



GLENDALE UNIFIED SCHOOL DISTRICT

ELEANOR J. TOLL MIDDLE SCHOOL

*National Blue Ribbon School*

*California Distinguished School*

# STUDENT HANDBOOK 2011-2012

**Mr. Bill Card**

Principal

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## MISSION STATEMENT

*Toll Middle School is a dynamic epicenter that challenges all students to develop their academic, personal and social potential, to respect diversity, and to desire life-long learning through modern resources and strategies in partnership with an enthusiastic staff, involved parents, and a supportive community.*

## EXPECTED LEARNING OUTCOMES

Toll Middle School will prepare its students to:

- Read, interpret and evaluate information from visual representations (charts, diagrams, tables, maps) or collected data, using resources such as technologies, libraries, and multimedia centers.
- Use the writing process to develop and express ideas in all content areas and for a variety of audiences.
- Engage in reading activities and use strategies to comprehend a variety of teacher-assigned and self-selected materials.
- Integrate listening, speaking, reading, and writing across the curriculum.

## This Binder Reminder belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Core \_\_\_\_\_

Homeroom \_\_\_\_\_



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**STUDENT SUPPORT STAFF**

<b>PRINCIPAL:</b> Mr. Bill Card	<b>ASSISTANT PRINCIPALS:</b> Dr. Matt Dalton, 6 <sup>th</sup> grade A-L and 7 <sup>th</sup> grade Dr. Narek Kassabian, 6 <sup>th</sup> grade M-Z and 8 <sup>th</sup> grade
<b>COUNSELORS:</b> Mrs. Laura Castagnari, 6 <sup>th</sup> grade A-L and 7 <sup>th</sup> grade Mrs. Melinda Piette, 6 <sup>th</sup> grade M-Z and 8 <sup>th</sup> grade	<b>TEACHER SPECIALIST:</b> Mrs. Jennifer De Ladurantey Title I and English Language Development

**OFFICE PHONE EXTENSIONS**

<b>ATTENDANCE:</b>	<b>Ext. 1001</b>	<b>CAFETERIA MANAGER:</b>	<b>Ext. 2107</b>
<b>COUNSELING:</b>	<b>Ext. 1015</b>	<b>DISCIPLINE:</b>	<b>Ext. 1002</b>
<b>MAIN OFFICE:</b>	<b>Ext. 1006</b>	<b>HEALTH OFFICE:</b>	<b>Ext. 1106</b>

**IMPORTANT ATTENDANCE REMINDERS**

Please adhere to state law by sending your child to school every day unless he/she is too ill to attend. Every absence interferes with your child's academic progress. If a student must be absent, it is the parent's responsibility to call (818) 247-3980, and leave a voice mail message with the student's I. D. number. Be sure to call within three days of your child's absence. After the third day of an absence, the child's attendance record reads as if he/she were truant.

*Students who are tardy to first period must check in with the attendance office before going to class.*

**MY CLASS SCHEDULE IS:**



**FALL 20**

- PERIOD 0 \_\_\_\_\_
- PERIOD 1 \_\_\_\_\_
- PERIOD 2 \_\_\_\_\_
- PERIOD 3 \_\_\_\_\_
- PERIOD 4 \_\_\_\_\_
- PERIOD 5 \_\_\_\_\_
- PERIOD 6 \_\_\_\_\_
- PERIOD 7 \_\_\_\_\_

**SPRING**

- PERIOD 0 \_\_\_\_\_
- PERIOD 1 \_\_\_\_\_
- PERIOD 2 \_\_\_\_\_
- PERIOD 3 \_\_\_\_\_
- PERIOD 4 \_\_\_\_\_
- PERIOD 5 \_\_\_\_\_
- PERIOD 6 \_\_\_\_\_
- PERIOD 7 \_\_\_\_\_

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# **ACADEMICS**

## **CORE PROGRAM**

Students at Toll Middle School are grouped into "cores." Cores have such names as the "**Red Hot Chiles**," the "**Tangerine Tigers**," the "**Blue Dolphins**," the "**Golden Eagles**," and several other colorful titles. The core consists of three or four teachers who share the same group of students and teach English, Social Science, and Science. There are many advantages to the core configuration. This type of grouping allows students to receive more individual attention, helps teachers to work together on interdisciplinary units, facilitates organization of field trips and special events, encourages participation in school activities, and most importantly, gives students a feeling of belonging to the core and to Toll Middle School. All students are encouraged to talk with their core teachers or any supervising adult.

## **INTERNET USE**

Students must have a signed Internet Use Agreement on file.

1. Internet use is an integral part of the curriculum.
2. Students will go only to web sites that follow the assignment for the class.
3. Breaking the rules of appropriate use will result in disciplinary action.
4. Inappropriate use: E-mail, chat rooms, games, pornographic sites, and any sites off the assignment.

## **LIBRARY BOOKS AND TEXT BOOKS**

Students are responsible for all books checked out to them. All textbooks must be covered. Students will be required to pay for books that are lost, damaged, or stolen. Disciplinary action may also be taken. Programs, grade cards, and diplomas will not be issued until all textbook or library obligations are paid.

## **LIBRARY PERMIT REGULATIONS**

Students may not leave class without a written permit from the teacher to go to the library. Students must have a Library Pass in hand to be allowed to go to the Library either before school, during snack, or during the lunch period.

## **CLASS SCHEDULES**

Students receive their class schedules at the end of August. Second semester schedules for all students will also be distributed in Period 1 on the first day of the second semester.

## **GRADE REPORTS**

Progress Reports, issued at the 5th and 15th week of each semester, notify parents of failing and in danger of failing grades. Quarter grades are issued at the 10th week, and 30th week. Final Semester grades are issued at the end of each semester. Quarter and Final semester grades notify parents of their student's level of performance and attendance in each class. Parents are encouraged to communicate with the school on a regular basis regarding student progress.

### **SUBJECT MARKS**

A = Excellent

B = Above  
Average

C = Average

D = Below  
Average

F = Failure

**CITIZENSHIP:** Behavior and work habits are also reported during each marking period.

**O** = Outstandin

g

**S** = Satisfactory

**N** = Needs Improvement

**U** = Unsatisfactory

**COMMENTS** on Progress Reports or Grade Reports provide parents information related to their children's performance in class.

## **PROBATION - ACADEMIC & BEHAVIOR**

Students are encouraged to maintain satisfactory academic and citizenship grades. Students who earn **2 or more Fs and/or 2 or more Us in Citizenship** on Progress Reports or Quarter report cards will be placed on ACADEMIC and/or BEHAVIOR PROBATION. Students on probation lose the privilege of participating in extra-curricular activities (dances, special assemblies), and may be excluded from field trips and/or assemblies. Students remain on probation until the following grade report indicates satisfactory performance.

## **PROMOTION REQUIREMENTS**

In order to walk across the stage during the Promotion Ceremony, students will need to complete the following Middle School Promotion Requirements:

A student must have earned a minimum of 100 credits in grades 7 and 8. There is a potential of earning 120 credits in middle school. A student earns 5 credits for each class they pass each semester with a grade of D or above.

A student may not have more than four U's in 8th grade with no more than two U's earned on the June report card. Students may not receive more than two Fs in the second semester of the eighth grade.

## **FIELD TRIPS**

Toll Middle School students have many opportunities to enhance learning through field trips and extra-curricular trips. Students on probation may be excluded from attending trips.

## **HOMEWORK**

Homework is important! The difference between doing well in a class and struggling in a class is often the quality of homework completed. Homework will be assigned most nights to reinforce learning experiences during classtime. Homework includes projects, reports, reading, studying for tests and reviewing notes. Write down your homework every day in your Binder Reminder. Plan on doing an average of 1-2 hours of homework each night.

## **MAKE-UP HOMEWORK FROM ABSENCE**

Parents can contact the school for assignments and homework after the 3rd day of absence. Students absent less than three days should contact a classmate for assignments. Many teachers also have their homework posted online at <http://www.tollmiddleschool.org>.

## **REQUIRED MATERIALS**

Students are required to bring to school materials such as pencils, pens, notebooks, erasers, and lined notebook paper, and this Binder Reminder which must be used to record assignments, grades, and other information. In an effort to stress organization skills, teachers will require students to maintain class notebooks or binders and to bring required textbooks to class.

## **ATTENDANCE**

Every absence interferes with your child's academic progress. Please adhere to state law by sending your child to school every day unless he/she is too ill to attend. If a student is absent, it is the parent's responsibility to call (818) 247-3980 and leave a voice mail message with the child's student I. D. number as well as the reason for the absence. Be sure to call within three days of your child's absence. Otherwise, the child's attendance records will be marked truant.

## **APPOINTMENTS**

Students with medical, dental, or other appointments during the school day must obtain a **Permit To Leave Grounds** slip from the Attendance Office in the morning prior to Period 1. A note signed by a parent/guardian requesting release must be presented along with the time the student will be picked up.

## **ASSEMBLIES**

Toll assemblies take place either in Toll's Auditorium or in Hoover's Auditorium. Appropriate assembly behavior is expected at all times. Polite clapping is always the appropriate way to show appreciation. **No food or drink is permitted in either the Toll or Hoover auditorium.** No gum is allowed at anytime on campus, including in the Hoover auditorium. **Misbehavior of any kind is not permitted.** (See *Assembly Conduct* on page 7.)

## **P.E. UNIFORMS**

Students are required to wear the P. E. uniform each day for PE class unless otherwise directed. Uniforms are to be taken home each Friday for laundering and are to be returned clean on Mondays. The uniform consists of a

shirt, green shorts, white athletic socks and athletic shoes that **MUST BE TIED**. It is recommended that boys wear an athletic supporter or briefs. Points may be deducted from students' citizenship grade in P.E. if dress code rules are not followed daily. P. E. uniforms must be kept in backpacks or lockers when not being worn.

## **COUNSELOR REFERRAL**

Your grade level counselor is a person you can talk to about any academic or social problem that you might have at school, with peers, or at home. The counselor assigned to your grade level will remain your counselor during your time at Toll. The counselors can advise you about your educational goals, career goals, and activities that are available to you at school and in the community. Pick up a **counseling referral slip** from the Counseling Office or from one of your teachers, fill it out, return it, and your counselor will call you in as soon as possible.

## **DISCIPLINE**

Toll Middle School provides each student with the opportunity to develop, to the highest possible degree, his/her talents, capacities, and interests in a safe and healthy environment. Every effort will be made to maintain a school climate that reflects the high standards of good citizenship demanded of members of our society and to protect the rights of each student. Students have rights to due process, which the school is committed to respect and uphold.

***The responsibility for basic behavior development rightfully belongs with the student and parents. The school will not accept the sole responsibility for the actions of students.*** Parents will be expected to cooperate with and assist the school in promoting and maintaining acceptable social and moral standards of conduct.

All staff members at Toll Middle School will make every effort to model and promote the highest examples of good citizenship with special emphasis on the need for cooperation, mutual respect, and the insistence on polite and courteous language and behavior. Our effective learning program shall:

- encourage the individual student to develop self discipline
- hold the student responsible for his/her own actions, and
- protect the student from those whose behavior is continually disruptive to the educational process.

## **GENERAL CODE OF STUDENT CONDUCT**

Students enrolled at Toll Middle School are expected to comply with the requirements of the school's Code of Student Conduct at all times, **including before school, during school (including snack and lunch), after school, and at any school-sponsored event.**

All Toll students are expected to:

- Come to school each day prepared to participate actively.
- Be in their assigned seat or roll line with materials when the bell rings.
- Respect the rights and property of others.
- Comply with all classroom and school rules.
- Use appropriate language and behavior towards all students and staff at all times.
- Refrain from aggressive physical or inappropriate romantic contact.
- Always have an appropriately signed, timed, and dated pass when out of class.
- Consume food or drink only in specified areas. Gum is not permitted at any time on campus.
- Show TITAN PRIDE by always projecting a positive image of our school on and off campus.

## **SNACK AND LUNCHTIME CONDUCT**

**Indoor/Outdoor Cafeteria Lines:** Students must purchase their own food, have their money ready, start at the back of the line, and take only the appropriate amount of food. No cutting or place holding in food lines is allowed. Students must be courteous and cooperative to cafeteria workers at all times. While eating, students must sit at a table and throw away their trash when finished. After eating, students must exit the cafeteria.

**Lunch Area Boundaries:** Food and drink is not allowed below the PE gates. No food may be taken into the buildings or onto the playing areas during snack or lunch.

<b>Use of Lunch Tables:</b>	Students should sit at tables or on benches to eat snack or lunch and throw away their trash when finished. Sitting on top of tables is not allowed or appropriate.
<b>Backpacks at Snack and Lunch:</b>	7 <sup>th</sup> and 8 <sup>th</sup> grade students are encouraged to leave their backpacks in their lockers during break times. Students who choose to bring backpacks to the lunch area MUST keep them in their possession at all times. Backpacks must never be left on tabletops, underneath tables, or left unattended. Students who leave their backpacks unattended may be assigned trash pick-up, detention, and/or a phone call will be made home to remind the family of Toll's policy regarding backpacks. 6 <sup>th</sup> grade students will be allowed to leave their backpacks in their 5 <sup>th</sup> period classroom at the beginning of lunch.
<b>Lunch Activities:</b>	Once they have finished eating, students are encouraged to participate in lunch-time sports, clubs, activities and core competitions. The more active a student is in school activities, the more successful and happy they will find the middle school experience. Running, ball playing, or other similar activities are only allowed in the PE area.

### **ASSEMBLY CONDUCT**

- Appropriate assembly behavior is expected at all times. Misbehavior of any kind is not permitted. This includes whistling, booing, or calling out remarks. Polite clapping is the way to show appreciation.
- Students should give full attention to the program and refrain from talking and socializing while activities are on stage.
- Students who do not demonstrate good conduct will lose assembly privileges. They may be sent from the auditorium during the assembly and be subject to appropriate disciplinary action.
- No food, drink, or gum is permitted at anytime in either the Toll or Hoover auditorium.

### **BEHAVIORS TO BE AVOIDED**

The following behaviors are not tolerated at Toll Middle School. Students who choose to do these things will be appropriately disciplined. Violations of the Code of Student Conduct include, but are not limited to, the following:

- Bullying and harassing, including cyber-bullying and sending inappropriate text messages or images
- Fighting or encouraging fighting
- Going to or being a bystander during any disturbance, including verbal and physical fights
- Horseplay, wrestling, hitting
- Intimidation
- Using racial insults
- Using profanity
- Throwing food, water, ice, water bottles, paper, or other items
- Spitting
- Spreading rumors
- Stealing
- Defacing school property
- Students may not deface their backpacks with marker or white-out
- Possessing tobacco, alcohol, or drugs
- Possessing weapons
- Cheating/plagiarism
- Defiance
- Disrupting Class
- Dress code violations
- Fireworks or explosives at school
- Food or drink in restricted areas
- Excessive use of fragrances/scented products

- Tardiness/Habitual Tardiness.
- Truancy (single period or full day) or leaving school without permission
- Out of bounds (Restricted Areas)
- Possession of personal audio equipment
- Use of cellular phones on campus
- Inappropriate behavior in classroom or on school grounds
- Having knowledge of the commission of a suspendable act and not reporting it
- Failure to bring materials to class
- Chewing gum
- Loitering on the campus, street, sidewalks, or on private property within two blocks of Toll's campus
- Excessive display of affection

**\*ITEMS NOT ALLOWED ON CAMPUS INCLUDE:**

- Beepers, laser pens, musical or disruptive items, including MP3 players, iPods, hand-held video games;
- Guns, water guns, b-b guns, or replicas of any weapon;
- All weapons including pocket knives;
- Fire crackers, "snappers," "poppers," "stink bombs" or any other explosive, or disruptive item;
- Permanent markers, liquid whiteout;
- Valuables such as: jewelry, radios, MP3 players, cameras, card collections, or any other items disruptive to the education process.

**\*Confiscated items are returned to parents only. The school is not responsible for lost or confiscated items.**

**LOCKER USE**

Lockers will be issued to 7th and 8th grade students at the beginning of the year. Due to limited numbers of lockers, 6th grade students will not be issued a locker. Students must not share lockers or combinations with anyone. The school is not responsible for items taken from lockers.

**LOCKER USE RULES**

- Students may use their lockers before school from 8:00 – 8:10 AM, at the beginning of snack, at the end of snack, before lunch, after lunch, and 15 minutes after school or after the conclusion of a supervised school activity such as Homework Lab or a club.
- Students may not gather around locker areas for any purpose other than placing or removing items in or out of their own lockers.
- Student must not share lockers or give their combinations to anyone.
- Students may not purposely interfere with other students who are attempting to access their own lockers.
- Students must report all locker problems to the Attendance Office.

**Consequences for violation of locker use rules are as follows:**

- **The first offense** – Verbal Warning
- **The second offense** – Written Warning
- **The third offense** – Lock-out, one week (Loss of locker use privileges for one week)
- **The fourth offense** – Lock-out, one semester (Loss of locker use privileges for one semester)

**NOTE: Locker abuse/vandalism will result in loss of locker use privileges for the entire school year.**

Locker problems are handled in the Attendance Office. Abuse of locker rules by students will result in losing the use of the locker. Students are responsible for any damage to lockers (including any writing on the inside of lockers) and will be billed by the school for clean-up costs. Students may use their lockers before school from 8:00 - 8:10 AM, at the beginning of snack, at the end of snack, before lunch, after lunch, and 15 minutes after school or after the conclusion of an supervised school activity. Students may not gather around locker areas.

**CELL PHONE USE**

Students may bring a cell phone to school with parents' permission. Cell phones are to remain turned off completely, not left on "silent" or "vibrate" settings, during the school day and not be used until after school. Cell

phones are not to be used in the classrooms, the library, or on school property without the permission of school staff. If a cell phone is misused, it will be confiscated and delivered to the Assistant Principal's office.

Consequences for violation of cell phone rules are as follows:

- **The first offense** -- the phone will be returned to the student after school.
- **The second offense** -- the phone will be returned to the student after school, and the student will be assigned detention.
- **The third offense** -- the phone will be returned to the student, and the student will be assigned an alternative to suspension (ATS).
- **The fourth and continued offenses** – ATS or possibly suspension and phone returned to parent.

## **TWO TIERS OF DISCIPLINE**

Toll Middle School practices a policy of progressive discipline that provides behavior intervention through individual and teams of teachers. We call this a Tiered Discipline Program.

**First Tier:** Individual classroom teacher and core

- School/Classroom Rules
- Classroom consequences/detention (determined by teacher)
- Parent contact by teacher when possible
- Parent meeting with core and other teachers
- The core team has the authority to recommend Alternative to Suspension

**Second Tier:** Administrative Team

- Recurrent acts of misconduct, defiance, and classroom disruption will be referred to administration when teacher/core team has exhausted classroom and/or core procedures listed above
- Consequences determined by administrative team with recommendation from the teacher/core.

## **CONSEQUENCES**

Effective learning cannot take place without a positive program of progressive discipline. Toll students are expected to comply with all requirements of the school's Code of Student Conduct. Toll Middle School's program shall encourage individual students to develop desirable qualities of self-discipline and will hold *all* students responsible for their actions.

The general guidelines below reflect an array of possible actions which may be appropriate for a specific violation of the rules or a broad category of violations. Within this array, the teachers and administration shall determine the most effective action to produce a positive behavior change. The listing of possible consequences does not imply or require that a step-by-step progression of increasing severity need always be applied. Action taken shall depend on the situation and upon the previous behavior record of the pupil. At all times, the pupil's right to due process will be protected.

### **Progression of Actions for Violation of Rules:**

1. Pupil conference regarding violation; warning given
2. Phone call home
3. Detention
4. Parent-teacher conference or Core conference
5. Parent-Administrator-Teacher Conference
6. Suspension
7. Arrest
8. Transfer to another school\*
9. Expulsion\*\*

\*Will occur after 20 days of suspension at first school of attendance.

\*\*Will occur after 10 additional days of suspension at transfer school or as a result of criminal offense

## **SUSPENDABLE OFFENSES**

A student will be suspended from school when he/she is determined to be a threat or disruption to school safety or to the continuance of the educational program. Based on Toll's progressive discipline plan, the following offenses may lead to a minimum of one day of suspension or to a maximum of five days of suspension depending on the seriousness of the offense and the student's prior record of social adjustment. A suspension may be converted to an Alternative to Suspension at the discretion of the administration. However, when ATS is assigned for a third time within five weeks, the student will be suspended.

Students who accrue 20 days of suspension will be recommended for involuntary transfer to another school in the GUSD. Students who accrue an additional 10 days of suspension at the transfer school will be recommended to the Board of Education for expulsion. Some offenses listed below and designated by an asterisk (\*) will result in immediate action toward expulsion from the GUSD.

### **Attendance Offenses**

Unexcused Tardies (May also result in a citation from Glendale Police Department)

Excessive tardies will result in parent notification.

Excessive tardies can be considered an act of defiance where suspension will occur.

Any truancy will result in an administrative action

Excessive truanancies can be considered defiance and may result and referral to the Glendale Police Department (GPD).

### **Minor Offenses**

Failure to have appropriate materials

Bringing disruptive items to school (e.g., iPods, toys )

Losing or damaging textbooks or library materials (Reimbursement will be sought by school)

Use of profane, obscene, indecent or immoral language not directed against an individual, verbally, in writing, or on clothing

Exhibiting unacceptable physical contact (e.g., horseplay, play punching)

Running or causing a disturbance; bystanding

Violation of classroom and/or school rules

### **Major Offenses**

Defiance of authority

Cheating/copying/plagiarism

Use of tobacco products on campus

Fighting, tripping, kicking, pushing, etc. (mutual combat)

Creation and/or use of a "shirt whip"

Use of abusive language

Continued willful disobedience

Disruptive behavior, including bystanding during a verbal or physical altercation

Continued disrespectful attitude to peers or adults

Use of profane, obscene, or immoral language against an individual

Sexual Harrassment

Forgery

Failure to report to ATS

### **Criminal Offenses** (Any of the below offenses may ALSO lead to criminal arrest by GPD)

Hate violence

Possession of any weapon, real or replica

Knowing receipt of stolen property\*

Cause serious physical injury to another person\*

Possession of any knife\*

Possession of an explosive or other dangerous object of no reasonable use to the student\*

Robbery or extortion\*

Possession or use of alcoholic beverages

False fire alarm

Possession of illegal drugs\*

Sale of illegal drugs or drug paraphernalia\*

Theft

Vandalism (Reimbursement in the amount of the damage will be sought)

Possession, sale, or otherwise furnishing a firearm\*

Brandishing a knife\*

Verbal profanity to a teacher or physical abuse of a teacher may result in GPD citation

**\*Unless circumstances indicate expulsion is inappropriate, expulsion from the district will be recommended.**

### **ALTERNATIVE TO SUSPENSION (ATS)**

ATS is a consequence for offenses that may merit a full school suspension. It is assigned by the administrators or their designee. ATS will be held on designated day outside of normal school hours. Students assigned must report to the assigned location at the time assigned or forfeit the opportunity to serve ATS. Failure to serve or failure to comply with the expected behavior during ATS will result in further disciplinary action which may include a suspension from school.

### **TARDY-TRUANCY**

Getting to school and being on time to each class is the responsibility of each student. Students who are tardy to first period class must check in with the Attendance Office before going to class. Tardies and truanancies affect citizenship and jeopardize grades. More than four tardies in any quarter will result in a "U" in citizenship.

### **TARDY-TRUANCY CONSEQUENCES:**

- 20-minute teacher detention.
- Additional detention and parent contact by teacher.
- Attendance letters sent home to notify parents of attendance problem.
- Referral to the grade counselor or administrator.
- GPD citation
- Referral to the District attendance worker.
- Student and parents referred to the Student Attendance Review Board (SARB).

**TARDY SWEEPS will take place as needed to assist students to get to class on time.**

### **HALL PASSES**

To ensure campus security, each student must have an appropriately dated, timed, and signed hall pass to leave a classroom. Students will generally not be issued passes to the bathroom during class time and should use these facilities before and after school and at snack and lunch. Students who violate this rule will be considered tardy or truant, and the attendance policy will apply.

### **SCHOOL COLORS**

The Toll Middle School community of parents, staff, and students has put a focus on dressing appropriately for school. With this in mind and the desire to keep all students safe and free from the threats of harmful influence of any groups that advocate drug use, disruptive behavior, or gang affiliation, **we strongly encourage students to wear school colors.** Toll spirit colors are **white, dark forest green, khaki, navy blue.** In addition, we encourage students to wear their Core t-shirts to promote core and school spirit.

### **SCHOOL DRESS CODE**

The Toll Dress Code is to be observed by all students and applies to **all school functions** including field trips and dances. The dress code will be strictly enforced. Dress Code violations will result in the sequence of actions outlined below.

Students will be:

1. Required to wear P.E. clothes, or other clothing provided by school, during the school day.
2. Assigned trash pick-up and parents will be notified.
3. Assigned ATS (Alternative to Suspension)
4. Suspended for continued and willful defiance.

### **DRESS CODE GUIDELINES**

- No underwear that is visible, including bra straps and boxer shorts

- No cutoff shorts or frayed hems on shorts, pants, or skirts
- No tank tops or spaghetti straps
- No sandals or open-toed shoes are allowed. Shoes must be worn while at school.
- No holes, rips, or tears in clothes
- No slogans/advertising on clothing which is controversial, obscene, or inappropriate
- No baggy clothes of ANY KIND
- No P.E. uniforms may be worn outside of P.E. classes, unless directed to do so by school authorities.
- No sunglasses allowed inside the building
- No chains hanging from clothing
- No bare midriffs or transparent see-through tops
- No professional sports clothing
- No bandanas/stocking caps
- No hats or hoods are to be worn inside the building
- No pajamas/sleepwear
- No rubber bands, staples, or safety pins on pants, shirts, or other clothes
- No gloves or mittens allowed inside the building
- No studded necklaces, belts, or jewelry
- No metal accessories on backpacks or clothing

## **DRESS CODE DETAILS**

- Immodest clothing such as halter tops, shirts with spaghetti straps, low necklines or back-lines, bare midriffs, see-through garments, strapless garments or tank tops may not be worn at any time.
- Large and baggy pants or shorts are not allowed, including oversized baggy sweat pants/warm ups, and bib-overalls. No un-hemmed, frayed, ripped pants or pants with holes or slits are allowed. No short shorts, fringed, or unhemmed shorts may be worn. Shorts/skirts must be no shorter than 3 inches above the knee.
- No headbands, wrist bands, rubber bracelets, spiked bracelets may be worn.
- No unfitted (web style) belts or belt buckles with initials or pocket/wallet chains are allowed. No belts with spikes, studs or chains are allowed at any time.
- For safety reasons, shoes must be worn at all times. Slip-on sandals are not allowed for students; shoes must have a strap or be closed in back. For safety, laced up shoes must be tied securely and not stuffed with socks or worn loosely. Socks must be worn daily.
- P.E. uniforms may be worn ONLY in P.E. classes or as directed by school authorities.
- Wearing any item of clothing or jewelry, which could incite a problem in a classroom or on campus, is not allowed. Clothing or jewelry that contains any writing, pictures or any other insignias or which are crude, vulgar, profane, or sexually suggestive, or promote any form of ethnic or religious prejudice, are prohibited. Items that advertise, depict or promote drug, alcohol, or tobacco are prohibited.
- Clothing which suggests or has the appearance of a person in a gang such as jewelry, gloves, shoestrings, belts, colors, writing, professional sports logos, and any other "style" which is deemed by the administration as an item that is related to a group or gang and detrimental to the educational process is prohibited.
- Changing into inappropriate clothing during the school day is not allowed.
- Sun protective clothing (hats, hoods, sunglasses) may only be worn outside during snack, PE, and lunch periods.

## **GROOMING**

**Excessive make-up and fragrances are not permitted at any time.** Personal grooming and personal grooming items are ONLY allowed in restrooms. Any personal grooming items, including, but not limited to, hair brushes, make-up, and fragrances/perfumes will be confiscated if they are seen in the classroom. Unusual/exotic hair colors or styles that may disrupt the educational environment are not allowed. This includes hair-pieces with unnatural color as well. Dyed hair is strongly discouraged, even with usual hair colors.

## **EMERGENCY PREPAREDNESS**

Toll Middle School places the highest priority on the health and safety of our students and staff. A complete Emergency Preparedness Plan and School Safety Plan has been developed in accordance with District policy and is available in the office for parents to review. Each month an emergency drill (fire drill, lockdown, drop/cover/hold or emergency evacuation) is conducted. In addition, twice each year, a major earthquake drill is conducted to assure that everyone on campus is aware of proper emergency procedures.

### **REUNION GATE**

In the event of a major emergency, students will be kept on campus until such time that the District deems it safe to release students. Students may be released in an organized manner from the reunion gate located on Concord on the East side of campus.

### **CLOSED CAMPUS**

Toll Middle School is a closed campus. All gates are closed at 8:10 a.m. After 8:10 a.m., all students must enter through the Attendance Office. Students must obtain written permission and sign out from the Attendance Office before leaving campus for any reason. Be sure to have a note from your parent indicating time, date, and reason for leaving school.

### **ID CARDS**

The school will issue a school ID card to each student. ID cards must be carried daily and will be needed to enter dances or other extra-curricular events. An ASB sticker can be purchased to upgrade the ID card and allow for many discounts. Lost ID cards may be replaced through the Assistant Principal's office for a fee.

### **DOG VISITS**

Toll's campus is inspected on a monthly basis by detection canines for prohibited items in order to provide students with a safe learning environment.

### **BICYCLE/ROLLERBLADES/SKATEBOARDS**

Bike riding, rollerblading, or skating on campus is not permitted. Bikes are to be walked on and off campus. Students who fail to cooperate will lose the **PRIVILEGE** of bringing their bike to school. Remember that bike helmets are required by law and must be worn when riding a bicycle. Bike locks are to be used – a good strong lock can prevent a theft. Students need to observe all bike safety rules as established by the State of California at all times. Students must have a signed contract, available from the assistant principals' office, to bring skateboards or scooters to school.

### **METAL DETECTORS**

Students on school premises are subject to search for weapons by **METAL DETECTORS AT ANY TIME**. Possession of weapons on school grounds is a crime and grounds for expulsion and arrest. This includes replicas of weapons or toy weapons. Random searches will be held each month, affecting 10% of the school population.

### **SECURITY CAMERAS**

The school is equipped with security cameras that have been strategically placed throughout the campus to monitor and assist in the safety of all students and adults.

### **VISITORS**

All visitors to Toll, including parents and/or guardians, must report to the Attendance Office to obtain a permit to visit. Students are to remind friends that they **MAY NOT COME ON CAMPUS** before, during, or after school hours. It is a law in California that non-students may not be on or near campus without direct permission from the school principal or administration. Parents wishing to visit classrooms or meet with teachers must make an appointment first. All visitors to the school need to obtain a visitor pass from the Attendance office. **No exceptions can be made for this rule.**

### **DROP-OFF AND PICK-UP TIMES**

To ensure student safety during non-school hours, parents must make arrangements to pick-up their child **no later than 3:00 p.m.** each regular school day unless the student is participating in a supervised after school activity on campus. **There is no supervision before 7:30 AM or after 3:00 PM.** Please, no loitering in front of school after dismissal.

## **ADDITIONAL CAMPUS INFORMATION**

### **BIRTHDAY CELEBRATIONS**

Balloons, stuffed animals, flowers, video cameras, cameras, food (e.g., cakes, cupcakes), or other items that disrupt the school day will be confiscated.\*

\*Confiscated items are returned after school only. The school staff are not responsible for lost or confiscated items.

### **CLASSROOM PARTIES**

Parties are periodically held at the discretion of the teacher. Classroom teachers may coordinate winter, holiday, and end-of-the-year parties.

### **LOST AND FOUND**

All lost and found items are kept in the **Attendance Office**. Students who have lost an item should be directed to the Attendance Office to check if their lost item has been turned in. Please return lost articles to the attendance office. Lost items not picked up will be donated to charity at the end of each semester.

### **LUNCH PROGRAM**

Students may purchase **pre-paid** lunches for \$11.25 for 5 lunches up to \$45.00 for 20 lunches. Students wishing to participate in the federal lunch program must have parents fill out an application and return it to the cafeteria for processing. It takes 2 weeks to process the application. Students participating in the lunch program enter their 6-digit ID number on the keypad. **Students using or attempting to use another student's number will face disciplinary action, including suspension from school.**

## **STUDENT RECOGNITION**

### **PROMOTION HONORS**

Students are honored at promotion with various lapel pins designating participation in clubs, extra-curricular activities, as well as academic success while at Toll Middle School.

### **STUDENT OF THE MONTH**

Each month students are nominated by their core, elective, and P.E. teachers to be Student of the Month. Students selected are honored by having their picture prominently displayed, and are invited to a reception with the Principal and their parents during snack.

### **AWARDS**

An Awards Assembly will be held at the end of the school year to honor high-achieving students. Among those honored are all the outstanding students from various departments, and the winners of competitions and contests held throughout the school year. Each core also presents awards to students each semester.

### **PROMOTION AWARDS**

Awards for excellence in academics, citizenship, and service are presented at Promotion to exceptional students for accomplishments in various areas. Several awards are sponsored by Glendale service organizations to recognize outstanding young people for their dedication and service to their school and community.

### **CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)**

Students with excellent academic grades are encouraged to apply for membership to this most prestigious honor society. Students must apply for membership EACH semester that they qualify. Students who are members for 3 of the 4 semesters of middle school become "Seal Bearers" and receive special honors at Promotion.

### **TOLL TERRIFIC TITANS / GREEN SLIPS**

When you are caught being good or doing something extra special, you may receive a green slip. Bring this slip to the Attendance Office, and you will enter a monthly drawing, and may win a prize!

# GUSD WRITING RUBRIC

PERSUASIVE	RESPONSE TO LITERATURE	NARRATIVE WRITING GENRE (Fictional or Autobiographical)	USAGE AND MECHANICS Conventions: Sentence structure, grammar, spelling, punctuation, and capitalization.	STYLE Sentence variety, word choice, style	FOCUS AND ORGANIZATION Appropriate details, depth of scope, elaboration, support-organization as a coherent whole	CONTENT Addressing prompt clearly and effectively
<ul style="list-style-type: none"> <li>Authoritatively defends a position with precise and relevant evidence and convincingly addresses the reader's concerns, biases, and expectations</li> </ul>	<ul style="list-style-type: none"> <li>Develops interpretations that demonstrate a thoughtful, comprehensive grasp of the text.</li> <li>Organizes accurate and coherent interpretations around clear ideas, premises, or images from the literary work.</li> <li>Provides specific textual examples and details to support the interpretations</li> </ul>	<ul style="list-style-type: none"> <li>Provides a thoroughly developed plot line, including major and minor characters and a definite setting</li> <li>Includes appropriate strategies (e.g., dialogue; suspense; narrative action)</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates competency in use of conventions – sentence structure, grammar, punctuation, and capitalization, and is generally free from errors</li> </ul>	<ul style="list-style-type: none"> <li>Chooses words skillfully and creatively; varies sentence structure frequently</li> </ul>	<ul style="list-style-type: none"> <li>Explores and develops issues related to the thesis, thoughtfully incorporating intelligent evidence, details, and support</li> <li>Organizes ideas and details clearly and coherently in a convincing manner utilizing effective transitions.</li> </ul>	4
<ul style="list-style-type: none"> <li>Generally defends a position with relevant evidence and addresses the reader's concerns, biases, and expectations</li> </ul>	<ul style="list-style-type: none"> <li>Develops interpretations that demonstrate a comprehensive grasp of the text</li> <li>Organizes accurate and reasonably coherent interpretations around clear ideas, premises, or images from the literary work</li> <li>Provides textual examples and details to support the interpretations</li> </ul>	<ul style="list-style-type: none"> <li>Provides an adequately developed plot line, including major and minor characters and a definite setting</li> <li>Includes appropriate strategies (e.g., dialogue; suspense; narrative action)</li> </ul>	<ul style="list-style-type: none"> <li>May contain minor errors that do not interfere with the reader's understanding, but generally demonstrates control of conventions – sentence structure, grammar, punctuation, and capitalization</li> </ul>	<ul style="list-style-type: none"> <li>Chooses words appropriately; varies sentence structure</li> </ul>	<ul style="list-style-type: none"> <li>Explores and develops issues related to the thesis, utilizing appropriate evidence, details, and support</li> <li>Organizes ideas and details in a logical structure utilizing transitions</li> </ul>	3
<ul style="list-style-type: none"> <li>Defends a position with little, if any, evidence and may address the reader's concerns, biases, and expectations</li> </ul>	<ul style="list-style-type: none"> <li>Develops interpretations that demonstrate a limited grasp of the text</li> <li>Includes interpretations that lack accuracy or coherence as related to ideas, premises, or images from the literary work</li> <li>Provides few, if any, textual examples and details to support the interpretations</li> </ul>	<ul style="list-style-type: none"> <li>Provides a minimally developed plot line, including characters and a setting</li> <li>Attempts to use strategies but with minimal effectiveness (e.g., dialogue; suspense; narrative action)</li> </ul>	<ul style="list-style-type: none"> <li>Has occasional major errors in conventions; sentence structure, grammar, punctuation, and capitalization, and minor errors that interfere with the reader's understanding</li> </ul>	<ul style="list-style-type: none"> <li>Chooses words simplistically and sometimes inaccurately; no attempt to vary sentence structure, with some unclear or confusing sentences</li> </ul>	<ul style="list-style-type: none"> <li>Provides minimal or flawed support of the thesis with inadequate evidence and details</li> <li>Shows ineffective or inconsistent organization with few or no transitions</li> </ul>	2
<ul style="list-style-type: none"> <li>Fails to defend a position with any evidence and fails to address the reader's concerns, biases, and expectations</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates little grasp of the text</li> <li>Lacks an interpretation or may be a simple retelling of the passage</li> <li>Lacks textual examples and details</li> </ul>	<ul style="list-style-type: none"> <li>Lacks a developed plot line</li> <li>Fails to use strategies (e.g., dialogue; suspense; narrative action)</li> </ul>	<ul style="list-style-type: none"> <li>Has serious and persistent errors in conventions; sentence structure, grammar, punctuation, and capitalization, and frequent spelling, or frequent minor errors that impede the reader's understanding</li> </ul>	<ul style="list-style-type: none"> <li>Uses a very basic vocabulary or misuses many words; sentence structure is often unclear</li> </ul>	<ul style="list-style-type: none"> <li>Lacks a thesis statement or provides little or no relevant support of the thesis</li> <li>Shows little or no organization</li> </ul>	1

**ADVANCED**  
Exceeds Grade Level Standards

**PROFICIENT**  
Meets Grade Level Standards

**APPROACHING**  
Grade Level Standards

**BELOW**  
Grade Level Standards