



2024-2025
Student Code of Conduct

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Philosophy Statement

At El Toro Health Science Academy, we are dedicated to helping children develop safety, respect, and responsibility in their daily lives. Age appropriate rules and consequences are clearly stated, effectively taught, implemented and consistently reinforced by both staff and parents. All students can then learn to the best of their ability and all teachers can teach in an optimal instructional environment.

We thank you and appreciate your cooperation.

Joe Guinane, Principal

School-wide Rules and Policies

To ensure a safe, positive and rewarding educational experience, students are taught the following school wide rules and policies.

Be Respectful

We show respect for others and their property.
We use appropriate language.

Be Responsible

We listen and follow directions.
We only bring school materials to school.
We come to school with a positive mindset and ready to learn.

Be Safe

We keep our hands, feet and other objects to ourselves.
We use materials and equipment appropriately.
We meet our families at the front of the school to go home.
We walk quietly through our school; we only run on the grass or during a game.

(If you are not picked up within 15 minutes of the end of release bell, you will be escorted to the front office and must be signed out by a parent/guardian).

We follow these rules and policies so teachers can teach and students can learn.

In the Classroom

The classroom rules, consequences, and reward systems are established by each teacher and distributed to students the first week of school or within the first week of enrollment. Please review these standards of behavior, as they are an important part of El Toro's School-wide Discipline Plan.

Before School Expectations

- Students may arrive no earlier than 7:20 am. (except for Safety Patrol members and students attending Amplify).
- Students coming for breakfast must stay in the cafeteria while eating.
- Students must line up at their room number on the blacktop.
- There is no playing on the playground or blacktop before school.
- The bell rings at 7:45 am for students to go to their classroom with their teacher.
- Students must obey all school and traffic safety rules on the way to school.

Cafeteria/Lunch Tables Expectations

- Enter the cafeteria calmly.
- Stay seated while eating and only eat your food.
- Chew your food carefully and with your mouth closed.
- Talk quietly and respectfully with people near you at your table.
- Sit in your assigned seating area.
- Finish eating, clean up your area (throw your food away and any trash around your seating area), and raise your hand for permission to throw your trash away and go to play.

Play Time Expectations

- Play only in play areas, not in bathrooms or hallways.
- Run only on the grass or while playing a game.
- Walk around a game.
- Keep hands, feet and other objects to yourselves.
- Use equipment properly in play areas, only.
- Stay only in the play areas.
- Drink water and use the bathroom during play time, not after the line-up whistle.
- Students must have a pass to go help in another classroom.
- Students must check in with a staff member out at the playground to come into the Health Office (Nurse's office).

- At the sound of the first whistle, stop your current activity, and walk over to the blacktop where you will sit, squat, or kneel to the ground.
- When the whistle blows, walk directly to your line up area.

Restroom & Drinking Fountain Expectations

- Use a quiet voice inside the bathroom.
- Use the bathrooms appropriately and leave promptly.
- Respect others' right to privacy in the bathroom.
- Turn off water at the sink after you use it.
- Place all paper in the proper containers.
- Stand behind the yellow lines to wait to drink water.
- Drink water for up to a count of one to ten.
- Treat school property with care and respect.

Assembly Expectations

- Show courtesy to the person/group presenting.
- Sit or stand quietly during the presentation.
- Applaud politely to show your appreciation.
- Turn your attention to your teacher for directions when the program is over.

Departure & After School Expectations

- Students are not to leave campus during school hours without office approval.
- Meet family and/or friends at the front of the school.
- Obey school and traffic-safety rules on the way home each day.
- Leave the school site within ten minutes of dismissal unless you attend an after school class.
- Students who attend an after school class must walk directly to their after school area at dismissal time.
- Appointments for students should be scheduled after 2:30 pm, so students do not miss instruction. Students may not leave campus before dismissal without approval from the office.

School Conduct

It is our goal to teach children to behave appropriately so they can learn and teachers can teach. Students are taught to think about their behavior by asking themselves these three questions:

"Am I being respectful?"

"Am I being responsible?"

"Am I being safe?"

Positive behaviors are rewarded in a variety of ways, including: recognition assemblies, certificates, and prizes.

If a student violates any of the school or classroom rules, the following interventions will be implemented to help students to make a positive change in their behavior:

1. Incentives for appropriate behavior, i.e., positive reports or phone calls to parents, leadership roles, "no homework" coupons, serving as tutors or reading buddies to other students, certificates, positive visits with the principal, behavior contracts, etc.
2. Teacher redirect and demonstration of expected behavior to the student.
3. Parent contact about the violation of classroom/school rules.
4. The El Toro administration would meet to discuss the violation of the classroom/school rule.
5. Parent/staff/administration meeting to review the expectations for appropriate behavior and to create a student support plan.
6. Parent/guardian will be invited to observe and support the student at school.

Discipline

As necessary, the following consequences are corrective measures utilized in improving behavior and are progressive in nature. Severe or repeated violations will yield stricter reprimands and consequences

Disciplinary consequences may include :

Level 1: Conference/Counseling Session, and may include:

- Parent Phone call/Conference and/or Detention

Level 2 : Conference/Counseling Session, and may include:

- Parent Conference and/or
- Detention and/or
- In-school suspension

Level 3: Conference/Counseling Session, and may include:

- Parent Conference and/or
- Detention and/or
- In-school suspension
- Home suspension

Level 4 : Conference/Counseling Session, and may include

- Parent Conference and/or
- Detention and/or
- In-school suspension
- Home suspension
- Law enforcement involvement, if applicable

Level 5: Conference/Counseling Session, and may include

- Parent Conference and/or
- Detention and/or
- In-school suspension
- Home suspension
- Law enforcement involvement, if applicable
- Expulsion

Visitors on Campus

Parents and the business community are encouraged to visit our school.

For the safety and security of our students and staff, we require all visitors to check in at the Main Office and receive a Visitor's Badge.

Students are not permitted to bring relatives or other peer guests to accompany them at school unless prior administrative permission has been granted.

Classroom Visitations

Parents are welcome to visit classrooms to observe instruction if they have gone through the volunteer process through Morgan Hill Unified School District. Parents must make arrangements with individual teachers and administration.

Prior to visiting the classroom, parents must sign in at the office.

Disruptions of the educational process will not be allowed.

School Office Hours

Office hours are 7:30am to 3:30pm.

Uninterrupted Instruction

Daily instructional time must not be interrupted.

Phone calls will not be transferred to classrooms, except in emergencies.

Office staff will take messages and place them in staff members' boxes.

Staff members will check for messages in their mailboxes before school, during lunch, and

after school.

Family members can speak with teachers before or after school with prior arrangements with the teacher.

Medical and other appointments should be made for after school hours or non-school days.

Attendance Policy

Compulsory attendance laws require that parents send their children to school **daily and on time**. Excessive absences, **including excused absences**, adversely affect students' learning and grades. Any student with more than 10% absences, per days enrolled is considered to have irregular school attendance and will be referred to the School Attendance Review Board (SARB).

Parents must call the school office at (408) 201-6380 on the day of absence (you may leave a message with your child's name, grade, date(s) of absence; your relation to student; teacher's name and reason for absence) or send a signed note with all of the required above information on the day immediately following an absence.

State Education Code and Board Policy allow excused absences for the following reasons:

- **Illness (Absences for illness lasting 3+ days require a note from the doctor)**
- **Quarantine directed by county or city health officer**
- **Medical, dental, or optometry appointment (medical provider note required)**
- **Funeral services for a member of the immediate family (one day for funerals within California; three days for funerals outside of California)**
- **Absences for reasons other than those excused absences listed above are considered Unexcused. Also, absences for more than three days for reasons that are unknown to school office staff are considered to be Unexcused.**

Extended Absence Other Than Illness

Parents must apply for Independent Studies in the school office for travel in excess of one school week.

Parents must notify the school at least 2 weeks prior to the student's departure. Extended absences from school may affect a student's progress or grades.

Tardy Policy

Students are to arrive before the bell rings every morning. Habitual and excessive tardies will

be reviewed and may result in a disciplinary consequence, and/or a SARB referral. The attendance clerk will mark students as tardy after 7:50 a.m.

Leaving Campus

Students may not leave school grounds without permission. If students need to leave school for an appointment, an adult listed on the emergency contact list must sign out the student in the office. Upon return to school after an appointment, students must get a pass to class in the office. Students will not be called to the office until the approved adult picking up the students arrives on campus.

Attendance Interventions

- When school attendance, tardiness, or truancy becomes a problem, students may fall behind in their studies. Attendance problems are addressed as follows:
 - Conference to develop an incentive program to alter behavior. This program could involve a contract, rewards for improvement, or making up missed time.
 - Parents will be notified of problems and provided an opportunity to review district and school attendance policies.
 - If there is no significant improvement, parents will receive written notification of the child's attendance record and will be invited to school for a meeting or a home visit will be conducted by school personnel.
 - Referral to preventative counseling groups for the specific attendance problems.
 - Referral to community support agencies to help the family in correcting the attendance problems.
 - Referral to the district School Attendance Review Board. (SARB)

Health Services

Injury or Illness at School

A student who becomes ill or injured will be sent or taken to the Health Office where every effort will be made to see that the student is comforted. Students should ask for a Health Office Pass only if they feel too ill to stay in class. Office personnel will contact the student's parent/ guardian if the student needs to go home or if medical attention is required.

Parents and students should follow the current California Department of Public Health recommendations ([CDPH Recommendations link](#)).

Homework Policy

Homework is assigned to help students practice and study what has been taught. Homework is to be regarded as an extension of the school day.

Homework is given to improve, reinforce, and review basic skills and to encourage the development of good study habits. Homework is assigned to students on a daily basis.

The teacher will consider completed homework assignments when assigning grades on the report card.

To assist students with their homework, parents should:

1. Provide a designated place to complete homework, preferably away from distractions and interruptions (TV's, radios, telephones, conversations, etc.).
2. Check homework assignments daily and establish a consistent schedule for completing homework, such as before other activities.
3. Make sure that children begin homework early enough so they can get to bed at a reasonable time.
4. Encourage and motivate your student(s) to do their own homework with support from you (as needed).

If your child does not understand how to do the homework independently, or if they frequently do not complete their homework, please contact your child's teacher for support. All students will have daily practice homework and reading assignments.

Although there might be some exceptions, the minutes your child should spend on homework should be as follows:

- TK - K: no more than 25 minutes
- 1 - 3: no more than 40 minutes
- 4 - 5: no more than 60 minutes

Students unable to do an assignment should seek out help from the teacher for additional instruction or support.

Students who are absent should contact the teacher for the missed assignment. ***It is the student's responsibility to make-up all of the classroom assignments missed due to an absence.***

Preparedness

- Students should come to school prepared to succeed.
- In addition to a positive attitude, they are required to come to school with completed homework.
- Students are encouraged to bring healthy snacks and drinks to school. Please refrain from bringing sugary drinks and unhealthy snacks to school.
- Students should not bring any non-school items that are not used for learning, such as toys, electronic devices, sports equipment, permanent markers, etc. These items will be confiscated by staff members.
- Students should not bring money or valuable items to school.
- The school is not responsible for the lost or stolen items, but will investigate to the best of our ability.

Library and Technology

- Students are responsible for returning borrowed library materials in good condition.
- When materials are lost or damaged, the student shall be responsible for the replacement cost of the materials.
- When materials are damaged but still usable, an administrator shall determine a lesser charge.
- Report cards, awards, and privileges may be withheld until fees are paid.
- Please refrain from bringing personal technology items to school (smart watches, cell phones, etc.).
- If a student is using personal technology (cell phone, smart phones, etc.) during the school day without permission, the technology will be given to administration and a parent will need to pick up the item(s) from administration.

Internet Resource Policy

- Morgan Hill Unified School District offers internet access to all of our students.
- Students must use technology responsibly and appropriately for classroom assignments. School personnel educate students on the proper use of the internet.
- Inaccurate, abusive, profane, sexually oriented, or illegal internet material are never permitted on devices or at El Toro.
- A web-filtering system provides nightly updates of visited sites.
- All students must read and submit a District Acceptable Use Policy Agreement, signed by a parent or guardian (parents are urged to carefully read and discuss this policy with their child).
- **If a student misuses the internet, the student will receive appropriate consequences by an administrator.**

Lost Books, Equipment and Media Fines

It is the responsibility of the parents or guardians of a student who loses, damages, or destroys school books, materials, or equipment to pay for the replacement of those items.

Transportation

Riding the Bus

All bus riders are required to practice good safety habits and behave in an appropriate manner when riding a school bus, waiting at the bus stop or going to and from a bus stop.

- While on the bus, all students must:
 - remain seated
 - use quiet voices
 - keep all body parts inside of the bus
 - keep all objects inside of the bus
 - refrain from eating, drinking, or chewing gum
 - ask permission to adjust the window

Sexual Harassment

Sexual harassment is defined as unwelcome verbal, visual, or physical sexual advances.

Sexual harassment includes, but is not limited to, the following:

1. **Verbal Harassment:** Derogatory comments, jokes, slur or requests for sexual favors.
2. **Visual Harassment:** Derogatory/offensive pictures, posters, gestures, cartoons, graffiti and drawings.
3. **Physical Harassment:** Unnecessary or offensive touching / blocking movements.

Complaint Procedure

Contact an adult at school with whom you feel comfortable. That trusted adult will inform El Toro administration and they will follow up with the student to investigate.

Chronic illness and Long-Term Absence

Parents must provide the health clerk with current written doctor's documentation, in order to excuse chronic illness or long-term absences. Special arrangements can be made for homeschooling services with a written physician's recommendation.

Medications

Education Code Section 49423 requires a written order from a doctor and a written request from the student's parent to allow school personnel to help the student take their medication while at school. A new order and request is required each school year. The documents remain in the student's file in the health office. Prescribed medication must be provided in the prescription bottle and must be kept in the health office. Students are **never allowed to carry medications of any type with them at school**. School personnel will not supply medication to a student without the required documents on file in the Health Office.

Immunizations

In accordance with California State Health Law, a student will not be allowed to attend school without the appropriate certification of immunizations that are required for their age and grade level.

Student Involvement

Student Council

The Student Council is composed of all students enrolled at El Toro School. Student Council is responsible for student government, fund-raising efforts, leadership training, school activities, and student organizations.

Extra-Curricular Activities and Organizations

El Toro School offers extracurricular activities to students. A student's school experience can be greatly enriched through participation in school-sponsored events. These activities include events after school, Student Council, and Safety Patrol. All organizations and on-campus activities are directed by school staff and are regulated by the Administration. Students must maintain satisfactory citizenship and complete school work assignments in order to participate in extracurricular activities. Teachers and Administration will work with students and their parents to enable all students to participate. Students and their families will be notified if students are at risk of being excluded from extra-curricular activities. The administration must approve all exclusions of students from extracurricular activities.

School-Sponsored Trips & Activities

Students participate in enriching school-sponsored trips and activities during the school day. Students will not be allowed to participate in school-sponsored trips or activities if their participation would cause health or safety issues. Teachers and Administration will work with students and their parents to enable all students to participate. Students and their families will be notified if students are at risk of being excluded from trips or activities. The principal must approve all exclusions of students from school-sponsored trips and activities. The regular school rules and procedures apply during school-sponsored trips and activities.

5th Grade Science Camp

Each year, fifth grade students have the opportunity to attend Fifth Grade Science Camp. Students and their families participate in fundraising events to assist with the cost of camp. Teachers and Administration will work with students and their parents to enable all students to participate. In order to attend camp, students must have satisfactory citizenship and complete school work assignments. Students and their families will be notified if students are at risk of being excluded from camp (the principal must approve all exclusions of students from camp).

Parent and Community Involvement

Volunteers

Parents are encouraged to volunteer at El Toro as classroom or library aides, office assistants, and parent group members/coordinators. **Volunteers must be supervised at all times by a credentialed staff member. Volunteers may not be alone with students. Volunteers are required to have fingerprint clearance and a negative T.B. test. Interested parents are encouraged to see the Principal.**

Home and School Club (H&SC)

El Toro School strives to maintain an active H&SC. This organization works with the school to enhance the education of the students. Parents and teachers are encouraged to join the H&SC and to participate in the meetings, activities and leadership of this valuable organization.

School Site Council (SSC)

The School Site Council consists of administrative, staff, and parent representatives who meet to study issues pertaining to the individual school improvement plan. If needed, special committees are formed to make advisory recommendations.

English Language Advisory Committee (ELAC)

The English Language Advisory Committee consists of administrative, staff, and parent representatives who meet to study issues pertaining to the needs of English Learners. If needed, special committees are formed to make advisory recommendations.

Bicycle, Skateboard, and Scooter Rules

Bicycles, skateboards, and scooters must be locked up at the bicycle rack. Bicycles, skateboards, and scooters must be walked on school grounds. The school is not responsible for damage or theft of any bicycle, skateboard, or scooter brought to school. Bicycles should have a license from the Morgan Hill Police Department. All students who use bicycles, skateboards, or scooters must wear a helmet. Improper use of bicycles, skateboards or scooters may result in the suspension of bicycle, skateboard, or scooter privileges.

Dress Code

School clothing promotes an environment of learning and helps to instill school pride. Use of appropriate attire enhances the educational process by emphasizing safety, academics, and dignity. The following El Toro School guidelines apply:

Clothing – Clothing must conceal all undergarments. No bare torsos are allowed.

Sweatshirts, sweaters, jackets, or coats cannot be worn to cover up inappropriate clothing. All clothing must be safe and appropriate for school activities. Clothing must not create a safety hazard, indicate gang affiliation, or disrupt school activities.

Shorts/Skirts/ Dresses/Shorts - All Shorts/Skirts/ Dresses/Shorts should be mid-thigh in length.

Shoes – Shoes must be worn at all times. Shoes must not create a safety hazard, indicate gang affiliation, or disrupt school activities. Shoes with open toes or heels are not allowed.

Sunglasses - Sunglasses are not allowed in classrooms unless they are prescribed by a physician.

Jewelry/Chains – Jewelry and chains must not create a safety hazard, indicate gang affiliation, or disrupt school activities.

Make Up – Make up is not allowed.

Messages - Clothing, backpacks, accessories, hairstyles, or other objects with insignias which promote violence; promote the use of alcohol or controlled substances; indicate gang affiliation; or disrupt school activities are not permitted.

Morgan Hill Unified School District
El Toro Health Science Academy
Anti-Harassment Policy

Everyone at El Toro HSA has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability.

A harasser may be a student or an adult. Harassment may include the following when related to gender, race, national origin, ethnicity, religion, sexual orientation, or disability:

- Name calling, teasing, derogatory comments, slurs
- Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls or whistles
- Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
- Graffiti, offensive or graphic posters or book covers
- Derogatory notes or cartoons
- Unwelcome touching of a person or clothing, grabbing, fondling
- Violent acts or threats

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, or counselor, the principal or the District's Compliance Officer.

If you believe that you or someone else has been the victim of harassment, you should report the alleged acts to a teacher, counselor, principal or the District's Compliance Officer. The report may be verbal or written. You are not required to complete a written form, but if you want to use a form, one is available from the school office.

Your right to privacy will be respected as much as possible consistent with the District's legal obligations and the need to investigate harassment allegations and take remedial and corrective action.

We take seriously all reports of sexual harassment, and harassment based upon gender, race, national origin, ethnicity, religion, sexual orientation, or disability and will take all appropriate action to investigate such claims, to eliminate the harassment, and to discipline any persons found to have engaged in such conduct.

The District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is a summary of this District's policy against sexual harassment, and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability. A complete copy of the policy is available at the School office upon request.

MORGAN HILL UNIFIED SCHOOL DISTRICT

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES, BP 0410 EDUCATION

CODE, 200-262.4 Prohibition of Discrimination

The Governing Board of the Morgan Hill Unified School District is committed to equal opportunity for all individuals in education. Morgan Hill Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities.

PHILOSOPHY OF EDUCATION

Each student is a unique individual with special talents and needs, and has the right to develop to his or her fullest potential.

The Morgan Hill Unified School District is committed to academic excellence, the cultivation of creativity, and the development of personal responsibility and respect for the democratic process. The provision of such an education requires the dedication of students, staff, Board of Education, parents, and the community. It is to our mutual benefit to maintain open communication and to accept responsibility for the education and support of our students as they prepare to meet the challenges of the 21st century.

SPECIAL EDUCATION

The Individuals with Disabilities Education Act (IDEA) is a federal law that mandates a "free and appropriate public education" to children with disabilities. Morgan Hill Unified School District follows the education code for special education to be in compliance with the IDEA. Students become eligible for special education services through a formalized process of evaluation. Anyone who suspects that a student is disabled may request an evaluation in writing. Requests will receive a response from the school site within 15 days. Usually a Student Study Team is asked to determine whether an assessment is necessary. If recommended, assessments will take place within 60 days of the initial request. If an assessment is not recommended, the Study Team will explain their reasoning in writing. Once a student has been assessed, an Individualized Education Program (IEP) meeting is held to determine a student's eligibility for services.

INDIVIDUAL RESPONSIBILITIES

In order to implement the educational philosophy of the Morgan Hill Unified School District, students, teachers, classified staff, administrators, Board members, parents, and community must accept certain responsibilities.

The STUDENT is responsible for:

- Realizing and valuing the importance of education as a lifelong process, accepting its privileges and assuming its responsibilities.
- Developing an understanding of, and respect for, various cultures.
- Developing pride in the school, community, state, and nation, and participating in the privileges and duties of citizenship.

- Participating in extracurricular and community activities in order to develop cooperative traits and leadership skills, social poise, and an understanding of the democratic process.
- Developing academic, vocational, social and decision-making skills in order to become an effective, self-sufficient, productive member of society.
- Understanding the expectations of the school and society, respecting authority, and demonstrating concern for the welfare of others.
- Demonstrating personal pride through appearance, behavior, and performance.
- Respecting the rights and opinions of others and accepting responsibility for one's actions.

TEACHER is responsible for:

- Demonstrating, by action and attitude, an active interest in, and understanding of, each student.
- Participating in activities that are beneficial to students, district, and community.
- Establishing appropriate and effective two-way communication with parents.
- Utilizing the most appropriate current methods and materials to meet the needs of students, the goals of the class, and the philosophy of the district.
- Creating a classroom atmosphere which promotes learning, the development of student self-esteem, appropriate behavior, and respect for the rights and responsibilities of the students.
- Participating in an ongoing staff development program which emphasizes effective instructional strategies and sound curriculum choices.

CLASSIFIED STAFF MEMBER is responsible for:

- Developing professional and vocational skills which enhance the total program.
- Refining interpersonal skills in order to deal effectively with staff, students, and parents.
- Contributing to a school climate which promotes learning and the development of student self-esteem.
- Reinforcing appropriate student behavior and actions which demonstrate respect for the rights and responsibilities of all students.

ADMINISTRATOR is responsible for:

- Providing leadership and support to all members of the staff, including the provision of staff development opportunities.
- Assigning personnel in a manner which best utilizes the talents of the staff while maximizing the educational opportunities for students.
- Providing instructional leadership which encourages innovation and the use of research, evaluation and continuing curriculum review and improvement.
- Recruiting the most qualified personnel available.
- Creating a safe environment.
- Implementing district goals effectively.
- Participating in the management of the district as a whole.
- Participating in professional and community organizations.
- Insuring communication with the district, the Board of Education, parents, and the community at large.
- Implementing school and district policies, rules and regulations.
- Monitoring and evaluating programs and personnel.

El Toro Health Science Academy Code of Conduct



English Copy



Spanish Copy

Please use this QR codes above to access a digital copy of El Toro's Code of Conduct

Signature Page

Please sign and return this page to your child's teacher

I have read and discussed this Handbook and Code of Conduct with my child.

Student's Name: _____

Student's Signature: _____

Parent's Signature: _____

Date _____