



# Toll Titans CARE

Collaborative      Attentive      Respectful      Engaged

Jennifer De Ladurantey - Principal  
Shant Der-Megerdichian - Assistant Principal  
Dr. Rashida Robinson - Assistant Principal

Laura Castagnari Head Academic Counselor  
Mahtab Haghpanah Academic Counselor

700 Glenwood Road Glendale, CA 91202  
818-244-8414 Fax: 818-500-1487  
[www.gusd.net/toll](http://www.gusd.net/toll)



**THIS BINDER REMINDER BELONGS TO:**

**NAME:** \_\_\_\_\_

# TOLL MIDDLE SCHOOL

## Bell Schedule 2022-2023

### **Regular Day Schedule**

Period 1	8:30 – 9:40	(70)
Period 2/3	9:45 – 11:15	(90)
Snack	11:15 – 11:30	(15)
Period 4/5	11:35 – 1:05	(90)
Lunch	1:05 – 1:35	(30)
Period 6/7	1:40 – 3:09	(89)

### **Banking Day Schedule (Mondays)**

Period 1	8:30 – 9:11	(41)
Period 2	9:16 – 9:54	(38)
Snack	9:54 – 10:09	(15)
Period 3	10:14 – 10:52	(38)
Period 4	10:57 – 11:35	(38)
Period 5	11:40 – 12:18	(38)
Lunch	12:18 – 12:48	(30)
Period 6	12:53 – 1:31	(38)
Period 7	1:36 – 2:14	(38)

### **1<sup>st</sup> Day Schedule Only (8/17/22)**

Period 1	8:30 – 9:25	(55)
Period 2	9:30 – 10:15	(45)
Period 3	10:20 – 11:05	(45)
Snack	11:05 – 11:20	(15)
Period 4	11:25 – 12:10	(45)
Period 5	12:15 – 1:00	(45)
Lunch	1:00 – 1:30	(30)
Period 6	1:35 – 2:20	(45)
Period 7	2:25 – 3:10	(45)

### **Minimum Day Schedule**

Period 1	8:30 – 9:03	(33)
Period 2/3	9:08 – 10:08	(60)
Period 4/5	10:13 – 11:13	(60)
Snack	11:13 – 11:28	(15)
Period 6/7	11:33 – 12:33	(60)

### **Holidays**

September 5: Labor Day  
November 11: Veterans Day Holiday  
November 21-25: Thanksgiving Holiday  
December 23 - January 6: Winter Recess  
January 16: Martin Luther King Day  
February 13: Lincoln Day Holiday  
February 20: Washington Day Holiday  
March 13-17: Spring Recess  
May 29: Memorial Day

### **Minimum Days**

September 8: Back-to-School Night  
September 9: Day After BTSN  
October 14: End of 1<sup>st</sup> Quarter  
March 9: Open House  
March 10: End of 3<sup>rd</sup> Quarter  
June 7: Last Day/Promotion

### **Pupil Free Days**

October 28  
March 20  
April 24

6/24/22

# **TOLL MIDDLE SCHOOL**

## **Promotion Requirements**

### **WHITE LEVEL**

- 100 credits in the 7<sup>th</sup> and 8<sup>th</sup> grades
- No more than two failing grades (Fs) on the second semester report card of the 8<sup>th</sup> grade year
- No more than four unsatisfactory (U) marks in 8<sup>th</sup> grade
- No more than two of those U marks earned during the second semester of the 8<sup>th</sup> grade year
- No more than two suspensions in 8<sup>th</sup> grade, with no more than one suspension during the second semester

## **Promotion with Distinction**

### **GREEN LEVEL**

- 120 credits in the 7<sup>th</sup> and 8<sup>th</sup> grades
- 3.5 - 3.79 cumulative GPA by the second semester of 7<sup>th</sup> grade and maintained through 8<sup>th</sup> grade
- 10 hours of community service in 8<sup>th</sup> grade
- Participation in at least one Toll Approved Activity
- No U or F grades on semester report cards
- No more than 1 N on any semester report card
- No suspension in 8<sup>th</sup> grade

### **GOLD LEVEL**

- 120 credits in the 7<sup>th</sup> and 8<sup>th</sup> grades
- 3.8 or higher cumulative GPA by the second semester of 7<sup>th</sup> grade and maintained through 8<sup>th</sup> grade
- 20 hours of community service in 8<sup>th</sup> grade
- Written reflection on community service
- Successful completion of a meaningful 8<sup>th</sup> grade Community Service Project
- No U, N, or F grades on semester report cards
- No suspension in 8<sup>th</sup> grade

# **Titan Tenets**

## **Toll Titans CARE**

**Collaborative**

**Attentive**

**Respectful**

**Engaged**

## **Table of Contents**

\*Please note that these guidelines were printed before health and safety protocols for the 2021/2022 school year were released by LA County Department of Health.

**Academic Honesty**

**After School Resources**

**Associated Student Body (ASB)**

**Attendance**

**Bike/Skateboard/Scooter Policy**

**Cell Phone Policy**

**Counseling Services**

**Discipline**

**Dress Code**

**Drop Off & Pick Up**

**Food Services**

**Grades**

**Health, Safety and Security**

**Home School Communications**

**LCAP Priorities**

**Library**

**Lockers**

**Lost and Found Items**

**Messages & Packages**

**Parent Involvement**

**Prohibited Items**

**School Site Council (SSC)/ ELAC**

## **ACADEMIC HONESTY**

Academic honesty is the quality or condition of being honest, of being truthful, and of having integrity in your work.

**Academic Dishonesty (Cheating/Plagiarism) includes the following:**

- Using, or attempting to use, any kind of unauthorized means of gaining an unfair advantage on quizzes, tests, or assignments.
- Using someone else's words, work, and/or ideas and claiming them as your own.
- Intentionally helping or attempting to help another to participate in academic dishonesty.

**Examples of academic dishonesty include, but are not limited to, the following:**

- Copying assignments or allowing another student to copy your assignment.
- Looking at another's test or quiz or allowing another student to look at your test or quiz.
- Sending, receiving, or using information or any electronic device, such as a computer, cell phone, graphing calculator or smart watch, during a test or quiz.
- Possession or use of unauthorized materials obtained from any source, including notes written on body parts or clothing during a test/quiz.

- Talking, signaling, and/or passing information during a test or quiz.
- Changing an answer after work has been graded, then presenting it as improperly graded.
- Sharing answers on a take-home exam, or asking or allowing another student to take an exam for you.
- Obtaining or seeing a test, quiz, or answer key before the test without the teacher's permission.
- Discussing or providing information about a quiz or test with students who have not yet completed the assessment.
- Retaining, copying, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination for use by another student.
- Using text as your own or another's ideas from an encyclopedia, book, textbook, website, database, or any other source without citation.
- Hiring someone to write your paper. Buying a paper or project. Allowing others to do the research and writing of an assigned paper for you. Turning in a paper retrieved from an Internet source, whether free or for a fee.
- Allowing another person to do your work, then submitting that work under your own name.
- Submitting identical or similar papers for credit without prior permission from the teachers.
- Falsifying or inventing any information, data, or citation.
- Changing grades in a grade book or altering a computer-grading program.
- Allowing a partner or other group members to do all the work, then putting your name on the final report. Putting the name of a group member or partner on a final report when that person did not contribute to the finished product.

## **Cheating Consequences**

### **1<sup>st</sup> Offense:**

1. No credit will be earned on the assignment
2. Teacher assigned consequence
3. Teacher documents in Q and contacts parent/guardian

### **2<sup>nd</sup> Offense:**

1. No credit will be earned on the assignment
2. Referral to the office for consequence
3. Teacher notifies parent/guardian
4. Student ineligible for CJSF membership for a semester
5. Student ineligible to earn extra credit in the course

### **3<sup>rd</sup> Offense:**

1. No credit will be earned on the assignment
2. Student referred to the office for consequence (ATS or suspension)
3. Student ineligible for CJSF
4. Student ineligible to earn extra credit in the course

**Note:** At the administrator's discretion, the consequences may begin at any step. Further offenses will escalate the consequences to a degree determined by Administration.

## **AFTER SCHOOL RESOURCES**

**Malt Shop** The Malt Shop is located in the bungalow on the corner of Glenwood and Concord and provides a location for all students hang out and purchase snacks. All proceeds from the Malt Shop benefit Toll's PTA and the Toll Foundation. The Malt Shop is open Tuesday-Friday from 2:45-4:00PM.

**ASES** GUSD offers fee based afterschool program at Toll which runs from dismissal through 6:00PM on school days only. Enrollment is required and is on a first come first served basis. Please visit the ASES webpage at <https://www.gusd.net/site/Default.aspx?PageID=948> or call 818/247-0775 for more information.

**After School Tutoring** Toll offers free after school tutoring in Math and English. Times and dates are scheduled in September and details will be available in the front office. Many teachers are also available after school. Ask individual teachers about these 'office hours.' Toll's Library is also open after school until 4:00.

## **ASSOCIATED STUDENT BODY (ASB)**

The ASB government functions on two levels: Student Cabinet directs the student activities and the expenditure of student body funds. In addition, each grade level elects class leaders to direct activities for their grade level. Students wishing to participate in school leadership must seek offices through the elective process. Candidates must have a "C" average and no failing marks on their last report card. Citizenship must be satisfactory (no more than one N and no U marks) and the grades must be maintained throughout their term of office.

**ASB Activities** Activities are planned throughout the year to promote school spirit and positive social interaction. These activities include assemblies, dances, clubs, lunch time events, special dress up days and pep rallies.

## **ATTENDANCE**

Regular attendance is one of the most important requirements for a successful school year. Students with perfect attendance are recognized at the end of the year.

### **How is attendance monitored?**

**Excused absences:** These are absences due to the following: a student's illness, injury, or quarantine under the direction of the City or County Health Office; a student's medical, dental, optical, or chiropractic appointment; a student's failure to present evidence of Immunizations (Ed Code 46010); personal counseling, attendance at a funeral of a member of the immediate family; and any absence due to disaster (e.g., earthquake, flood, fire). The parent/guardian must call the Attendance Office to excuse any absence. A doctor's note, which must be presented to the Attendance Office, is also acceptable as an excused absence.

**Personal Absences** – These are absences due to the following: court appearance, religious holiday/ceremony, or studio work. The parent/guardian should notify the Attendance Office in advance by either phone or in writing. Vacations and other absences not due to illness or a reason listed above are considered unexcused according to California Education Code.

### **How do I call to excuse an absence?**

The parent/guardian should call the Attendance Office before 9:00 am on the first day of each absence. **Attendance Office: 818 244-8414, or Toll's 24 hours Absence Line: 818 247-3980.** When calling to excuse an absence, please provide the following information: **Student's full name, student's ID number, date(s) of absence, reason for the absence, and the name and relationship of the parent/guardian calling.** If you are unable to make contact with the school, your student **MUST bring a signed note** from the parent/guardian on the day the student returns to school. The note must include: date, student's full name, student's ID number, date(s) of absence, reason for the absence, and the signature of the parent or guardian. ANY ABSENCE NOT CLEARED WITHIN THREE SCHOOL DAYS WILL BE RECORDED AS A TRUANCY. A truancy is an unexcused absence and multiple truanancies will result in a Student Attendance Review Team (SART) meeting with a Toll Administrator. If the attendance issues continue, students and families are referred to the District for a Student Attendance Review Board (SARB) meeting.

### **What if a student must leave school during school hours?**

The student's parent/guardian should call the Attendance Office or send a written note indicating what time the student will leave school and the reason for the early dismissal (e.g., medical, dental, or other appointments). The student will be called to the Attendance Office. The parent/guardian will need to come to the Attendance Office to sign the student out of school. **Students will only be released to the parent/guardian or any names listed on the student's emergency contact information on file.**

**How do I complete my homework if I am sick?** If you miss less than three days of school, contact a classmate and/or check the website for a list of assignments. If you are absent for more than 3 days, contact your teachers or the Counseling Office for guidance.

**What happens if I am tardy?** Any students arriving late to school must come to the Attendance Office, sign in and receive a tardy slip. Parents/guardians should call the Attendance Office or send a note (i.e., doctor's note or a written note by parent/guardian) with the student to excuse the tardy. Students who are late without an excuse will be marked as such. Please note that tardies will negatively affect citizenship grades. Students that are late for 29 minutes will be marked Late and from the 30<sup>th</sup> minute they will be marked Tardy.

### **What do I do if my address or phone number changes?**

Any changes in address or telephone number must be reported to the Attendance Office or Counseling Office immediately. New addresses must be verified by a current utility bill (e.g., telephone, gas, DWP) in the parent's name. Current phone numbers are required in case of emergencies. If you move to another school within GUSD or a neighboring district and wish to have your child continue at this school for the remainder of the term, check in Attendance Office to obtain detailed district regulations regarding intra- and inter-district permit requirements. Failure to report an address change can risk denial of a permit to attend Toll.

## **BIKE/SKATEBOARD/SCOOTER POLICY**

Bikes, skateboards, and razor scooters are not to be ridden on school grounds at any time. Bikes and skateboards are to be locked during school hours in the bike rack area located in East Quad. All students are required to wear helmets in accordance with California law.

## **CELL PHONE POLICY**

Students may bring a cell phone to school with your parents' permission. It is to remain in your backpack or locker, turned off during the school day, and not to be used until after school. Cell phones are not to be used in classrooms, the library, or on school property without the permission of school staff. If it is misused, it will be confiscated and the parent must pick it up.

**1<sup>st</sup> Offense:** The phone will be returned after school.

**2<sup>nd</sup> Offense:** The phone will be returned to student after school, and student will be assigned detention.

**3<sup>rd</sup> Offense:** The phone will be returned to student, and student will be assigned ATS.

**Access to phones** Students can use the telephone in the Attendance Office during snack, lunch, and after school. All cell phones must be off when a student is on campus. Students are not allowed to use their personal cell phones to contact home unless given specific permission by an administrator.

## **COUNSELING SERVICES**

The Counseling Office is staffed with three credentialed school counselors. The counselors are available to all students seeking assistance with academic guidance, high school preparation, college and career planning, conflict resolution, and social-emotional problems. Parents may also contact counselors for assistance and consultation. Students with last names starting with A, C-K contact Ms. Castagnari and B,L-Z contact Ms. Haghpanah.

### **What can the school counselors help me with?**

Counselors can assist you in the following areas: goal setting; academic issues; high school and college information; personal, family, and peer relations; as well as referrals to outside services. Counselors can assist you by providing a safe and confidential environment for discourse. If you want to see a counselor, come to the counseling office at snack, lunch, or after school. You may also fill out a "Request To See A Counselor" form available from a teacher or the Counseling Office. If there is an urgent situation, your teacher can issue a hall pass to see the Counselor. In case of a family crisis, parents are encouraged to share with their child's Counselor any situation, which may affect academic progress or interfere with social or emotional behavior. Counselors help by utilizing District resources, as well as referrals to other outside agencies.

### **College and Career Exploration:**

The Career and Technical Education department is excited to have a career exploration tool, XELLO, for all of our 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. The goal of this program is to prepare all of our students for their future success and to ensure every student is future ready. XELLO helps students discover the pathway that is right for them, it involves trade, college, university, entrepreneurship or other training. As students gain self-knowledge through assessments and reflection they save their career, schools, programs and experiences to create a visual roadmap to a successful future. XELLO information is posted on Toll's website on the Counseling page.

**How can I obtain a transcript?** Unofficial Transcripts -

Print a copy from the Parent Portal.

Official Transcripts – Submit a Transcript Request Form. The forms are available in the Counseling Office and the Counseling Homepage (Toll MS website). Please allow 24 hours to process an Official Transcript.

**Child Welfare and Attendance Office:** The purpose of the District's Child Welfare and Attendance office is to support and enrich the health, education, and well being of students and their families. Students and their families can receive assistance in securing services for basic needs, such as food and clothing. Support and referrals to other services are also provided. For additional information or referrals, please see a school counselor.

**Student Wellness:** Toll has a student wellness center staffed with an MFT (Marriage Family Therapist) and several counseling interns. These services are available by referral from a counselor or administrator to all students.

**What should I do if I, or someone I know, seems depressed?** You should tell a trusted adult immediately. Your teachers, counselors, and administrators want to help. You will not get in trouble and you could be saving someone's life.

### **What do I do if I am having problems with a peer?**

You are the key to solving your own problems. However, your grade level Counselor can listen to your concerns and offer suggestions about how to solve the problem. If you need to see a Counselor, complete a "Counselor Appointment Request." You may also come by the Counseling Office before and after school, at snack or lunch; hall passes are not required for "drop in" times. A Counselor will see you as soon as possible. If there is a true emergency, tell the secretary, and you will be seen right away.

**Gender Equity:** Our gender equity policy focuses on eliminating discrimination on the basis of gender, to ensure equal rights and opportunities to all students, and to prohibit sexual harassment in any program and/or activity conducted by our school, which receives or benefits from federal and/or state financial assistance.

## **DISCIPLINE**

Toll is a PBIS (Positive Behavior Intervention Support) School. Discipline is a joint effort between teachers, families and administration. Suspension is a last resort and is reserved for violations of the California Ed Code. Students are held accountable from the time they leave home until they return home, and Toll maintains the right to oversee social media that disrupts the physical and emotional safety of students.

At Toll, all students are encouraged to develop desirable qualities of self-discipline, are held responsible for his/her actions, and all attempts are made for students to be protected from any individual whose behavior continually disrupts the learning environment.

### **What do I do if someone is harassing me?**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or educational setting. If any student becomes aware of any sexual harassment, this information should be communicated immediately, without fear of retaliation, to the Principal, Assistant Principals, teachers, or other Toll staff.

## Crime

Call CRIMESTOPPERS (818) 507-STOP (7867). All students are encouraged to take pride in their school. If you witness an incident that occurs on or off campus, such as theft, graffiti, smoking, etc., please contact a Toll staff member. All information will be kept confidential.

## PBIS

Positive Behavior Interventions and Supports (PBIS) is a research based, proactive system-wide framework for creating and maintaining safe and effective learning environments in schools, and ensuring that all students have social skills needed to ensure their success at school and beyond.

Toll is working toward using the philosophy of PBIS to guide how we establish expectations for Titan behavior, reinforce great choices and correct unsuccessful behaviors. We use our Titan Tenets of CARE (Collaborative, Attentive, Respectful & Engaged) to guide our expectations and to teach and support successful behavior. Students can earn Titan Tickets for modeling the Tenets throughout the day. Weekly drawings are held for prizes ranging from Toll Malt Shop bucks, gift cards special privileges like preferred seating at lunch and snack, front of the line passes and Toll gear. All prizes are donated by the Toll Foundation and other members of our Toll community.

## DRESS CODE

Toll Middle School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive. The primary responsibility for the student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health and safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school.

### **Section 1. Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that belly, buttocks, and breasts are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

### **Section 2. Students Must Wear, while following the basic principle above:**

- A shirt (with fabric in the front, back, and on the sides under the arms) **AND**
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts) **AND**
- Shoes (closed toed and closed back-per CA law)

### **Section 3. Students May Wear, as long as these do not violate Section 1 above:**

- Religious headwear
- Hoodie sweatshirts—The face & ears must be visible to staff and not interfere with the line of sight of any student or staff.

- Hats—facing straight forward, may be worn outdoors only. The face & ears must be visible to staff and not interfere with the line of sight of any student or staff.
- Fitted pants, including leggings, yoga pants and other close fitted pants
- Athletic attire
- Tank tops, as long as undergarments are not exposed

### **Section 4. Students May Not Wear:**

- Strapless tops (including tube tops or off-the-shoulder tops)
- Violent language or images
- Images or language depicting drugs, alcohol, or any illegal item or activity
- Hate speech, profanity, or pornography
- Images or language that creates a hostile or intimidating environment
- Accessories that could be considered unsafe or could be used as a weapon
- Any item that obscures face or ears (except as religious observance)
- Any items of clothing deemed to denote group exclusivity

### **Section 5. Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement. Students will only be removed from spaces, hallways or classrooms as a result of dress code violation as outlined in Sections 1 and 4 above.

Students will only be removed from spaces, hallways or classrooms as a result of dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code for the remainder of the day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day
- If necessary, students' parent(s) or guardian(s) may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

*These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as sports games, promotion ceremonies, and dances.*

## DROP OFF/PICK UP

Students can be dropped off/picked up in front of the main school building on Glenwood Road or on Concord east of the campus. Students can only enter campus through the gate off the volleyball courts on Concord until 8:20. All arrivals after 8:20 must come through the main entrance on Glenwood. Students at school before the 8:20 bell should wait inside school grounds, but are not permitted inside buildings until the bell rings at 8:20.

**PARENTS MAY NOT USE THE STAFF PARKING LOT ON GLENWOOD RD. OR VOLLEYBALL COURTS TO DROP OFF, PARK, OR WAIT FOR THEIR CHILDREN.** The parking lot can be a dangerous place and is off-limits for ALL students. Street parking is



limited. Citations may be issued for illegal parking.

## **FOOD SERVICES**

Food services are available to students during Snack and Lunch periods. Healthy snacks and water vending machines are also available to students during snack and lunch periods and after school. Students may not access vending machines during class periods or passing periods. All students will have access to free lunch/snack during the 2021/22 school year.

**GRADES** Parents are encouraged to be involved in monitoring their student's academic progress regularly by:

- Signing up for Parent/Student Connect through the Toll website. Select *forgot password* in upper left to set up account.
- Reaching out to your child's teachers with any concerns. Email is the best way to contact teachers. Go to [www.gusd.net/net](http://www.gusd.net/net) for teacher email addresses.
- Reviewing your child's progress and report cards. Grade reports are issued every five weeks. Permanent record grades are issued at the end of the 19<sup>th</sup> (December) and 38<sup>th</sup> (June) weeks.

Citizenship is also reported during each marking period.

**O** = Outstanding

**S** = Satisfactory

**N** = Needs Improvement

**U** = Unsatisfactory

\*Credits and citizenship requirements are required for promotion from 8<sup>th</sup> grade\* (See Promotion Guidelines page)

## **HEALTH, SAFETY AND SECURITY**

**How do administrators and teachers work to ensure school safety and security?** School staff are on campus each day to supervise before and after school, during snack, lunch and passing periods. They take a proactive approach in order to defuse situations before there is a problem. They also informally meet with students to see how they are doing. Staff members have been trained in emergency evacuation and CPR. The school is equipped with video surveillance, which is actively used to accurately identify those who get involved in mischief on campus.

**Emergency Drills** Fire and emergency evacuation drills are conducted as prescribed by the regulations of the Glendale Fire Department and Glendale Unified School District.

Procedures have been developed to ensure the safety of all students during evacuation and, if necessary, during long term housing of students.

The following emergency procedures will be discussed by the classroom teachers:

1. In the event of an earthquake, students are to drop, cover, and hold until it is safe to evacuate the building.
2. Evacuations during emergencies should be quick, quiet, and orderly. Students should leave their classrooms according to the described evacuation path.
3. Students are to assemble on the field in their designated location and wait for further instructions, staying away from all fences.
4. In a major emergency, parents are to report first to the Request Gate and then are to pick up their child at the Reunion Gate. Both gates are located on Concord.

### **General security information**

As part of Toll's general safety plan, two security officers, security cameras and burglar alarms are installed in selected areas of the school and all gates are locked during school hours. Random safety inspections are done, as the Glendale School District policies require. The school district and the Glendale Police also occasionally use the services of their "drug dog officer." This dog can detect smells, which can lead to substances that are not allowed on campus. All secondary schools participate in these procedures.

### **What emergency information does the school need?**

Information on every student is kept on file in the Attendance Office to be used by school personnel to locate parents in case of an emergency. All students must have up-to-date emergency information in their online Q profile. Parents can update that information through their *Parent Connect* account or by calling the office.

**How does the Health Office help me?** If you are sick, the health clerk can send you home or help you rest. Do not come to school if you have a fever, vomiting, diarrhea, pink eye, lice or any other highly contagious illness. If you come to school with these conditions, you will be sent home. Your parents must pick you up as soon as possible after being contacted by the health office. By law, if a student needs to bring medication to school, he/she needs a note from the doctor and parent requesting it. The medicine must be in prescription form and kept in the health office. Even medicine such as aspirin needs to be checked into the Health Office and should only be brought with permission from home and a doctor's note.

A. Students returning to school with crutches, casts, or orthopedic devices must have administrative approval and a written release from the attending physician. Any student on crutches must have verification that he/she has been instructed in proper usage. **Release should also indicate any limitations for P.E.**

B. Students returning from surgery or long-term illness of 10 days or more must have a written release from the attending physician. The release should also indicate any limitations for P.E.

For long-term medication, a parent needs to have a doctor fill out a "Request for Medication to be Taken During School Hours" form, which can be picked up in the Health Office. If students become ill and need assistance they should inform their teachers and receive a pass to the Health Office. Any on-campus injury should be reported to the health clerk or teacher immediately. Parents should keep the health clerk informed of any special health problems their children may have.

## **HOME/SCHOOL COMMUNICATIONS**

**What is the *Parent-Student-School Compact*?** The *Parent-Student-School Compact* is an agreement for student success. Compacts in the home languages are available in the office upon request. Please read the Compact carefully as it specifies the parent's, school's, and student's roles in creating successful students. Each student, parent, and a school representative will sign the compact. This document is completed online at the start of the year.

**What is *Parent Connect*?** *Parent Connect* is the Glendale Unified School District's on-line resource for parents to stay informed on the academic success of their child. Parent Connect provides the most current grades for parent referral and use. Information can be obtained in the Attendance Office.



**How can I stay updated about school news and events?** The Titan Weekly is distributed via email every week. It contains timely information on school and district events, recognition of student work, as well as announcements of special events. Families receive a weekly phone call with highlights and news about the coming week. You can view our weekly announcements every Monday and Friday on our Toll YouTube channel TMSLIVE. Visit our website for more information at: [www.gusd.net/toll](http://www.gusd.net/toll).

**How can I contact a teacher?** Sending an email is the most efficient way to contact a teacher. Teacher emails can be found on the Toll website or on the classroom guidelines distributed at the start of the school year. Our teachers' schedules do not allow for drop-in conferences. Parents attending conferences must check in at the main office to obtain a visitors' pass.

### **LCAP PRIORITIES**

GUSD's Local Control Accountability Plan (LCAP) provides common goals to guide all district schools. For details and to attend an LCAP meeting please visit [www.gusd.net](http://www.gusd.net).

GUSD LCAP Priorities are: Professional development focused on California State Standards/Achievement; College and career readiness; Social, emotional and physical needs of all students; Intervention programs; Learning beyond the core curriculum; Engaged parents, teachers, staff, students and community members; and a safe and secure learning environment.

### **LIBRARY**

Hours: Monday through Friday from 7:30-4:00PM

\*Also open daily during snack and lunch

\*Offers a quiet place for students to do homework or read

\*Computers and printers are available for student use

#### **Library Policy**

1. Items are checked out for 3 weeks.
2. The checkout limit is 2 library books at a time.
3. No checkout or use of library computers is allowed if any overdue items or fines are owed.
4. Students are responsible to renew their books after 3 weeks.

**Missing Books/Textbook** Textbooks and library books are loaned to students for their use during the school year. Students are responsible for keeping these books in good condition and returning them appropriately. A notation is made in damaged textbooks when they are repaired so the next student to use the book will not be blamed for the damage. The Librarian does the repairs and makes the notation.

### **LOCKERS**

Lockers will be issued to students at the beginning of the year. Students must not share lockers or combinations with anyone. The school is **not** responsible for items taken from lockers. Students may use their lockers 10 minutes before school, during all passing periods, at the beginning of snack, at the end of snack, before lunch, after lunch, and 15 minutes after school.

- Student must not share lockers or give their combinations to anyone.
- Students must report all locker problems to the Attendance Office.
- Students must keep their lockers clean and organized.
- Food items are not to be left in the lockers overnight.

### **LOST & FOUND ITEMS**

If an item is lost, students can check the Lost and Found area on the first floor near Tollywood. If the item is not in the Lost and Found go to the Attendance Office at snack, lunch, before to report the item missing. To facilitate the identification of personal items, students are encouraged to mark all items brought to school, including jackets, PE clothes, etc. Students are urged **NOT** to bring valuables to school due to the possibility of losing them. The school will not be liable for those stolen/lost items. Students bring valuables to school at their own risk.

### **MESSAGES and PACKAGES**

Only emergency messages will be delivered to students at school. Parents and other family members should not text or call students on their personal cell phones during school hours. Items cannot be delivered to classrooms, but students may pick up items in the attendance office during lunch or passing periods. Balloons, stuffed animals, or floral bouquets intended as celebration gifts are prohibited at school at all times.

### **PARENT INVOLVEMENT**

Parents are encouraged to be involved with activities at Toll. Visit the Parents tab on the Toll website for more information. Some opportunities for involvement include: PTA, The Toll Foundation, Malt Shop Volunteer, School Site Council/ELAC.

### **PROHIBITED ITEMS**

The following items are at no time permitted on the school grounds and may be confiscated:

- Water guns, bb guns, or replicas of any weapon
- All weapons including guns and pocket knives
- Tobacco and vape products including pipes, juice, juules and any other items used to vape
- Any drugs or alcohol
- Firecrackers, snappers/poppers, stink bombs or any other explosive
- Laser pens/pointers
- Liquid whiteout
- Any other items which may be potentially dangerous

**Discouraged Items** The following items do not promote a maximized learning environment and can be considered disruptive:

- Valuables such as: jewelry, radios or cameras
- Any other items disruptive to the education process

**\*Confiscated items are returned to parents only. The school is not responsible for lost and confiscated items. Any device or product used for vaping or other prohibited products will not be returned students or families.**

### **SSC/ELAC**

The School Site Council/English Language Advisory Committee (SSC/ELAC) is a committee comprised of parents, teachers, administrators, classified employees, and student representatives. The Council's responsibility is to develop and monitor the School Plan and to allocate supplemental resources, including the Title I and Supplemental funds within the school to support the plan. School Site Council meets five times annually.

