

2023 -2024

TULARCITOS SCHOOL

Student/Family Handbook



Mascot: Bobcat Colors: Green & White

Bobcat Hall is the name of our
multipurpose/lunchroom

www.tularcitos.org

35 Ford Road Carmel Valley, CA 93924
831-620-8195

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PRINCIPAL'S MESSAGE

Tularcitos Elementary School strives to promote personal and academic excellence in a supportive environment and community that emphasizes good character, scholarly attributes, self-discipline, and self-motivation. We focus on the character development and academic success of each child through nurturing hearts, expanding minds, broadening horizons, and inspiring actions. Tularcitos is a school where each student is known, loved and cared for academically, socially, emotionally and morally. It is a place where adults and students are held to high standards to ensure all students reach their highest levels of achievement and develop the ability to apply these skills to real-world situations. This requires educating the whole child, not just teaching the academic standards. Here, parent involvement is extensive and includes volunteering in the classroom and participating in site organizations. We hope that your child and your family will quickly feel a part of this amazing Tularcitos and Carmel Valley community.

Stay Bobcat Strong and Tular Proud
Go Bobcats!
Ryan Peterson
Proud Principal of Tularcitos Elementary School

TULARCITOS MISSION STATEMENT

Tularcitos Elementary School develops well-rounded, lifelong learners of good character by setting high expectations, engaging students in learning, providing high levels of support, and creating a safe and positive school environment.

CORE VALUE

We do what is best for the students.

SCHOOL MOTTO

Nurturing Hearts, Expanding Minds, Inspiring Actions, Broadening Horizons.

We believe that:

- High expectations stretch students to their greatest potential
- All students can learn with the appropriate levels of support
- Students do not all learn in the same way
- High levels of engagement lead to high levels of learning
- Participation in diverse experiences through electives, athletics, field trips, and other co-curricular activities, leads to the development of well rounded students
- Actively teaching and modeling positive character traits creates a safe and positive school climate in which all students can flourish
- An active, healthy lifestyle promotes physical and emotional well being

ACADEMIC HONESTY

It is important that students do their own work. Students should not copy work from others, lend inappropriate assistance to others, submit work that is not a clear reflection of their own knowledge or efforts, or engage in forgery. Students who do so will be counseled by their teacher and school principal and may receive consequences such as redoing the assignment or receiving a zero on that assignment.

ACADEMIC SUPPORT SERVICES

Tularcitos offers academic support in reading and math to any student in kindergarten through 5th grade who is identified through our assessments as needing support. For reading support, we use a structured literacy approach, and for math we provide instruction on foundational skills aligned to the concepts being through in the classroom.

ATTENDANCE/TARDY POLICY

Parents must call the school 831-620-8195, by 9:00 a.m. when a student is absent. Parents can communicate with their teachers as well, but the office must always know for attendance. If a student is absent because of a medical/dental appointment, illness, or other legal reason defined by CUSD Board Policy, the absence is considered “excused”. All other absences are considered “unexcused” absences (e.g. family vacations, recreational events) and will trigger a truancy referral to the district attorney’s office if three or more “unexcused” days are accumulated during the current school year. All appointments need to be verified by an “appointment confirmation” note from the doctor/dentist and given to the office upon your arrival to school. If a student is going to be tardy due to a medical/dental appointment, please call the office by 9:00 a.m. so that your child’s absence is verified and let us know if they need a school lunch for the day.

BEFORE & AFTERSCHOOL PROGRAMS

Tular Rex/T-Rex

Tular-Rex (T-Rex) is located at Tularcitos Elementary School in Carmel Valley. The School Age Child Care Program is an integral part of Carmel Unified School District's commitment to providing quality childcare outside the regular school day. C.U.S.D. feels that it is an appropriate use of school facilities and this service will assist working families in securing affordable quality child care, as well as enrich the educational experience of our students.

T-Rex is open on regular school days, minimum days, and staff development days and operates in portable buildings located on the upper level of Tularcitos School along Pilot Rd. The Tular Rex morning program is open from 7:00-8:40 am., and reopens from 2:00 to 6:00 pm. During the summer and C.U.S.D. break weeks, our program will be closed. A nutritious snack, free of additional charge, is served each afternoon during the school year. On full days, both a morning and afternoon snack are provided. Homework is supported by staff in a quiet environment daily. Participation in extra-curricular activities (such as sports or clubs) is encouraged with

parental consent and staff will coordinate attendance in activities located on site, or within a short walking distance from the site.

Registration for the school-age child care program is based on a first come first serve basis. Registration for the upcoming school year begins in March of the preceding school year. All families must re-enroll annually. Please contact the offices located at Carmelo School to inquire about registering for this program. Contract rates can be located on the 'Forms' link on the Child Development Programs home page. For more information about the T-Rex program please contact Terry Gasper, at Carmelo, at 831-624-8047.

AFTERSCHOOL ENRICHMENT

Tularcitos runs an after school enrichment program where students can sign up for classes that run once a week for 6-8 week sessions such as art, drama, chess, yoga, sports games, tennis, etc. What is offered is determined prior to each session and depends on the teachers we can find. Information is sent out a couple of weeks prior to signups and signups happen online. This is a fee-based program and the cost of the class also depends on the class.

BEFORE AND AFTERSCHOOL SUPERVISION

School staff do not provide supervision before or afterschool. We ask that children do not arrive before 8:25 a.m. or stay after 3:00 p.m. without parental supervision, unless they are attending a school program. Campus opens at 8:25, and there is an 8:38 bell informing students to head to class. Classes start at 8:40 a.m. Anyone arriving to class after 8:40 is marked tardy and need to check in at the office before going to class.

Bell Schedule

2023-2024

Grades 1, 2, 3, 4 & 5	REGULAR SCHEDULE	1, 2, 3, 4 & 5	MINIMUM DAY
Recess	8:25 am - 8:40 am	Recess	8:25 am - 8:40 am
Instruction	8:40 am - 10:30 am	Instruction	8:40 am - 10:15 am
Snack Recess	10:30 am -10:45 am	Snack Recess	10:15 am -10:30 am
Instruction	10:45 am -12:30 pm	Instruction	10:30 am -12:10 pm
Lunch Recess	12:30 pm - 1:15 pm	Lunch Recess	12:10 pm- 12:30 pm
Instruction	1:15 pm - 3:00 pm		

1st - 2nd Grade - Lunch 12:30 Recess is 12:50
 3rd - 5th Grade - Recess 12:30 Lunch is at 12:50

Kindergarten	REGULAR SCHEDULE	TK/Kindergarten	MINIMUM DAY
Drop-off	8:25 am - 8:30 am	Recess	8:25 am - 8:30 am
Instruction	8:30 am - 10:30 am	Instruction	8:30 am - 10:15 am
Snack Recess	10:30 am -10:45 am	Snack Recess	10:15 am -10:30 am
Instruction	10:45 am -12:15 pm	Instruction	10:30 am - 12:00 pm
Lunch Recess	12:15 pm - 1:00 pm	Lunch Recess	12:00 pm - 12:30 pm
Instruction	1:00 pm- 2:00 pm		

TK	REGULAR SCHEDULE	TK	MINIMUM DAY
Drop-off	8:25 am - 8:30 am	Drop-off	8:25 am - 8:30 am
Instruction	8:30 am - 10:15 am	Instruction	8:30 am - 10:00 am
Snack Recess	10:15 am -10:45 am	Snack Recess	10:00 am -10:30 am
Instruction	10:45 am -11:55 pm	Instruction	10:30 am - 12:00 pm
Lunch Recess	11:55 pm - 12:40 pm	Lunch Recess	12:00 pm - 12:30 pm
Instruction	12:40 pm -1:15 pm		

CLUBS

We have two student leadership clubs available to 3rd, 4th, and 5th graders - Student Council (student government) and Green Team (environmental leadership). We also have a math club available to our 4th and 5th graders who are wanting more challenging math problems to work on at school. All of our clubs are open to anyone in that grade level who wants to join. More information is sent out to parents and students at the start of the year on the clubs.

CHANGE OF ADDRESS AND/OR TELEPHONE

Please notify us when you move, obtain a new telephone number, or have a change of mailing address. We need your information at school to be as up to date as possible. This is very important if there is an emergency and we need to contact you.

CHARACTER COUNTS

At Tularcitos, we follow a program called Character Counts!™ At Tularcitos, we believe strongly, that it is not enough to simply educate our students academically. We want them to be good people too, a person of character!

Character Counts!™ is based on six core values that define good character. These values are called “The Six Pillars of Character.” They are Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Throughout the year at Tularcitos, we have grade level assemblies, where each grade level will focus on one of the pillars. The six pillars are woven into our daily behavior expectations and in our curriculum through a variety of ways.

We are confident that by implementing Character Counts!™ at school we will continue to increase students’ awareness of what it means to be a person of character, and the importance of making positive choices. We want our students to know that Character Counts!™

The best way to teach Character is through the T.E.A.M. approach—Teach, Enforce, Advocate, and Model. So please, help support us at school by discussing, modeling, encouraging, and providing opportunities to teach your child about how important having good character is.

COMMUNICATIONS

Parent/Teacher communication is one of the most critical factors to ensure student success at school. In this era of ever-present communication, it is helpful to have clear expectations to help parents and teachers manage their communications effectively. CUSD uses Parent Square as its main communication tool. Every year parents should make sure they have set up a Parent Square account to customize it to their own needs.

For Parents:

1. Download the Parent Square App and create an account using the same email as you have on file with the school
2. Click on the three lines at the top left of the screen, then select account
3. Select Preferences
4. Select Notifications
5. Change text notifications to instant

For help with the ParentSquare app, you can submit a help request at:

<https://carmelunified.incidentiq.com/guest/NVJFER9S/parent-ticket>

To assist with communication, Carmel Unified School District has established these guidelines:

- Parents should be aware that teachers are instructing during the school day and often have before school and after-school meetings. Teachers may have over 100 students and parents with whom they need to communicate. Therefore, it may be 24 to 48 hours before a teacher can respond to a phone call or an email.
- In times of heavy volume, teachers may not be able to meet these timelines, but will make an effort to acknowledge receipt of your communication. They will let you know if they need time to develop a thorough response.
- To make sure your teacher receives time-sensitive information, it is helpful to place both a phone call and an email. Please indicate your degree of urgency in your message. In an email, it is a good idea to write “Time sensitive” at the start of the subject line.
- For truly urgent items, it is best to call the office, where staff can direct your call appropriately. This is important because teachers do not always have a chance to check phone messages or emails during the course of the school day.
- If your concern is not urgent, please indicate whether you need a detailed response or whether the communication is for information only.
- At Back-to-School Night, teachers will indicate whether they have a preferred mode of communication (phone or email). Please understand that this is just a preference; as a parent, you are encouraged to use the method that makes the most sense to you. If their preferred mode is not convenient for you, be aware that teachers are committed to respond to your communication, no matter how it is sent.
- Email: Occasionally, an email may be blocked by our filter. If you are concerned that may be the case, it is a good idea to contact the teacher by phone.

The school’s website is an excellent tool to keep informed of school programs, services and important upcoming school events and activities. Go to www.tularcitos.org

COUNSELOR/MENTAL HEALTH

The Mission of the school counseling program in the Carmel Unified School District Community is to ensure that all students develop the academic, career and personal/social knowledge, attitudes and skills necessary to become lifelong learners who are prepared for the challenges of continuing education, the workplace, and their role as self-actualizing citizens in an ever-changing global community.

Tularcitos uses the social-emotional learning curriculum 2nd Step in all of its classrooms which expressly teaches skills and the development of empathy, compassion, positive peer relationships, emotional management, and problem-solving. Tularcitos also has a full-time counselor and part-time social worker on campus that provide social-emotional services to our students. They provide intentional guidance lessons in the classroom, small group counseling services, and occasional one-on-one support. They also oversee our Welcome Buddy and Conflict Manager programs.

DROP OFF-PICK UP POLICY

Parking is difficult at Tularcitos and therefore drop-off and pick-up times can be challenging. To help things go more smoothly we ask for everyone to abide by the following guidelines:

- For student safety, do not drop students off or pick them up on the opposite side of the street as the school or in the middle of the parking lots. Please use one of the drop-off areas and pull up alongside the curb.
- If you have to park on the side of the street, make sure to accompany your child to school.
- Students can be dropped off and picked up along Via Contenta, CV Community Center, the Pilot Road Parking Lot, and in the bus lane (only if buses are not unloading students). Please follow the directions of the staff directing traffic to help drop-off and pick-up times go safely and smoothly.
- **Kinder parents** – park at Carmel Valley Community Center (CVCC) and walk your students to and from the classroom. Kinder parents and students must leave campus from 2:00 pm to 3:00pm.
- **1st Grade parents** – for drop off, either use the bus drop off zone which is open to 1st and 2nd grade parents only, or park at CCVC and walk your students to the door. For pick-up, park at CVCC and pick your child up at the classroom. All 1st graders need to be picked up at the classroom door so we can make sure they get home safely.
- **2nd Grade parents** – for drop off, either use the bus drop off zone which is open to 1st and 2nd grade parents only, or park along the street and walk your students to the door. For pick-up, park at CVCC and pick your child up at the classroom or pick them up at the bus drop-off area.

- When dropping students off at the bus zone, we will not be allowing cars in the area if the buses are loading or unloading students. After the buses have completed loading or unloading students we will allow cars to begin entering the bus zone again.
- **3rd-5th Grade parents** – drop your students off or pick them up using the Via Contenta drop-off area or the Pilot Rd Parking lot. If you choose to drop your child off or pick them up at the classroom, please park along the street or in the Pilot Rd parking lot.
- If you have students at multiple grade levels – please use the zone for your youngest child
- Students and parents are not allowed on campus until 8:25 a.m. when we can provide supervision.
- Kindergarteners need to be picked up at 2:00. 1st – 5th Grade Students need to be picked up by 3:00 p.m. There is no supervision after 3:00 p.m.
- If a student is not picked up by 3:00 p.m. they will be sent to the office to call their parent.
- Parents should communicate directly with teachers in the morning if an alternative pickup plan is warranted (e.g. student walking home, going home with someone different)
- Students may not play on the playground after school while awaiting parent pick up.

EMERGENCY & DISASTER PREPAREDNESS

The Carmel Unified School District is committed to maintaining a safe and secure environment for our students and staff. We have established policies and procedures designed to effectively deal with an emergency incident should it occur in our district and/or community. Each of our schools has its own school safety plan, which is reviewed annually, and specific to each school. All sites also conduct frequent safety drills including fire, earthquake, and hostile intruder with local emergency personnel. If an emergency does occur, your cooperation is essential to keeping students and staff safe. If an emergency situation would occur in our schools, families will be notified by telephone, text and email using ParentSquare. An emergency message would include basic information about the nature of the emergency. In the event of an evacuation, you will also be notified where the students are being transported and the designated reunification point (this may or may not be the school site) where you can be reunited with your student. It is also important that each family creates their own family emergency plan and reviews it annually so children know what to do in an emergency at home as well. More comprehensive information about our emergency preparedness can be found on the CUSD Emergency Information website: (<https://www.carmelunified.org/domain/29>)

EMERGENCIES/MEDICAL ISSUES

Parents are required to have up to date emergency contacts provided in Aeries. If any information changes during the year, the parent is required to inform the office staff, to record the change.

In case of illness or injury, a child will be cared for temporarily by school personnel. First aid treatment, only, will be applied. If emergency medical treatment is necessary, parents will be contacted. If unable to contact the parents, school personnel will follow the information on the emergency card.

Parents shall notify the office staff or school nurse regarding any student injury or illness. Parents shall inform school staff of any concerns, potential limitations and/or prohibited activities that may require accommodations. A physician's note may be required for school attendance.

Please inform your child's teacher of any medication being taken by your child, or of a physical condition that may preclude normal activities. If a student requires medication at school, it must be checked in with the office/nurse. The school nurse will be responsible for dispensing it, only if there are written instructions from a doctor and the correct form is on file.

HEALTH POLICY

We would like to emphasize the importance of working together so that all our students stay as healthy as possible. If one child comes to school sick, the illness spreads quickly to other students, the staff as well as family members. If your child does not feel well and not going to be productive at school, keep them home. Please keep your child home if he/she has any of these symptoms and seek medical care if problems persist:

- Fever, vomiting or diarrhea within the last 24 hours
- A cough which is severe or persistent
- Less than 24 hours on an antibiotic
- Nasal discharge that is profuse or colored
- Red, inflamed eyes
- Body rash, unless determined non-infectious by a doctor

Reminder: Your child must be "fever free" or "vomit free" for 24 hours without medicine such as

Motrin, Tylenol or Advil before they can return to school.

If a physician diagnoses your child with a contagious disease such as chickenpox, strep throat, or pink eye, please keep your child home and notify the school as soon as possible. This information will help us identify new cases early and reduce the spread of illness.

IMPORTANT! PLEASE READ: Students cannot administer ANY TYPE of medication to themselves at school (cough, headache, prescription, EpiPens, inhalers, etc). If your child needs to have medication at school Go to the CUSD website – click on the Forms Tab –Print out the form: Authorization for Medication Administration at School – Elementary. This form must be filled out and signed by a physician. It can be faxed to Tularcitos: 831-659-1049

Contact Nurse Milla Nelson for any Q & A at 831-620-8195 and let her know if a form is coming.

Thank you for your cooperation.

CUSD Nurses

TULARCITOS HOMEWORK PHILOSOPHY

Designing meaningful, valuable schoolwork, and thus homework, to meet the needs of the classroom's diverse student population is a complex task. While schoolwork and homework take time for teachers to create and review, time for students to complete, and time at home for families to support its completion, we believe it is a valuable tool in a child's education. Because of this, we are committed to providing quality schoolwork and homework assignments that are designed to accomplish the following:

We believe all student work, whether completed in class or at home, should:

- Enhance a student's depth of understanding while developing and refining intellectual skills
- Increase a student's confidence in learning and build his/her identity as a successful learner
- Build a student's sense of responsibility and self-reliance and develop independent learners
- Foster positive attitudes toward learning and be a connection between home and school

In order to accomplish this, the teacher's responsibility is to:

- Thoughtfully choose assignments that are meaningful and minimal
- Make sure there is an appropriate amount of practice that students can complete independently and build mastery of the subject matter
- Communicate what needs to be completed at home
- Offer some student choice and differentiation
- Follow up with a student when they show a lack of understanding
- Keep weekends and vacations free from homework
- Ensure student responsibility increases slightly every year so that students are prepared for what will be expected from them in middle school

At the primary levels (K-2)

- Provide nightly reading each weekday

- Provide activities or assignments that students can do at home with their parents so parents stay informed of what is being learned in the classroom and have an idea of their child's understanding of the content.

At the intermediate levels (3-5)

- Provide nightly reading each weekday
- Require students to finish assignments they do not complete in class at home (we will provide the amount of practice we feel students need to develop proficiency in class as well as provide time to do that work)
- Provide regular math fact practice until students show mastery
- Provide students who need it with additional practice to be completed at home
- Provide students with work that could be completed at home for more practice if desired

The student's responsibility is to:

- Read every night
- Put forth full effort on every assignment
- Bring any homework to and from school at the appropriate times
- Seek help if he/she has questions

At the intermediate level students are also expected to:

- Record the homework in a binder or calendar
- Write a note to the teacher with a parent signature explaining why they could not complete a certain homework assignment as well as their plan to complete the assignment at a later time

The parent's responsibility is to:

- Engage in conversation with your child around what is being learned each day
- Provide an environment where your student can work on the homework
- Help your child determine a schedule for the week of when homework will be completed
- Engage in homework activities with your child at the primary levels
- Monitor your child's homework to ensure they are giving their best effort
- Communicate with your child's teacher about how the homework is going

IMMUNIZATIONS

Students Admitted at TK/K-12 need up to date immunizations. Please see CUSD's district website for more information.

NONDISCRIMINATION/TITLE IX

District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender,

gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The district provides equal access to designated youth groups, such as the Boy Scouts, Girl Scouts and others. The district's coordinator for nondiscrimination manages the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies, as well as policies related to sexual harassment, Special Education, 504 Plans, and the National School Lunch Program.

OFFICE HOURS

Office hours are 8:00-3:45.

The office is open daily from 8:00-3:45. You may also make an appointment by calling 831-620-8195. You may email Kristen Bartoli our attendance secretary at kbartoli@carmelunified.org, or Lindsey Terry our school secretary at lterry@carmelunified.org. You can email Ryan Peterson, our principal at rpeterson@carmelunified.org. When the office is un-staffed, the voice mail system will record incoming calls. You are welcome to leave a message for one of our staff members at their extension and the voice mail message will be returned promptly.

REPORT CARDS

Report cards are given at the end of each trimester and reviewed with the parents at parent-teacher conferences at the end of the 1st and 2nd trimesters. At the end of the school year report cards are sent home with the students on the last day of school.

SCHOOL MATERIALS/SUPPLIES

You do not need to provide any instructional materials for your student (e.g. pencils, markers, binders, paper, etc). The school and our wonderful PTO provide these supplies for our students. All you need to bring is a backpack and whatever your students needs for snack and lunch. Please be sure to put their name on everything, especially sweatshirts, jackets, and water bottles.

Every year, through various people's generosity, we receive donated backpacks with school supplies for families in need of one. Please contact our office or our counselor, Amy Bullas, to get a backpack and supplies if you need one.

SCHOOL MEALS- BREAKFAST/SNACK/LUNCH

All school snacks and lunches are free to students who in are enrolled. For monthly menus please refer to the Nutritional Services information on the CUSD website. Taking care of our environment and reducing our waste is very important to us at Tularcitos! When bringing food from home, we encourage students to bring reusable food containers, reusable water bottles and fabric zip up or secure lunch boxes so the Tularcitos crows cannot get into their backpacks and fly away with their lunch. For reusable water bottles we have a filtered water dispenser in Bobcat Hall.

SCHOOL ORGANIZATIONS

Parent Teacher Organization (PTO)

All parents/guardians of any child enrolled at Tularcitos and all members of the school staff are automatically members of the PTO, and the membership is free. We are fortunate to live in a community where families care about each other and parental involvement in our schools in an everyday part of our children's education. There are many wonderful things going on at Tularcitos and lots of ways to get involved. I encourage you to join the community of parents who work so hard to support all the students at Tularcitos Elementary.

The PTO also financially supports many education enhancing activities/items; including field trips, classroom supplies and materials, classroom laptops, the student garden, the swim program, dynamic assemblies, and many forms of educational enrichment.

FOCUS (Friends of Carmel Unified Schools)

Our Mission

FRIENDS OF CARMEL UNIFIED SCHOOLS, a California non-profit Corporation and Public Education Foundation, supports quality education within the Carmel Unified School District. The Foundation raises money for the purpose of providing grants for classroom and site enhancements that directly support student learning and engagement.

FOCUS is a group of staff, parents and community members who raise funds through donations and events. We donate funds on a continuing basis, for the benefit of all CUSD schools. Since its founding, FOCUS has provided \$3,000,000 in grants that support academic and social-emotional student success. Funds are distributed by the Board of Directors based on applications by teachers and administrators in the school district, and every school in our district has received FOCUS funding.

Music Boosters

We are a non-profit 501 c3 Benefit Corporation composed of parents, teachers, students, alumni and community members dedicated to the district-wide promotion and development of instrumental and vocal music programs with an emphasis on student instruction and public performance.

Membership provides support to the district for musical education and supplements the organizational and operational aspects of in and out-of-school performances, teacher supplies, scholarships, awards and musical opportunities. We supplement:

- Instrument Purchase and Repair
- Sheet Music, Recording fees
- Clinician & Accompanist Stipends
- Honor Band, Camp Scholarships, Uniforms
- Transportation

We encourage all families with children participating in the CUSD programs to join Music Boosters to support the continued musical education of our district students from elementary school through high school! The link for registration and payment can be found to the left.

SPIRIT WEAR

Our Tularcitos school colors are Green and White, and our school mascot is a Bobcat. Every Friday we encourage students and staff to wear green & white, or Bobcat wear. To purchase spirit wear go to the Tularcitos website.

TECHNOLOGY

At Tularcitos we believe that technology plays a limited role in education, and should be used when it enhances the learning process. In kinder, 1st, and 2nd grade, classrooms have sets of Chromebooks for students to use. In 3rd, 4th, and 5th grade students each have their own Chromebooks. Students use the Chromebooks for collaboration, doing assignments, writing, and working on academic programs. In addition to the classroom Chromebooks, we have a STEAM Lab where students go to learn different programs, use 3D printers and electronic cutters. Before a student is authorized to use district technology, including a Chromebook, the student and his/her parent/guardian must sign and return the Student-Technology Acceptable Use Agreement ("Acceptable Use Agreement") which outlines appropriate use of technology at school.

TRANSPORTATION

CUSD offers bus transportation to and from school for a yearly fee (free and reduced costs are available and can be applied for on the CUSD Maintenance, Operations, and Transportation website). Bus schedules are created and published at the start of each school year.

USE OF SCHOOL GROUNDS

Families and community members are welcome to use the school playground when school is not in session. We appreciate careful and appropriate use of all equipment. For safety and security, children must be supervised by an adult. Alcoholic beverages, vaping, the use of drugs, nor smoking are allowed. Thank you for taking care of the school, and placing recyclables and trash in containers.

VISITORS/VISITING CAMPUS

We welcome parents and visitors as an essential part of the educational community! District policy requires all visitors to sign in and sign out at the office when entering and then leaving the campus during school hours. When checking in you will be given a volunteer badge or sticker to inform staff you have checked in. First time volunteers will need to fill out a volunteer form each year as well as provide a drivers license to run a background check through our Raptor system. We appreciate your effort to help us provide a **safe and secure campus!**

VOLUNTEERS

Tularcitos loves their volunteers! We cannot provide the level of education we do without the kindness, love and dedication of our wonderful volunteers. Let your child's teacher know that you would like to volunteer and that you completed the volunteer form. Usually it takes a week or so for the teachers to get in touch with you after school starts when they have a schedule in place. You make a difference! Whether you have a few minutes, a few hours, or an abundance of time, you can help!

To Volunteer in the Classroom:

1. Come into our office and pick up the Volunteer and Field Trip Chaperone form.
2. Complete the form and give it to Kristen Bartoli (secretary)
3. Run driver's license through Raptor

Here are some examples of volunteer opportunities:

- Volunteer in a classroom
- Attend the PTO meetings
- Buy or help sell Spirit Wear
- Help run your class's booth at Fall Festival
- Plan / help organize our Spring Fling
- Become a Room Parent or Co-room parent
- Scan receipts in Box Top App
- Sign up for Amazon Smile
- Consider serving as a PTO Committee Chair
- Volunteer in our Bobcat Garden
- Volunteer in our Library
- Chaperone on Field Trips

TULARCITOS STUDENT CODE OF CONDUCT

DISCIPLINE

We believe that good discipline is about learning, righting wrongs, and restoring relationships. We have developed this plan to provide a climate that promotes a pattern of respectful, responsible, and safe pupil behavior at school.

The goals of our discipline plan are to:

- teach our students about the impacts of their actions on others.
- aid our students in developing control of, and responsibility for, their own behavior.
- encourage the development of genuine respect for the rights of others.
- develop the habit of good character represented by the pillars of Respect, Responsibility, Trustworthiness, Caring, Fairness and Citizenship.
- provide and promote instructional time that is free from excessive disruption.
- ensure a learning environment that is safe, both physically and emotionally.
- encourage positive self-esteem that comes with good character.

We define discipline as a process of promoting a positive and supportive learning environment throughout the school. Such a climate can be realized when the school is characterized by:

- mutual respect of our students and staff.
- a high regard for the dignity of all persons.
- a challenging instructional program.
- effective classroom management.
- established standards for schoolwide and classroom behavior.
- a commitment to maintain an environment free from intimidation, bullying and harassment.
- a commitment to promote positive discipline and enforce established standards of conduct.

These principles must be modeled by the whole staff and be used as the basis for developing school rules. Rules are essential to ensure the rights of all when any group works together.

School rules work best when:

- expectations are clearly defined.
- rewards are used to reinforce appropriate behavior.
- consequences result from negative behaviors.
- rewards and consequences are applied fairly and consistently.

RECOGNITION

Our students will receive recognition for academic achievement, good citizenship, and special service to the school.

- Classroom teachers and specialists offer a variety of incentives, awards, and privileges to our students for both academic and social accomplishments.

- All staff will issue “Golden Tickets” to our students who exhibit especially good character on the playground. These tickets will be collected in the office. Mr. Peterson pulls a ticket from each grade level at the end of each month, and those students will receive a reward.

STUDENT RESPONSIBILITIES

- Arrive on time and ready to work.
- Get the right amount of sleep.
- Eat a nutritious breakfast.
- Know and follow the school, playground and classroom rules.
- Practice habits of good character as represented by the pillars of Respect, Responsibility, Trustworthiness, Caring, Fairness and Citizenship.
- Give appropriate attention to your work...learning.
- Accept responsibility for inappropriate behavior.
- Notify adults of incidents of bullying or harassment.

PARENT RESPONSIBILITIES

- Get your child to school on time.
- Make sure your child gets adequate sleep.
- Provide your child with a nutritious breakfast.
- Reinforce the school, playground and classroom rules.
- Encourage habits of good character as represented by the pillars of Respect, Responsibility, Trustworthiness, Caring, Fairness and Citizenship.
- Recognize and reward good behavior and character.
- Cooperate with disciplinary action taken by school personnel.
- Support and encourage your child’s reading and work at home

TEACHER RESPONSIBILITIES

- Teach the school and playground rules during the first weeks of school.
- Review the school rules with our students as needed.
- Help to maintain safe, orderly out-of-class behavior at all times for all our students. Each teacher is authorized and expected to intervene any time a student is seen misbehaving.
- Assist in the development and review of school and playground rules.

CLASSROOM RULES

- Develop classroom rules that focus on creating a positive learning climate.
- Make sure all our students know the classroom procedures, the behavioral expectations and their consequences.
- Post classroom rules and send a written copy home.
- Enforce classroom rules fairly and consistently.
- Contact parents when a student receives a Behavior Think Sheet, Pink Slip, or Referral.

OUR STUDENTS IN TRANSIT

- Monitor our primary students all the way to the cafeteria line at lunchtime.
- Pick up your class promptly at the beginning of school and after each recess.
- Be sure your class maintains appropriate behavior, i.e., orderly lines, no talking. (If your class is not behaving well, stop until they are in order or return to where you began and start over.)

ASSEMBLIES

- Remind your students of appropriate assembly behavior, i.e., clapping only, no booing, hollering or hooting (for most assemblies), or inappropriate laughing.
- Walk with your class to Bobcat Hall.
- Remain with your class in Bobcat Hall.
- Actively work to maintain order and appropriate student behavior, i.e., no hats, no talking during a performance or while someone is talking.

REFERRALS TO THE OFFICE

Our students are to be referred to the office when the teacher's attempts to correct a student's chronic misbehavior have not been successful or when an action by a student is determined to be of a serious nature. This includes disrespect to the teacher, repetition of an action for which the student has been previously removed from the classroom that day, bullying, intimidation or harassment, violence against another student or school employee, gross vulgarity or profanity, etc. When a student is sent to the office, a Pink Slip or Discipline Referral should be completed and all copies sent to the office. The principal will take responsibility to follow up on referrals and make contact with the student's teacher and parent.

SUSPENSION FROM CLASS BY THE TEACHER

When all attempts to correct a student's behavior have failed, the teacher may suspend the student from class for the remainder of the day or for the remainder of the day and the day following. A Discipline Referral must be completed and sent to the office. When a teacher suspends a student from class, a parent-teacher conference, by phone or in person, is required. The principal will keep a student who has been suspended from class, and determine if he or she is to be suspended from school.

YARD AND NOON-DUTY RESPONSIBILITIES

- Separate and circulate in order to fulfill the following purposes:
- **REASSURANCE** – Be alert in case someone is injured or threatened with injury. When the students see that an adult is there, watching, they feel safe.
- **AFFIRMATION** - Greet our students and give encouragement to our students by name. Our students thrive on personal recognition. Stay positive and maintain an empathy first mentality.
- **DETERRENCE** –Remind our students to act safely and kindly.

- **FOLLOW THROUGH**

- Enforce school and playground rules fairly and consistently.
- Assign consequences to our students who are not responding to verbal cues and reminders about proper behavior.
- Use Think Sheets and complete a pink-slip citation to inform the classroom teacher of infractions that needs follow-up.
- Refer our students to the office when your attempts to correct a student's chronic misbehavior have not been successful or when an action by a student is determined to be severe. This includes disrespect to the teacher or aide, bullying, intimidation or harassment, violence against another student or school employee, gross vulgarity or profanity, etc.

If playground standards are not met:

- Give a time-out.
- Deny the use of equipment.
- Have the student complete a Think sheet or give a pink-slip citation, and give it to the classroom teacher.
- Some situations are more serious than others. The playground supervisor must make decisions based on the circumstances.

ADMINISTRATOR RESPONSIBILITIES

- Support teachers in implementing their classroom behavior plans.
- Whenever possible, not pull our students from core instruction to deal with discipline incidents.
- Communicate behavioral expectations and school and playground rules clearly to the our students.
- Work with our students to help them accept responsibility for their behavior and to respect the rights of others.
- Inform parents of school behavioral expectations through the school discipline plan, regular emails, and personal contacts.
- Provide school wide incentives for, and recognition of, good behavior.
- Suspend our students from school when appropriate.

RULES/SCHOOL STANDARDS OF GOOD CHARACTER

1. Respect: Treat others with respect. Treat yourself with respect. Keep hands, feet, and objects to yourself. Be considerate of school property.
2. Responsibility: Always do your best. Walk in corridors and on the ramp.
3. Trustworthiness: Be Honest. Always tell the truth.
4. Caring: Be considerate of others. Use appropriate language. Use a pleasant tone of voice.
5. Fairness: Follow the rules and take turns at games.
6. Citizenship: Take care of others, their stuff, and our campus

PUNCTUALITY

Our students are to arrive at school on time, be present at his or her classroom at the starting bell, and ready to work.

SCHOOL RULES

The following are not permitted:

1. Disrespect for adults or children.
2. Bullying.
3. Bad language.
4. Play or real fighting and dangerous games (such as tackling).
5. Throwing sticks, stones or sand.
6. Leaving the playground without permission.
7. Climbing trees and fences.
8. Chewing gum.
9. Littering. (All litter is to be disposed of in appropriate container.)
10. Playing behind classrooms, around the office, or in bathrooms.
11. Using water from drinking fountains for games.
12. Inappropriate use of school computers or the Internet connection.
13. Inappropriate clothing (see Dress Code).
14. The following items should not be brought to school:
 - Toys, equipment, games, balls, electronic game devices, tablets, or other electronic equipment. With the teacher's permission, these items may be left in the classroom for use under the direct supervision of the teacher (i.e. for sharing). The school cannot be responsible for any possessions that are lost or broken. (Exception: Baseball gloves may be brought for use in an organized game during P.E. Baseball gloves should be visibly marked with the student's name. The school takes no responsibility for misplaced, lost, stolen or damaged personal items.)
 - Pets of any kind (without prior teacher and administrative approval)
 - Dangerous implements such as pocket knives, matches, fireworks, toy or real guns, any controlled substance (including products containing tobacco or alcohol, etc.)
 - Skateboards, skates or roller blades, roller shoes (Skateboards may not be ridden on any C.U.S.D. campus at any time.)
 - More than a small amount of pocket money. It can be lost easily.
 - No games involving money (including any forms of gambling or extortion).

CELL PHONES/SMARTWATCH/PERSONAL TECHNOLOGY

Cell phones and Smartwatches should be kept off and in backpacks on hooks outside the classroom and are not to be used at any time during the school day including the bus lines or

anytime between the start and end of the school day. E-readers will be allowed for reading only in 3rd-5th grades on a case by case basis.

PLAYGROUND RULES - ALL GRADE LEVELS

The primary purpose of recess is to take care of personal needs such as restroom, water, snack and to play.

1. Our students use all play equipment in a safe, orderly, cooperative manner. Yard supervisor will stop activity if it is unsafe. All games are to remain "open".
2. Tag must be played on the grass areas only.
3. Our students may play touch football only, no tackling. This game may not be allowed at all if rules are not adhered to.
4. All games must be played by school rules.

DRESS CODE

Clothing: Students are to wear clothing that covers the torso, tummy, upper thigh, and underwear. Shorts should be worn under skirts. We highly recommend having girls at the K-2 level wear shorts under all skirts and dresses as they are very active in their play. Clothing and accessories:

- Clothing and accessories must be in line with our Character Pillars and may not display "uncaring" words (stupid, dumb, idiot, checked out, etc.) or present images that are crude, sexually suggestive, violent use of profanity, express prejudice or refer to drugs, alcohol or tobacco.
- Headwear: Hats, caps, and sweatshirt-hoods are not to be worn indoors unless granted permission from the teacher or adult in charge for a specific event. Current student sports team uniforms may not be worn at school (example: Carmel Valley Baseball uniforms, All Star uniforms, etc.)
- P.E. Swimming: Girls swimming suits must have straps that go over the shoulder. Street clothes (cut-offs, t-shirts) may not be worn for swimming.
- Consequences for not conforming to the dress code may include wearing school-provided clothing for the remainder of the day or until parent contact is made and appropriate clothing is brought to school.

HALLWAY RULES

1. Always walk in the hallways.
2. Keep to the right on the ramps.
3. Watch for opening doors. Do not walk inside the yellow half-circles by each door.

ASSEMBLY RULES

1. Actively listen to the speaker/performers
2. Sit on your bottom not on your knees.
3. Use quiet voices until called to attention.

4. No talking during a performance or while the program is being presented.
5. Show your appreciation by politely clapping only, no hollering or hooting (most assemblies).

LUNCHTIME RULES

Lunch period should be a pleasant and relaxing time for all our students. To make our cafeteria a pleasant place for everyone, our students follow these rules:

1. Our students will go to the cafeteria with their class.
2. On nice days, our students may choose to eat in the cafeteria, on the patio or on the grassy hillside.
3. Our students will exhibit appropriate behavior. They will use quiet voices and keep all food on their plates or bags, or in their mouths. They will keep their eating areas clean.
4. Our students will remain seated while they are eating.
5. When our students have finished eating, they should remain seated and wait to be excused by the supervisor, then throw away their trash and walk to the playground.
6. Our students may take longer to eat, but may be asked to move to one area after most are dismissed.

CONSEQUENCES & DOCUMENTATION

TARDY POLICY FOR GRADES 1 – 5

- On the sixth tardy in a trimester our students will be assigned to snack recess detention for 10 minutes.
- A note will go home or a call made on the third tardy, informing parents of the number of tardies and to problem-solve with the parent how to prevent future tardies.
- Our students will be assigned snack time detention for each succeeding tardy during the trimester after the 6th tardy.
- Note: Tardies for TK and kindergarteners are not tracked.

BEHAVIOR THINK SHEET

A Behavior Think Sheet is used to document and inform the student's teacher of minor infractions that need follow-up.

- Completed by any staff member and given to the student's teacher.
- Students are provided time to reflect on their behavior and impact.
- Classroom teacher keeps a record of the Behavior Think Sheets.
- Consequences are administered by the staff member and/or the teacher.
- Parents are notified of each Behavior Think Sheet.
- On the 4th Think Sheet a student will receive a Pink Slip for the ongoing misbehavior.

PINK-SLIP CITATION

A Pink-slip Citation is used to inform the student's teacher of infractions that need follow-up.

- Completed by a staff member and given to the student's teacher.

- Students are provided time to reflect on their behavior and impact.
- Classroom teacher maintains a record of the Pink Slips.
- Pink Slips are logged into our student information system.
- Consequences are administered by the staff member or student's teacher.
- Parents are notified of each Pink Slip.

Possible consequences for Pink Slips may include, but are not limited to:

- Parent, teacher, and student meeting
- Behavior plan or contract
- Loss of class activities (parties, field trips, special events, assemblies, preferred activity time, etc.)
- Lunch detention with classroom teacher
- Assigned school service (help in class, assist with lunchtime cleanup, trash pickup, etc.)
- Loss of recess time with teacher
- Parent, teacher, student, principal meeting
- On the third pink slip a Disciplinary Referral (for a serious offense) is written.

DISCIPLINE REFERRAL

A Discipline Referral is used to inform the principal of serious or chronic misbehavior.

- Completed by staff and/or principal
- Consequences are administered by the classroom teacher and principal
- For each Referral there is a meeting with the principal, teacher, parent, and student
- Consequences for Referrals may include those listed for Pink Slips with increased duration and severity, including parent presence in class and possible suspension
- Discipline referrals are entered into our student information system

TEACHER'S LOG

Teachers will maintain a record of Behavior Think Sheets, Pink-slips, and classroom misbehavior.

PRINCIPAL'S LOG

The principal will maintain a record of pink slips, discipline referrals, and suspensions.

BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment will not be tolerated. Bullying occurs when a student is repeatedly intimidated by verbal or physical conduct or actions that are meant to gain power over the target. Intimidation refers to actions that may cause fear, humiliation or injury.

Harassment is verbal or physical conduct directed at someone's personal characteristics. Our students engaging in bullying, intimidation, or harassment will be referred to the principal immediately. Depending on the seriousness of the offense, our students may be suspended from school or recommended for expulsion from the district. At the minimum, a student who bullies, intimidates or harasses others will be subject to the following:

- First offense: parent contact, and recess and lunch detention for up to two days.
- Second offense: parent contact and recess and lunch detention for up to five days.
- Third offense: intervention meeting with parents and student, behavior plan will be developed, recess and lunch detention for up to five days, and possible suspension.
- Subsequent offenses: suspension from one to five days.
- Serious repeat offenders will be recommended for expulsion from Carmel Unified School District.

DISCIPLINE MATRIX

This is only meant to provide examples of the types of behaviors that would result in different consequences. This is not a comprehensive list, and as is the case with any behavior, different severities and frequencies could result in more severe consequences than those listed.

Behavior Think Sheet	Pink Slip	Referral Form
Not following directions Using minor hurtful words towards another student Roughhousing Breaking or ignoring safety/playground/ school rules Minor class disruption Misuse of Computer or school equipment	Being disrespectful or defiant towards adults Swearing / using foul language Purposeful hurtful words (i.e. making fun of another student) Physically hurting another student Harmful use of a computer Minor destruction of property	Bullying Harassment Severe threat to harm another with malice or forethought Violence towards another student with malice and forethought Vandalism or destruction of property Using violent words or being violent toward an adult

SUSPENSION AND EXPULSION

By State law the following offenses by a student are grounds for suspension or expulsion under Education Code, whether they occur while on school grounds, while going to or coming from school, during the lunch period (on or off the campus), during a school sponsored activity, or while going to or coming from a school sponsored activity:

- (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (3) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (4) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- (5) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to

any person a liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(6) Committed or attempted to commit robbery or extortion.

(7) Caused or attempted to cause damage to school property or private property.

(8) Stolen or attempted to steal school property or private property.

(9) Possessed or used tobacco, or any products containing tobacco or nicotine products.

(10) Committed an obscene act or engaged in habitual profanity or vulgarity.

(11) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.

(12) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(13) Knowingly received stolen school property or private property.

(14) Possessed an imitation firearm.

(15) Committed or attempted to commit a sexual assault.

(16) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(17) Aided or abetted the infliction or attempted infliction of physical injury to another person.

(18) Committed sexual harassment.

(19) Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

(20) Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils.

(21) Made terrorist threats against school officials or school property, or both.

Tularcitos Behavior Reflection Sheet

Student: _____ Date: _____ Time: _____ Staff #: _____	Grade: (circle) 1st 2nd Classroom Teacher: (check) <input type="checkbox"/> Durkee <input type="checkbox"/> Becker <input type="checkbox"/> O'Bryan <input type="checkbox"/> Slavet <input type="checkbox"/> Reimer <input type="checkbox"/> Stallcup <input type="checkbox"/> Stasio
Rule Broken: <input type="checkbox"/> Playing by the rules of the game <input type="checkbox"/> Moving/playing safely <input type="checkbox"/> Using appropriate language <input type="checkbox"/> Respecting equipment & school property <input type="checkbox"/> Being kind <input type="checkbox"/> Respecting adults <input type="checkbox"/> Following directions <input type="checkbox"/> Other: _____ _____	Logical/Natural Consequence: <input type="checkbox"/> Sitting out of the game/Time out <input type="checkbox"/> Apologize to peers/adults/etc. <input type="checkbox"/> Write an apology letter <input type="checkbox"/> Go back and try again (repeat directions, etc.) <input type="checkbox"/> Clean up school/classroom <input type="checkbox"/> Loss of use of school property <input type="checkbox"/> Finish work at recess, at free time, or at home <input type="checkbox"/> Other: _____ _____
Added comments: _____	

I chose to...

 not play by the rules	 be unkind	 hurt others	 not be safe	 not follow directions	 use bad words	 disrespect an adult
--	--	--	--	---	--	--

I was feeling...

					
happy	okay	sad	mad	silly	other

I made others feel...

					
happy	okay	sad	mad	silly	other

Next time I will...

 follow directions and rules	 be kind	 talk calmly	 be safe	 walk away	 stop and think	 count to ten	 choose a different activity
--	--	--	--	---	---	---	--

Tularcitos Behavior Reflection Sheet

Student: _____ Date: _____ Time: _____ Staff #: _____ Rule Broken: <input type="checkbox"/> Playing by the rules of the game <input type="checkbox"/> Moving/playing safely <input type="checkbox"/> Using appropriate language <input type="checkbox"/> Respecting equipment & school property <input type="checkbox"/> Being kind <input type="checkbox"/> Respecting adults <input type="checkbox"/> Following directions <input type="checkbox"/> Other: _____ _____ Added comments:	Grade: (circle) 3rd 4th 5th Classroom Teacher: (check) <input type="checkbox"/> Guzowski <input type="checkbox"/> Hoover <input type="checkbox"/> Bonyng <input type="checkbox"/> Ogata <input type="checkbox"/> Morgan <input type="checkbox"/> Dinsmore <input type="checkbox"/> Parker <input type="checkbox"/> Reding <input type="checkbox"/> Southerland <input type="checkbox"/> Holt <input type="checkbox"/> Bye Logical/Natural Consequence: <input type="checkbox"/> Sitting out of the game/Time out <input type="checkbox"/> Apologize to peers/adults/etc. <input type="checkbox"/> Write an apology letter <input type="checkbox"/> Go back and try again (repeat directions, etc.) <input type="checkbox"/> Clean up school/classroom <input type="checkbox"/> Loss of use of school property <input type="checkbox"/> Finish work at recess, at free time, or at home <input type="checkbox"/> Other: _____ _____
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Describe the incident in your own words _____

The pillar I broke was.._____

How did your actions impact you, the people around you, and your school?

I can fix it or make things right by..._____
