



Madison Elementary

# School Site Council Agenda/Minutes

*Agenda / Actas del Consejo Escolar*

## Date & Time *(Fecha & Hora)*

05/20/2026 3:00 PM

## Location *(Ubicación)*

Zoom Meeting


## Zoom Link *(Enlace de Zoom)*

<https://twinriversusd-org.zoom.us/j/82648454381>

## 2025 - 2026, Elected SSC Members *Miembros Electos de SSC*

<b>Non-staff: Parents/Community Member/Students</b> <i>No Personal: Padres/Miembros de la Comunidad/Estudiantes</i>		<b>Present / Absent</b> <i>Presente/ Ausente</i>
Parent	Patricia Rodriguez	
Parent	Jocelyn LoO	
Parent	Mayrelis Gomez	
Parent	Angeles Soberanes	
Parent	Natalie Coronado	
<b>Alternates <i>(Alternativos)</i>:</b>		
<i>*Parents/Community Members that are employees of the school may not serve as a parent member of the site council. (Student reps are for secondary sites only)</i> <i>*Los Padres/Miembros de la Comunidad que son empleados de la escuela no pueden servir como padres miembros del consejo escolar. (Los representantes de alumnos son sólo para escuelas secundarias).</i>		
<b>Staff: Principal or Designee/Teachers/Other Staff</b> <i>Personal: Director(a) o Designado(a)/ Maestros/ Otro Personal</i>		<b>Present / Absent</b> <i>Presente/ Ausente</i>
<b>Principal/Designee: <i>Directora(a)/ Designado(a)</i>:</b> Sal Garcia		
<b>Teacher: <i>Maestro(a)</i>:</b> Lolita Espindola		
<b>Teacher: <i>Maestro(a)</i>:</b> Veronica Amador		
<b>Teacher: <i>Maestro(a)</i>:</b> Allison Schatz		
<b>Other Staff: <i>Otro Personal</i>:</b> Elizabeth Foreman		
<b>Alternates: <i>Alternativos</i>:</b>		
<i>*Teachers must be the majority</i> <i>*Los maestros deben ser mayoría</i>		

# AGENDA

<b>ITEM</b> <i>ARTÍCULO</i>	<b>Facilitator</b> <i>Facilitador(a)</i>	<b>Minutes</b> <i>Minutas</i>
<p><b>Call to Order / Sign in sheet</b> <i>Orden del Día/ Hoja de Firmas</i></p> <p><b>Quorum</b> <i>Quórum (50% +1)</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>This meeting is called to order at: <i>Se abre la sesión a las</i></p> <p>Total Members in Attendance: <i>Total de Miembros Presentes:</i></p> <p>Quorum: <i>Quórum:</i></p>
<p><b>Public Comment (2 minutes per speaker)</b> <i>Comentarios del Público (2 minutos cada participante)</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Comments</b> <i>(Resumen de Comentarios)</i></p>
<p><b>Review Agenda</b> <i>Repasar Agenda</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Comments</b> <i>(Resumen de Comentarios)</i></p>
<p><b>Review / approve minutes from last meeting</b> <i>Revisar/aprobar el acta de la última reunión</i></p> <p>Meeting from 1/28/2026</p> <p>1  Previous Minutes</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i></p> <p>Person <i>Persona:</i></p> <p>Second <i>Se secundó:</i></p> <p>In favor <i>A favor :</i></p> <p>Oppose <i>En contra:</i></p> <p>Abstain <i>En abstención:</i></p> <p>Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i></p>

**Council Business** *Asuntos del Consejo*

N/A	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i>
N/A	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i>
N/A	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i>

**Required Document Review & Approve:** *Revisión y Aprobación de Documentos Requeridos:*

N/A	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i>  Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i>
N/A	<b>Chairperson</b> <i>Presidente</i>	I move to approve the <i>Propongo aprobar a la</i>  Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i>
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**Document Review:** *Revisión y de Documentos*

<p>Other</p> <p>Proposed Cell Phone Policy</p> <p>1 Attachment</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i></p>
<p>N/A</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i></p>

**School Plan For Student Achievement (SPSA)** *Plan Escolar para el Rendimiento Académico de los Estudiantes (SPSA)*

<p>Approve 26-27 SPSA</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i>                  Person <i>Persona:</i>                  Second <i>Se secundó:</i>                  In favor <i>A favor :</i>                  Oppose <i>En contra:</i>                  Abstain <i>En abstención:</i>                  Motion: Pass or Fail:  <i>Moción: Aprobada o Rechazada</i></p>
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**Other Business: Otros Asuntos:**

<b>ELAC Reporting</b> <i>Informes ELAC</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Reporting (Resumen de Informes)</b>
<b>Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters)</b> <i>Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Presentation (Resumen de Presentación)</b>
<b>Additional Information/New Business/Discussion</b> <i>Información Adicional/Asuntos Nuevos/Conversación</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i>
<b>Adjournment: Aplazamiento:</b>	<b>Chairperson</b> <i>Presidente</i>	<b>Time: Hora:</b>

**Next meeting date:**

05/20/2026

3:00 PM

*Fecha de próxima reunión:*



Madison Elementary

# School Site Council Agenda/Minutes

*Agenda / Actas del Consejo Escolar*

## Date & Time (*Fecha & Hora*)

01/28/2026 3:30 PM

## Location (*Ubicación*)

Zoom

## Zoom Link (*Enlace de Zoom*)

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## 2025 - 2026, Elected SSC Members *Miembros Electos de SSC*

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Parent	Patricia Rodriguez	Absent
Parent	Mayrelis Gomez	Absent
Parent	Natalie Coronado	Absent
Parent	Jocelyn Lo O	Present
<b>Alternates (<i>Alternativos</i>):</b>		
<p><b>*Parents/Community Members that are employees of the school may not serve as a parent member of the site council. (Student reps are for secondary sites only)</b></p> <p><b>*Los Padres/Miembros de la Comunidad que son empleados de la escuela no pueden servir como padres miembros del consejo escolar. (Los representantes de alumnos son sólo para escuelas secundarias).</b></p>		
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<b>Principal/Designee: <i>Directora(a)/ Designado(a)</i>: Sal Garcia</b>		Present
<b>Teacher: <i>Maestro(a)</i>: Veronica Amador</b>		Present
<b>Teacher: <i>Maestro(a)</i>: Lolita Espindola</b>		Present
<b>Teacher: <i>Maestro(a)</i>: Allison Schatz</b>		Absent
<b>Other Staff: <i>Otro Personal</i>: Elizabeth Foreman</b>		Present
<b>Alternates: <i>Alternativos</i>:</b>		
<b>*Teachers must be the majority</b> *Los maestros deben ser mayoría		


## AGENDA

<b>ITEM</b> <i>ARTÍCULO</i>	<b>Facilitator</b> <i>Facilitador(a)</i>	<b>Minutes</b> <i>Minutas</i>
<p><b>Call to Order / Sign in sheet</b> <i>Orden del Día/ Hoja de Firmas</i></p> <p><b>Quorum</b> <i>Quórum (50% +1)</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>This meeting is called to order at: <i>Se abre la sesión a las</i>            3:36 PM</p> <p>Total Members in Attendance: 6 <i>Total de Miembros Presentes:</i></p> <p>Quorum: Yes (Si) <i>Quórum:</i></p>
<p><b>Public Comment (2 minutes per speaker)</b> <i>Comentarios del Público (2 minutos cada participante)</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Comments</b> <i>(Resumen de Comentarios)</i> None</p>
<p><b>Review Agenda</b> <i>Repasar Agenda</i></p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p><b>Summary of Comments</b> <i>(Resumen de Comentarios)</i> Reviewed the agenda. Confirmed with both parents and staff that all documents were sent out via email and all had access to the items to be reviewed.</p>
<p><b>Review / approve minutes from last meeting</b> <i>Revisar/aprobar el acta de la última reunión</i></p> <p>No Quorum at the last meeting</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> Minutes/Actas</p> <p>Person <i>Persona</i>: NA Second <i>Se secundó</i>: NA In favor <i>A favor</i> : 0 Oppose <i>En contra</i>: 0 Abstain <i>En abstención</i>: 0 Motion: Pass or Fail: NA <i>Moción: Aprobada o Rechazada</i></p>

**Council Business** *Asuntos del Consejo*

N/A	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i> NA
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N/A	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i> NA

**Required Document Review & Approve:** *Revisión y Aprobación de Documentos Requeridos:*

<p>Parent Involvement (Participación de Padres)</p> <p>Parent Involvement Policy</p> <p>1  Attachment</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> None Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i></p>
<p>Site Safety Plan (Plan de Seguridad del Centro)</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> None Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i></p>
<p>N/A</p>	<p><b>Chairperson</b> <i>Presidente</i></p>	<p>I move to approve the <i>Propongo aprobar a la</i> None Person <i>Persona:</i> Second <i>Se secundó:</i> In favor <i>A favor :</i> Oppose <i>En contra:</i> Abstain <i>En abstención:</i> Motion: Pass or Fail: <i>Moción: Aprobada o Rechazada</i></p>
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<b>ELAC Reporting</b> <i>Informes ELAC</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Reporting (Resumen de Informes)</b> None
<b>Committee Reports or Guest Presenters (PTA, DELAC, Other outside presenters)</b> <i>Informes de Comités o Presentadores Invitados (PTA, DELAC, otros presentadores externos)</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Presentation (Resumen de Presentación)</b> None
<b>Additional Information/New Business/Discussion</b> <i>Información Adicional/Asuntos Nuevos/Conversación</i>	<b>Chairperson</b> <i>Presidente</i>	<b>Summary of Action Taken</b> <i>Resumen de Medidas Adoptadas</i> Angeles- recommended having mental health options open for students and parents. Look into resources to help support our students as well as out parents.
<b>Adjournment: Aplazamiento:</b>	<b>Chairperson</b> <i>Presidente</i>	<b>Time: Hora:</b> 4:31 AM

**Next meeting date:**

03/18/2026

3:30 PM

*Fecha de próxima reunión:*



## **TITLE I PARENT INVOLVEMENT POLICY MADISON ELEMENTARY SCHOOL**

MADISON ELEMENTARY SCHOOL has developed a written Title I parental involvement policy with input from Title I parents. The policy describes the means for carrying out the following Title I parental involvement requirements.

**INVOLVEMENT OF PARENTS IN THE TITLE I PROGRAM:** To involve parents in the Title I program at Madison School, the following practices have been established:

- 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. Back to School night is each August. The principal has a presentation, which will be presented at the meeting. It will include achievement data, updates on the CCSS and how it will be implemented at the site. It will also inform parents about how they can become involved with activities at the site and how they can assist their children with their schoolwork.
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening. Madison has a parent Title Back to School Night, which is held on the regular Back to School Night Event.
- 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. The Parent Involvement plan and compact were reviewed, evaluated, and updated in two district Parent Involvement Retreats. Parents were invited to attend to participate in the updates of these two documents. SSC and ELAC provide input for the development of the Single Plan for Student Achievement and all Programs at the school.
- The school provides parents of Title I students with timely information about Title I programs. Information about Title I programs is provided regularly to parents through the Annual Title I Meeting, ELAC and SSC meetings, and Frequent notices home through Aeries.
- 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. Information about the curriculum, assessments, and proficiency levels is provided at the Annual Title I meeting, at grade Back to School Night, through the webpage, parent conferences, Adapted from the

CDE Sample Title I School-Level Parental Involvement Policy, SST committees, and monthly Coffee with the Principal events. 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. At SSC, ELAC. Coffee with the Principal, parents have opportunities to participate in decisions relating to the education of their children. Parents are also involved in the decision making process during parent-teacher conferences, SSTs and IEPs.

**BUILDING CAPACITY FOR INVOLVEMENT:** Madison School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

- The school provides Title I parents with assistance in understanding the State's academic content standards. invited to parent trainings at the district level, The Annual Parent Involvement Meeting, conferences, homework help, SSC and ELAC meetings where assessments and content standards are discussed.
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. Our parents are invited to freely use the parent center on site, parents are also invited to district sponsored parent training. The site assists parents in using technology to access Aeries Parent Portal and the webpage.
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and on how to work with parents as equal partners. Parent involvement is stressed at staff meetings. Staff attends district parent involvement retreats along with parents. Teachers and staff keep up with SchoolLoop to ensure that parents have timely information about their children's progress in their classes.
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. Parents are invited to attend all school events and volunteer in school programs.
- The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. Madison uses the services of the district EL department to translate many of their important notices to parents. Additional, on-site staff provide translations and interpretation in some languages.
- The school provides support for parental involvement activities requested by Title I parents. Through the parent center, SSC, and ELAC, meetings with the Principal, and informal communications, parents provide input and make requests for parent involvement activities. ACCESSIBILITY Madison School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students Information and school reports are provided in a format and language that parents understand. The Madison staff is very supportive and inclusive of all parents. We provide communications in primary languages, individualized conferences and meetings, and a general open door policy. Adapted from the CDE Sample Title I School-Level Parental Involvement Policy.

School Year: 2025-26



# 2025-26 School Plan for Student Achievement Addendum #1

School Name	County-District-School (CDS) Code	Site Council Meeting Date:	Local Board Approval Date
Madison Elementary	34765056033542		

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### SPSA Modified Actions and/or Expenditures to Goal 1

<b>Goal Statement</b>
<p>By June 2026, 50%, or more of all students will score at or above the Meets performance level in English Language Arts and Mathematics on the CAASPP.</p> <p>By June 2026, there will be a 10% increase in reading benchmark assessments and math assessments.</p> <p>Additionally, Reviewed ELPAC data, our goal is to achieve 75% of English Language Learners to achieve a minimum of one level growth on the annual ELPAC testing. SST teacher will provide support to EL students.</p>

Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	
<p>1.1 Student Support Teacher FTE to provide additional coaching and support for staff. This position works with students, teachers and provides Professional Development to teachers.</p>	<p>1000-1999:</p> <p>3000-3999:</p>	<p>Title I Basic</p> <p>Title I Basic</p>	<p>91151.00</p> <p>30705.00</p>				
<p>1.2 Fund a 0.50 FTE Academic Intervention Specialist to support our large English Learner (EL) population in ELA and Math. In addition to serve as a liaison between non-English speaking parents and school</p>	<p>2000-2999:</p> <p>3000-3999:</p>	<p>Title I Basic</p> <p>Title I Basic</p>	<p>28,755.00</p> <p>11,987.00</p>				

Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	
community during parent engagement/involvement events. Add additional funds to use for release teacher for weekly/monthly professional learning time as collaboration planning meetings. Hire collaboration coaches throughout the 2025-2026 school year - minimally 2 hours on two days a week academic development for a total 2 days a week.							
Supplemental supplies and materials for classrooms to meet academic proficiencies.	4000-4999:	Title I Basic	44,132.00	1000-1999:	Title I Basic	10,000	





**SPSA Modified Actions and/or Expenditures to Goal 4**

**Goal Statement**

At Madison, by June 2026 the percentage of parents engaged in ELAC, SSC and parent workshops and other activities designed to provide learning strategies to support their children’s learning will increase by 10%, as measured by attendance at workshops.

Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	
4.1 Work with parents as well as students to assist learning on and off the school campus.	5000-5999:	Title I Parent and	5891.00				
4.2 Light refreshments/supplies for Meetings	4000-4999:	Title I Parent and	140				

**SPSA Modified Actions and/or Expenditures to Goal 5**

<p><b>Goal Statement</b></p> <p>By June 2025, students in grades 3 through 6 at Madison Elementary School will be given a 4 question student survey (numerical 1 = not improved, 2 = little improved, 3 = more improved, 4 = very much improved) in early November and again in early April. The results will indicate improvement and will show that students are learning in a safe and healthy learning environment at Madison.</p>
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Action/Services	Approved Expenditures			+/- Proposed Changes			Total Allocation
	Type	Funding Source	Amount	Type	Funding Source	Amount	
5.1 Field Trip Opportunities for students to increase learning for all students.	5000-5999:	Title I Basic	6,953.00				
5.2 Hire collaboration coaches throughout the 2025-2026 school year - minimally 2 hours on two days a week academic development for a total 2 days a week.	5000-5999:	Title I Basic	6808				

## Budgeted Funds and Expenditures in this Plan

The tables below are provided to help the school track expenditures as they relate to funds budgeted to the school.

### Expenditures by Funding Source

#### Approved Expenditures

Funding Source	Amount
Title I Basic	220,491.00
Title I Parent and Family Engagement	6,031.00

#### +/- Proposed Changes

Funding Source	Amount
Title I Basic	10,000.00

#### New Total

Funding Source	Amount
	230,491
	6,031

### Expenditures by Goal

#### Approved Expenditures

#### +/- Proposed Changes

Goal Number

Total Expenditures

Goal Number

Total Expenditures

Goal 1

206,730.00

Goal 1

10,000.00

Goal 4

6,031.00

Goal 5

13,761.00

**Approval/Attested**

<b>Title</b>	<b>Signature</b>	<b>Date</b>
SSC Chair		11/20/2024
Principal		11/20/2024

# **BOARD POLICY (BP 5131.8)**

## **Student Use of Cell Phones and Personal Electronic Devices (Grades TK–12)**

### **Policy Statement**

The Governing Board recognizes that personal electronic devices can support communication and safety, but may also disrupt learning, student engagement, mental health, and overall school climate when misused or excessively used during the school day.

In accordance with California law, the Board directs that student use of smartphones and personal electronic devices shall be limited during the school day in order to promote academic focus, student engagement, safety, and a distraction-free learning environment.

The Board establishes a “bell-to-bell” expectation that personal electronic devices remain off and away during the instructional day for students in grades TK–8, with more limited use permitted at the high school level as defined in administrative regulation.

For elementary students (TK–6), the Board strongly discourages bringing personal electronic devices to school. Personal electronic devices are brought to school at the student’s own risk.

The Superintendent or designee shall develop administrative regulations to ensure consistent implementation, including expectations for use, prohibited conduct, staff authority, consequences for misuse, and procedures for handling devices.

### **Applicability**

This policy applies while students are:

- On school grounds
- During school hours
- At school-sponsored activities
- Under the supervision and control of district staff

### **Authority of School Staff**

School staff may regulate student possession and use of personal electronic devices and may require a student to relinquish a device when used in violation of district policy or school rules.

### **Exceptions**

Students shall not be prohibited from using a device when:

- Required for an emergency
- Authorized by staff for instructional purposes
- Required for a documented medical condition
- Required by an Individualized Education Program (IEP) or Section 504 Plan

## **Liability**

Personal electronic devices are brought to school at the student's own risk. The district and school sites assume no responsibility for loss, theft, or damage except in cases of gross negligence.

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# **ADMINISTRATIVE REGULATION (AR 5131.8)**

## **Student Use of Cell Phones and Personal Electronic Devices (Grades TK–12)**

### **1. Definitions**

Personal electronic devices include, but are not limited to:

- Smartphones and cell phones
- Smartwatches with communication capability
- Earbuds and headphones
- Tablets or similar personal devices
- Recording devices (e.g., Meta glasses)

### **2. Standard: “Off and Away”**

“Off and away” means:

- Device is powered off, on silent, or in “Do Not Disturb” mode
- Device is not visible or accessible to the student
- Device is stored in a backpack or designated location as directed by staff<sup>5</sup>

### **3. Applicability**

This regulation applies:

- On campus, including before school, passing periods, recess, and lunch
- During school-sponsored activities
- Under the supervision and control of district staff

## **4. Elementary and K–8 Expectations**

### **Grades TK–6 (Elementary)**

- Students may bring devices to school for safety purposes; however, the district strongly discourages bringing personal electronic devices to school.
- Devices must remain off and away for the entire school day (“bell-to-bell” or “gate-to-gate”), including:
  - Before school
  - Instructional time
  - Recess
  - Lunch
- No student use is permitted during the school day unless:
  - Explicitly authorized by staff for instructional purposes
  - Required by an IEP, Section 504 Plan, or documented medical need
- Earbuds, headphones, and smartwatches must also remain off and stored.

### **Grades 7–8 (Middle School)**

- Devices must remain off and away for the entire school day (“bell-to-bell” or “gate-to-gate”), including:
  - Passing periods
  - Lunch
- Use is permitted only:
  - With staff authorization for instructional purposes
  - With administrative approval when appropriate
- Earbuds, headphones, and smartwatches must remain off and stored unless authorized.

## **5. Secondary Expectations (Grades 9–12)**

- Devices must be off and away during instructional time.
- Use may be permitted:
  - Before school
  - Passing periods
  - During lunch
- Teachers may authorize use for instructional purposes when:
  - Clearly aligned to instructional objectives
  - Structured and time-bound
  - Actively monitored and supervised

## **6. Classroom Expectations**

- Students shall place devices in designated storage systems or keep them off and away as directed by staff.
- Devices may only be used when:
  - Authorized by the teacher
  - Used for instructional purposes

## **7. Permitted Use / Exceptions**

Students may use personal electronic devices only when:

- Explicitly authorized by school staff for instructional purposes
- Required for a documented IEP, Section 504 Plan, or medical need
- Approved by administration for an emergency or extenuating circumstance

The school office remains the primary point of contact for urgent communication between families and students.

## **8. Prohibited Conduct**

Students shall not:

- Use devices in violation of “off and away” expectations
- Record, photograph, or audio capture individuals without consent
- Use wearable recording devices without authorization
- Use devices for academic dishonesty
- Engage in bullying, harassment, or inappropriate communication
- Use devices in restrooms, locker rooms, or private areas
- Access inappropriate content
- Disrupt the learning environment

## **9. Staff Authority and Response to Misuse**

Staff may:

- Direct devices to be put away
- Redirect students to comply with expectations
- Require devices to be relinquished
- Confiscate devices for the remainder of the class period or school day
- Refer repeated misuse to administration

Schools may implement progressive responses to repeated misuse, including:

1. Device held by staff until end of class or end of day

2. Device transferred to the office until dismissal
3. Parent/guardian notification and required retrieval
4. Parent/student/device-use agreements
5. Documentation in Aeries or other district systems

All responses shall be:

- Consistent with district discipline policies
- Developmentally appropriate
- Focused on correcting behavior and maintaining a safe learning environment

## **10. Handling, Storage, and Care of Devices**

When a device is taken from a student:

- Staff shall exercise reasonable care in handling the device
- The device may be held by staff or transferred to a secure and locked location
- Access shall be limited to authorized personnel
- Site administrators may establish procedures for:
  - Storage
  - Documentation
  - Logging devices in and out
  - Return of devices

Placing a confiscated device on top of or inside an unlocked desk or cabinet is not considered a properly secured location.

The district is not responsible for loss, theft, or damage except in cases of gross negligence.

## **11. Search of Devices**

Personal electronic devices shall not be searched except in accordance with law and district policy.

## **12. Privacy and Safety**

Students shall not use devices to violate the privacy, safety, or rights of others.

Students shall not:

- Record or photograph others without permission
- Use devices in restrooms, locker rooms, or other private areas
- Use devices in a manner that disrupts school operations or compromises safety

## **13. Emergency Procedures**

- Students must follow all staff directions during emergencies.
- Personal devices may not be used unless directed by staff.
- Students may contact families through the office or with staff permission.
- Families should contact the school office for urgent communication.

## **14. Access and Equity**

Schools shall ensure:

- Students have access to necessary instructional technology
- Alternatives are provided when personal devices are not available

## **15. Site Implementation**

Schools may implement site-specific systems aligned with this regulation, including:

- Gate-to-gate restrictions
- Classroom phone storage systems
- Designated phone-free zones
- Office-based procedures
- Structured collection procedures
- Device-use agreements

## **16. Communication and Review**

- This policy and regulation shall be communicated annually to students and families.
- The policy shall be included in student and parent handbooks.
- Schools may reinforce expectations throughout the school year.
- The district shall review and update this policy and regulation at least every five years in accordance with state law.