

TOLER ELEMENTARY SCHOOL

TOLER ELEMENTARY FAMILY HANDBOOK

2019-2020



Toler students will become kind, responsible leaders who will be ready to meet 21st century challenges and utilize their skills to advance and communicate their ideas and thinking.

3350 Baker Street • San Diego, California 92117 • Phone: 858-273-0294 • FAX: 858-483-3832

Website: www.sandiegounified.org/toler

TABLE OF CONTENTS

TOLER STAFF LIST AND EMAIL	pg. 3
DAILY SCHEDULE	pg. 4
ARRIVAL AND DEPARTURE TIMES	pg. 4
PARKING LOT SAFETY	pg. 4
REGISTRATION INFORMATION	pg. 4
FACTS for PARENTS	pg. 4
CLASS ASSIGNMENTS	pg. 5
PERMIT TO LEAVE GROUNDS DURING SCHOOL HOURS	pg. 5
ATTENDANCE and ATTENDANCE AWARDS	pg. 5
CAFETERIA	pg. 5
LATE/TARDY SLIPS	pg. 5
USE OF CELL PHONES	pg. 5
DRESS CODE and SAFETY	pg. 6
KINDNESS	pg. 6
PILLARS OF CHARACTER	pg. 6
DISCIPLINE AND POSITIVE REINFORCEMENT	pg. 6
ANTI BULLYING	pg. 7
HOME READING/HOMEWORK POLICY	pg. 7
TOLER DOLPHIN FOLDERS (GRADES TK-5)	pg. 7
FIELD TRIPS/ PARENT VOLUNTEERS	pg. 7
TOLER P.T.A (PARENT AND TEACHER ASSOCIATION)	pg. 8
TOLER LIBRARY	pg. 8
LOST AND FOUND and IDENTIFICATION	pg. 8
PRIMETIME PROGRAM (BEFORE AND AFTER SCHOOL CHILDCARE)	pg. 8
INTRUSION AND FIRE ALARM SYSTEMS	pg. 8
LOITERERS AND UNAUTHORIZED PERSONS ON SCHOOL GROUNDS	pg. 8
FOR THE SAFETY OF THE CHILDREN	pg. 9
BICYCLES/SCOOTERS, SKATEBOARDS AND ROLLERBLADES	pg. 9
STUDENT INSURANCE	pg. 9
SMOKE FREE CAMPUS	pg. 9
TOLER WEBSITE and CALENDAR	pg. 9
SCHOOL SPIRIT DAY/TOLER WEAR	pg. 9
MEDICATION POLICY	pg. 9
STUDENT SUPPLIES LIST	pg. 10
RIGHTS AND RESPONSIBILITIES...	pg. 10
TOLER'S 4 B'S	pg. 10

TOLER SCHOOL STAFF LIST

2019-2020

<u>TEACHERS</u>	<u>*E-mail</u>	<u>GRADE</u>	<u>ROOM</u>
Alyea, Elizabeth	ealyea	3 rd	10
Bennett, Tirza	tbennett	K	3
BeRnard, Alexis	abernard	3rd	15
Boisvert, Ann	aboisvert	1st	5
Burkett, Amber	abrown3	1 ^{1/2}	1
Delgado-Pernell, Barbara	bdelgado	TK	B
Lawson, Renee	rlawson	2nd	9
Liss, John	jliiss	5 th	B14
McBeth, Karla	kmcbeth	Mod/Sev K-5	2
O'Brien, Susan	smonsell-obrien	4th	B13
Rezendes, Chandler	crezendes	Mild/ModSAI/K-5	11
Stowers, Abby	astowers	1st	6
Sutton, Christine	csutton2	Mild/ModSAI/K-5	11
Vick, Jennifer	fvick	K	A
Wuhrman, Lara	lwuhrman	Library/Prep	Library

(*All E-mail address names followed by @sandi.net)

Peggy Lewis, Principal plewis1@sandi.net

Deborah Stewart, Elementary School Assistant, dstewart2@sandi.net

Nora Pradel, School Clerk, npradel@sandi.net

King, Kori School Nurse, kking@sandi.net

Rodriguez, Carmen, Heath Technician crodriguez@sandi.net

Aaron Ferguson, Building Services Supervisor aferguson@sandi.net

Bevilacqua, Jessica, Speech Language Pathologist, jbevilacqua@sandi.net

, Psychologist,

Valenzuela, Katherine, Counselor (M only) kvalenzuela@sandi.net

Handy, Whitney, Adapted P.E., whandy@sandi.net

Elise Young, Occupational Therapist, eyoung@sandi.net

Rachel Carpenter, Physical Therapist, rcarpenter@sandi.net

Stram, Sandra, Strings Music, sstram@sandi.net

Nichols, Mark, Band Music, mnichols@sandi.net

Jessica Scovel, Primetime Supervisor, ext. 3016 TolerPT@saysandiego.org

Lynn Norton, School Safety Patrol Coordinator lnorton@sandi.net

DAILY SCHEDULE

M, T, TH & F: 9:05-3:35

Wednesdays: 9:05-12:50

Daily:

Breakfast: 8:35-8:55

Recess: 11:00-11:15

Lunch

TK-2 – 12:15-12:55

Gr. 3-5 – 12:35-1:15

Wednesday (Minimum Day)

TK, K/1 12:05-12:30

3-5 12:35-12:50

ARRIVAL AND DEPARTURE TIMES:

Students are to arrive at school between 8:55 and 9:00 A.M., with the exception of those students eating breakfast in the cafeteria. Breakfast starts at 8:35 A.M. and ends at 8:55 A.M. **Note:** Students must wait in the lunch court once they are on campus. Please ensure that students are not dropped off or arrive earlier than the times listed as we do not have before school supervision. School gates are unlocked at 8:35 each day.

Students are dismissed at 3:35 P.M. daily, except on Wednesdays, when all students are dismissed at 12:50 P.M. If you or a guardian is picking your child up after school, please **BE PROMPT. The office cannot provide before school care or after-school supervision.** Again, thank you for your cooperation

PARKING LOT SAFETY:

The school parking lot will be **CLOSED** for dropping off and picking up students. The drop-off and pick-up locations are on Baker Street (in front of school) and on Ticonderoga Street (by the back gate of the school). The school parking lots that are located in front of the school and at the lower kindergarten level are **RESERVED** for teachers and staff parking **ONLY**. For safety, there will be no drop off or pick up in these areas. **Pre School Parents- Please park on Ticonderoga and enter and depart through the Ticonderoga St. gate.**

REGISTRATION INFORMATION:

A STUDENT INFORMATION FORM MUST BE ON FILE, AND WAS INCLUDED IN THE PACKET OF MATERIALS SENT HOME ON THE FIRST DAY OF SCHOOL

Please be sure we have more than one phone number for persons to contact in case of an emergency involving your child. In case of illness, accident, or similar circumstances it is **essential** that our office staff be able to reach someone to whom you want us to release your child. Every child must also have on file each year a verification of address. Please send this in as requested with the registration card (unless you have newly enrolled your child this year or have **NOT** changed your address).

FACTS FOR PARENTS

Additionally, each student will bring home a **Facts for Parents** booklet on the first day of school. **Please take time to review the information in this book on important district policies and procedures. The last page of the booklet the Universal Form must be filled out and signed by you and returned to school ASAP. This form will be housed in your child's cum folder.**

CLASS ASSIGNMENTS:

Classroom assignments the first few weeks of school must be considered **tentative**. As enrollment stabilizes, we will consider any necessary reorganization as soon as possible and try to affect a minimum of students. If it is necessary to change any student's assignment, parents will be notified.

PERMIT TO LEAVE GROUNDS DURING SCHOOL HOURS:

When a parent/guardian comes to school to pick up a student, the parent/guardian must go to the school office and complete a "Permit to Leave Grounds during School Hours" form. Identification of any person taking a child from school is required. Only persons listed on the student's data card may sign the student out during school hours. Once this form has been completed, the student will be sent to the office to meet the parent. Please note: all Early Outs affect your student's attendance! Students are not permitted to leave campus for lunch.

ATTENDANCE:

DAILY attendance and arriving to class on time is **critical** to your child's success in school and will be monitored very carefully. **Please call the school office each morning that your child will be absent.** Also, notify the school office immediately of any changes in address or telephone number for the purpose of emergency contact. **Toler's telephone number is (858) 273-0294 and fax number is (858) 483-3832.** Schools **no longer receive funding** for a child *for what in the past have been considered excused absences* -- such as: illness, medical and dental appointments, or family emergencies. We strongly encourage you to schedule medical and dental appointments during school vacations, after school hours or on minimum days. Not only will this mean no loss of funds to the school, but your child will also not be missing **valuable** instructional time. Countless research studies show a positive correlation between student attendance and achievement. The student who succeeds in his/her studies attends school regularly. Please note: **While our goal is to have every child attend school every day but please be mindful of how quickly germs spread if your child attends school with a fever or when sick. Please ensure that your child is fever free for 24 hours before returning to school.** Also, vacations are not excused absences. Toler does not offer Independent Study Contracts except in emergencies. These must be pre-approved by the principal and will not be issued for students who are performing below grade level. (Please note that vacations do not fall into the approved category).

LATE/TARDY SLIPS:

All tardy students must pick up a late/tardy slip in the office to be admitted into class. Late students are required to make up missed work. **Please note:** Children may not leave the school grounds during the afternoon lunch period.

ATTENDANCE AWARDS:

At the end of each month period, and at the middle and end of the school year, qualifying students receive perfect attendance awards. Students with perfect attendance will receive a special certificate and special rewards. To be eligible for a perfect attendance award, students must have had **no tardies nor Independent Study Contracts and no early outs.**

CAFETERIA – Breakfast and Lunch

Cafeteria service will begin the first day of school. Currently, **Toler offers a free Breakfast and Lunch Program through the Community Eligibility Project.** All students are invited and encouraged to take part in this free program.

HEALTHY SNACKS:

If students choose to bring a morning snack, please send only healthy snacks. Hot cheetos, Takis, candy & soda are NOT permitted these items are also not allowed as part of your student's lunch and should not be brought to school.

USE OF CELL PHONES:

Please make after-school arrangements with your child in the morning before school. Student use of cell phones is not permitted during the school day or on the school bus. **Per district policy -Any cell phone brought to school must be turned off and remain in the student's back pack.** If you have a specific need or concern regarding cell phones, please contact Mrs. Lewis. We are not responsible for lost or stolen cell phones or handheld devices such as Ipods, MP3's and Nintendo DS's which are also not allowed at school or on the bus.

DRESS CODE:

All Toler students are expected to dress appropriately for school.

Some items that are **NOT ACCEPTABLE INCLUDE:**

- Midriff or "crop tops"
- Blouses that fall off of the shoulder
- Spaghetti straps – grades 4-5
- Super baggy, sagging pants
- Clothing depicting alcohol, tobacco, nudity, obscenity, and or gang insignia, violence, guns, or knives
- Tattoos of any type: permanent, stick-on, or temporary.
- Hoods except for outside wear when it is cold.
- Hats including baseball caps (may be worn only on the playground for sun protection on very hot or very cold days)
Baseball caps must be worn with bill facing forward.

- Heely's skate shoes (with or without wheels), opened toe shoes and flip flops, high heels
- DISTRACTING HAIR CUTS
- DYED HAIR.

Clothing should protect the health and safety of the students and should not interfere with the educational process. If you are unsure of the appropriateness of an article, please do not hesitate to call the office for guidance.

SAFETY:

All students are expected to follow proper safety practices to and from school. Please discuss with your child the safe and proper routes to use. Also, students are accountable to the school for their behavior at all times. Please remind your children to stay off private property as they walk to and from school each day. We want to be good neighbors and citizens.

KINDNESS is Our Schoolwide Theme

Here at Toler, we are creating a culture of Kindness.

Students are taught to care for one another in ways that go above and beyond their normal interactions. This has a real impact on the school's culture and creates a safe learning environment where students have a sense of belonging, compassion, unity, and respect. Our schoolwide theme this year is "*Kindness is Contagious*"

Pillars of Character!

A schoolwide Character Counts program has been established. Each month a new character counts trait or pillar will be the topic of discussion and literary response through a Book-of-the Month and other activities. Schoolwide pillars of character are as follows:

<u>September:</u> Responsibility	<u>October:</u> Respect	<u>November:</u> Citizenship	<u>December:</u> Caring
<u>January:</u> Trustworthiness/Honesty		<u>February:</u> Fairness	<u>March:</u> Decision-making
<u>April:</u> Perseverance	<u>May:</u> Courage	<u>June:</u> Kindness.	

DISCIPLINE and POSITIVE REINFORCEMENT:

Our expectation is that our school atmosphere will be free from distraction and disruption. Students are held accountable for their behavior here at school, on their way to school, from school, on the playgrounds, school campus, during recess, in the classroom, and at school- sponsored activities.

One of the goals of our school is to help each child develop responsibility for his/her own behavioral choices. Students are required to conform to school regulations, obey all directions, be diligent in study, respect teachers and staff and refrain from the use of vulgar language,

We here at Toler, will ensure consistent, fair and prompt reinforcement with due regard for the rights of individuals. Appropriate consequences will be issued for inappropriate behavior. Parents and guardians are expected to work with the school to ensure that your child's (and other student's) school experience is positive.

Appropriate awards including recognition at ACE (Academics, Citizenship, Effort) Reward assemblies will be issued for appropriate behavior choices, achievement, kindness, and to those who work to integrate the Pillars of Character into their daily practice.

ANTI-BULLYING

In our commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, San Diego Unified and Toler Elementary will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school buses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation.

REPORTING STUDENT PROGRESS

Report cards are distributed three times a year; November, March and June. Minimum days are scheduled during the first two reporting periods for parent conferences. Report cards will be given to the parent at that conference. Your student may be asked to attend the conference. Although parent conferences are scheduled during November and March, a conference to discuss your child's progress may be scheduled with the teacher at any time. June report cards will be sent home on the last day of school with your student.

HOME READING:

The more a child reads – the better reader he becomes! Each student is required to read– or be read to– a minimum of twenty (20) minutes per day lower grades and 30 min or more a day in upper grades. This will be incorporated into your child's homework program. Please help with this crucial part of their school responsibilities! ***Reading is to the mind, what exercise is to the body.***

HOMEWORK POLICY:

All students will be assigned homework and the amount will be gradually increased from a few minutes per day in the early primary grades to more in the upper grades. It is expected that **all** students will be responsible for completing homework on a regular basis. Please watch for a message from your child's teacher about the homework policy specific to his or her classroom. **Daily reading at home is required at all grade levels. If your child attends Primetime, please remember that homework needs to be monitored by parents as Primetime is not responsible for completing homework.**

TOLER DOLPHIN FOLDERS (Grades TK-5) and Home to School Communications:

Each student will receive a Toler Dolphin Folder for Home to School Communications, including homework. All teachers will communicate the home-school communication policies of their classrooms to you at the beginning of the year. Students in Grades 4 & 5 will be issued an agenda (planner). It is the responsibility of student and parent to monitor this planner. Toler's Weekly Dolphin Dates (newsletter) will be posted in Peachjar every Friday for Grades TK/ K-5, and will contain very important school-related information. Please check the contents in Peachjar for updated Toler Information.

FIELD TRIPS

Classes often go on instructional field trips throughout the school year. A parent or guardian must provide signed, written permission to participate. Without authorized written permission, the student will not be permitted to participate. **Phone permission, scanned, and email communication is not acceptable, permission must be in writing.**

PARENT VOLUNTEERS:

Parents are **INVITED** and **ENCOURAGED** to participate in the classroom and at school events. Toler really does depend on our volunteers and we encourage parents to volunteer at least one hour a month. This year there are more opportunities than ever before for both working and stay-at-home parents to get involved. In compliance with the State of California Education Code and San Diego Unified School District procedures, school volunteers who are in contact with students are required to have tuberculosis clearance and cannot begin to volunteer in a classroom until tuberculosis (TB) clearance is completed. For volunteer TB clearance you can receive TB clearance with our school nurse. You must also meet with our volunteer coordinator, Nora Pradel in the front office and complete a Volunteer Application. Volunteers will also need to sign in at the school's main office each time they are volunteering at the school. **PLEASE NOTE:** There are different clearance requirements for each volunteer category. If you are interested in chaperoning your child's field trip you must have the proper clearance, including finger printing, prior to the trip. Please contact your child's teacher or Nora Pradel for the correct information on this requirement.

TOLER P.T.A (Parent and Teacher Association):

We have an active, enthusiastic, and supportive PTA. The PTA link on our website will contain up-to-date information regarding PTA and school events. All parents and staff are encouraged to join the PTA and participate in its activities. Parents, teachers, and most importantly, the children benefit from this united effort. Watch for membership information and communications coming home. Board meetings are held the first Tuesday of every month. **Everyone is welcome to attend!** Contact the PTA President, Arricka Likavec or Membership Coordinator, Keith Heaslett or any of the PTA Board members/Staff for more information. PTA Board members also have mailboxes in the front office.

TOLER LIBRARY:

All Toler students are encouraged to utilize the beautiful and well-maintained Toler Library. The children visit the library once a week and are allowed to check out one book. They may keep the book for one week. Children are taught to take care of books and asked to keep them in a safe place at home. Students and their families are responsible for reimbursing the school for any library or textbooks that are lost or damaged. In addition, we encourage you to make visits to your local public library a regular, shared experience.

LOST AND FOUND:

Lost and Found items should be turned into the office so that they may be claimed. However, items such as sweaters, jackets, lunch boxes, etc. are stored in a box located by the cafeteria for a limited time. Please check regularly for missing items. Periodically throughout the year, unclaimed Lost and Found items will be donated to a charity.

IDENTIFICATION...PLEASE! PLEASE! PLEASE!:

Clearly mark all coats, sweaters, jackets, backpacks, lunch boxes, etc. with your child's name in permanent pen. By doing so, "lost" items can be returned to their owners promptly.

PRIMETIME PROGRAM (BEFORE AND AFTER SCHOOL CHILDCARE):

Toler's Elementary and SAY San Diego offer an extended day childcare program. This program meets the San Diego Unified School District contract requirements and is available for students in grades TK-5. There is no fee for qualifying

students. The focus will be on both academics and recreation, with approximately 60 minutes of tutorial and homework assistance each day. For further information contact sayprimetime@saysandiego.org or see the Site Coordinator, Jess Scovel, before or after school.

INTRUSION AND FIRE ALARM SYSTEMS:

Toler intrusion and fire alarm system is in operation each day. The silent alarm system goes on automatically if any unauthorized person is in the school building. The District Security Department Personnel and/or the police will respond immediately and apprehend any violators. The intrusion and fire alarm system is well designed to reduce vandalism and theft. Neighbors are encouraged to report any suspicious activity to the School Police as soon as possible at (619) 291-7678 or the S.D.P.D. (Dial 911).

LOITERERS AND UNAUTHORIZED PERSONS ON SCHOOL GROUNDS:

Any person who is not a student of the school, immediately upon entering any school building or the grounds of the school during school hours on days when school is in session, must report his/her presence on the school premises and the reason for being on school grounds to the school office. If requested to depart, that person is expected to depart promptly. All visitors must sign in at the office.

At the gates to our school you will see signs citing the above rule. We encourage parent/community involvement and we always welcome visitors. However, to provide a safe environment for our children, all staff must help enforce this rule. When a staff member introduces him/herself and says “Hi, may I help you?” or “May I direct you to the office?” we want you to understand that it is for your child’s safety. Again, all volunteers, even those who are scheduled, must stop by the office to sign in.

FOR THE SAFETY OF THE CHILDREN

Our front and back gate will be unlocked at 8:35 a.m. and locked at 9:15 a.m. All visitors must report to the office and sign in. Both gates will remain locked throughout the day and unlocked at 3:30 p.m. (On minimum days gates will be unlocked at 12:45 p.m.)

BICYCLES/SCOOTERS/WHEELIE SHOES:

Children in 4th and 5th grade are permitted to ride their licensed bicycles to school-

NO SKATEBOARDS, RAZORS, SCOOTERS OR WHEELIE SHOES ALLOWED. Bikes must be walked from the curb to the designated lock up area, and locked to the cage. All bicycles brought to school are to be licensed. Children who refuse to obey our school safety rules will forfeit their bicycle privileges. **All children riding bicycles to school must wear approved safety helmets. It’s the law.**

SKATEBOARDS and ROLLERBLADES ARE PROHIBITED ON SCHOOL PROPERTY:

This district policy is in place due to increasing costs to repair damage to walls, benches, landscaping, concrete, and trash cans to name a few. This, along with vandalism, costs the district an estimated \$1 million every year and is a potential safety and legal issue.

STUDENT INSURANCE (OPTIONAL):

You will receive information on insurance available to students at the beginning of the school year, which you may purchase if you do not have coverage for your child. The school is not liable for the costs to cover expenses for students requiring emergency care due to an injury occurring on the school site. Health, Dental, and Vision coverage for your child may also be available through the Healthy Families Program. For more information on the Healthy Families Program call 1-800-974-3348.

SMOKE FREE CAMPUS:

Every district site is “smoke free”. **NO SMOKING or VAPING** is permitted anywhere on district property, including parking lots, sidewalks, buildings, stadiums, etc. Please help us to help the children say “NO” to smoking.

TOLER SCHOOL CALENDAR/ WEBSITE:

A yearlong calendar was sent home on the first day of school. For updates, additions and changes please refer to our website.

Our address is www.sandiegounified.org/toler the website is constantly being improved and updated. There are great links for students, parents, and teachers.

TOLER WEAR DAY :

Every Friday, is School Spirit Day! Students (and staff) are encouraged to show their Toler spirit by wearing your Toler T-shirts. The PTA has some great Toler merchandise for sale. Get in the spirit and purchase your Toler wear today! .

MEDICATION POLICY:

All medications, including over-the-counter remedies and medications specifically prescribed by your student's physician for him/her must be given by an adult employee at the school site. Short term (10 days or less) medications for coughs, sore throats, earaches, etc. must be accompanied with the Short Term Medication form (available in the school office) and all medications must be kept in the health office. Students may not carry their medications at school or be kept in the classrooms. Medications must be brought to school by the parent in properly labeled bottles not in baggies!!! For prescription medications, the bottle must state: the name of the child, the date, the name of the medication, the physician name with the dose to be given and the time.

State laws requires that children who on long term medication (more than 20 days) at school must have a Physician Recommendation for Medication form on file at the school along with the prescribed medications. All medications must be prescribed by U.S. physicians and all medication must have a U.S. label.

STUDENT SUPPLIES LIST

Every school year we have asked for your help with basic school supplies. This year, due to budget cuts, classroom teachers will send home grade level requests for supplies the first week of school. We appreciate any help you can give!

RIGHTS AND RESPONSIBILITIES OF BEING A PERSON OF GOOD CHARACTER

As students, we have the right to a safe learning environment.

The following choices will contribute to students being successful citizens in the Toler Community.

1. Respect yourself by:
 - Arriving at school on time and prepared to learn
 - Dressing appropriately for school
 - Having all of your homework & projects with you and completed.
 - Taking responsibility for your words and actions

2. Respect others by:
 - Following directions the first time & listening attentively to all school staff
 - Being kind and respectful at all times

3. Respect the environment by :

- Putting litter in its place
- Keeping our entire school clean and orderly

TOLERS 4 B'S

1. **Be Here, Be Ready**
2. **Be Responsible**
3. **Be Respectful**
4. **Be Involved**