

# **Tovashal Elementary Student/Parent Handbook 2016/17**



Mrs. Kathy Dixon  
Principal

Mrs. Eva Evans  
Assistant Principal

23801 St. Raphael

Murrieta, California 92562

(951) 696-1411

(951) 304-1783 Fax

[www.murrieta.k12.ca.us/tovashal](http://www.murrieta.k12.ca.us/tovashal)

## TABLE OF CONTENTS

|   |    |
|---|----|
| Principal’s Message.....  | 1  |
| The Six Pillars of Character .....  | 2  |
| <b>SHARK</b> .....  | 2  |
| Parents Have a Role .....   | 3  |
| Tigersharks Tips for a Successful School Year.....                          | 4  |
| Rights and Responsibilities of Students, Parents, and School Personnel..... | 5  |
| Animals on Campus.....  | 5  |
| Attendance.....   | 5  |
| Bikes, Skateboards, Scooters, Etc. ....                                     | 8  |
| Birthday Parties.....   | 8  |
| Books / Supplies.....   | 8  |
| Bus.....  | 8  |
| Cafeteria.....  | 10 |
| Child Care .....  | 10 |
| Communication.....  | 11 |
| Definition of Bullying .....  | 12 |
| Discipline Policy.....  | 13 |
| Dismissal Procedures .....  | 16 |
| Dress Code .....  | 16 |
| Electronic Devices .....  | 18 |
| Field Trips.....  | 19 |
| General Rules and Procedures.....   | 19 |
| Homework Policy .....   | 20 |
| Inclement Weather .....   | 21 |
| Injury / Illness / Medication .....   | 22 |
| Insurance (Student).....  | 22 |
| Lost and Found.....   | 22 |
| Parent Teacher Association (PTA).....                                       | 22 |
| Playground .....  | 23 |
| Playground Safety Rules .....   | 23 |
| Report Cards/Progress Reports .....   | 28 |
| School Site Council (SSC).....  | 28 |
| Sexual Harassment.....  | 28 |
| Student Drop-Off / Pick-Up.....   | 29 |
| Student Valet .....   | 29 |
| Visitors / Volunteers .....   | 30 |
| Student Behavioral Expectations.....  | 31 |
| MVUSD Elementary School Discipline Matrix.....                              | 38 |
| Handbook Acknowledgement Form .....   | 40 |

## PRINCIPAL'S MESSAGE

Dear Students and Parents,

Hello and welcome to our returning and new Tigersharks! As I begin my first school year as Principal of Tovashal Elementary School, words cannot express the level of excitement and anticipation I have concerning this 2016-2017 school year. I want to learn the rich history, culture and programs Tovashal Elementary offers. I will embrace the challenges of the future while continuing to cherish and celebrate the traditions of the past.

I promise to work hard to ensure your children are presented the best education possibilities. I feel very fortunate to have this opportunity to work alongside such a professional staff who cultivate all Tigersharks to keep moving forward in their learning.

I believe the hard work and dedication of the Tovashal faculty and staff, coupled with the continued commitment from you, the parents, we will continue to provide the students of Tovashal Elementary with great opportunities for learning. Parents are vital members of our school partnership. Parent membership and participation in the PTA, support of School Site Council, and parent volunteers are crucial to the success of our students. We would like to invite you to volunteer to help in our classrooms or for the school at large. Please join us so together we can continue to make Tovashal Elementary School a dynamic educational setting for all children.

Please take the time to read through the entire handbook with your child, as it contains important information regarding our instructional program and school policies. After reading the handbook, please sign and return the acknowledgement form on the last page of the handbook (a copy of the acknowledgement form will also be sent home on the first day of school). I hope it serves as a resource for you and your student(s) during the school year.

I look forward to meeting and working with you and your child to make this a spectacular school year. Once again, welcome to Tovashal!

Sincerely,

Kathy Dixon  
Tovashal Principal

## THE SIX PILLARS OF CHARACTER

### **TRUSTWORTHINESS**

Be honest  
Don't deceive, cheat or steal.  
Be reliable – do what you say you'll do.  
Have the courage to do the right thing.  
Build a good reputation.  
Be loyal – stand by your family and friends.

### **RESPECT**

Treat others with respect; follow the Golden Rule.  
Be tolerant of differences.  
Use good manners, not bad language.  
Be considerate of the feelings of others.  
Don't threaten, hit or hurt anyone.  
Deal peacefully with anger, insults, and disagreements.

### **RESPONSIBILITY**

Do what you are supposed to do.  
Persevere – keep on trying!  
Always do your best. Be a good neighbor.  
Think before you act – consider the consequences.  
Be accountable for your choices.

### **FAIRNESS**

Play by the rules.  
Take turns and share.  
Be open-minded; listen to others.  
Don't take advantage of others.  
Don't blame others carelessly.

### **CARING**

Be kind.  
Be compassionate – show you care.  
Express gratitude.  
Forgive others.  
Help people in need.

### **CITIZENSHIP**

Cooperate.  
Stay informed; vote.  
Use self-control; be self-disciplined.  
Obey rules and laws.  
Respect authority.  
Protect the environment.  
Do your share to make your school  
and community better.

Tovashal Tigersharks learn the acronym **SHARK** to understand the expectations for all:

**S**afety First

**H**armony in the Halls

**A**ttentive Listening

**R**ight Place, Right Time

**K**ind with Words and Actions

## Parents Have a Role in Child's Learning

Parents often ask, "What can we do at home to help our children learn?" Some suggestions or hints that may be of value in answering this question include:

1. See that your child is punctual and attends school every day.
2. Set a definite time for studying each night.
3. Provide a quiet, well-lighted place for study. (Quiet means the radio and TV should be **OFF**.)
4. Have your son/daughter do his/her work soon after he/she gets home.
5. Encourage your child to keep a record of assignments and use their planner and/or binder to keep materials and assignments organized.
6. Have your son/daughter do his/her hardest assignments first, especially memory work. Alternate written and reading assignments, and relax briefly between preparations.
7. Children should try to formulate their own conclusions as they read or tackle a challenging multiple-step math problem.
8. Children should try to select the main thought in each paragraph.
9. Have a dictionary handy and encourage your child to use it, as well as reference books and globe.
10. As a general rule, your child should have daily homework in the form of worksheets, reading, math problems or studying for a test. Most of the core subjects have testing periods on a regular basis. In studying for a test, your child may benefit from reading textbook passages or worksheets verbally.
11. A good night's sleep and a nutritious breakfast are essential, especially before a school day.
12. Children who do extra work outside the classroom should receive praise and encouragement.
13. Be a good listener when your child talks about school activities.
14. Provide opportunities to learn from experiences outside the school.
15. Allow time for other worthwhile after school activities.
16. Instill a growth mindset in your child. Praise the effort, not the results. Let them know mistakes are a part of learning.
17. Parents, please sign up to volunteer in your child's classroom. Research shows that the more you are involved in your child's education, the better he/she does in school.
18. Support school activities and our fantastic PTA! Know what's going on with our Monthly Bulletin and Tovashal's Web Page!

## TIGERSHARK TIPS FOR A SUCCESSFUL SCHOOL YEAR

- Come with a positive attitude.
- Always practice the “Character Counts” pillars of good character and uphold our **SHARK** expectations.
- Plan to work with your parents, teachers, counselors, and administrators.
- Teamwork is critical for maximum achievement and problem solving.
- Be early to school and on time to each class.
- Choose friends carefully! Be selective! Remember that you usually become like those you befriend.
- Do your best on all class work and homework. Growth mindset is key to success.
- Practice good manners. Say please and thank you to show you are a person of good character.
- Don’t wait until the last minute to do projects, assignments, study for tests, etc. Jump ahead!
- Be a part of what’s happening! It’s your school! Make up your mind now to say “no” to bad temptations, and say “yes” to good opportunities. You can use phrases like “no thanks”, “Thanks anyway”, “That’s not my thing”, “I’m not into that”, “Thanks, but that’s not my style”, or a thousand other ones. Practice them now so you’re not caught off guard.
- Aim for the moon! If you miss, you may hit the stars. It’s the people who apply themselves, who are motivated, and who are continually monitored by parents and others who care about them who usually become the stars. You can be a star!

## **Rights and Responsibilities of Students, Parents, and School Personnel**

### Students have the responsibility to:

1. Attend school regularly and on time.
2. Be prepared for each class with appropriate materials and assignments.
3. Be well groomed and dress appropriately.
4. Exhibit respect towards others.
5. Behave in a responsible manner at school, on school buses, and at all school functions.
6. Obey all class, school and safety rules.
7. Cooperate with staff in maintaining safety, order and discipline.
8. Uphold our **SHARK** expectations.

### Parents have the responsibility to:

1. Make every effort to provide for the physical needs of their child.
2. Teach their child to respect authority, pay attention and obey rules.
3. Assure their child attends school regularly and report and explain absences and tardiness to school personnel.
4. Be sure their child is appropriately dressed for school.
5. Submit a signed statement that they received and reviewed the student/parent handbook and support school personnel in the enforcement of discipline imposed in accordance with school policy and behavior expectations.
6. Bring to the attention of school personnel any concerns or condition that may relate to the child's education or well-being.
7. Discuss report cards and assignments with your child and participate in conferences with school personnel regarding your child's progress, behavior and welfare.

### Teachers and other staff personnel have the responsibility to:

1. Be knowledgeable of and uphold behavior expectations.
2. Develop and communicate classroom rules and discipline management procedures and follow said procedures.
3. Remove from class a student who presents a danger to self or others.
4. Maintain an orderly classroom.
5. Establish rapport and an effective working relationship with parents.
6. Notify parents when student behavior needs parental intervention.
7. Report in writing to the principal any known serious violation of the behavior expectations.
8. Maintain confidentiality upon receipt of sensitive information.
9. Work with colleagues to provide positive behavior supports.

### Administrators have the responsibility to:

1. Assure a safe and orderly climate for teaching and learning.
2. Assume responsibility and leadership for discipline and for the evaluation of the discipline management plan including implementation and enforcing the behavior expectations.
3. Provide appropriate support for teachers who seek help with discipline management.
4. Notify parents within 24 hours of a serious violation of the behavior expectations by their child.

## **ANIMALS AT SCHOOL**

Animals may be brought to school for educational purposes ONLY and must be brought in a pet carrier or container. Before a pet of any kind may be brought to the classroom, district policy requires an “animal permission form” to be completed by all parents in that particular classroom. The teacher will send this home for signature in the event he/she is including pets in the classroom. Parents/guardians must bring the animal to the classroom, stay with the animal during the entire visit, and then take the animal off campus when the visit is over. Students/parents must have prior approval from the teacher before bringing any animals to school. Neither the school nor the District assumes any liability for the safety of animals voluntarily brought to school.

We respectfully request that parents do not bring family pets on campus when dropping off or picking up children after school. This policy is in place to protect everyone’s safety and security.

## **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. **Please be aware that continued concerns with attendance could result in the revocation of a student intra/interdistrict transfer.**

**Gates open at 8:00 a.m.** Students who arrive at school before the bell rings are to go directly to the blacktop, as before-school supervision is only available on the blacktop. Students are **NOT** to go to classrooms before the bell rings to drop off backpacks, but should instead drop off their backpacks at their designated line-up area.

Supervision is provided after school for students waiting for rides and buses. Students who walk home are expected to go straight home when school is dismissed, unless working with the teacher (parent/guardian notified).

Students may **NOT** leave school grounds without a parent/guardian for any reason, including lunch. The parent/guardian must sign the student out in the office. Students who choose to leave school without permission may be suspended.

Parents/guardians are encouraged to call the school office if a student is absent and/or send a note for readmittance. Parents/guardians may leave a message on the school phone system (696-1411) regarding a student’s absence and excuse (e.g. ill, doctor’s app., etc.). The school’s funding is based on positive student attendance. The state reimburses for students who are at school and does not reimburse for absences of any kind.

**PLEASE HELP OUR SCHOOL’S FUNDING BY COMING TO SCHOOL IN THE MORNING AND LEAVING EARLY IF NECESSARY.**

### Excused Absences – State Approved

1. Student illness or injury
2. Student medical/dental appointments
3. Death in the immediate family (1 day in state, 6 days out-of-state)

### Unexcused Absences – School Approved

1. Serious illness of a member of the family which necessitated the absence of the student.
2. Justifiable personal reasons including, but not limited to: appearance in court, observance of a holiday of his/her religion, employment conference, and such other absences as the principal may consider justifiable when requested in writing in advance.

Students with excused or school-approved unexcused absences shall be allowed to make up assignments and tests in a timely manner; full credit shall be given upon completion.

### **Unexcused Absences**

Unexcused absences are those which do not come under any of the definitions of excused absences. Students who have unexcused absences may be denied make-up privileges. Such absences may be reflected in the student's final grade.

### **Truancy**

Pupils subject to compulsory full-time education or to compulsory continuation education shall be considered truant for the following reasons:

- absent/tardy from school without valid excuse more than 3 days
- more than 5 excused absences
- tardy to school in excess of 30 minutes on each of more than three days in one school year.

*Education Code Section 48260. Any pupil subject to full-time education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor of the Superintendent of the school district. School Attendance Review Board letters are sent routinely to parents/guardians of students who exceed the absent/tardy rule.*

### **Tardiness to Class**

PROMPTNESS TO CLASS IS EXTREMELY IMPORTANT. Tardies interrupt the classroom and interfere with learning. Continued tardiness on the part of any student will be viewed as a very serious matter and will be reported to the School Attendance Review Board. Students are expected to be in their places, ready for work, at the bell. A tardy, excused or unexcused, must be explained by a note from parent/guardian.

### **Late Pick-Up**

Students are dismissed promptly at 2:30 p.m. Tuesday through Friday. Mondays are Early Out days with dismissal at 1:35 p.m. Any student not picked up by 2:45 (1:50) will be brought to the school office and will wait in the school office until parent/guardian arrives to sign them out. If

students are not picked up by 2:50 (1:55) p.m. the school office will begin to call parent/guardian to remind him/her that they need to come into the office and sign their child(ren) out. If parent/guardian cannot be reached, the office staff will begin to call designated individuals on the child's emergency card.

### **Classroom Interruptions**

In order to maximize student learning and minimize disruptions, classrooms will not be called to communicate transportation changes or items in the office such as instruments, lunch or homework. Please ensure that all of your child's needs and directions are met before dropping him/her off at school. In the event you do need to drop of an item, please do so at the office. Office staff has been instructed to send an email to the teacher relaying the information. In the event you need to pick up your child early from school, please do so before 2:00 to avoid end of the day wrap up activities in the classroom. ***Students will not be released early the last 30 minutes of school.***

### **BIKES, SKATEBOARDS, SCOOTERS, ETC.**

Bicycles, skateboards and scooters must be walked at all times on the school grounds and kept in the bike rack; no one is allowed at the bike rack except to park or remove his/her bicycle, skateboard or scooter.

Skateboarding, skating, shoe skates or rollerblading are not allowed on the school grounds. Equipment must be stored at the bike rack.

### **BIRTHDAY PARTIES**

In an effort to maximize classroom learning time, we do not allow birthday treats or balloons for birthday parties for individual students. Teachers have a variety of ways to recognize children on their birthdays and will arrange classroom celebrations throughout the school year. Typically these will be at winter break, Valentine's Day, and at the end of the school year. A celebration may also take place in relation to a school event or a curricular unit of study. If you are interested in helping with classroom celebrations, please contact your child's teacher.

### **BOOKS / SUPPLIES**

Students are responsible for all textbooks, workbooks, and supplies distributed to them by the teacher and all library books they choose to check out. Students must reimburse the school district for any lost or damaged books and supplies. Failure to comply could result in loss of library privileges or the student's report card being held until the matter is settled.

### **BUS**

Bus transportation is available for students who live in the busing area. Any student riding the bus must be registered or they will not be allowed to ride the bus. There is a fee for bus service. To register your child for bus service, please contact the Transportation Department (696-1600 ext. 1196).

### **Procedure for after-school buses:**

Kindergarten through fifth graders must line up near the bus loop. All bus riders should go to bus lines immediately after the dismissal bell and follow the directions of the teacher on duty. Students must wait for buses in an orderly fashion. School rules apply. Bus citations will be written for inappropriate behavior.

### **Rules and Regulations:**

1. Students will be picked up and let off at their designated bus stop only. Any changes should be communicated to the school office in writing upon arrival at school.
2. Students boarding the bus will form a single line in the designated area 6 feet behind the pick-up point.
3. Students must stay seated while the bus is in motion and until the driver releases them; they may exchange seats only with the driver's permission and when the bus is not in motion.
4. Students must keep all part of the body inside the bus and hands and feet to themselves.
5. Drinking liquids, eating food, or chewing gum will not be permitted on the bus at any time
6. Students may not throw trash or any other article from, or inside, the bus.
7. Any damage caused to a school bus by students will be investigated by school authorities to determine responsibility, and parent/guardian will be held liable.
8. No glass containers, pets, insects, animals, or other living creatures may be taken on the bus.
9. The driver is in complete charge of the bus; students riding the bus must obey the driver at all times.
10. Students may talk to the student next to them at a reasonable volume; no student may talk to the students in front of, or behind them; appropriate language is always required.
11. If assigned seats, students must sit in them.
12. On field trips, both the teacher and driver are in charge of the students.

### **Bus Citations**

Students who violate bus rules will be subject to the following disciplinary action:

#### **FIRST OFFENSE**

the student will be given a bus citation, which will require the signature of the parent/guardian and principal of the school and, at the discretion of the driver, will be assigned a specific seat to ensure closer supervision.

#### **SECOND OFFENSE:**

the privilege of riding the bus will be revoked for 2 days.

#### **THIRD OFFENSE:**

revocation of bus-riding privileges for 2 weeks.

#### **FOURTH OFFENSE:**

revocation of bus-riding privileges for the remainder of the school term.

**VIOLATION OF ANY SAFETY REGULATION MAY CAUSE IMMEDIATE SUSPENSION OF BUS RIDING PRIVILEGES.**

**VIOLATION OF ANY ELEMENT COVERED IN PARAGRAPH 48900 OF THE CALIFORNIA EDUCATION CODE MAY RESULT IN IMMEDIATE SUSPENSION OR EXPULSION FROM SCHOOL.**

## **CAFETERIA**

If you believe that your children may qualify for the Free or Reduced Lunch and Breakfast Program, please fill out an application. Only one (1) application per family is needed. Be certain that you list **ALL** children enrolled in the district. **APPLICATIONS for Free or Reduced Lunch MUST BE RENEWED EACH YEAR**

### **Two Ways to Pre-Pay:**

We highly encourage pre-payment for meals on a weekly or monthly basis. Pre-payment discounts are given for multiple lunch purchases. Pre-paying helps keep the lunch lines moving quickly during lunch and eliminates the risk of your child losing their money during the school day.

Visit [www.mySchoolBucks.com](http://www.mySchoolBucks.com) to create or view your account.

At [www.mySchoolBucks.com](http://www.mySchoolBucks.com) you create your child's account with a unique login and password and the child's birth date and name. Balances and purchase history are only displayed after the account is validated with the first payment and correct user login and password are entered. A 3% convenience fee is charged for this service at the time of deposit.

***Note: www.mySchoolBucks.com needs to be completed the day before it is needed in the account. It takes at least one day to get posted into your child's account.***

You may also pre-pay in the school cafeteria before school starts by putting the money or check in an envelope and writing the student's first/last name and Meal I.D. number on the envelope. No need to wait in line – just drop it into our locked mail drop on the wall near the kitchen in the MPR. The cashier will enter the pre-payments into the computer prior to lunchtime. Prepaid meals may be used anytime during the school year. Single day purchases for school lunches are \$2.50. Please make checks payable to MVUSD plus the school name your child attends. There is a \$25 fee for returned checks.

### **Borrowing/ Charging Meals:**

In the event a child forgets his/her lunch money, he/she will be allowed to charge up to two meals. After two charges, the computer system will not allow further meals to be charged against a child's account. Students will be offered something to eat or the opportunity to call home. This is an uncomfortable situation for your child and for our staff as well. Please make sure that your child comes to school prepared.

An email will be sent to notify you if your account is in the negative. Please deposit money into the account as soon as possible to avoid putting your child in an uncomfortable situation.

For more information including menus and pricing, please visit the Nutrition Services website at <http://www.schoolnutritionandfitness.com/index.php?sid=2110111645366853>.

### **Candy, Gum, and Soda**

Students are encouraged to bring a healthy snack as part of a balanced and nutritious meal plan. Candy and soda are strongly discouraged for snack or lunch; gum is not permitted on campus. Examples of healthy snacks include: fresh fruit, low-fat granola bars, pretzels, crackers and cheese, cut-up vegetables with low-fat salad dressing. When sending in store bought, prepackaged food items for class events, please consider healthy snacks that have little to no sugar.

### **Lunch Table Etiquette**

1. Food and drink will be consumed at the tables only. No walking around while eating/drinking.
2. Students will remain seated at the tables until dismissed for the playground.
3. Students will clean up their area. Trash, food, etc. are not the responsibility of others.
- 4. Food will not be shared.**
5. Allergy table will strictly be used by students who have food allergies.
6. Students always walk in the lunch table area.
7. Lunch pails, etc. are to be **placed (not thrown)** in the designated area, **NOT** at the line up area.
8. Noise level must be such that aides can be heard.
9. Students may sit at designated lunch tables during recess, to draw, talk, etc.
10. Students sit quietly in the benched area. Non-benched students are on the playground or at the activity lunch table.

## **CHILD CARE**

There is childcare available before and after school through Family Services. Please call (951) 304-1624 for information.

## **COMMUNICATION**

MVUSD uses "Blackboard connect" to inform families of upcoming events. Most of these communications will come to you in the form of an email. It is very important that you have your correct email on file with the school. Messaging regarding a student's absence or food service messages are sent out via a phone call. Please make sure all personal contact information is updated **each year** with your school office so you don't miss out on important information.

In addition to classroom communication from your child's teacher and the periodic phone calls/emails from the school, Tovashal utilizes a variety of media outlets to get the most current news and information delivered to parents and the community.

Stay up-to-date on school news and events by visiting <http://www.murrieta.k12.ca.us/tovashal>. Our website contains a complete calendar of events, current announcements, teacher webpages, student and parent resources, Tovashal's newsletters, and more! If you'd like occasional text updates delivered right to your phone, you can sign up for our school's Remind service by texting @tovashale to 81010.

### **DEFINITION OF BULLYING**

- Bullying is exposing a person to abusive actions repeatedly over time and becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.
- Bullying is a form of violence which involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or emotional (spreading rumors, manipulating social relationships, extorting, or intimidating).
- Bullying can include any severe or pervasive physical or verbal act or conduct, including: communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Bullying also includes one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined, that has any of the effects described above on a reasonable student.
- Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.
- Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability

## **DISCIPLINE POLICY**

### **Discipline**

In order to keep a school climate free from disruptions that interfere with the learning process students, staff and parents must share the responsibility and support the following student **SHARK** expectations which are centered on our important Character Pillars of Respect, Responsibility, Trustworthiness, Fairness, Caring and Citizenship along with Positive Behavior Support concepts:

Safety First

Harmony in the Halls

Attentive Listening

Right Place, Right Time

Kind with Words and Actions.

It is expected that individual students will assume responsibility for self-discipline in accordance with the expectations previously listed. However, when violations do occur, discipline will be administered in order to correct disruptive behavior, to protect other students, school employees, or property, and/or to maintain a positive learning environment.

Student discipline shall be administered fairly and equitably after a careful assessment of the circumstances of each case. Factors to be considered include:

1. The seriousness of the offense
2. The student's age
3. The frequency of misconduct
4. The student's attitude
5. The potential effect of the misconduct on the school environment

Students who have not followed the rules of the classroom or school behavior expectations may sometimes receive a referral stating the infractions. If so, they must return it signed by their parent/guardian the next day to avoid receiving an additional consequence. It is the student's responsibility to give the referral to the parent/guardian, discuss the situation with their parent or guardian, and return it signed.

### **Possible Reasons for Discipline Referrals:**

1. Not adhering to the student behavioral expectations listed above.
2. Habitual tardiness to school/class
3. Truancy from school/class/class activity
4. Habitually unprepared for class (books, materials, homework)
5. Chronic refusal to do class work
6. Leaving supervised areas
7. Disrespectful to staff members/students
8. Disruption of class
9. Defiance of authority
10. Profanity or vulgarity/offensive act

11. Fighting, kicking, hitting, pushing
12. Defacing or destroying school property/private property
13. Infraction of school rules

**Possible Consequences:**

1. Parent/teacher and/or principal conferences
2. Denial of privileges
3. Behavior referral resulting in detention during morning recess and/or lunch recess
4. Campus beautification option
5. Restitution
6. Suspension
7. Referral to Administrative Hearing Panel with recommendation for expulsion.

**SUSPENSION OR EXPULSION OF PUPILS: (E. C. 48900)**

A teacher may suspend a pupil from class for the day and the day following, or a principal or his designee may suspend a pupil from school for not more than five (5) days for a "good cause". A teacher shall ask the parent or guardian of the pupil to attend a conference, and if the teacher or guardian REQUEST, a school administrator shall attend such conference. The principal who suspends a pupil SHALL NOTIFY IN WRITING the parent or guardian of such suspension. Incident for suspension under Education Code 48900:

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
- (a2) Willfully used violence on the person of another, except in self-defense.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object.
- (c) Possessed, used, sold or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- (d) Offered or arranged or negotiated to see any controlled substance, alcoholic beverage or intoxicant of any kind and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented the liquid substance or material as a controlled substance, alcoholic beverage or intoxicant.
- (e) Committed robbery or extortion.
- (f) Caused or attempted to cause damage to school property, or private property.
- (g) Stole or attempted to steal school property, or private property.
- (h) Possessed or used tobacco.
- (i) Committed an obscene act, or engaged in habitual profanity or vulgarity.
- (j) Unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities, or willfully defied the authority of school personnel.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm (Reasonable person concludes replica is a firearm.)
- (n) Committed or attempted to commit sexual assault or sexual battery (as defined in Section 261, 266c, 286, 288, 288a, 289, 243.4 of the Penal Code).
- (o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding (for the purpose of preventing that pupil from being a witness/retaliation for being a witness/retaliation for being a witness).

(q) Aiding and abetting a fight or assault. (.2) Education Code 48900.2, Committed Sexual Harassment (Grades 4 – 12) (.3) Education Code 48900.3, Caused, attempted to cause, threatened to cause or participated in an act of hate violence (grades 4 – 12).

(.4) Education Code 48900.4, Intentionally engaged in harassment, threats or intimidation directed against a pupil or group of pupils. (Grades 4 –12)

(.7) Education Code 48900.7, Terroristic threats against school officials or school property, or both. A student can be suspended and/or expelled for the following reasons: 48900.2 Committed Sexual Harassment, 48900.3 Participated in an Act of Hate Violence, 48000.4 Engaged in Creating an Intimidating or Hostile Educational Environment (these do not apply to K-3 students).

A pupil may be suspended or expelled for acts which are enumerated in Education Code 48900 and related to school activity of attendance which occur at any time including but not limited to

(1) while on school grounds, (2) while going to or coming from school, (3) during the lunch period, whether on or off campus, (4) during, or while going to or coming from school sponsored activity or (5) made terroristic threats against school official, school property or both.

**SAFE SCHOOLS: (e. c. 48900)**

Murrieta Valley Unified School District embraces a philosophy of safe schools with regard to expellable offenses related to drugs, alcohol and dangerous objects. The “Safe Schools” philosophy is defined to mean that students who are found in violation of Education Code Section 48900, subsections (b), (c) and (d) under certain conditions may be expelled on the first offense. It is within the authority of the Governing Board to recommend rehabilitative programs as part of the readmission requirements.

**EXPULSION IS MANDATED UPON THE FIRST OFFENSE FOR VIOLATION OF THE PROVISION OF EDUCATION CODE SECTIONS 48915(C)(1), (2), (3) AND (4) WHICH ARE:**

- (1) Possessing, selling or otherwise furnishing a firearm;
- (2) Brandishing a knife at another person
- (3) Unlawfully selling a controlled substance; and
- (4) Committing or attempting to commit a sexual assault.

**EXPULSION CAN BE RECOMMENDED ON A FIRST OFFENSE FOR ANY VIOLATION OF EDUCATION CODE 48900 B, C, D:**

- Using, possessing, selling, furnishing or being under the influence of any controlled substance (illegal drugs or alcoholic beverage) or intoxicant of any kind.
- Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object.

**THESE REGULATIONS APPLY TO STUDENTS IN THE FOLLOWING SITUATIONS:**

- (1) On school grounds (this includes the parking lot as well as vehicles on school property);
- (2) Going to or coming from school;
- (3) On lunch break, whether on or off campus; and/or
- (4) At, going to, or coming from a school sponsored activity.

## DISMISSAL PROCEDURES

Students who do not ride buses are expected to WALK to their dismissal areas immediately after they are dismissed from class. Students may not loiter in the walkways or play on the playgrounds (both the main and kindergarten playground). The dismissal areas include:

- a) the front gates by the office.
- b) the rear gate by the playground.
- c) the bus loop.

Please refer to page 29 of this handbook for specific information about Student Drop-Off and Pick Up.

Older siblings who pick up their younger brothers/sisters should go to their classrooms and then proceed to one of the dismissal areas.

### Car Loop (Front of School)

Students waiting for rides in the front loop are to line up along the fence according to the first letter of their **last name**. Parents are to pull up to the very end of the front loop to pick up their child (cones are out indicating the pickup spots). When students see the vehicle, they are to walk to the end of the car front loop to be picked up. Students are not to be picked up in the loop before the crosswalk or along the curb.

### Rear Gate (Playground)

Students waiting for rides are to line up and sit on the ledge and wait for their vehicle to pull up to the front of the line. Parents arriving early who choose to park in the rear parking lot will need to walk up and pick up their child(ren). Students are not to walk through the parking lot to reach vehicles.

School personnel monitor the safety of students waiting to go home by the bus pick-up, the front of the school and the back loop. Other locations are unsupervised. Crossing guards are at San Raphael right in front of the school, the intersection of Nutmeg and San Raphael and the intersection of Nutmeg and California Oaks Road.

## DRESS CODE

The school is committed to maintaining standards of dress, which will be fair to everyone, while maintaining an appropriate learning atmosphere free of unnecessary distractions and interruptions.

### Standard Dress Code

- Students will wear clothing (including jewelry, accessories, etc.) which is clean, safe, healthy, and allows for participating in an active learning environment.

**Examples not allowed:** chains of any kind (such as wallet chains) clothing or jewelry with protrusions that could be considered dangerous, unsafe, or used to cause damage or injury.

- Extra-long, oversized, or spiked earrings will be considered inappropriate.
- Safe and healthy footwear will be worn at all times.

**Examples of appropriate footwear:** shoes designed to stay on permanently and enclose the feet must be worn on the playground to participate in activities. Shoes, sandals, etc. without heel straps are considered hazardous and students will not be permitted to participate in active recess or P.E. games.

- Clothing will maintain socially acceptable standards of modesty.

**Examples not allowed:** strapless tube tops or halter tops, thin strapped tops, exposed undergarments, tank tops with excessively large neck or arm openings, sport tanks or belly shirts, extremely short-shorts, or anything exposing the midriff area.

***Any clothing which may or does cause a disruption to the learning environment will result in a call home for alternative clothing.***

- Clothing accessories and other personal items may be decorated with messages, slogans, logos, etc. which are appropriate for school.

**Examples of inappropriate messages:** reference to any race, symbols of racial supremacy, references to drugs, alcohol, tobacco or any other controlled substance, reference to weapons or explosives, messages that promote tagging or other defacing or damaging activities, violent messages, sexual overtones.

- Clothing or other items which can be intimidating to others, is attributed to gang affiliation, or puts the wearer in danger will not be allowed.

**Examples not allowed:** excessively oversized shirts and pants, sagging pants, bandannas, hair nets, items with graffiti, tagging or similar style writing.

**Guidelines used to determine oversized, sagging, or bagging clothing:** pants which have a waist size so large that the pants will not stay on without a belt, or shirts and sweatshirts which are more than two sizes over a student's normal size are considered oversized. Pants which are worn with the crotch at or lower than mid-thigh are considered sagging, and pant legs which can be wrapped from the outside seam around to the inside seam in the area just at the top of the knee are considered bagging.

***It is important to understand that some decisions regarding gang-related or inappropriate apparel will be at the discretion of the site administrator. Behavior of the student or group of students may be a criterion upon which a decision is based.***

- Hats that shade the face may be worn at Tovashal Elementary School. Hats may only be worn outside. You may not wear a hat indoors except for special, designated days. Baseball style hats, with bills forward, are allowed.
- Bicycle helmets must be worn by students riding bicycles, skateboards, scooters or skates to and from school. However, they must be removed from the head and not used as a hat while on campus.
- No tattoos with violent symbols (such as knives, daggers, skulls) may be worn to school.

## **ELECTRONIC DEVICES**

Electronic devices such as iPods or handheld gaming systems should not be brought to school, unless the teacher or principal has approved the use of such devices for instructional purposes under direct teacher supervision. This includes any audio or video devices such as headphones, MP3/MP4, CD players, I-PODS, games, etc. They may not be used in school without specific permission from staff. If you choose to bring a cell phone or any other electronic device, you do so at your own risk. The school does not have the staffing to investigate or be responsible for damaged/broken, loss or theft of any electronic devices. Any loss or theft of any item should be reported the Murrieta Police Department.

Education Code Section 51512 provides for disciplinary action to be taken if a student uses, without expressed permission from a teacher, any electronic recording or listening device:

*“The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person other than a pupil, who willfully violates this section, shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action.”*

### **Cell Phones**

We strongly discourage elementary students from bringing cell phones to school. If your child brings a cell phone, you must agree to the following conditions:

- Cell phones may only be used before/after school in the office or the front of the school.
- Cell phones must be stored in backpacks and left “off” during the school day, unless it is being used for instructional purposes under direct teacher supervision.
- Proper documentation must be turned in to the principal to authorize a cell phone that must remain "on" if determined to be essential for a student's health by a licensed physician. Usage would be limited to health-related purposes only.
- No camera phones are allowed on campus unless they are part of a class assignment, approved activity or with prior approval of the site administration.
- The school is not liable for lost, damaged, or stolen cell phones. Students who bring cell phones or other electronic devices to school do so at their own risk, as the school does not have staffing to investigate or be responsible for loss or theft of any electronic devices.
- Students who do not abide by these rules may have their cell phones confiscated and privileges revoked.

Tovashal is not responsible for loss/theft/damage of personal electronic devices. When electronic devices are found to be disruptive to the learning environment, they may be confiscated. The first time an electronic device is confiscated, the student may pick up the

device from the office at the end of the day. On a second offense, the device must be picked up by a parent.

**Adults:** Please refrain from using cell phones especially while in the front office, classroom, or playground. All phones should be on vibrate. Please step out of the classroom or office if you have an emergency call you must take. Thank you for your cooperation in keeping distractions/interruptions to a minimum.

## **FIELD TRIPS**

Field trips are educational. Students must be prepared to benefit from the experience and not create a liability for other students, teachers, chaperones, and/or the district. Therefore, the following rules are in effect:

- Parents must fill out and sign a field trip permission form for each trip in order for the student to attend. Students who are at school and going on a field trip, must use district-provided transportation to the field trip. Phone call permissions on the day of the trip will NOT be accepted, unless the student was absent the day before the trip.
- Students who misbehave on the bus, grounds, or in class prior to a field trip are a poor risk and may be left at school.
- Students who are behind in general academic assignments, or who have failed to complete preparation work for a specific field trip, may be left behind. In such cases, sufficient prior notice will be given to parents, and an opportunity will be provided for the student to make up the work.
- Students who do not participate in the field trip will be supervised at school by another teacher or an administrator. Their attendance will be credited.
- Parents are encouraged to attend field trips as chaperones. Without adequate parental participation, the field trip will be canceled. Individual teachers will set their own criteria for selecting parent chaperones. Children, other than those in the participating class, may not attend.

## **GENERAL RULES AND PROCEDURES**

Each teacher will create a system consistent with school rules to reinforce the school behavior code. In addition, the office will support the classroom and playground rules through an established referral system. A set of student behavioral expectations has been established, listing appropriate behavior by location on campus (e.g. playground, classroom, MPR). These expectations can be found on pages 31 - 37 of this handbook.

### **General Rules of Behavior**

1. No chase, tag, or games that involve touching others. Practice **K.A.H.F.O.O.T.Y.**
2. Students will observe appropriate standards in all forms of expression such as speech and writing. Profane and vulgar language will not be tolerated, and such behavior may result in suspension.
3. Students must keep hands, feet, and objects to themselves. No hitting or kicking is allowed. Play fighting is not allowed. Practice **K.A.H.F.O.O.T.Y.**

4. Students will call other people by their given name or an acceptable family nickname. Any other name is not allowed.
5. Gum, seeds, and nuts in shells are not allowed at school except at designated school activities.
6. Orderly behavior in corridors and near buildings is mandatory and vital to the safety of students and the smooth functioning of school.
7. Students should walk on sidewalks, not on grass areas, in the flower beds, on planters, on cement edging, or in the dirt.
8. Sitting, swinging, or leaning on railings outside of classrooms is prohibited.
9. Good behavior is required at all functions held at the school including activities scheduled at night or on weekends. Standards and regulations are the same as those during school hours. The dress code will be observed as well.
10. Students will use school equipment with permission of a teacher and only for the purpose for which it is intended.
11. Possession of any substance, object or container (e.g. glass container, aerosol cans) dangerous to the health, safety or welfare of students, is forbidden on school grounds, buses and at bus stops.
12. Students may not loiter in or around the restrooms, students must keep voices down, and students should always flush the toilets. Causing damage to the bathroom is a suspendable offense.
13. Toys may not be brought to school except for designated share day or for special occasions approved by Administration. Those toys must remain in the classroom during recess and lunch (unless approved by Administration).
14. Selling of items between students is not allowed.

## **HOMEWORK POLICY**

Homework is defined as an assignment that reinforces a subject that has already been introduced. Homework is completed outside of class time.

### **Goals of Homework**

- Extension or reinforcement of classroom learning
- Aide in the mastery of skills
- Improvement in reading comprehension
- Enabling students to make up work missed due to excused absences, including suspensions

### **Time**

Although the district recognizes that quality is more important than quantity, the following guidelines related to time are suggested:

Grades 1-3: 10-30 minutes up to 4 days per week

Grades 4-5: 30-60 minutes up to 4 days per week

Homework assignments are to reflect the same high standards of legibility, neatness, content, and completeness as expected in the classroom.

## **Responsibilities**

### **Student:**

- Listen to directions and ensure that assignments are understood before leaving school.
- Take home all materials available from school, which are needed to complete assignments.
- Take proper care of school books and equipment and return them in good condition.
- Complete all assignments according to school standards and turn them in on time.
- Make up work missed due to excused absences from school, including suspensions.
- Communicate any specific problems with teacher or parent.

### **Parent:**

- Establish a daily homework routine.
- Provide a place where your child can work productively.
- Assist in the acquisition of basic resources; contact your child's teacher if help is needed in obtaining materials.
- Regularly review homework to see that it is neat and complete.
- Maintain regular communication with the teacher.
- Encourage and support your child.

### **Teacher:**

- Send written directions when appropriate
- Collect and record homework on a daily/weekly basis.

## **INCLEMENT WEATHER**

### **Rain/Flood:**

#### **Bus Riders:**

If buses cannot run in your area, bus riders will be kept in a covered area or room until they are picked up by a parent/guardian.

#### **Walkers/Bike Riders:**

If a student's walk or bike ride home is deemed unsafe due to heavy rain, the student will be kept indoors and can be picked up by a parent/guardian. During light rain, students will be allowed to walk or ride home.

Parents should contact the school (696-1403) or Transportation Department (696-1600 ext. 1168) with questions.

### **Heat:**

All classrooms are air-conditioned.

- Students may eat indoors.

- Students are allowed to sit in shaded areas or remain in the MPR during recess and at lunch.
- During excessive heat (97° and above), “inside” lunch with no outside play will be called.

### **INJURY / ILLNESS / MEDICATION**

If a student becomes ill or injured he/she should immediately notify the teacher or aide for permission to go to the health office. Under no circumstances should a student go home without the knowledge of the teacher or school office.

**Students may not have any medication (prescription or over-the-counter) in their possession.**

If a student requires medication(s) at school, the parent/guardian must:

- submit a signed statement from the physician, who shall indicate the medication, methods, amount and schedules for medication and,
- sign a form authorizing school personnel to give the medication in the dosage prescribed by the physician.

Medication will not be dispersed unless they are brought to school in the original container. Please contact Tovashal’s health technician (Kim Sirichaisintop, 696-1411, ext. 2593) or the district nurse (Cathy Owen, 696-1600, ext. 1027) if you have any questions.

### **INSURANCE (STUDENT)**

Since the Murrieta Valley Unified School District does not provide accident medical insurance for school-related injuries, it makes available a variety of affordable insurance plans to help you in the event of an accident and urges you to purchase the plan that best fits your needs.

Brochures are available in the school office.

### **LOST AND FOUND**

Students who find objects must turn them in to the school office. Jewelry, money, keys and other small items are kept in the school office. Money found and turned in to the school office will, if left unclaimed for two weeks, be returned to the finding student. Other lost and found items will be placed in/on the lost and found rack located outside the office. Items not collected will be donated to a worthy cause at the end of each semester.

Please label items with your child’s full name. This helps us return lost items to students.

### **PARENT TEACHER ASSOCIATION (PTA)**

Tovashal Elementary School has a Parent Teacher Association (PTA). This organization plans and organizes a multitude of programs for students each year. Programs include Red Ribbon Week, fundraisers, Family Fun Nights, office staff support, as well as many other programs.

All parents are welcome and urged to volunteer to help with these events. You can contact the PTA president by leaving a message at the school office or via email at [ptatovashal@gmail.com](mailto:ptatovashal@gmail.com)

## **PLAYGROUND**

### **TIGERSHARKS ARE SAFE, RESPECTFUL AND RESPONSIBLE!**

1. **K.A.H.F.O.O.T.Y** rule: Keep All Hands, Feet, and Other Objects To Yourself.
2. Students freeze when the bell rings – wait for the whistle, then walk to their classroom line-up area and wait quietly to walk to class with their teacher (grades 1-3) or walk directly to the classroom (grades 4-5).
3. After the freeze bell rings, playing with the ball ends. The person holding the ball at that time must take it back to the ball box and place it there.
4. Students remain on the playground during recess; they may not go to classrooms or wander the campus. Helping in classrooms is only permitted with teacher's prior written approval.
5. The amphitheater is used for classroom purposes only. Playing, running, or jumping off stairs in the amphitheater is not permitted at any time.
6. All games must be played by the school rules; "special" game rules are not allowed.
7. Disputes about who is out in a game will be settled by either the next person in line or by the recess/lunch adult supervision. Students may use Rock/Paper/Scissors or vote with the "majority rules" to settle game disputes. Students in line help to settle the dispute; players do not.
8. You may leave your place in line to ask for help from the recess/lunch adult supervision. You will lose your place in line if you leave the line for any other reason.
9. Balls are not to be thrown at anyone unless the person is trying to catch it.
10. Balls may be kicked only on the grass field. Kicking any ball at any time on the blacktop during recess or lunch is not permitted.
11. Balls and ball games are limited to the playground areas. BALLS MUST NOT be used on sidewalks, between buildings, on buildings, or near an apparatus.
12. Interference on purpose is not allowed in any games at any time.
13. Lines are out in ALL games.
14. No sliding or diving in any games. (Example: slide tackling in soccer)
15. Jumping off of any equipment is not allowed.
16. NO TAG, NO CHASE GAMES, NO FIGHTING GAMES (including "play fighting").

## **PLAYGROUND SAFETY RULES**

### **Equipment**

1. Equipment is to be used for the original purpose for which it is designed.
2. Running or playing tag around equipment areas (swings, bars, slides, etc.) is not allowed.
3. Only rubber playground balls or basketballs are to be used on the blacktop.

4. Play equipment may not be brought from home. No toys! No electronic devices, electronic games, or CD players may be brought to school or used at recess.

**Ladder/Bars: (1<sup>st</sup> & 2<sup>nd</sup> Graders are not to use the bars)**

1. Only one person at a time may go across.
2. Travel across by hand in one direction.
3. Start on the side with ladder.
4. Do not sit, stand, or hang upside down on the ladder bars.

**Slide Safety:**

1. Stay clear of the bottom of the slide.
2. Only one person may slide at a time.
3. Sit on the slide on your bottom, facing forward, feet first.
4. Students go UP the ladder and DOWN the slide.

**Swings:**

1. Students swing back and forth, not side-to-side.
2. Students must be facing the climbing structure when on the swings.
3. Swingers are to be seated upright in the swings.
4. Jumping off the swings while swinging is not allowed.
5. Swingers are not to touch each other or be swung by anyone else.
6. Seats may not be turned over to face another direction.
7. Playing or running around in the swing area is not allowed.
8. Swings are not to be twisted or wrapped over bar or used when found this way.
9. When there is a line at the swings, students waiting may count on the students swinging so that everyone gets a turn. A count is made each time feet come forward. There is a 30 count wait on the swings when other students are waiting in line.
10. Students only count on students who have been swinging. Exiting swingers move to a new swing to begin counting. No "count backs".
11. Swings are too high if the chains of the swing start to bend or the swinger's head is over the bar.

## **SPECIFIC SCHOOL GAME RULES**

**Basketball: (6 on half court/12 on full court)**

1. Everyone must play (substitute as needed).
2. No "saving spots" for people to play.
3. No full court press; you may guard your person beginning at half court.
4. When a foul is committed, the other team takes the ball out. No free throw shooting.
5. No jump ball. During the game, if a player stops dribbling you may not crowd around him and try to grab the ball. If you do, the player with the ball gets to "Take it out" free.
6. If no one crowds around the player with ball, he has 5 seconds to pass or shoot it.
7. The team with the ball has 10 seconds to get the ball over the half-court line.

8. Only one person may guard one person at a time, no reaching to steal the ball. Players must remain 2 feet away from player they are guarding.

**NOTE:** When you are not playing a formal game of basketball on the court; you are limited to half court. No more than 2 balls on each half court at any time. 6 person rule still applies.

### **Handball/Wallball:**

1. Utility balls and red rubber balls may be used; tennis balls and regulation handballs may only be used during supervised P.E.
2. Balls must be served from within the court.
3. A served ball must hit the ground, then hit the wall above the line on the wall, then bounce on ground past the line near the wall; returning to the blacktop inside the lines.
4. Games are limited to 2-4 players.
5. No corners or side walls on a serve.
6. Player 2 hits the ball after Player 1, Player 3 hits the ball after Player 2, Player 4 hits the ball after Player 3. Player 1 hits the ball after Player 4.
7. Player 1 is the server. Players move up in number based on which player is out.
8. Balls may not be kicked on the handball court.
9. The first player in line is the judge, his/her decision is final.
10. If the ball is hit over the top of the wall, the player is out.
11. If the ball is hit over the top of the wall for any reason other than playing the game (anger or for fun, etc.) that person may not play handball the rest of the day.
12. All players play against each other. There are no teams or "set-ups".
13. If the ball hits the line or outside the lines, the player that hit the ball is out.
14. The ball must be hit with the hand or fist, not carried, or thrown in any way.
15. There are no "special" hits, such as rainbows, babies, or cross-country.
16. Blocking a player from being able to hit the ball is an automatic out.

### **Four-Square:**

1. Square "A" serves to square "D"; the ball must be dropped then hit with the open hand. Returns must be with open hand(s).
2. **The ball must be struck, not pushed, with a single hit; NO throws or backstops; set-ups are not allowed; no fists or "holdies".**
3. If the ball hits any line or bounces outside the four-square playing area, the player that hit the ball is out.
4. Players always face the center of the square; no twirling, spinning, hitting under the leg.

**\*REMEMBER: BALLS ARE TO BE BOUNCED AT ALL TIMES ON THE BLACKTOP; NO KICKING!**

### **Hop Scotch:**

1. The game starts as player No. 1 hops forward and back through the hopscotch squares as follows:
  - a. Hop on one foot into squares one, two and three land in squares four and five with the left foot in four and the right foot in five.

- b. Jump on one foot in square six. To both feet again in squares seven and eight.
  - c. Jump into square nine on one foot, turn and repeat the process while returning to the starting place.
  - d. Upon returning to the starting place player No. 1 throws his marker into square one. Hopping over square one he/she travels forward and back through the hopscotch squares as before.
  - e. On his/her return he/she pauses in square two, picks up the marker, hops in square one and out of the diagram.
2. The game continues as player No. 1 throws the marker into the next higher square.
  3. Each time the player hops over or around the square with the marker when traveling forward, and picks up marker on the return trip.
  4. If player No. 1 commits one of the fouls listed below, he/she leaves the marker in the last square completed successfully and goes to the end of the line. The rest of the players rotate forward one position.
  5. Each player in line repeats the actions of player No. 1.
  6. On succeeding turns each player starts where the marker was left after the last turn.

**Scoring:** The first player to lag into square nine, hop forward, pick up the marker and return to the starting place without committing a foul, wins.

**Fouls/Outs:**

- To hop on a line
- To throw the marker in the wrong square or on a line.
- To hop in a square containing a marker.
- To touch the surface with the raised foot, except in squares four and five or seven and eight.
- To change hopping foot after starting.

**Jump Rope:**

1. A student entering the game must take the rope and turn the rope, before ever jumping.
2. The rope must touch the ground when being turned.
3. If you cause the rope to stop, you must take an end of the rope and then turn for the rope for the next jumper.
4. Running or chasing in the jump rope area is unsafe and not permitted.
5. No swinging the jump rope over the head, or on the ground. No helicopters.
6. No tying the rope to equipment or students.

**Tetherball:**

1. First person at a game receives the serve.
2. Students must stay inside the half-circle when playing.
3. Wait outside the circle for your turn.
4. The ball must be hit with a fist, interlocked fingers or open palm, —not thrown.
5. No ropes or holding the ball.

6. Winner serves (Ball must be released, hit, or tossed so that the opponent can hit it before it travels around the pole once).
7. Server may only hit the ball a second time after it has traveled around the pole or your opponent has touched it.
8. After three wins, student must exit game.
9. Only two players allowed in the court at all times.

## FIELD GAMES

### **Football Toss: (Max of 5 players on each side) (4<sup>th</sup> & 5<sup>th</sup> graders only at lunch time) (adult supervision required)**

1. Actual game is not allowed
2. Up to 5 players on each side of field.
3. Players take turns throwing the ball to the other side and catching the ball when thrown to them.
4. Players must call the ball before catching. Players must stand back when someone has called for the catch.
5. Once a player has caught AND thrown the football, that player is out and a new player enters the game.
6. Player that is out goes to the end of the waiting line to re-enter the game.

### **Kickball: (Max of 11 players on each team) (adult supervision required)**

1. Utility balls and soccer balls may be used. No red rubber balls.
2. The ball must be pitched from the mound marker and no rushing the kicker. Players must stay behind the pitcher until ball is kicked.
3. No sliding or diving on the field.
4. Players take turns kicking. Line-ups are determined by first come, first serve.
5. Roughness will not be tolerated and players who violate rules will be restricted from play.
6. Outs are determined by the judgment of the teams. Arguments can be settled by playing Rock/Paper/Scissors.
7. Teams are determined by players on a first come, first served basis. The first 22 players to arrive to the center of the kickball field will be able to play.
8. Those arriving after the initial 22 must find a different activity to play.

### **Soccer: (Max of 11 players on each team) (adult supervision required)**

1. Only soccer balls may be used.
2. Players must play on the designated soccer field.
3. No slide-tackling or other move where a player leaves his/her feet to kick the ball or defend another. No body checks. Players who are too rough will be ejected from the game for at least one recess.
4. Players may not use their hands. Players who catch the ball or intentionally block it with their hands turn the possession of the ball to the opposing team. The ball is placed on the field at the point of infraction and kicked to resume play.

5. Outs are determined by the judgment of the teams.
6. Arguments can be settled by playing Rock/Paper/Scissors
7. Teams are determined by players on a first come, first served basis. The first 22 players to arrive to the center of the soccer field will be able to play that recess.
8. Those arriving after the initial 22 must find a different activity to play.

### **REPORT CARDS / PROGRESS REPORTS**

Report cards and progress reports will be issued two times each during the year. Progress reports will be issued in October (parent conferences) and March (before Spring Break), and report cards will be issued at the end of each semester (before Winter Break and at the end of the year).

### **SCHOOL SITE COUNCIL (SSC)**

The School Site Council is comprised of five (5) parent volunteers, three (3) teachers, one (1) classified staff member, and the principal. This team oversees the Single Plan for Student Achievement (SPSA). The School Site Council meets on a regular basis to review site plans and budget issues.

### **SEXUAL HARASSMENT**

E.C.200-240, 212.5, 231.5 & 230, 48980(g) P.P. 5145.7 states: The Murrieta Valley Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment and educational opportunity, and is free from discriminatory practices.

Sexual harassment is a violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil Rights Act of 1964 and California Educational Code. Therefore, the District strongly condemns, opposes and prohibits sexual harassment of individuals, whether verbal, physical or environment by anyone.

Any employee who violates this policy will be subject to discipline, up to and including termination, and any students who violates this policy will be subject to discipline up to and including expulsion. As used in this policy and regulation, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- (a) Submissions to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment.

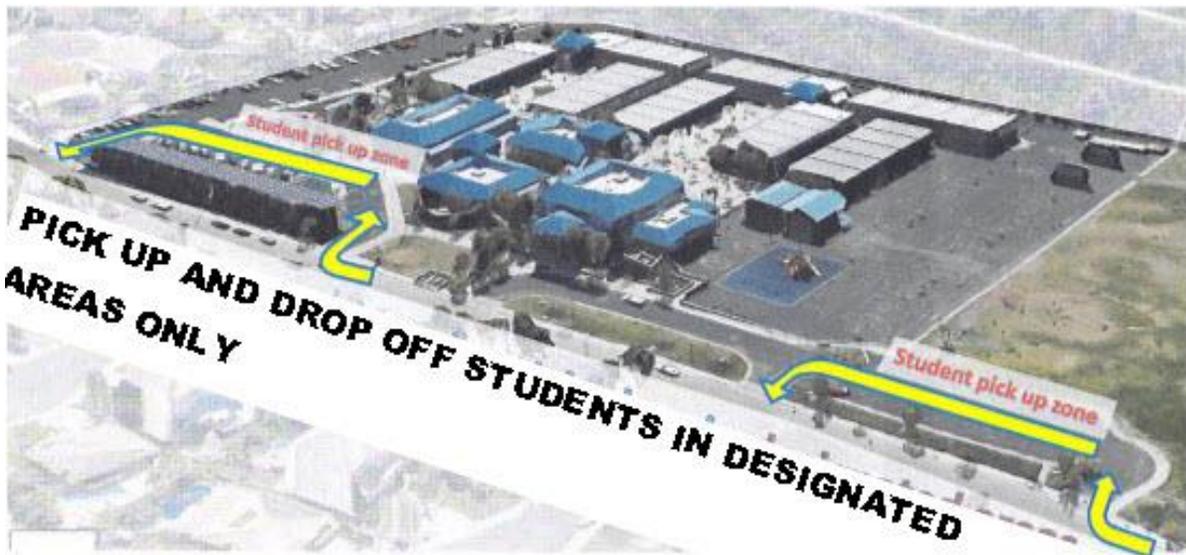
- (d) Submission to, or rejection of, the conduct by the individual regarding benefits and services, honor, programs or activities at or through the educational institution.

### STUDENT DROP-OFF / PICK-UP

Students who are being brought to school should be dropped off in one of the two student drop-off loops located on San Raphael Road: one at the double gate by the playground and the other at the front of the school. Due to a lack of supervision, students should not be dropped off **prior to 8:00am** and **MUST** be picked up at the end of the day by **2:45pm**.

For safety reasons, students are only to be picked up/dropped off in the designated areas. St Raphael, the bus loop, the front parking lot, and the beginning portion of the car loop are not designated areas. Please refer to the map below for designated areas.

If you plan to exit your car to drop off/pick up your student, park your car in a designated parking place. The car loop and portions of St. Raphael are not designated parking areas.



### STUDENT VALET PROGRAM

Tovashal has implemented a student valet program to assist with student drop off at the front car loop in the morning. Selected 4<sup>th</sup> and 5<sup>th</sup> grade students are trained on safety procedures and will be located at the safety cones at the far end of the front car loop. Students and adults participating in the valet program will be wearing safety vests and badges.

Once you pull your car up to the first available valet, they will open the car door for your student. To expedite the process, please have your child(ren) ready to exit the car when the door is opened. **Students are only to exit or enter a car on the side next to the curb.** Please make sure you pull up as close to the curb as possible.

## VISITORS / VOLUNTEERS

### Classroom Observation

Parents/guardians are invited and welcome to visit Tovashal to observe in their child's classroom. Scheduling of classroom observations must be done with the teacher a minimum of 24 hours in advance. These classroom observe should be between 20 - 30 minutes in duration and in a specific curricular area.

If a parent/guardian wishes to talk about a specific problem, an appointment should be made with the teacher or administration.

### Classroom/School Volunteers

Volunteers are welcomed and encouraged to help in classrooms and the library. Due to insurance restrictions, California Education Code, and an overall effort to keep students safe, all visitors/volunteers must sign in at the office and obtain a visitor's badge. Visitors are also required to sign out at the end of their visit.

Adult volunteers for our school are required to complete a volunteer registration form at the school office. This information will then be checked by our Human Resources Department against the Murrieta Police Department's "Megan's Law" computer data base to assure we have no registered sex offenders serving in a volunteer capacity working with our students.

Proof of identity will also be required in the form of a valid driver's license or a photo identification card. In addition, parents who volunteer for 4 hours or more per week in the same classroom must bring proof of a current TB skin test.

After school begins each day, the school gates will be locked. Visitors must enter through the school office. High school and middle school siblings may not be on campus or visit classrooms before 2:30 p.m.

**Student restrooms are for students only** when students are on campus, including before and after school. Adults that are volunteering are welcome to use our staff restrooms. Please inquire with your child's teacher for a staff restroom key.

In order to maintain a productive learning environment, classroom interruptions are discouraged. Parents, please make every effort to communicate with your child before school regarding afterschool arrangements. We also urge parents to limit taking students out of school early, as this is extremely disruptive to the class routine.



# Computer Lab Expectations



| <b>Be Respectful</b>              | <b>Be Responsible</b>                                   | <b>Be Safe</b>  |
|-----------------------------------|---|---|
| Follow all directions as assigned | Remain on the assigned task and strive to do your best  | KAHFOOTY!<br>( <b>Keep All</b> hands, <b>Feet, Other</b> Objects To Yourself) |
| Use “whisper” voices              | Log out when finished and keep the lab<br>“Class Ready” | Keep food and drinks where they belong, not in the computer lab               |
| Treat all computers with care     | Report any Computer needs to the adult in charge        | Four chair legs on the floor at all times                                     |



# Hallways Expectations



| <b>Be Respectful</b>  | <b>Be Responsible</b>                              | <b>Be Safe</b>   |
|---|--|--|
| Harmony in the Halls!<br>Please respect all classes that are in session | Playground games are only played on the playground | KAHFOOTY!<br>( <b>Keep All Hands, Feet, Other Objects To Yourself</b> )                |
| Always respect yourself, others, and the campus at all times            | Keep all food and drink items at the lunch tables  | G.R.O.W.<br>( <b>G</b> ass <b>R</b> unning <b>O</b> nly; <b>W</b> alk everywhere else) |
| Listen and follow all directions from adults                            | Report any issues to an adult                      | Only stay in areas that have adult supervision   |



# Library Expectations



| <b>Be Respectful</b>                  | <b>Be Responsible</b>                                   | <b>Be Safe</b>  |
|---------------------------------------|---|---|
| Follow all directions given by adults | Return books and help keep the library<br>"Class Ready" | KAHFOOTY!<br>(Keep <b>All</b> hands, <b>Feet</b> , <b>Other</b> <b>Objects To</b> Yourself) |
| Use "whisper" voices                  | Treat all books gently, hold them with two hands        | Only use the sticks to hold a spot while you look at books                                  |
| Quietly recommend a book to a friend  | Report any damaged books                                | Walk at all times and always keep four chair legs on the floor                              |



# Lunch Line Expectations



| <b>Be Respectful</b>                     | <b>Be Responsible</b>                          | <b>Be Safe</b>   |
|--|--|--|
| Keep the line moving                     | Know your lunch number or find your lunch card | KAHFOOTY!<br>(Keep All Hands, Feet, Other Objects To Yourself) |
| Attentive listening to the awesome aides | Face forward in line                           | Walk at all times  |
| Use “inside” voices                      | If you touch it, you take it                   | Report lunch spills to the adult in charge                     |



# MPR Expectations



| <b>Be Respectful</b>                                       | <b>Be Responsible</b>   | <b>Be Safe</b>   |
|--|---|--|
| Of those presenting or performing, use attentive listening | Sit in your assigned seat on your bottom  | KAHFOOTY!<br>(Keep All Hands, Feet, Other Objects To Yourself) |
| Enter the MPR quietly, using an "inside" voice             | Keep all food and drink items where they belong and always throw all trash away | Walk at all times in the MPR                                   |
| Listen and follow all directions from adults               | Report any issues to an adult   | Be in right place at the right time                            |



## Playground Expectations



| <b>Be Respectful</b>   | <b>Be Responsible</b>   | <b>Be Safe</b>   |
|--|---|--|
| Treat the playground equipment nicely so it lasts all year long          | Stay in the designated play area<br><br>right place<br>right time | KAHFOOTY!<br>(Keep All Hands, Feet, Other Objects To Yourself) |
| Kind words and actions will show respect to others                       | Keep all food and drink items at the lunch tables                 | No tag<br>No chase<br>No play fighting                         |
| Wait patiently for your turn and use your manners when asking for things | Report any issues to an adult                                     | Follow all directions from the awesome aides                   |



# Restroom Expectations



| <b>Be Respectful</b>                        | <b>Be Responsible</b>                             | <b>Be Safe</b>  |
|---|---|---|
| Of others, of yourself, and of the restroom | Restroom business only                            | KAHFOOTY!<br>(Keep All Hands, Feet, Other Objects To Yourself)      |
| Use “inside” voices Only                    | Keep all food and drink items OUT of the restroom | Walk straight to and back from the restroom, right place-right time |
| Wait patiently for your turn                | Report any issues to an adult                     | Always wash your hands with soap                                    |

# MVUSD Elementary School Behavioral Expectations Matrix

It is the responsibility of every MVUSD student to know and follow school expectations.

By doing so, you will be a productive and successful member of the learning community.

Student behavior is expected to reflect the MVUSD mission of "Inspiring every student to think, to learn, to achieve, and to care".

Students who make poor decisions will be held accountable for their actions.

This behavioral expectations lists the most common violations, but other forms of behavior may also result in discipline. California State law provides that a student may be disciplined, suspended and/or recommended for expulsion based on committing the acts below (among others). Discipline may result from actions related to a school activity or school attendance, including those that occur while on school grounds, while going to or coming from school (including on school buses), and during any school-sponsored activity.

Students confronted with any negative situation are expected to be safe, be responsible and be respectful by:

- 1) Walking away
- 2) Immediately reporting the incident to a staff member
- 3) Not engaging in unsafe activities

| Behavior Expectation                                 | School Rule Based Upon CALIFORNIA EDUCATION CODE  | 1st Offense   | 2nd Offense  | Severe or Repeated   |
|--|---|---|--|--|
| <b>PHYSICAL CONTACT</b>                              |   |   |  |  |
| Be Safe  | Students are not allowed to cause, attempt to cause or threaten to cause physical injuries to others or self. This includes but is not limited to: hitting, pushing, kicking, hair pulling, biting, touching, scratching, poking and play fighting. | Review and reteach expectations. Document in data base. Contact parent if necessary.                | Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.              | Review and reteach expectations. Referral to administration. Document in data base. Contact parent.              |
| <b>DANGEROUS ACTIVITIES</b>                          |   |   |  |  |
| Be Safe  | Students are not allowed to engage in dangerous activities including but not limited to: pushing, running in halls/unauthorized areas, chasing, jumping from equipment, and swinging objects.   | Review and reteach expectations. Document in data base. Contact parent if necessary.                | Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.              | Review and reteach expectations. Referral to administration. Document in data base. Contact parent.              |
| <b>INAPPROPRIATE LANGUAGE</b>                        |   |   |  |  |
| Be Respectful  | Students are not allowed to call each other names, tease, or use hurtful and/or unkind language. This includes profanity towards other students.  | Review and reteach expectations. Document in data base. Contact parent if necessary.                | Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.              | Review and reteach expectations. Referral to administration. Document in data base. Contact parent.              |
| <b>INAPPROPRIATE LANGUAGE TOWARDS A STAFF MEMBER</b> |   |   |  |  |
| Be Respectful  | Students are not allowed to use hurtful and/or unkind language or profanity towards or in reference to staff members (teachers, administrators, aides, cafeteria aides, volunteers, substitutes, etc.).   | Review and reteach expectations. Referral to administration. Document in data base. Contact parent. | Referral to administration. Possible one to three-day suspension. Document in data base. Contact parent. | Referral to administration. Possible one to five-day suspension. SST referral and develop a BIP. Contact parent. |
| <b>DEFIANCE</b>                                      |   |   |  |  |
| Be Respectful  | Students must follow teachers' instruction, report to the designated area, accept consequences, maintain positive attitude (appropriate tone of voice), accept "no" for an answer, and disagree appropriately.                                      | Review and reteach expectations. Document in data base. Contact parent if necessary.                | Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.              | Review and reteach expectations. Referral to administration. Document in data base. Contact parent.              |
| <b>SCHOOL OR PERSONAL PROPERTY</b>                   |   |   |  |  |
| Be Respectful  | Students must always treat school and private property respectfully. Examples include but are not limited to: appropriate use of computers/keyboards/technology, classroom supplies, restrooms, books, and furniture.                               | Review and reteach expectations. Document in data base. Contact parent if necessary.                | Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.              | Review and reteach expectations. Referral to administration. Document in data base. Contact parent.              |

DEFINITIONS: SST-Student Study Team/Student Success Team, BIP-Behavior Intervention Plan

## MVUSD Elementary School Behavioral Expectations Matrix

| Behavior Expectation       | School Rule Based Upon CALIFORNIA EDUCATION CODE  | 1st Offense   | 2nd Offense   | Severe or Repeated  |
|----------------------------|---|---|---|---|
| <b>BULLYING</b>            |   |   |   |   |
| Be Respectful              | <p>The definition of bullying (EC 48900 (r)) involves any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3 or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:</p> <ol style="list-style-type: none"> <li>1. Placing a reasonable pupil, or pupils in fear of harm to that pupil's or those pupils' person or property</li> <li>2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health</li> <li>3. Causing a reasonable pupil to experience substantial interference with his or her academic performance</li> <li>4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school</li> </ol> | Review and reteach expectations. Referral to administration. Document in data base. Contact parent.             | Referral to administration. Possible one to three-day suspension. Document in data base. Contact parent.  | Referral to administration. Possible one to five-day suspension. SST referral and develop a BIP. Contact parent.  |
| <b>THEFT/STEALING</b>      |   |   |   |   |
| Be Responsible             | Students may not steal or attempt to steal school or private property. Students may not knowingly accept stolen property.   | Review and reteach expectations. Document in data base. Contact parent if necessary.                            | Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.   | Review and reteach expectations. Referral to administration. Document in data base. Possible one to five-day suspension. Possible SST referral. Contact parent.                               |
| <b>ACADEMIC DISHONESTY</b> |   |   |   |   |
| Be Responsible             | Academic dishonesty includes but is not limited to: cheating, copying from other sources (any internet site), homework, turning in work done by parents, projects, tests, notes, using notes without permission, forging, altering or duplicating school or teacher documents or signatures, plagiarism and text messaging regarding test data or information.  | Review and reteach expectations. Credit loss for assignment/test/project. Document in database. Contact parent. | Review and reteach expectations. Credit loss for assignment/test/project. Loss of privileges. Possible parent/teacher conference. Document in database. Contact parent. | Review and reteach expectations. Referral to administration. Document in data base. Possible one to five-day suspension. Possible SST referral. Contact parent.                               |
| <b>ELECTRONIC DEVICES</b>  |   |   |   |   |
| Be Responsible             | Under direct teacher supervision, students may bring electronic devices for instructional purposes if they choose. When electronic devices are found to be disruptive to the learning environment, they may be confiscated.<br><i>School not responsible for loss/theft/damage of personal electronic devices.</i>  | Review and reteach expectations. Document in data base. Contact parent if necessary.                            | Review and reteach expectations. Device confiscated to be picked up by student at the end of the day. Document in data base. Contact parent.                            | Review and reteach expectations. Device confiscated to be picked up by parent at the end of the day. Document in data base. Loss of device privileges (time to be determined). Contact parent |
| <b>INTERNET SAFETY</b>     |   |   |   |   |
| Be Responsible; Be Safe    | All students will adhere to the MVUSD Acceptable Use Policy.  | Review and reteach expectations. Document in data base. Contact parent if necessary.                            | Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.   | Review and reteach expectations. Referral to administration. Document in data base. Contact parent.   |
| <b>DRESS CODE</b>          |   |   |   |   |
| Be Responsible             | All students will dress in compliance with the Dress Code. Student dress must not be disruptive to the learning environment. See Dress Code in the school's Student Handbook for details.   | Review and reteach expectations. Document in data base. Contact parent if necessary.                            | Review and reteach expectations. Loss of privileges. Document in data base. Contact parent.   | Review and reteach expectations. Referral to administration. Document in data base. Contact parent.   |

**DEFINITIONS:** SST-Student Study Team/Student Success Team, BIP-Behavior Intervention Plan

**2016-2017**  
**Tovashal Elementary School**  
**Student/Parent Handbook Acknowledgement Form**

My child and I have reviewed the Tovashal Elementary School Student/Parent Handbook and the behavioral expectations for the 2016-2017 school year. This document can be found on the school's website. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook. All students must have this signed form on file at school.

Print name of student: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_