

# **Tovashal Elementary Student/Parent Handbook 2019/20**



Mrs. Kathy Dixon  
Principal

Mr. Josh Fogal  
Assistant Principal

23801 St. Raphael  
Murrieta, California 92562

(951) 696-1411

(951) 304-1783 Fax

[www.tovashal.org](http://www.tovashal.org)

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## PRINCIPAL'S MESSAGE

Dear Tovashal Families:

Welcome to the Tovashal Elementary School community, Home of the Tigersharks! I am honored to serve with a team of exceptionally talented and committed staff. We look forward to a productive school-home partnership, because the progress and achievement of your children will be enhanced with a good working relationship between home and school. Your support will also help the school rules and policies be more effective. As partners, we share the responsibility of providing our students the structure and safe environment needed for academic excellence and ask that you guide and support your child's learning by ensuring that he/she:

1. Attends school daily and arrives on time, and ready for the day's learning experiences
2. Completes all assignments given by teachers, yes even homework
3. Reads daily to develop a love for reading and to improve literacy skills
4. Shares school experiences with you so that you are aware of his/her school life
5. Informs you if he/she needs additional support in any area or subject
6. Knows that you expect him/her to succeed in school and be ready for college and career opportunities.

This handbook has been developed to help answer questions you may have regarding school policies, procedures, and programs. We ask your cooperation in helping your child understand the policies in this handbook. These policies and procedures are in place to ensure that all students and staff are safe, supported, and able to learn at their optimal levels. 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 seeing you at our school events and activities. Please consider joining our P.T.A and volunteer programs as our students can greatly benefit from your involvement and contribution. We seek volunteers to help us with the following: Playground Supervision, Greeters, Library Helpers, Office Customer Service, Clerical Support, Classroom Support, Reading with Children, Recess Games, Skill Instruction/development, Referees, and P.T.A. school-wide events.

We anticipate another fulfilling year of meaningful learning experiences for our Tovashal Tigersharks. Together we can have positive relationships, and meaningful impact on your child's future!

Looking forward to working with you!

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:

Safety First  
Harmony in the Halls  
Attentive Listening  
Right Place, Right Time  
Kind with Words and Actions

## 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.
- Remember the Tigershark Expectation of always “Staying Above the Line”, by being safe, respectful and responsible.
- 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!

## TIGERSHARKS STAY ABOVE THE LINE



**BE SAFE**  
**BE RESPECTFUL**  
**BE RESPONSIBLE**



## **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.

Animals are not allowed on campus or in the parking lot (even during drop off or pick up) unless they are a certified service animal and are wearing their service vest. This policy is in place to protect everyone’s safety and security.

## **ARRIVAL TO SCHOOL**

Students should not arrive to school before 8:00. Please be aware that students arriving before 8:00 are not supervised. When the **gates open at 8:00 a.m.** students 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. If you must drop your student off before 8:00, please consider our on-site child care program SEED.

## **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.**

Attendance is closely monitored at the district. Automatic notices and Attendance letters are sent to families based on truanancies, tardies, excused and unexcused absences.

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 and marked truant.

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.

**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. The office closes at 3:00PM. Please be respectful of our staff and pick up your child(ren) in a timely manner.

### **Classroom Interruptions**

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 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, scooters and skateboards must be walked onto and off of the school grounds. They must be parked in the bike rack area and should be securely locked. The school is not responsible for stolen bikes, scooters and skateboards. **Students will not be allowed to ride bikes, scooters or skateboards without a helmet.** This is the law. Students without a helmet will be escorted to the office, parent will be called to come pick up their child from school. Skateboarding, skating, shoe skates rollerblading or riding scooters on the school grounds is not allowed, at any time.

### **BIRTHDAY PARTIES**

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. TES Library offers "Birthday Book Club" find information on the TES website.

### **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:**

All student bus riders 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 available. 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 Procedures**

Students sit at assigned lunch tables with their class. This allows us to monitor students to ensure all are following the lunch table etiquette / expectations. If we notice a class is not throwing away trash then we can address it with just those students. We have many new students that are learning our expectations, plus it is a great opportunity for the kids to get to know their classmates. We started this procedure a few years ago and it has resulted in a much cleaner lunch area and campus. We also noticed behavior during lunch greatly improved because of this. In September we will start allowing grade levels to earn "free sit Fridays" as long as the expectations continue to be met. Thank you for helping us by talking to your kids about the importance of cleaning up after themselves and throwing away their trash.

### **LUNCH TABLE ETIQUETTE:**

1. Food and drink will be consumed at the tables only. No walking around while eating/drinking.
2. Students will raise their hand and receive permission from the staff to be excused from the lunch tables for restroom use, throw away their trash, or be excused to the playground.
3. Students will remain seated at the tables until dismissed for any reason (restroom, playground, etc.)
4. Students will sit with their class at an assigned table for lunch (unless they are to sit at the allergy table)
5. Students will clean up their area. Trash, food, etc. are not the responsibility of others.
6. **Food will not be shared.**

7. Allergy table will strictly be used by students who have food allergies.
8. Students always walk in the lunch table area.
9. Lunch pails will be **placed (not thrown)** in the line up area when dismissed for playground.
10. Noise level must be such that aides can be heard (Level 0-2).
11. Students may sit at lunch tables during recess, to draw, talk, etc.

### **CHILD CARE**

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

### **CLOSED CAMPUS/STUDENT RELEASE**

For the protection of the students, Tovashal Elementary School has been designated as a closed campus. **This means that ALL visitors must check in at the office and may NOT go directly to the classrooms.** During the school day, students will only be released to adults, through the office, who are listed on the emergency card and have proper identification. Gates to our campus are locked from morning bell until the dismissal bell.

### **COMMUNICATION**

MVUSD uses “Aeries Communication” 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** 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!

### **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. Warning
2. Parent/teacher and/or principal conferences
3. Behavior referral to the Shark Tank resulting in detention during 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**

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.

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 (under the letter of the student’s **last name**)
- b) the rear gate by the playground, and
- c) the bus loop.

Please refer to page 28 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 based on 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.**

**Everyone is expected to use the cross walk when crossing in front of the school / office to the parking lot. Please drive with caution, slow of speed, and look for students, staff, and parents.**

#### 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**

Cleanliness, personal appearance, and proper dress habits are important in determining the pattern of school and social conduct, and there is a direct correlation between student appearance, attitude and behavior. Our dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority. **The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with, normal school operations.** If the principal determines that a student's grooming violates the dress code, the student shall be given the opportunity to correct the problem at school with replacement garments or notification to the parents to bring appropriate items to school.

- Students will wear clothing, jewelry and accessories which are clean, safe, healthy, and allow for participation in an active learning environment.
- Clothing and accessories and other personal items may be decorated with messages, slogans, logos, etc. which are appropriate for school.  
Not allowed: messages which reference any race, symbols of racial supremacy; messages which reference drugs, alcohol, tobacco or any other controlled substance;

references to weapons or explosives; messages that promote tagging or other defacing or damaging activities; violent messages; messages with sexual overtones.

- Clothing will maintain socially acceptable standards of modesty in order to avoid causing a disruption to the learning environment.

Not allowed: exposed midriffs, exposed undergarments, and spaghetti straps less than 1" wide.

- Clothing or other items which can be intimidating to others or is attributed to gang affiliation or puts the wearer in danger will not be allowed. Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed on an on-going basis.
- Sunglasses and hats with bills forward may be worn at school, outdoors only. Dew rags are not allowed at any time.

No list of dress and appearance guidelines for students can be written that will anticipate all potential dress and grooming extremes. In the case of questionable dress or grooming that is not specifically covered in the list above, the administration will make the final decision. Appropriate action will be taken at the time and, when necessary, a home contact will be made seeking parental cooperation and assistance.

## **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. If you choose to bring any electronic device, you do so at your own risk. 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**

TES discourages elementary students from bringing cell phones to school. However, TES understands that cell phones are an important means of communication between home and students, especially walking to and from 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 outside the school gates. Cell phones are not to be used in the classroom, or anywhere on the TES campus.

Under no circumstances may students use cell phones in the building to make phone calls, record, or take photographs. Students found using cell phones in the classrooms/buildings between the start of school bell to the dismissal bell may have them 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. Multiple offenses by an individual may result in losing the privilege for the remainder of the year. If you must contact your child in an emergency, please call the office, not your child's cell phone, during school hours.

- 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.
- 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.

**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 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.
- 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 starting on page 22 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 could result in suspension.
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.

## **HEADPHONES**

We strongly encourage all student to have their own headphones at school. This will ensure your student's health and wellbeing is a priority. Students in kinder and first grade should have headphones, while students in grades 2 through 5 may opt for ear buds.

## **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

These minutes do not include nightly reading which may also be assigned by the teacher. Homework may be assigned on a nightly and/or weekly basis.

We encourage parents to supervise homework and support their children's efforts.

### **Make Up Work Instruction**

A student will be permitted to make up tests and turn in projects due in any class missed because of an excused absence.

The teacher may assign the student makeup work based on the instructional objectives for the class and the needs of the individual student in mastering the essential knowledge and skills.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within three days from the returning day back to school.

## **INCLEMENT WEATHER**

### **Rain/Flood:**

#### **Bus Riders:**

If buses cannot run in your area, bus riders will be kept in a covered area or MPR 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 (MPR) 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 (696-1411) or Transportation Department (696-1600 ext. 1168) with questions.

**Heat:**

All classrooms are air-conditioned.

- Students may eat indoors.
- Students may sit in shaded areas or remain in the MPR during recess and at lunch.
- During excessive heat (district determined), “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) 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. 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 periodically throughout the year. 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 GAMES AND RULES**

### **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 stop play when the aides give the two-minute warning.
3. At the two-minute warning, the student holding the ball at that time must take it back to the ball box and place it there.
4. At the two-minute warning, all students use that time to get a drink of water, use the restroom and line up for teacher pick up at the end of recess.
5. 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.
6. The amphitheater/quad is used for classroom purposes only. Playing, running, or jumping off stairs in the amphitheater is not permitted at any time.
7. All games must be played by the school rules; "special" game rules are not allowed.
8. Disputes about who is out in a game will be settled by either the next person in line or by the yard duty staff. 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.
9. You may leave your place in line to ask for help from the yard duty staff. You will lose your place in line if you leave the line for any other reason.
10. Balls are not to be thrown at anyone unless the person is trying to catch it.
11. 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.
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 any equipment is not allowed.
16. NO TAG, NO CHASE GAMES, NO FIGHTING GAMES (including "play fighting").



## **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 (that includes balls, cards, etc.)! 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 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 may count on the people 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 full court press; you may guard your person beginning at half court.
3. When a foul is committed, the other team takes the ball out. No free throw shooting.
4. 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.
5. If no one crowds around the player with ball, he has 5 seconds to pass or shoot it.
6. The team with the ball has 10 seconds to get the ball over the half-court line.
7. 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 heel of 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 "1" serves to square "4"; 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. New player or “out” enters at/moves to square “4”
5. 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!**

**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 people.

**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)**

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.

**\*REMEMBER: KAHFOOTY RULES**

**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/April (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:

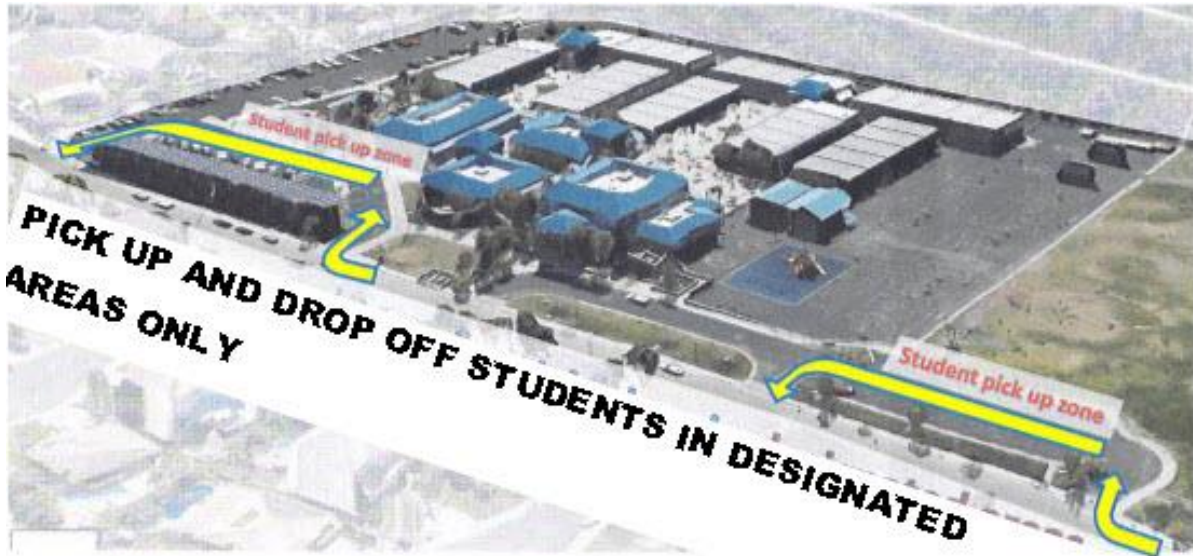
- (a) Submissions to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (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

**All adults who wish to visit or volunteer at Tovashal are required to check in through the office's Raptor System. All visitors on campus must wear an identifiable visitor label or badge.**

We encourage parents to volunteer on a regular basis in the classroom for the purpose of promoting an active learning environment. **When volunteering, please utilize staff restrooms. Student restrooms are for students only.** Please inquire with your child's teacher for a staff restroom key.

Individual teachers and programs within our school have unique guidelines for volunteers. Volunteer policies are specific to each teacher and program. Please consult with your child's teacher regarding their volunteer policy.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and the teacher.

All visitors and volunteers are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Please refrain from using cell phones especially while in the classroom, office 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.

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 observations 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.

**STUDENT BEHAVIOR AND EXPECTATIONS**

	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>MORNING</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Walking Feet at all times, except on Field</li> <li>• Walk directly to Designated Areas</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to adult directions</li> <li>• Use Level 1 Voice</li> <li>• Use appropriate/polite language</li> </ul>	<ul style="list-style-type: none"> <li>• Come to School on Time</li> <li>• Put Back Pack in Designated Area</li> <li>• Follow Adult directions</li> </ul>
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Keep work spaces neat and organized</li> <li>• Place backpack in designated area</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to teacher directions</li> <li>• Dress appropriately</li> <li>• Respect items and space of others</li> <li>• Follow classroom policies &amp; procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Complete all assignments on time</li> <li>• Bring all required materials to class</li> <li>• Give your best effort</li> </ul>
<b>HALLWAY</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Follow Line Basics</li> <li>• Stay with your Class/Group</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to adult directions</li> <li>• Use Level 0 Voice</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain your spot in line</li> <li>• Go directly to your destination</li> </ul>
<b>COMPUTER LAB</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Keep food/drink out of the area</li> <li>• All chair legs on floor</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to adult directions</li> <li>• Use Level 0 or 1 Voice</li> <li>• Treat all computers with care</li> </ul>	<ul style="list-style-type: none"> <li>• Remain on assigned task</li> <li>• Leave lab “Class Ready”</li> <li>• Report any computer needs to adult in charge</li> </ul>
<b>LIBRARY</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Use book sticks properly</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to adult directions</li> <li>• Use Level 0 or 1 Voice</li> <li>• Treat books with care</li> </ul>	<ul style="list-style-type: none"> <li>• Return books to their proper place</li> <li>• Return books timely and in good condition</li> </ul>

			<ul style="list-style-type: none"> <li>• Leave library “Class Ready”</li> </ul>
<b>LUNCH LINE</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Enter and exit through proper doors</li> <li>• Walking Feet</li> <li>• Single Line, Facing Forward</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to adult directions</li> <li>• Use Level 1 Voice</li> </ul>	<ul style="list-style-type: none"> <li>• Know your number or have money ready</li> <li>• Only touch food you plan to take</li> <li>• Report spillage to adults</li> </ul>
<b>PLAYGROUND</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Follow playground equipment rules</li> <li>• Running on grass field only</li> <li>• Stay in designated area</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to adult directions</li> <li>• Use problem-solving options</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Adult Directions</li> <li>• Keep food and drink in backpack drop area</li> <li>• Freeze when bell rings until whistle is blown</li> <li>• Report issues to aides</li> </ul>

	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>ASSEMBLY</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Walking Feet to and from</li> <li>• Sit/Stand as directed</li> </ul>	<ul style="list-style-type: none"> <li>• Enter with and maintain Level 0 Voice</li> <li>• Listen attentively</li> <li>• Participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Be alert</li> <li>• Stay in designated area</li> </ul>
<b>RESTROOM</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Keep food/drink out of the area</li> <li>• Wash hands after use</li> </ul>	<ul style="list-style-type: none"> <li>• Keep restroom clean</li> <li>• Use Level 1 Voice</li> <li>• Leave lights on</li> <li>• Provide privacy to others</li> </ul>	<ul style="list-style-type: none"> <li>• Use restroom at appropriate times</li> <li>• Tell an adult if restroom needs attention</li> <li>• Use supplies as needed</li> <li>• Use restroom in a timely manner</li> <li>• Keep restroom clean</li> <li>• Return immediately to classroom</li> </ul>
<b>OFFICE</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Use chairs appropriately</li> <li>• Walking Feet</li> </ul>	<ul style="list-style-type: none"> <li>• Use Level 1 or 2 Voice</li> <li>• Wait patiently for help</li> </ul>	<ul style="list-style-type: none"> <li>• State your purpose politely</li> <li>• Return directly to class</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Stay seated</li> <li>• Face forward</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the bus driver adult directions</li> <li>• Use Level 1 or 2 Voice</li> </ul>	<ul style="list-style-type: none"> <li>• Follow bus procedures</li> <li>• Keep track of all belongings</li> </ul>



**2019-2020  
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 2019-2020 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: \_\_\_\_\_