

**Tovashal Elementary
Student/Parent Handbook
2021/2022**



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MVUSD MISSION STATEMENT

Inspiring every student to think, to learn, to achieve, to care.

WELCOME

Welcome to the 2021-2022 school year! We're excited to be re-opening school for in-person learning this year. Not only do we strive for academic excellence at Tovashal, but we also work with students on what it means to be part of a school community and the importance of being a good citizen within that community. We look forward to partnering with parents/guardians in order to support our students in reaching their full potential.

PARENT/GUARDIAN – STUDENT HANDBOOK

Tovashal Elementary School is committed to quality educational programs for all students. To achieve our goal students, staff and parents must share the responsibility and support the expectations in this handbook.

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. 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, 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 are sent to families based on truancies, tardies, excused and unexcused absences.

Blended or Traditional Models

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 8:10 a.m.** students are to go directly to their classroom. If you must drop your student off before 8:00, please consider our on-site childcare program SEED.

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 are subject to disciplinary action.

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.

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. Monday, Tuesday, Thursday, and Friday. Wednesdays 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. Students without a helmet will be escorted to the office, parent will be called to either bring their child a helmet or to come pick them up from school.** This is the law.

Skateboarding, skating, shoe skates or rollerblading are not allowed on the school grounds.

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.

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

For the 2021-2022 school year, meals will be available at no cost to students.

Meal Applications

Families are encouraged to complete a 2021-2022 meal application. This qualification extends to other district and state benefits and helps ensure funding for our classrooms.

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 to create or view your account.

At 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 \$2.75. Please make checks payable to MVUSD plus the school name your child attends. There is a \$25 fee for returned checks.

Borrowing/ Charging Meals (Not applicable for the 21-22 school year):

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 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. 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 "Parent Square" to inform families of upcoming events. Most of these communications will come to you in the form of an email and/or text. It is very important that you have your correct email and phone number 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 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

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 27 & 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.**

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.

- For students' safety, bicycle helmets must be worn by students riding bicycles, scooters and skateboards to and from school.

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 the front of the school. Cell phones are not to be used in the classroom.
- Under no circumstances may students use cell phones in the building to make phone calls 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, and may pick it up from the office at the end of the day. 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. 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 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).

Online Netiquette

Netiquette is defined as acceptable online behavior and communication. We ask that all staff, students and families follow these guidelines for any online learning:

- Be Respectful – Treat others the way you want to be treated.
- Be Responsible – Complete all online assignments. They are graded and count towards attendance
- Be Safe – Not time for surfing the web. Computer viruses are out there.
- Be kind with your words towards others.
- Be present. No music, tv, or streaming in the background.
- Stay on topic.
- Use appropriate language for a school environment.
- Stay away from all caps. It communicates you are yelling.
- Do not record or screenshot class chat or online discussions.
- Do not use memes or Tiktoks. In other words, only upload items as instructed by your teacher.
- **Be patient online.** Platforms, connectivity, and other online obstacles will occur. Stay with it. If you cannot get something to work, contact the school and we will help you out.

General rules for behavior on campus

Our Tigersharks use the acronym **SHARK** to understand expectations for all:

Ssafety First

Harmony in the Halls

Attentive Listening

Right Place, Right Time

Kind with Words and Actions

- No chase, tag, or games that involve touching others. Practice **K.A.H.F.O.O.T.Y.**
- 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.
- 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.**

- Students will call other people by their given name or an acceptable family nickname. Any other name is not allowed.
- Gum, seeds, and nuts in shells are not allowed at school except at designated school activities.
- Orderly behavior in corridors and near buildings is mandatory and vital to the safety of students and the smooth functioning of school.
- Students should walk on sidewalks, not on grass areas, in the flower beds, on planters, on cement edging, or in the dirt.
- Sitting, swinging, or leaning on railings outside of classrooms is prohibited.
- 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.
- Students will use school equipment with permission of a teacher and only for the purpose for which it is intended.
- 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.
- 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.
- 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).
- 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.

During virtual learning, instructional assignments assigned by the teacher as part of their school day for independent practice are not classified as homework.

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 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 (696-1411) 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) or the district nurse (Cathy Owen, 696-1600, ext. 1027) if you have any questions.

In a situation where illness related to COVID-19 is suspected or a student/staff member tests positive for COVID-19, the school will follow state and district safety protocols and communication procedures.

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

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. 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. 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: (1st & 2nd 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) (4th & 5th 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:

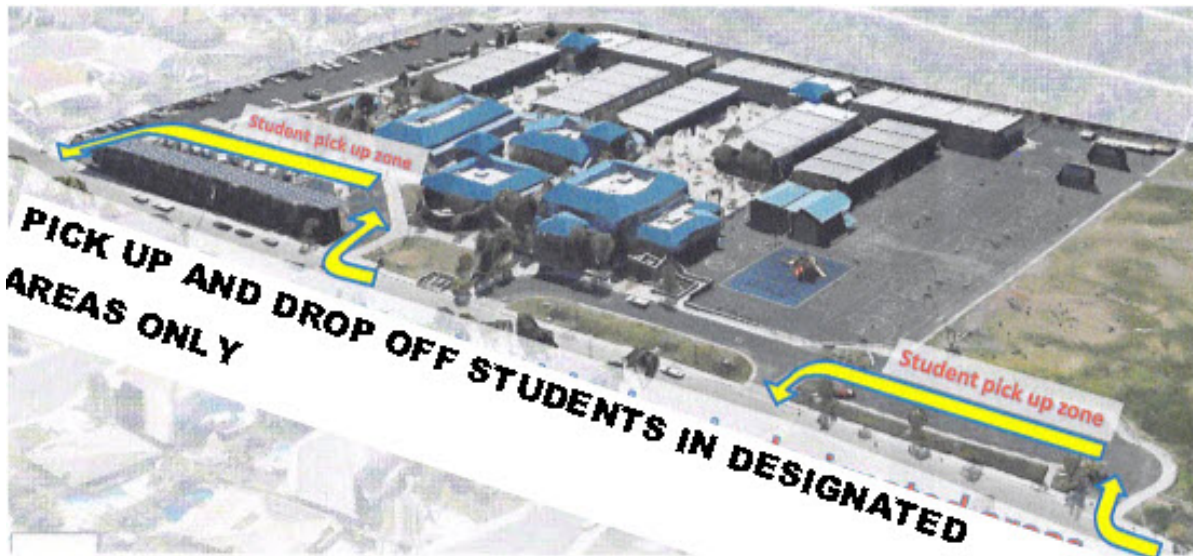
- (a) Submissions to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (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 4th and 5th 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

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
MORNING	<ul style="list-style-type: none"> • KAHFOOTY • Walking Feet at all times, except on Field • Walk directly to Designated Areas 	<ul style="list-style-type: none"> • Listen to adult directions • Use Level 1 Voice • Use appropriate/polite language 	<ul style="list-style-type: none"> • Come to School on Time • Put Back Pack in Designated Area • Follow Adult directions
CLASSROOM	<ul style="list-style-type: none"> • KAHFOOTY • Keep work spaces neat and organized • Place backpack in designated area 	<ul style="list-style-type: none"> • Listen to teacher directions • Dress appropriately • Respect items and space of others • Follow classroom policies & procedures 	<ul style="list-style-type: none"> • Follow directions • Complete all assignments on time • Bring all required materials to class • Give your best effort
HALLWAY	<ul style="list-style-type: none"> • KAHFOOTY • Follow Line Basics • Stay with your Class/Group 	<ul style="list-style-type: none"> • Listen to adult directions • Use Level 0 Voice 	<ul style="list-style-type: none"> • Maintain your spot in line • Go directly to your destination
COMPUTER LAB	<ul style="list-style-type: none"> • KAHFOOTY • Keep food/drink out of the area • All chair legs on floor 	<ul style="list-style-type: none"> • Listen to adult directions • Use Level 0 or 1 Voice • Treat all computers with care 	<ul style="list-style-type: none"> • Remain on assigned task • Leave lab "Class Ready" • Report any computer needs to adult in charge
LIBRARY	<ul style="list-style-type: none"> • KAHFOOTY • Use book sticks properly 	<ul style="list-style-type: none"> • Listen to adult directions • Use Level 0 or 1 Voice • Treat books with care 	<ul style="list-style-type: none"> • Return books to their proper place • Return books timely and in good condition • Leave library "Class Ready"
LUNCH LINE	<ul style="list-style-type: none"> • KAHFOOTY • Enter and exit through proper doors • Walking Feet • Single Line, Facing Forward 	<ul style="list-style-type: none"> • Listen to adult directions • Use Level 1 Voice 	<ul style="list-style-type: none"> • Know your number or have money ready • Only touch food you plan to take • Report spillage to adults
PLAYGROUND	<ul style="list-style-type: none"> • KAHFOOTY • Follow playground equipment rules 	<ul style="list-style-type: none"> • Listen to adult directions • Use problem-solving options 	<ul style="list-style-type: none"> • Follow Adult Directions • Keep food and drink in backpack drop area

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

**2021-2022
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 2021-2022 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: _____