



Julia Morgan

Elementary School

Student Handbook

2023-2024



Parent/Student
Handbook

2023-2024

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Stockton, CA 95209

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PRINCIPAL'S MESSAGE



Welcome Students:

Welcome to Julia Morgan Elementary School, **Home of the Mustangs**. At Julia Morgan Elementary School, we build scholars, life-long learners, and a sense of belonging. 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 choose a career path so that they may know which direction to go in regards to college or trade 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 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. We are looking forward to partnering 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 7:50 a.m. Students who choose to eat breakfast, may arrive at **7:50 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 partnering with you and your children this school year.

Mr. Pappas

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 continue to be an inclusive community of lifelong learners who lead fulfilling lives as productive, responsible, involved citizens who demonstrate integrity 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



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 life
skills 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 AND PICK UP

Pick up and drop off are in the green loading zone only (Lane 1)

Please stay in your vehicle when you are in the green loading zone.

Students should enter and exit on the curb side

The second lane is for pulling out or pulling into the green zone. **DO not double park or load from the second lane.**

Parent parking is available in the outer loop parking spaces. The inner parking spaces are for staff and handicap parking only.

Breakfast: 7:45-8:15

Please do not arrive prior to 7:45 for breakfast.

Student Arrival Time:

Students may arrive at school no earlier than 7:45. Students arriving between 7:45-8:05 will be taken into the cafeteria regardless if they are eating breakfast or not. There is no supervision outside during that time period.

All other students will be let on campus beginning at 8:05.

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)

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- Please allow up to 15 mins to retrieve your child after signing them out. Please refrain from signing students out during the last 15 minutes of class. 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 in Aeries. **PHOTO ID IS REQUIRED BEFORE A STUDENT CAN BE RELEASED.**

BICYCLES

- **City ordinance requires bicycle licensing and the wearing of helmets.**
- Bicycles must be placed inside the bike rack and individually locked.
- Skateboards, scooters, segways, hoverboards and electric bikes 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.
- 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.



CAFETERIA

The cafeteria is open daily to serve both breakfast and lunch to our students. Parents and families are not allowed in the cafeteria during these times. Both breakfast and lunch are free to all Julia Morgan students. If your child has food allergies or special dietary requirements please contact the office.

Due to the possibility of food allergies and special dietary needs, students are forbidden to share any food. There will be a share table provided in the cafeteria for cafeteria food items that have not been opened. Any student will be able to take food from the share table. No food from home is allowed on the share table.



CELL PHONE POLICY

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.

ELECTRONIC DEVICES

Electronic transmitting devices such as SMART Watches, ipads, and tablets are not allowed on campus. 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.

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, make up, 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
- Electronic items

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.

CLASSROOM DISCIPLINE

Students that choose not to adhere to Julia Morgan's behavioral expectations matrix are subject to classroom discipline. This can range from loss of privileges, recess, and classroom celebrations. Students may also receive a minor behavior slip that must be signed and returned to their teacher. 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 has been ongoing and classroom discipline has not changed the behavior or if the behavior is in direct violation of the California ed Code 48900. Students will receive consequences based on the severity and frequency of the infraction with guidance from the LUSD school discipline matrix.

On Campus Intervention

A student may be assigned on campus intervention as a consequence to behavior. The student will be placed in a separate classroom and will be counseled during that day to help re-teach behavioral expectations.

At-Home Suspension

For serious offenses like 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 that is expelled from all schools on 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 all 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 Code of Conduct.***



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.

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. No open toed shoes are allowed. Sandals are not permitted.

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

- Hair nets or bandannas
- Hanging belts or chains
- Open toed shoes, sandals, flip-flops, backless shoes, or steel-toed shoes
- Crocs on PE days
- Short shorts, shorter than mid thigh
- Rips or holes in pants must be below mid thigh or no skin exposed if shorter.
- 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 PG 13 movies, 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.

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.

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.)
2. Hats may not be worn indoors. They will be confiscated for parent pick-up or returned at the end of the academic year.
3. Hats must not contain any inappropriate symbols, signs or words and must be original team colors. (Gang activity policy rules apply)

EMERGENCY CARDS

At the beginning of each school year, your Student's emergency card must be updated online through the Parent Portal. 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. Please always contact the school office if someone who is not on the card coming to pick up your 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 and cleared thru the Lodi Unified School District. Fingerprint forms can be picked up in the school office. All fingerprinting is cleared thru our personnel dept. Personnel will contact parents on local fingerprint agencies.

GANG ACTIVITY Policy

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.

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 to charity or thrown away. Smaller items, like toys, glasses, keys, etc. are located in the school office.

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 required 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.



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.

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 three times a year.

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.

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.

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 through 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
Veggie Chips/Crackers/Dry cereal (small bags)	Cookies/Hot chips of any kind
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.

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.

_____ Parent Signature
_____ Date

Student Signature _____ Date _____