

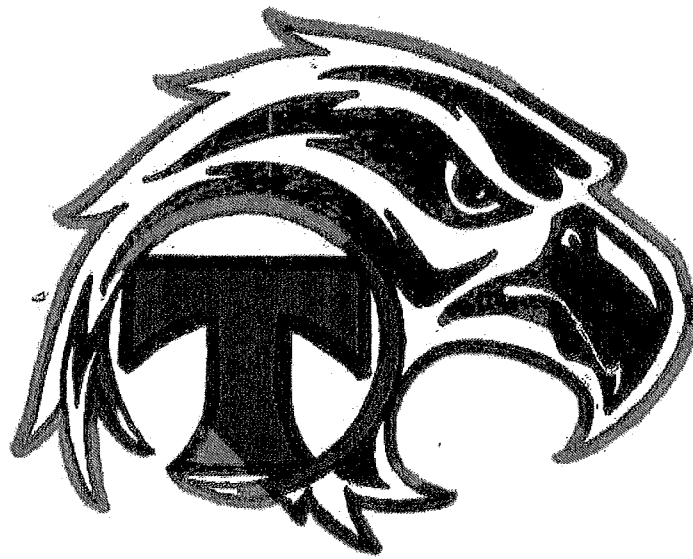
# Toledo Elementary School

Toledo School District #237

**2022-2023**

*Home of the Riverhawks*

*School-wide theme: Fueled with Positive Energy & Enthusiasm for Learning*



## STUDENT / PARENT HANDBOOK

*Toledo Elementary School*

*311 South 6th Street*

*P.O. Box 549*

*Toledo, WA 98591*

Dear Parents/Guardians and Students:

It is the start of another wonderful year at Toledo Elementary School (TES)! We had an awesome year last year and this year is going to be even better! It is my privilege to take part in the education of your children and I take their education very seriously. The combination of a dedicated staff, motivated students, and caring, involved parents helps make TES an exceptional school. We all work together to have great things happen everyday at TES! Our TES school-wide theme for this year is: Fueled with Positive Energy & Enthusiasm for Learning!

Ensuring each child's safety is very important to us and is a topic we do not take lightly. For those of you new to our school, you will notice that all outside doors will be locked during school hours. Our front doors, near the office, are unlocked at 8:00 am each morning and I look forward to greeting your child each day as he/she enters the school. Please remember to check in at the office as you enter the building. I believe any inconvenience is worth the added peace of mind.

I encourage each of you to be an active member of the TES Parent Teacher Organization (PTO). Through the years, this organization has accomplished many wonderful things to enhance the quality of our students' education. Please check out the parent information packets for various school information located just outside the main office

Our teachers have been busy preparing their classrooms and lesson plans that promise to make for another exciting and productive year at TES. Our site custodian and the District's maintenance crew have once again worked hard to prepare the campus for the start of the new school year. All we need are our terrific Toledo Elementary students!

Sincerely,

Angela Bacon, Principal at Toledo Elementary School

## OFFICE STAFF

<u>Office &amp; Administration</u>	
Mrs. Angela Bacon.....	P-5 Principal – Elem Office
Mr. Brennan Bailey.....	Assistant Principal
Mrs. Ashley Jacobson.....	Secretary/Records - Elem Office
Mrs. Kim Satcher.....	Attendance-Data Mgmt.—Elem Office
Mrs. Kendra Higgenbottom.....	Attendance-Data Mgmt.—Elem Office
Mrs. Angela Crawford.....	Counselor
Mrs. Angela Naillon.....	Counselor
Mrs. Jill Winters.....	Social Interventionist

## PROGRAM SUPPORT AND SERVICES

Dave Hopf.....	Title /LAP–Director
Janielle Towns .....	Early Childhood/Special Services
Kelly Zainfeld .....	Special Services
Nathan Garrett.....	School Psychologist
Cyndi Cooley .....	Occupational Therapist
Joanne Marty .....	Speech Pathologist
Lunell Eriksen.....	Nurse

# STAFF

**RESOURCE ROOM**

Shannon Atzin Para—Resource Room  
 Doris Brady Para—Resource Room  
 Amanda Croy Para—Resource Room  
 Tina Murphy Para—Resource Room

**LIFE SKILLS**

Monica Davis Para—Preschool  
 LuAnn Briggs Para—Preschool  
 Carmen Arroyo Para—Life Skills  
 Hall-e Bagley Para—Life Skills  
 Jordan Hunter Para—Life Skills  
 Robert Kappenman Para—Life Skills  
 Tracey Kappenman Para—Life Skills  
 Shelby Rothwell Para—Life Skills  
 Laurice Stewart Para—Life Skills  
 Amber White Para—Life Skills

**LAP**

Teri Groff Para—LAP  
 Theresa Johanson Para—LAP  
 Helen Konigsberger Para—LAP  
 Amy Morris Para—LAP  
 Lorry Miner Para-LAP

**SPECIALISTS**

Suzanne Kasner Music Keyboarding  
 Kendra Higgenbottom Computers  
 Lorry Miner Library

## DROPPING OFF AND PICK UP STUDENTS

### DROP OFF

Please use Maple Street to enter the gravel parking lot - travel through and past the baseball fields to line up for drop off. You will take a right onto the road and then your first right into the paved drop off zone.

Please have your students ready to depart your vehicle upon stopping in the drop off zone. It is our goal to keep the drop off line moving smoothly, please remain in your vehicle and seat your child (ren) to exit on the right side of your vehicle. We will be there to help if your child(ren) need assistance.

**DROP OFF TIME: 7:40 - 7:55 am**

### PICK UP

Please use Maple Street to enter the gravel parking lot - travel through and past the baseball fields to line up for pick up. You will take a right onto the road and then your first right into the paved pick up zone.

Please pick up a colored numbered mirror hanger from the school to place on the rear view mirror of your vehicle when picking up. We will have these available for pick up on Meet the Teacher Night. We will have your student(s) arranged by number and color for pick up & we will bring them to your vehicle when you arrive. Please remain in your vehicle. We will be there to assist students if they need help.

**PICK UP TIME: 2:30 pm**

7:45 am	Building Opens for Breakfast
8:00 am	Class begins
10:45—11:15am	K-1st Lunch / Recess
11:15—12:00 pm	2nd-3rd Lunch / Recess
11:45—12:15 pm	4th-5th Lunch / Recess
2:20 pm	Bus Riders
2:25 pm	Parent Pick Up
2:30 pm	Walkers

## ***Expectations of Students, Staff, and Parents***

### ***Students*** are expected to:

- Demonstrate respect for all persons in the school community (staff, parents, visitors, and other students).
- Attend school/class on time every day, prepared with all needed materials and ready and willing to learn and achieve at the highest levels.
- Learn what is expected from the teacher and curriculum.
- Show quality work, at all times and ask for help when needed.
- Read, understand, and commit to following the expectations and rules of the school.

### ***Staff*** are expected to:

- Demonstrate respect for all persons in the school community (staff, parents, visitors, and other students).
- Begin school/class on time every day with purposeful activities.
- Set clear expectations for student achievement and behavior.
- Teach what students are expected to know and do.
- Develop a partnership with parents and the student to support students' education.
- Communicate regularly with each student and parent regarding student progress
- Read and understand this handbook and school rules.

### ***Parents*** are expected to:

- Demonstrate respect for all persons in the school community (staff, parents, visitors, and other students).
- Make certain your student attends school/class on time daily and is prepared to learn.
- Oversee your student's home work and always expect his/her best work.
- Develop a partnership with teachers to support your student's education and know that your student is on track for grade level promotion.
- Communicate regularly with the teacher regarding your student's progress.
- Read and understand this handbook and school rules. Require your student(s) to abide by all rules and regulations and be prepared to support rules for consistency, which will aid in the development of your child.

## TES BEHAVIOR EXPECTATIONS

### COMMON AREA GUIDELINES

These are the guidelines that apply to all non-classroom areas of the campus: Playground, Cafeteria, Hallways, Restrooms, and Assemblies. The purpose is to help ensure student safety and responsible behavior. Included with the guidelines are behavior goals and expectations along with supervision and teaching responsibilities. We believe that responsible behavior is a set of skills that must be clearly defined, explicitly taught and consistently reinforced. We believe that all adults are teachers for all children at Toledo Elementary School (TES). All adults are expected to give feedback to any student as appropriate. This section outlines the expectations and the skills we will teach to ensure that each child can be successful at TES.

#### **APPROPRIATE VOICE LEVELS**

- 0** – No talking at all
- 1** – A whisper
- 2** – Normal conversation
- 3** – Classroom voice – speaking loud enough for all in the classroom to hear
- 4** – Playground voice

#### **ALL SCHOOL SIGNAL**

Five clap rhythm repeated by students and intend to focus everyone on the speaker

#### **Bus Riding Guidelines**

- Follow TES Guidelines for Success.
- Be courteous and use appropriate language.
- Please, do not eat or drink on the bus.
- Keep the bus clean.
- Always cooperate with the driver.
- Stay in your own seat for the safety of yourself and others.
- Keep heads, hands and feet inside the bus.
- Your bus driver is authorized to assign seats.

#### **Before School and After School**

GOAL: Students will arrive and depart in a safe and orderly manner.

BEHAVIOR EXPECTATIONS: Anytime students are on the TES campus, they will follow the TES Guidelines for Success.

#### **BEFORE SCHOOL:**

- Students will unload from buses in a safe and orderly manner, keeping their hands and feet to themselves.
- Upon arriving on campus, students will go directly to the cafeteria or playground.
- Students will follow all cafeteria guidelines.
- Bike riders will walk their bicycles on campus, park and lock them in the bike area.
- No rollerblading, skate shoes, or skateboarding on campus.
- Students will wait calmly in the cafeteria/gym/playground areas until the 8:15 am bell rings.
- Students will use respectful and appropriate language.
- All items brought from home, including sharing items, will be kept in backpacks until they are in the classroom.
- When the 8:15 bell rings, students will calmly enter their classroom through the designated door.

## Assemblies

GOAL: Students will manage themselves in assemblies by listening to the speaker, participating when appropriate, and following directions.

### BEHAVIOR EXPECTATIONS:

- Students will enter the gym or cafeteria with their class, sit quietly, and wait for the program to begin – use level 2 voice.
- When the leader goes to the front and gives the hand signal, each student will stop talking, raise their hand, then be a good listener.
- Good listening means: eyes on the speaker, hands to yourself; **sitting on your seat.**
- Students will use good manners and follow the TES Guidelines. Booing, yelling and/or whistling is not allowed at TES assemblies.
- At the end of the program, the leader will conclude the assembly by thanking the performers.

Students will remain seated until the leader gives them the signal to stand and follow their teacher from the assembly area.

### SUPERVISION RESONSIBILITIES:

- Classroom teachers will attend assemblies with their class. If the assembly falls during the teacher's planning time, the specialist will supervise the class during the assembly.
- Adults will monitor student behavior.
- If a student needs to be removed from the assembly for inappropriate behavior, he/she will be quietly signaled to leave and will be escorted to the behavior room.
- A principal or teacher will introduce and close each assembly.

### TEACHING RESPONSIBILITIES:

Before the first school assembly each year, students will practice how to enter and leave the assembly and how to show appreciation for the performance. Prior to the assembly, teachers will discuss the purpose of the assembly and review the assembly rules as specified above. After each assembly, teachers and students will discuss student behavior at the assembly.



## TOLEDO ELEMENTARY PLAYGROUND USAGE RULES

### SWINGS:

One person at a time, sit down on the swings, swing straight forward and hold the chains with both hands. Stay away from swings if you are not swinging. The following practices are not allowed: crooked swinging, stomach swinging, jumping off swings, running in between swings, underdogs, winding up swing chains or throwing them over the bar, climbing or sliding on the side bars.

### SLIDE:

Sit down on your seating facing forward going down the slide.

Slide one person at a time. Wait for the person in front of you to reach the bottom and get off before you start.

Do not run up or down the slide.

### MONKEY BARS:

Only 5 people are allowed on the bars at one time.

Be careful not to fall off the bars head first.

No standing on the bars or jumping off of the bars.

### TETHER BALL:

Violations where students are out and lose their turn include the following: *Stepping off sides, Touching the rope, Carrying or throwing, Double hitting, Grabbing or hanging off the pole* OR UNSPORTSMAN LIKE CONDUCT AS NOTED BY A STAFF MEMBER IS AN AUTOMATIC OUT!

### FOUR SQUARE:

These situations represent all the ways in which a player may be eliminated from the court. Players are eliminated for:

- Failing to hit the ball into another square
- Allowing the ball to bounce more than once in their own square
- Hitting the ball out of bounds or onto an inside line
- Hitting the ball incorrectly, such as holding, catching or carrying
- Hitting the ball with a part of the body that are not hands
- Hitting the ball out of turn (poaching)
- No War Ball

### Interference

If the ball is touched by another object which is not one of the four players or the floor, this is called interference. The round is started again. Players waiting in line may not touch the ball when in play.

### PLAY SHED:

Playground ball should never be bounced off of the school building on purpose.

Caution should be taken so students will not be hit by stray playground balls.

Kicking, throwing, trying to hit others with a ball is not allowed.

Footballs are not allowed in the play shed or on the blacktop.

"Bump" is no longer allowed as a recess game in the play shed.

### TIRES:

No more than two people should be on a tire at one time. Care should be taken not to knock or push someone else off the tire. Play only on the tires and not inside the tires.

### CLIMBING WALLS:

No more than two people should climb the wall at one time. Do not jump off the top of the wall.

### Breakfast/Lunch Prices

Student breakfast: \$1.75

Free & reduced breakfast /lunch K-3: free

Student lunch: \$2.80

Reduced Lunch for 4/5th grade: \$.40

Milk: \$.35

Adult Breakfast: \$2.15 Adult Lunch: \$4.00

### Bullying and Harassment

Bullying and harassment will not be tolerated at Toledo Elementary School! We are a community, and it is unacceptable to purposely make any student feel less welcome or less valued in our school. If you want to make a difference, stand up against bullying! There are far more bystanders than bullies — do the right thing and tell them to stop or report what you see.

Bullying can take many forms, from rude comments to demeaning text messages to threats of physical violence. Other forms may include slurs, rumors, jokes, innuendoes, mean comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

In some cases, bullying or harassment is actually a crime, and may be reported to the police. State law requires that the school take action, and this can include consequences up to and including expulsion. Bullying creates an unwelcoming climate, and the administration will investigate reports and deal with it swiftly. The district policy is available in detail in the annual notification section of this handbook.

What can you do if you're being bullied? First, tell the bully to stop and that their actions are unwelcome. Don't give a bully the reaction to their taunts or rude comments they are looking for — it only encourages them to continue. If you are threatened or the bullying continues, tell a teacher or an administrator. If you know somebody is being bullied or harassed, let an adult know.

### Bus Conduct

Riding the school bus is a privilege. In addition to specific school bus rules, students must follow all school behavior expectations and all school rules apply when riding school buses. Students are expected to treat bus drivers with the same level of respect they give teachers and other staff and follow all directives of the driver. Violations of rules may result in loss of bus privileges.

### TOLEDO SCHOOL DISTRICT TRANSPORTATION SCHOOL BUS RIDING RULES/ REGULATIONS

1. The driver is in full charge of the bus & passengers. Passengers must obey the driver and/or monitor promptly & willingly.
2. Students shall ride their regularly assigned bus & shall not be permitted to leave the bus except at regular stop at all times unless permission has been granted by school authorities based upon a note or phone call received from parent/guardian & verified. Passes may be issued for non-regular riders based upon space availability.

3. Each student may be assigned to a seat in which he/she will be seated at all times unless permission to change is given by the driver.

4. Each student must remain in their seats, facing the front of the bus while the bus is in motion.

5. Students shall observe rules of classroom conduct while riding the buses. Noises shall be kept down to avoid distracting the driver.

6. Students shall not throw anything out of windows, or put their arms or any part of the body out of windows, & are to assist in keeping waste off the floor. **Food, gum or drinks are at the driver's discretion.**

7. Possession and/or use of tobacco, illegal drugs, & any form of incendiary devices are strictly prohibited.

8. Student harassment, weapons, fighting, excessive noise, loud behavior, spitting, throwing things, vulgar or profane language/gestures will not be tolerated.

9. Students shall not bring on the bus items that cause injury to passengers, including: large musical instruments, skateboards, scooters, sticks, breakable containers, & inflated balloons, any type of firearms, or straps & pins extending from clothing. Except for Seeing Eye Dogs, no animal, reptile, fish or fowl is permitted on the bus.

10. Students shall not play any radio, CD player, iPOD or any other form of entertainment program on the bus without driver's permission.

11. When a bus stops at a RR crossing, there shall be absolutely no noise or talking until the bus is completely across the tracks.

12. Students must always cross 8-10 feet in front of the bus in full view of the driver. Students must wait for driver's instruction & then look both ways before crossing a roadway.

13. Students shall stand away from the roadway curb when any bus is approaching or leaving a stop. Students shall be at the bus stop five (5) minutes early and wait in an orderly manner.

14. Students shall not tamper with emergency doors or equipment on the bus. Any damage to a bus must be reported to the driver at once.

15. Student misconduct may constitute grounds for exclusions from transportation privileges. Deliberate refusal to follow driver's instructions will **definitely** result in exclusion from transportation privileges.

16. The bus driver has the authority to suspend the student for one day (driver will notify parent/guardian). Extended suspension will be done by the principal. Students may receive both bus and school consequences for violating bus rules and regulations.

### Cell Phones

Toledo Elementary School recognizes that technology is a

### Discrimination Prohibited

The Toledo School District does not discriminate against any student or person on the basis of sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, any disability, or the use of a trained dog guide, religion, because of your gender. If you feel you have been discriminated against, you have the right to file a grievance with the district. Grievance procedures are available at any school or the school district office. Inquiries concerning perceived or alleged violations of this policy should be directed to: Chris Rust, Superintendent, 116 Ramsay Way, P.O. Box 469, Toledo, WA 98591, crust@toledoschools.us, 360.864.6325.

### Dogs at School

Dogs on the school grounds are a great nuisance and can be dangerous. It is illegal for dogs to be loose on school grounds. Please do not allow your dog to follow your child to school. Pets are allowed to visit the school only with teacher permission and administrator approval.

### Dress Code

How we dress communicates a lot about what we believe and value, and can influence our attitudes and actions. The general guideline for dress code at Toledo Elementary School is *"Workplace Appropriate."* This means you should wear clothing that respects the school as a place of work and learning, and refrain from wearing clothing that might disrupt the educational process, activities, or distract or offend others.

School administrators will exercise professional judgment in determining what is "school appropriate" clothing. Reasonable accommodation will be made for legitimate religious or medical reasons. Students violating dress code will receive a warning and will be directed to change their clothing. Inappropriate items may be confiscated. Administrators may contact parents about dress code violations.

- Nothing that directly or indirectly references, promotes, or advertises sex, alcohol, tobacco, profanity, gangs, racism, violence, drug use, or illegal acts.
- Nothing that is plainly offensive or might cause disruption or encourage violence, including racist, gang-related, or hate-group related clothing or symbols — specifically prohibited are bandanas, swastikas, and Confederate flags.
- No plunging necklines which extend beyond the midpoint of the breastbone (i.e., line between armpits).

- No shirts with excessively enlarged or cut out armholes.
- Shorts, skorts, or skirts must be no less than 6 inches above the knee.
- No see-through fabrics, backless clothing, or pajamas. No clothing with holes that show underwear or skin from armpits to mid-thigh.
- Sleeveless shirts (tank tops) must have 2-inch wide straps. Multiple narrow straps do not count.
- Your midriff *may not* be visible.
- Your underwear *may not* be showing!
- Items that might easily become a weapon are prohibited, including chains or jewelry with sharp points.
- Sun glasses may not be worn inside the building.
- Dress code applies at all school events, including athletic events (home and away) and dances.

### Early Dismissal

Toledo Elementary dismisses school at 12:30 on early release days.

### Electronic Devices

Electronic devices such as cell phones, iPods, MP3 players, and cameras may only be used before or after school. Teachers may allow the use of iPods and MP3 players in class at certain times such as when students are reading silently or working on an approved project. Prohibited devices may be confiscated by any staff member. Items turned over to administrators will only be returned after school. On a second infraction, the parent must pick up the item. Multiple infractions will result in further consequences.

### Field Trips

Official field trip forms must be completed, signed and returned to your student's teacher prior to the date of the planned trip. Parents who are chaperones should make other arrangements for younger siblings because they are not covered under TES liability and tend to interfere with supervision of students. Chaperones must be of legal age (18 or older). Home schooled children who live in our district are welcome to attend field trips with the following stipulations: the district has no responsibility to supervise, transport, or pay entrance fees for students not enrolled in our school district.

### Internet and Computer Use

Students have access to computers and the internet for legitimate school-related work. Non-authorized use of computers and the internet may result in loss of privileges. Make sure to read the complete computer and internet policy, starting on page 35.

Internet activity is filtered for content. All student activity on the computers can be and is monitored — “Every move you make, every click you take, we’ll be watching you.”

- School-related uses only!
- No teacher, no internet.
- No pornography!
- No drugs or alcohol-related information (except for class assignments).
- No chat rooms!
- Accessing SnapChat or similar sites violates these rules!
- No Games!

### Interview by Law Enforcement

With the permission of building administrators, students may be interviewed by law enforcement officers or representatives of the Department of Social and Health Services. State law allows students age 13 and over to be interviewed by police officers without a parent and without the permission of a parent. A school representative(s) will normally be present during an interview, unless the student or officer request otherwise.

### Library/Media Center - Expectations

The library/media center is open to all students, staff, and parents. It is intended to be a welcoming place where all patrons can read, learn, work, and relax.

Our expectations:

- No food or beverages in the computer area.
- No cell phones or personal music devices during school hours.
- Please talk in quiet tones to not disturb others.
- Please replace newspapers and magazines where they were found. Return them to the book drop if you are not sure where they go.
- Ask if you need any help or assistance locating an item, or help or assistance with a project.

Book policies:

- Three books at a time may be checked out.
- Standard books are checked out for three weeks.
- Reference books are checked out for two days.
- Reserve books may be checked out overnight.
- Books on the 100 book list are checked out for four weeks
- Overdue book charges are forgiven if the book is turned in in the current semester.
- Lost books will be charged at the purchase price and the fine placed on the student’s account.

### Lost and Found

Lost and found clothing items are located on the hooks outside the library and outside the lunch room. Valuables can be claimed in the office. **Unclaimed items will be discarded or donated to charities on a regular basis. PLEASE CHECK FOR YOUR CHILD’S LOST ITEMS!**

### Lunches

Toledo Elementary School has an automated lunch program. Students may make deposits of any amount in the cafeteria. The money is put into an account and the student is assigned a personal identification number (PIN), by which they access their account at meal times. Students are encouraged to make deposits of more than one day at a time. Students may deposit money before school and during lunch time.

Students will not be allowed to make deposits during class time. Please check your child’s balance regularly. Checks must be made payable to: **Toledo Elementary School.**

Lunches and milk are served daily from 11:30—12:45.

Lunches purchased in the cafeteria must be eaten there.

Cafeteria lunches must be eaten in the lunchroom except in special situations with teacher/administrator approval. Money must be deposited in the cafeteria by 10:00 a.m. daily.

Breakfast \$1.75      Lunch \$2.70      Milk \$ .35

You may be eligible for reduced price or free lunch — applications are available online or in the main office, and the information is confidential. Your parents will have to provide information to qualify for free or reduced lunches.

### Make-Up Work

If an absence is excused, school-related, or the result of school suspension, the student will be permitted to make up missed assignments outside of class time and earn credit under reasonable conditions and time limits established by the teacher.

Teachers are not required to give credit for make-up work for an unexcused absence. Teachers must, however, provide make-up work upon request if, in the teacher’s opinion, that work is crucial for future learning.

### Medications

TES staff are prohibited from providing or administering any medication, including aspirin or Tylenol to any student. Students needing occasional medicines, such as penicillin, etc. for colds, ear infections, and sore throats, are to take these medications at home if possible. You may not have any medications in your possession at school. This includes both prescription and over-the-counter (OTC) medications. All medications require a doctor’s authorization to administer the medication. A parent must come to the office and

- Tobacco or Vaping products

If you find you mistakenly have a prohibited item in your possession and you come forward voluntarily to the administration, in most cases you will not be disciplined. Prohibited items will be confiscated, and in most cases will only be returned to parents. Illegal items will be turned over to the police.

### Public Display of Affection

The behavior standard at Toledo Elementary School is ***“work-place behavior.”*** While on campus, public displays of affection (PDA) and overt affection is not an acceptable behavior. Inappropriate behaviors include grabbing, kissing, touching, holding, and hugging. Students will be privately counseled for the first infraction of this rule. If you engage in repeated PDA or overt affection, you will be referred to the office for appropriate action, including parent contact.

### Recess

Students are provided two-15 minute recesses (one in the morning and one in the afternoon) and one 20 minute lunch recess each day. Students should remember to keep their hands and body to themselves while at recess.

### Report Cards and Progress Reports

Students at Toledo Elementary School are evaluated on academic performance, participation, citizenship and effort. Regular attendance is a critical component of school achievement.

Report cards are sent home with students each trimester

### Safety of Children

Children should be urged to:

1. Start for school early enough to arrive before the tardy bell at 8:25 am.
2. Cross streets only at intersections.
3. Be considerate of smaller children.
4. Proceed directly to school or home before beginning to play.
5. Refuse to enter or approach strange cars.
6. Do not play in the street while waiting for the bus or walking to school.
7. Bicycle riders obey RULES OF SAFE RIDING as put out by the Washington State Patrol. Bicycles should be pushed on school grounds.
8. Obey school safety rules at all times.
9. No running in the rooms or building at any time.
10. No bouncing balls or throwing things in the room or building.
11. No playing in the restrooms.

### Security

Security is a priority at Toledo Elementary School. The building is open through the main front entrance for bus riders and walkers from 7:45 a.m. to 2:30 p.m. and the rear entrance for parent drop off from 7:40 a.m. to 2:35 p.m. Monday through Friday during the school year. All doors are locked each day at 3:00 p.m. Students should be off campus at 2:45 unless they are participating in an after-school activity with staff supervision.

### Scheduling Events

A facility use form is required for any use of the elementary school. The forms can be obtained at TES office and then returned once completed. The principal must approve any building usage. It is recommend that you complete a facility use form a month prior to the time requested. Groups/activities that include elementary age students will be a priority over other grades of students when assigning facility usage.

### Searches of Students and Belongings

Students have the constitutional right to be free of unreasonable searches and seizures. That right is balanced against the duty of the school to maintain a safe and orderly learning environment. When there is reasonable belief that a student has something prohibited by school rules or law on their person or in their belongings, state law (RCW 28A.600.210) allows school authorities to conduct a search. This includes electronic devices and student belongings at any school event or activity. Lockers and desks are school property, and may be generally searched at any time. Student belongings inside lockers or desks will not be searched without suspicion. School staff may seize items which violate school rules or the law.

Administrators will inform a student of the cause of their suspicion when asking a student to submit to a search. Refusing to consent to a reasonable search is assumed as an admission a student has contraband. Refusal to consent to a reasonable search will result in disciplinary action, suspension, or expulsion depending on the circumstances.

Strip searches and invasive searches by school officials are prohibited by law, however students may be frisked by officers if they are arrested at school or if it is believed they have dangerous weapons on their person. Students may be asked to submit to a breathalyzer or similar test if there is suspicion they are under the influence of alcohol or drugs.

### Sexual Harassment

Please see the Toledo School District  
“Student Conduct Manual”

### Skateboards, Skates, and Scooters

Riding skateboards and using inline skates or scooters is prohibited on school district property at all times. If you use

## Student Attendance and Absences

Daily attendance and participation in classroom learning activities is important for student success and progress. When a student is absent from school, the instruction and dialogue that they miss cannot be replaced by make-up work. We encourage students and parents to make every effort to minimize absences from school. Besides, when a child is absent from school, we miss him/her!

### **Absences**

Please see the Toledo School District  
"Student Conduct Manual"

**Internet Safety:****Personal Information and Inappropriate Content:**

- A. Students and staff should not reveal personal
- B. information, including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium;
- C. Students and staff should not reveal personal
- D. information about another individual on any electronic medium without first obtaining permission;
- E. No student pictures or names can be published on any public class, school or district website unless the
- F. appropriate permission has been obtained according to district policy; and
- G. If students encounter dangerous or inappropriate information or messages, they should notify the
- A. appropriate school authority.

**Filtering and Monitoring:**

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- A. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- B. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g.,
- C. proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- D. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- E. The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling
- F. access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices;
- G. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- H. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

**Internet Safety Instruction:**

All students will be educated about appropriate online behavior, including interacting with other individuals on social

networking websites and in chat rooms, and cyber bullying awareness and response..

- A. Age appropriate materials will be made available for use across grade levels.
- B. Training on online safety issues and materials implementation will be made available for administration, staff and families.

**Copyright:**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

**Ownership of Work:**

All work completed by employees as part of their employment will be considered property of the district. The District will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the District. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

## Annual Notifications

### Annual Notifications

To view any of the policies listed below, please visit [www.toledoschools.us](http://www.toledoschools.us) and visit the Toledo School District Board of Directors webpage.

**Annual School District Report Card or Accountability Goals– Policy 2004**

**Child Nutrition Program-Policy 6700**

**Student Records-Policy 3231**

**Education of Homeless Children and Youth Enrollment Rights and Services-Policy 3115**

**Excused and Unexcused Absences-Policy 3122**

**Parent and Student Rights in Administration of Surveys, Analysis or Evaluations-Policy 3232**

**Pesticide Notification, Posting, and Record Keeping-Policy 6895P**

**Prohibition of Harassment, Intimidation, and Bullying-Policy 3207**

**Education of Students with Disabilities under Section 504-Policies 2162, 2163**

**Student Fees, Fines, or Charges-Policy 3520**

**Infectious Diseases-Policy 3414**

**Supplemental Services to Students-Policies 2190, 2410, 3114**

**Rights and Responsibilities-Nondiscrimination-Policy 3210**

#### Gun Free, Drug Free and Tobacco Free

Gun or Weapon Free: No student shall possess any object that can reasonably be considered a weapon or dangerous instrument while on school grounds or at a school function. This includes knives of any kind, gun, numchucks, and brass or metal wrist/arm covers, lasers, lighters, firecrackers, bullets and/or other potentially dangerous weapons. (RCW 9.41.280 & RCW 28A.600.420).

Drug Free: Possessing, using, transmitting narcotics/drugs (including alcohol and prescription drugs), being under the influence of, or showing evidence of having used any narcotic/drug paraphernalia on the person, in any locker, and at or near school grounds will not be tolerated. (RCW 69.50.435).

Tobacco Free: No tobacco of any type is allowed on school grounds. (RCW 28A.210.310).

#### Internet Access

In the past few years our district has been able to add many computers to our schools, and is using them for student learning activities. If a parent or guardian does not complete an individual user access informed consent form for their child, he/she will not be able to use the Internet for learning activities. Please note the consent form is located at the back of the student handbook and an extra copy will be sent home with your child.

#### Rental of Musical Instruments

The district purchases only those instruments which, because of cost and/or unsuitability as a solo instrument, are not likely to be purchased by parents and yet are needed for full instrumentation of school music groups. Such instruments are rented with the fee used to help cover maintenance costs, except when the rental instrument is in addition to an instrument already owned or rented by the student.

Rental instruments shall be used only in preparation for and playing in school organizations. The user shall be responsible for any damage to the instrument which might occur while it is in his/her care. The superintendent establishes a rental fee for school-owned instruments.

#### Sexual Harassment—RCW 28A.640.020

Please see the Toledo School District  
"Student Conduct Manual"



**Alternative Course Work –Policy No. 2255**

The board authorizes the creation of an alternative learning experience (ALE) program. The district will make available to students enrolled in an alternative learning experience program educational opportunities designed to meet their individual needs. The district will comply with all program requirements necessary to count an ALE course of study and ensure state funding for all ALE students.

**Part-time, Home-Based or Off Campus Students – Policy No. 3114:**

Part-time students are permitted to enroll and receive ancillary services, provided they are otherwise eligible for full time enrollment in the school district and such courses or services are not available in the student’s private school or an approved extension thereof. Part-time status also includes any student not enrolled in a private school who receives home-based instruction and takes courses at or receives ancillary services from the district or both; or any student involved in an approved work training program.

Home-based instruction consists of instructional and related educational activities, including the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of an appreciation of art and music. Such instruction shall be equivalent, as liberally construed, to the total annual program hours per grade level as established for public schools.

Home-based instruction may be provided by a parent who has filed a declaration of intent with the superintendent by September 15, or within two (2) weeks of the beginning of any quarter, trimester or semester. Parents may file their declaration of intent with the school district in which they reside or in a school district that has accepted their student according to RCW 28A.225.225. All decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum, and methods, timing, place, and provision for the evaluation of home-based instruction are the responsibility of the parent. Failure of a parent to comply with the standards as specified in the law shall constitute a violation of the compulsory attendance law.

A student may be enrolled in an off-campus instruction program provided that such experiences have been approved by the superintendent, or designee. The superintendent establishes procedures that define the district’s responsibilities for home-based and off-campus instruction.

**Title IX, Section 504 (Nondiscrimination) Notice – TSD Policies No. 2162 and 3210**

Toledo School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, religion, national origin, families with children, marital status, gender, age, sexual orientation, disability, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

This holds true for all district employment and student opportunities.

**Opt-Out of Directory Information, Photo Release and/or Internet Access for Learning at School**

The Federal Family Educational Rights and Privacy Act (FERPA) allows school districts to release “directory information” and /or your child’s photo to the media and others unless you request that information not be released. When members of the public (example: media reporters, military recruiters, and institutions of higher learning) request directory information it will be released unless the parent or student (if the student is 18 years or older) has requested annually in writing that the information not be released. The opt out form can be found on the district website at [www.toledoschools.us](http://www.toledoschools.us)

**Title I Parental Involvement—Policy 4130**

- I. The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The Board views the education of students as a cooperative effort among school, parents and community. The Board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:
  - A. Play an integral role in assisting their child’s learning;
  - B. Are encouraged to be actively involved in their child’s education at school; and
  - C. Are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- II. The board of directors adopts as part of this policy the following guidelines for parent involvement. The District shall:
  - A. Put into operation programs, activities and procedures for the involvement of parents in all of its Title I schools consistent with federal laws including the development and evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;
  - B. Provide the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementation of effective parental involvement activities to improve student academic achievement and school performance;
  - C. Build the schools’ and parents’ capacity for strong parental involvement;
  - D. Coordinate and integrate Title I parental involvement strategies with parent involvement strategies under other programs, such as Heat Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction, Pre-school Youngsters, State-run preschools;
  - E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools served with Title I funds and including all stakeholders;
  - F. Involve the parents of children served in Title I, Part A schools in decisions about how the Title I Part A funds reserved for parental involvement are spent.

## STUDENT/TEACHER/PARENT COMPACT AGREEMENT

Name of Student: \_\_\_\_\_

Parent/Guardian Agreement: I want my child to achieve; therefore I will give encouragement by:

- See that my child is punctual and attends school regularly.
- Provide school supplies or ask at the office for assistance with supplies.
- Encourage my child's best efforts and be available for questions.
- Stay aware of what my child is learning.
- Establish a time and a quiet place for homework and check to make sure it gets done.
- Read with my child and let my child see me read.
- Contact the principal, Mrs. Bacon if I have questions or concerns.
- Support the school in its efforts to maintain proper discipline.

\_\_\_\_\_  
Signature of parent\_\_\_\_\_  
Date of agreement

Student Agreement: It is important that I work to the best of my ability; therefore, I shall strive to do the following:

- Attend school regularly.
- Come to school each day with the proper school supplies for learning.
- Work hard to do my best in class, on schoolwork, and on tests.
- Ask for help when I need it.
- Observe regular study hours.
- Respect, be kind and cooperate with other students and adults.

\_\_\_\_\_  
Signature of student\_\_\_\_\_  
Date of agreement

Teacher Agreement: It is important that all students achieve; therefore, I shall strive to do the following:

- Show that I care about all students.
- Have high expectations for myself and each of my students.
- Provide information for parents so that they can help with homework.
- Encourage students and parents with regular student progress reports.
- Use classroom activities to make learning enjoyable.
- Provide a safe learning environment.

\_\_\_\_\_  
Signature of Teacher\_\_\_\_\_  
Date of agreement

Principal Agreement: I support this form of student/teacher/parent involvement; therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication between the teacher, student, and parent.
- Provide a safe and nurturing learning environment.
- Encourage teachers to provide meaningful and relevant homework assignments.

\_\_\_\_\_  
Signature of Principal\_\_\_\_\_  
Date of agreement

