidating, or threatening a student.

**Fingerprint Policy**

Parents or Guardians who are wanting to volunteer at the school 1 day or more or attend school field trips will need to be fingerprinted thru the Lodi Unified School District. Fingerprint forms can be picked up in the school office. There is a $25 fee thru our personnel dept.

**HANDS-OFF POLICY**

Students are to keep their hands to themselves. Pushing, shoving or hitting is not permitted. Horseplay, e.g. play-fighting, is prohibited. Julia Morgan strictly enforces a "hands-off" policy.

**HAT POLICY**

Senate Bill 310 provides for the wearing of hats outdoors or on school campuses to provide protection from the sun. It also empowers each school site to set policy regarding the type of hats that may be worn. To provide for protection from the sun, hats will be permitted under the following conditions:

1. A hat is defined as a brimmed (baseball caps, visors, etc.) No non-brimmed (knit beanie-type hats), “do” rags or hairnets.
2. Hats may not be worn indoors. They will be confiscated for parent pick–up or returned at the end of the academic year.

**LAW ENFORCEMENT AGENCIES**

Occasionally, law enforcement officers will come to the school to talk with a student concerning matters, which may not have any connection with the school. All school personnel are required by law to comply with a law enforcement officer’s request to speak with a student or (at the officer’s discretion) remove a student from school. If an officer removes a student from school, the school will make reasonable effort to contact the legal parent or guardian. When a law enforcement officer at school interviews the student, a school representative may be present. The school administration will call upon law enforcement agencies when it is deemed necessary to maintain order and to protect the rights of all individuals. School administrators are not law enforcement officials and complex rules governing searches and seizures under the 4th Amendment of the U.S. Constitution do not apply.

**LOST AND FOUND**

The Lost and Found is located outside the Multi-Purpose room near the office and is cleaned out quarterly. Items not claimed will be given away or thrown away.

**MEDICATION**

School personnel may not dispense medication, **including aspirin or other over-the-counter** **medications**. However, if a student needs to take a required medication, a form, which requires written instructions from the doctor and parent permission, may be picked up in the office. After the form has been completed by the doctor and submitted to the office, medication can be brought to the office in the prescription container and obtained as required. **Students may not carry medication, including over-the-counter medications.**

**PARENT PORTAL**

Parents are encouraged to set up access to their Student’s account thru the Parent Portal located on the Lodi Unified School District website. We will need to have a parent email on file in order for you to access the Portal and create a password. Access to the portal will give access to update the emergency card, Student info, attendance, medical info and any online district form for school start up.

**POLICY ON GANG ACTIVITY**

The Lodi Unified School District believes gang activity is dangerous and is in opposition to the health and safety of our children. Wearing or carrying any clothing or symbol that denotes gang activity is prohibited on school grounds and at school activities, both on and off campus. **Prohibited items of clothing or symbols include, but are not limited to any item of clothing, jewelry, accessory, notebook or symbol which by the nature of its color, design, arrangement, representation, trademark or any other attribute, denotes membership in a gang or any other group which advocates drug use or disruptive behavior.** The Principal shall apply this policy as the need arises at individual school sites.

**PHONE MESSAGES**

To preserve the integrity of the learning environment, class instruction will **not** be interrupted for routine matters. The office cannot deliver phone messages to students except for a family emergency. Please communicate necessary information to your child before he/she leaves for school.

**TELEPHONE USE**

Students may only use the office phone in an emergency with the permission of a staff member. Phone usage is permitted 15 minutes after school is dismissed. Students should make arrangements before leaving home for pickup by parents during rainy weather or to stay late for after-school activities. This will eliminate unnecessary phone calls.



**PROGRESS REPORT/REPORT CARDS**

Parents can help students to be successful by reviewing homework and checking progress reports. Report cards are sent home with students the Wednesday before the last day of the quarter.

**RACIAL, SEXUAL, ETHNIC, DISABILITY, RELIGIOUS, HARASSMENT AND VIOLENCE POLICY**

It is the policy of Lodi Unified School District that racial, sexual; disability, religious/ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents. Racial, sexual, disability, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

Harassment and violence is prohibited between staff members, and students, between students, and from members of the public directed at students or staff on school property or at school-sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion, ethnic group or appearance. If a staff member or student feels that his/ her emotional well-being, his/ her sense of a safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal or by calling the District Officer for Complaint Investigation.

**STUDENT HANDBOOK/PLANNER**

All 4th-6th grades students will receive a year-long *Student Planner* to be kept in the front of their binders. It is an essential tool for time management and organization of learning tasks. The student handbook is printed in the front of the planner. It is important that students and parents be familiar with the information provided in the handbook.

**STUDENTS ON CAMPUS AFTER SCHOOL**

Students are expected to leave campus immediately after school except for appointments with teachers or participation in an after school activity. Students waiting for the bus must wait in the front of the school.

**STUDENT SEARCH AND SEIZURE LUSD Policy 5145.12**

The Board of Education is committed to maintaining an environment for students and staff, which is safe and conducive, to learning and working. The Board of Education recognizes that incidents may occur which jeopardize the health, safety, and welfare of students and staff, which necessitate the search, and seizure of students and their property by school officials. School officials may search students and their property when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or rules of the school. The Board of Education urges that good judgment, and common sense be exercised in all cases of search and seizure. Searches for the location of controlled substances (including substances represented as illegal substances), alcohol, beverages, intoxicants of any kind, firearms, knives, explosives, dangerous objects, drug paraphernalia, poisons, and stolen or missing properties are regarded as reasonable purposes for inspection by the school personnel. Inspections may be unannounced and may be made at the discretion of the Superintendent or a designee. Students and employees shall be informed of this policy at the beginning of each school year.



**VISITORS**

All visitors are welcome to visit the school and need to buzz into the office to enter. Per the Lodi Unified Board Policy 1250, visits during school hours should be first arranged with the Teacher or Principal. Visitors must provide their ID or Driver’s License to sign in electronically thru the Raptor system at the front office and wear a badge during their stay and check out with the office when they leave.

**Julia Morgan’s Healthy Snack Policy**

**Procedures that keep us all safe and sound are paramount. We met together as staff and discussed ways in which we can keep our campus clean and free of debris & also keep our students healthy and safe!**

**Please make sure that you throw all trash in the trash cans**

**\*\*Students are permitted to bring HEALTHY finger-food snacks to campus each day.**

|  |  |
| --- | --- |
| **Yes Healthy! ☺** | **No Desserts! ☹** |
| **Fruits/fresh/dried (bite size/cut)** | **Candy** |
| **Vegetables (bite size/cut)** | **Donuts/pastries** |
| **Chips/Crackers/Dry cereal (small bags)** | **Cookies/Chips with hot red sauce** |
| **Nuts/Granola Bars/Yogurt** | **Cake** |
| **Muffins (blueberry)**  | **Chocolate chip muffins /cupcakes** |

***Snacks brought in to celebrate student birthdays, must adhere to the above Healthy snack policy as well. Snacks for birthdays must be store bought, and there must be enough for the entire class. Please arrange with your child’s teacher in advance.***

**Students who come to school with snacks inappropriate for school, will be directed to place snacks in backpack until after dismissal.**

**Thank you for your cooperation (and snack planning) to keep our students healthy and safe!! Please contact the office if you have any questions/concerns.**

**Annette Roberts-Murray**

**Principal**

 **209-953-8453**

**STUDENT-PARENT-SCHOOL CONTRACT**

We, the school community of Julia Morgan Elementary, believe that all students should participate in an academically focused curriculum, which is challenging and enables all students to achieve. That curriculum is dependent upon maintaining a safe school environment and classrooms conducive to learning, which can only be achieved through the total cooperation of the student and a positive, supportive relationship between the home and the school. The purpose of this agreement is to establish such a relationship.

**STUDENTS RESPONSIBILITIES**

1. Come to school every day, on time, with the necessary books, materials, and attitude to learn. Strive for ‘bell-to-bell’ attendance for 180 days.
2. Do your best work at all times
3. Complete all class work and homework.
4. Read or be read to a grade appropriate number of minutes per day, four or more days per week.
5. Show respect and cooperation with all adults at school.
6. Know and follow school and classroom rules
7. Respect and protect the rights of others to study and learn.

**PARENT RESPONSIBILITIES**

1. Assure daily, on-time attendance of your child. Strive for ‘bell-to-bell’ attendance 180 days.
2. Communicate to your child the importance of education.
3. Monitor completion of homework.
4. Ensure your child reads or is read to at grade appropriate number of minutes per day, four or more days per week.
5. Support district and classroom rules of acceptable behavior.
6. Read and respond to all school communication in a timely manner.
7. Work with the school to support your child’s learning to ensure his/her success.

**SCHOOL RESPONSIBILITIES**

1. Provide high-quality curriculum and instruction that will enhance each student’s ability to succeed on grade level standards.
2. Provide an educational environment that is safe, orderly, and challenging.
3. Make meaningful assignments designed to further the educational goals of the program.
4. Meet individual needs by utilizing a variety of teaching strategies and interventions.
5. Work with parents to ensure their child’s best possible education.
6. Maintain regular, ongoing communication with the home.
7. Provide opportunities for parents to volunteer, observe, and participate in classroom and school activities.
8. Provide a process for ongoing planning review, and improvement of school activities and programs.
9. Provide appropriate in-service and training for school staff and parents.

**Please sign and return this sheet to your child’s teacher after reading and discussing the Julia Morgan School Parent/Student Handbook together.**

I have read and discussed the Julia Morgan School Parent/Student Handbook with my child.

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Let’s have an AMAZING school year! Go Mustangs!

 