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Overview

Contact Us

Administrative Services	(916) 566-1709
Adult Education	(916) 566-2785
Board of Trustees	(916) 566-1745
Child Welfare and Attendance/Homeless Education	(916) 566-1615
Communications and Media	(916) 566-1628
English Learner Services	(916) 566-1600 ext. 50184
Facilities and Maintenance	(916) 566-1600 ext. 50271
Foster Youth	(916) 566-1615
General Information	(916) 566-1600
Human Resources	(916) 566-1736
Nutrition Services	(916) 566-1600 ext. 50502
Preschool and Child Care Programs	(916) 566-1616
Police Services/Campus Safety	(916) 566-2770
Schools	See Schools Directory (pgs. 4-5)
Special Education	(916) 566-1617
Student Services	(916) 566-1620
Superintendent	(916) 566-1744
Teaching and Learning	(916) 566-1633
Transportation	(916) 566-3405 ext. 51021

About this publication

This handbook was created by the Twin Rivers Unified School District to assist families and students in obtaining information they need for a positive and successful educational experience in our schools. The content is based on policies in place as of May 2016 and is subject to updates.

Additionally, the handbook notifies parents and guardians of their rights and responsibilities under the California Education Code, sections 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, and 51938 and Chapter 2.3 (commencing with Section 32255) of Part 19 of Division I of Title I. Education Codes referred to in this handbook, are available at www.cde.ca.gov or the district office.

If you have a suggestion about information that would be helpful to families, please contact Communications at (916) 566-1628.

The annual Student and Family Handbook is available in English, Spanish, Russian and Hmong.

El manual escolar del alumno y la familia está disponible en los siguientes idiomas Inglés, Español, Ruso y Hmong.

Me nyuam thiab tsev neeg phau ntawv xyoo no muaj tawm lus English, Spanish, Russian, thiab Hmoob.

Ежегодный справочник для учащихся и их семей доступен на английском, испанском, русском и хмонг языках.

Overview

Be Connected

Back to School Nights

Each fall, we welcome families to our school sites to meet faculty and staff and to explore the learning environment.

Open House

In the spring, we enjoy sharing the work of our students with families.

Parent/Family Conferences

In addition to fall and spring conferences, families are welcome to schedule other times to discuss the progress of their children.

Stay Informed

Our district website is www.twinriversusd.org. All Twin Rivers schools maintain websites. From the district website you can click the “Schools” link to find your child’s school.

You can have online access to your child’s classes, assignments and grades. For your free School Loop account simply visit your school’s website, click on the “Register” button, and select the “Parent Registration” link.

Telephone Calls

Our automated call system allows school administrators to send a phone message out to all families almost instantaneously. These automated telephone calls assist our families by providing pertinent communication, encouraging family involvement, and offering advice in crisis situations. Be sure that your contact information is up-to-date in the school office so that you can receive telephone messages.

Board of Trustees

School board meetings are usually held bimonthly, Tuesday, 7 p.m. (open session) at the Twin Rivers Unified School District office, 5115 Dudley Boulevard, Bay A, McClellan Park. Please check our website or call (916) 566-1745 to confirm the date, time, and location of a meeting.

Agendas are available on our website and at our district office 72 hours before each regular board meeting.

Translations of board meeting notices and calendars are found on the TRUSD website at www.twinriversusd.org/trustees/meetings/. Board interpretation/translation services will be provided by qualified interpreters and are available upon request. Qualified interpreters are those employees or outside contractors who have demonstrated biliteracy in both English and the requested language. At Board meetings: all statements, discussions and presentations made in English to the Board or by Board members will be fully interpreted into the home languages; English interpretation will be provided for all statements, discussions and presentations made to or by the Board in languages other than English if interpreters are timely requested; and time taken to interpret statements, discussions, and presentations made to or by the Board in languages other than English will not impose a time limit restriction. To request these translation/interpretation services please contact: Sonya Lewis, English Learner Services Department at (916) 566-1600 ext. 50184 or by email at Sonya.Lewis@Twinriversusd.org

Our Schools

Elementary Schools (Preschool-8th)

Allison, W.A. (K-6)
(916) 566-1810

Babcock, D. W. (P-6)
(916) 566-3415

Castori, Michael J. (P-6)
(916) 566-3420

Del Paso Heights (P-6)
(916) 566-3425

Dry Creek (K-4)
(916) 566-1820

Fairbanks (P-6)
(916) 566-3435

Foothill Oaks (K-6)
(916) 566-1830

Frontier (K-6)
(916) 566-1840



Garden Valley (P-6)
(916) 566-3460

Hagginwood (P-6)
(916) 566-3475

Hillsdale (K-6)
(916) 566-1860

Johnson, Harmon (3-6)
(916) 566-3480

Joyce, F.C. (P-8)
(916) 566-1880

Kohler (P-8)
(916) 566-1850

Madison (P-6)
(916) 566-1900

Morey Avenue ECD (P-K)
(916) 566-3485

Noralto (P-2)
(916) 566-2700

Northwood (P-6)
(916) 566-2705

Oakdale (P-8)
(916) 566-1910

Orchard (K-8)
(916) 566-1930

Pioneer (K-8)
(916) 566-1940

Regency Park (K-5)
(916) 566-1660

Ridgepoint (K-8)
(916) 566-1950



Sierra View (P-6)
(916) 566-1960

Strauch, Hazel (P-5)
(916) 566-2745

Village (K-8)
(916) 566-1970

Vineland (Special Needs Pre-school)
(916) 566-1980

Westside (K-6)
(916) 566-1990

Woodlake (P-6)
(916) 566-2755

Woodridge (P-4)
(916) 566-1650

Our Schools

Intermediate Schools (5-8)

Foothill Ranch Middle School
(5-8)
(916) 566-3440

Martin Luther King Jr.
Technology Academy (7-8)
(916) 566-3490

Norwood Jr. High (6-8)
(916) 566-2710

Rio Linda Preparatory
Academy (5-8)
(916) 566-2720

Rio Tierra Jr. High (6-8)
(916) 566-2730

High Schools (9-12)

Foothill High
(916) 566-3445

Grant Union High
(916) 566-3450

Highlands High
(916) 566-3465

Rio Linda High
(916) 566-2725

Charter Schools

Creative Connections
Arts Academy (K-6)
(916) 566-1870

Creative Connections
Arts Academy (7-12)
(916) 566-3470

Smythe Academy of
Arts & Sciences (P-6)
(916) 566-2740

Smythe Academy
of Arts & Sciences (7-8)
(916) 566-3430

Westside Preparatory Charter
School (7-8)
Eastside Campus
(916) 566-1860

Westside Preparatory Charter
School (7-8)
Frontier Campus
(916) 566-1840

Westside Preparatory Charter
School (7-8)
Westside Campus
(916) 566-1990

Alternative Schools

Keema High (7-12)
(916) 566-3410

Miles P. Richmond
(Special Needs 9-12)
(916) 566-3495

NOVA Opportunity Program (7-9)
(916) 566-2765

Pacific Career and
Technology High (9-12)
(916) 566-2715

Pathways Community Day (K-6)
(916) 566-2715

Vista Nueva Career &
Technology High (9-12)
(916) 566-2750

Adult Education

Twin Rivers Adult School
(916) 566-2785



Our Mission, Vision and Core Beliefs

Our Mission

The mission of Twin Rivers Unified School District is to inspire each student to extraordinary achievement every day.

Our Vision

Our vision is an unwavering focus on powerful and engaging learning experiences that prepare students for college, career, and life success.

Our Core Beliefs

WE BELIEVE:

1. All students will graduate college, career and civic-minded ready.
2. All students will have a safe, clean and secure environment that is free of bullying and that creates opportunities for learning.
3. Student engagement is critical to student success.
4. Partnerships with all stakeholders are vital to student success.
5. TRUSD will be fiscally sound and maximize resources for student success.
6. TRUSD will honor diversity and create equity across the district.
7. TRUSD will identify, recruit, retain and develop the best employees.



School Calendar

Our school year calendar is available on the Twin Rivers website or you may request a copy from your school office. Families will be notified during the school year of any changes to the calendar, including additional minimum days and staff development days. (Ed. Code 48980)

School Accountability Report Card (SARC)

Reports that include information about quality of programs and progress toward achieving stated goals are available at your child's school or on each school's website.

Learning

Academic Standards

Twin Rivers Unified School District has high academic standards and expects all students to work hard to achieve their potential. Upon graduation our students will be prepared to pursue post-secondary education, training or employment that continues to promote lifelong learning, productive citizenship and maximizes development in mind, body, and spirit.

The Board of Trustees has adopted the Common Core State Standards in mathematics and English/language arts.

CAASPP

Each spring most students in California participate in the statewide testing program, which is the California Assessment of Student Performance and Progress (CAASPP) System. The

tests in the CAASPP System provide information to teachers, parents/guardians and students about student progress and readiness for college and career. In grades three through eight and grade 11, most students take the Smarter Balanced online tests for English language arts/literacy (ELA) and mathematics. However, students who have a significant cognitive disability (as designated in their individualized education program) are eligible to take the California Alternate Assessments (CAAs). In grades five, eight and ten, students are also tested in science.

Notwithstanding any other provision of law, a parent's or guardian's written request to school officials to excuse his or her child from any or all parts of the assessments administered pursuant to this chapter shall be granted. (Ed. Code 606915)

Required High School Subjects	Length of Time	Credit
English	8 semesters (4 years)	40
World History	2 semesters (1 year)	10
Laboratory Science (1 year of biological science and 1 year of physical science)	4 semesters (2 years)	20
United States History	2 semesters (1 year)	10
Civics/American Government	1 semester (1/2 year)	5
Economics	1 semester (1/2 year)	5
Physical Education	4 semesters (2 years)	20
Mathematics	6 semesters (3 years)	30
Visual & Performing Arts/or Foreign Languages or Practical Arts (Maximum 10 credits of Practical Arts)	4 semesters (2 years)	20
Health Education	1 semester (1/2 year)	5
Elective Courses	12 semesters (4 years)	55
	TOTAL	220

Learning

Grading Policy

Elementary teachers will provide detailed information about the report card during the first scheduled parent/teacher conference. Please check with your child's school to understand the grading scale at that school.

All secondary courses are counted on the scale of A-4, B-3, C-2, D-1, and F-0 with the exception of recognized Honors and Advanced Placement (AP) courses. In accordance with guidelines established by the University of California, the grades in up to 8 semesters of Honors or AP courses (taken in junior or senior years only) will be counted on a scale of A-5, B-4, and C-3 and in the grade points used to calculate the student's grade point average. See your counselor for clarification.

Promotion/Retention in Grade

Students who do not make adequate progress as measured by tests upon which grades are based, shall be identified as "at-risk of retention." Identified students may be required to participate in intensive supplemental instruction.

High School Graduation Requirements

Graduation from Twin Rivers Unified School District will require the successful completion of a minimum of 220 credits, which are accumulated at the rate of 30 per semester, 60 per school year, in grades 9, 10, 11, and 12. A student may earn five high school credits upon successful completion of a course. High school students will move sequentially through their four years of high school. The chart on page 7 lists the required subjects.

If a student does not earn the 30 credits per semester, parents will be notified by the school

about instructional opportunities to recover those credits. Examples of these programs are Summer School and the Charge Program. These credits may be earned in the classroom, online, or by examination.

School Guidance Resources

Starting in the 7th grade, a counselor will review the academic and department record of each student, and every parent and student will have the opportunity to meet with his/her counselor to explain the records. At the meeting, the counselor will also explain educational options, the coursework and academic progress needed for satisfactory completion of middle school or high school and passage of the high school exit examination, and the availability of career technical education. (Ed. Code 52378)

Beginning in grade 7, parents/guardians will be notified at least once during the career counseling and course selection process so that they may participate in counseling sessions and decisions. When exploring the possibility of careers and courses leading to such careers, staff will not differentiate career, vocational, or higher education opportunities on the basis of the sex of the student. (Ed. Code 221.5)

Twin Rivers provides students and parents with My 4 Year Plan (<http://www.my4yearplan.com>) to build and monitor a four-year academic plan online. Students and parents will work hand in hand with their counselor to ensure that they are on track to achieve their post-secondary goals. Please contact your counseling department for login and general information.

Learning

At-Risk Students

Students in grades 7-12 who are at risk of not graduating with their class will be identified and provided with a list of coursework and experience necessary to assist them to successfully transition to postsecondary education or employment. For students in grade 12, the list will also include options for continuing their education if they fail to meet graduation requirements, including, but not limited to, the option of enrolling in an adult education program, community college, or continuing enrollment in the district. (Ed. Code 52378)

Physical Education Requirements

The district provides a Physical Education (PE) program for students in kindergarten through grade 12 aligned with California Content Standards and Framework for Physical Education.

Elementary students are required to have at least 200 instructional minutes every 10 school days. An adopted PE program provides credentialed teachers with training and equipment that is conducive to health and vigor of body and mind.

Secondary students enrolled in PE will be required to dress in school-approved PE clothes for safety and hygienic reasons on a daily basis. Students may be given an assigned locker for the safekeeping of their belongings during class. Students are advised to not leave any valuables or money unlocked in the gym and/or locker rooms. Teachers are not responsible for any lost or stolen property, or replacement of locks.

Students who miss or do not participate in PE for more than three days are required to have a note from their doctor; otherwise, a lower course

grade and/or disciplinary consequences will occur. Students who refuse to participate will serve a disciplinary consequence.

All PE courses offered in Twin Rivers Unified School District completely address the content standards adopted by the California State Board of Education in 2009.

Physical Fitness Test

The California Physical Fitness Tests will be administered to all students in grades 5, 7 and 9 to determine levels of fitness of students. To evaluate health related fitness and to assist students in establishing lifetime habits of regular physical activity, state law requires school districts to administer a set of tests.

The complete test battery measures student performance in the following areas:

1. Aerobic capacity.
2. Body composition.
3. Muscular strength, endurance, and flexibility.

A passing score is defined as meeting the healthy fitness zone for 5 out of 6 components. Students who do not meet the healthy fitness zone in grades 9 or 10 will continue to take physical education classes until they either “pass” the fitness tests or graduate. (Ed. Code 51210, 51222, 51241; BP 5030 and 6142)

The California Education Code requires two years of physical education in high school. If a student has satisfactorily met at least five of the six standards of the physical performance test administered in grade 9, they may request an exemption from PE by completing the district physical education exemption approval process. (Ed. Code 51241.b.1)

Learning

Please provide any important medical history to the teacher. It is the student's responsibility to report injuries to his/her instructor immediately.

Extracurricular Activities

We recognize that extracurricular activities enrich the educational and social development and experiences of students. Our district will encourage and support student participation in these activities without compromising the integrity and purpose of the educational program. In order to participate in activities, students should demonstrate good behavior at school. Some activities, like high school and middle school athletics, require a minimum grade point average of 2.0 on a 4.0 scale. Please discuss these requirements with your site administration.

In order to support academic excellence and character development, students are always expected to conduct themselves in a positive, supportive and appropriate manner during extracurricular activities. When attending or participating in extracurricular and/or co-curricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. (BP 6145)

Work Permits

Work experience can be a valuable complement to a student's educational experience. Minors, ages 14 through 17, are required by law to possess a work permit in order to be employed. Students must present the following items to obtain a work permit:

1. Social Security Number (SSN).
2. Proof of age (birth certificate, driver's license, state I.D. card, or immigration card).
3. Proof of school enrollment (last quarter

report card, letter of verification, or computer printout).

4. Student must sign permit in the presence of issuing authority.

Each school site will issue work permits only as allowed by law and only to the extent that outside employment does not significantly interfere with school work. Contact your school when requesting a work permit during the school year. You may contact Student Services at (916) 566-1620 when requesting a work permit during summer. (Ed. Code 49110)

Advanced Placement Fee Assistance

Low-income students enrolled in an Advanced Placement (AP) class who plan to take the AP exam are eligible to participate in the AP Test Fee Payment Program. Parents may inquire about the program at their child's high school. Counselors will also provide students and parents with program information.

Textbooks

Each student is issued sufficient instructional materials in accordance with law. Students are responsible for returning borrowed materials in good condition. If materials are lost or damaged beyond repair, students or parents/ guardians shall be responsible for current replacement cost of the materials. If reparation is not paid, the district may withhold the student's grades, diploma, and transcripts in accordance with law, Board Policy, and Administrative Regulation. (BP 6161.2)

Learning

Fees and Charges

As necessary, the Board may approve fees, deposits and other charges which are specifically authorized by law. The district shall consider the student and parent/guardian's ability to pay when establishing fee schedules and granting exceptions. (BP 3260)

Graduation and Promotion Ceremonies and Activities

Seniors who have met the graduation requirements by the last calendar day of any given school year and have no outstanding debts to their school are invited to participate in the graduation ceremony at the school of their attendance. Students who have not met all the graduation requirements or have not repaid all financial obligations to the school may not participate in the graduation ceremony. The principal may

deny the privilege of participating in graduation ceremonies and/or activities based on the student's conduct and behavior. (BP 5127)

We encourage each student to consider attending our State University and University of California post secondary schools. The current admission requirements for freshman and upper division transfer students are listed in the chart below.

These are general guidelines. For complete details, please refer to:

www.csumentor.edu/Generalfreshmaninfo.html

or

www.ucop.edu/pathways/ionfoctr/introuc/fresh.html.

California State University & University of California Admission Requirements	Years
a. History/Social Science*	2
b. English*	4
c. Mathematics*	3
d. Laboratory Science*	2
e. Language other than English* (possible waiver)	2
f. Visual and Performing Arts*	1
g. College-preparatory elective*	1
TOTAL REQUIRED COURSES	15
*Meet with your high school counselor for details on A-G coursework requirements.	

Learning

Private Four-Year and Out-of-State Colleges

Specific admission requirements vary widely. In general, the course requirements listed for the University of California will meet the admission requirements of most private colleges and universities across the United States. Check the college handbook or catalog for each college in the Career Center at your high school.

Community College

American River College (ARC), part of the Los Rios Community College District, is the neighborhood community college serving Twin Rivers Unified School District. ARC requires students to be 18 years of age or to possess a high school diploma. Students under 18 years of age may enroll at ARC if they are 16 and hold a 2.7 grade point average. Exceptions may be made with a counseling center interview.

Community college students may select from career certificate programs with as little as 10 units or as many as 43 units. Many of the certificate programs act as the core of a 60-unit degree program, providing students career skills to use while pursuing graduation or acceptance at a four-year university. Some students opt to attend Sacramento City College, Sierra College, or Cosumnes Community College, also part of the Los Rios Community College District.

Planning for College

There are a number of ways that students can prepare for college as early as 7th grade. In order to support our Core Belief that all students will graduate college and career ready, all 8th, 9th, 10th and 11th grade students will take the Preliminary Scholastic Aptitude Test (PSAT) free of charge on October 19, 2016.

Here are a few ideas for families and students:

7th-9th Grade

- Tell your counselor you want to attend a four-year college or university.
- Take a world language in both semesters.
- Maintain A's and B's in all subjects and do at least one hour of homework each night.
- Form a study group with friends.
- Create a personal resume file and save report cards, diplomas and certificates, honors and awards, school and community activities, and a list of jobs you hold (paid and volunteer).
- Visit local community colleges, state universities, and an independent college with family or friends. Gather brochures and information.
- Participate in academic enrichment programs such as Advancement Via Individual Determination (AVID), California Scholastic Federation (CSF), Leadership, and various clubs.

10th Grade

- Review your 9th and 10th grade class schedule with your counselor to make sure you are taking college prep classes.
- Maintain A's and B's and do at least one to two hours of homework every night.
- Continue to form study groups with friends.
- Update your personal resume file.
- Continue to visit colleges, universities, or independent schools.
- Take the PSAT in October.
- Continue to participate in academic enrichment programs and participate in community service.

11th Grade

- Visit college campuses.
- Maintaining A's and B's is especially important your junior year. You should be doing a mini-

Learning

mum of two hours of homework each night and continuing with study groups.

- Take the PSAT in October. The results will give you an idea of your strengths and areas you need to improve as you prepare for college admission.
- If you are taking Advanced Placement (AP) subjects, register to take AP exams in the spring. Scoring well on those exams will enable you to earn credit for college-level courses.
- Search online for college and university information. All college counseling offices have libraries of college catalogs.
- Create a file on colleges that appeal to you. Ask for literature about admission, financial aid, and your proposed college major if you have one. Visit the colleges that interest you.
- Start to think of when and how you will take college entrance exams (SAT and ACT). Taking the test in the spring will allow you time if you need to test again in the fall.
- Continue to update your resume file.
- Over the summer, prepare for the SAT and ACT by reading testing tips and sample questions.

12th Grade

- Continue to form study groups and do two to three hours of homework per night. Maintain A's and B's; your grades are still important.
- Check frequently for information about scholarships awarded by your school, local companies, and community groups.
- Early in September register for the SAT and ACT.
- In September and October, complete the CSS Profile (College Scholarship Service/Profile) registration form. See your counselor.
- October—file your CSU application.
- Late in October, contact the schools that interest you and request applications and financial aid forms.
- Keep a checklist of all the required admission items for schools, such as transcripts, application fees, recommendations, essays, test scores, etc. Pay special attention to deadlines – mark them on your personal calendar and apply early.
- November – file your UC application.
- Practice filling out applications or scholarship forms on a copy first. Many colleges have online applications.
- December is a critical time for private college, early-consideration applications and merit scholarships.
- Obtain the Free Application for Federal Student Aid (FAFSA) from your school and have your parents complete the form in January.
- In January, remind your parents to prepare their income tax statement early enough to copy for colleges where you will apply for financial aid.
- In February, tell your counselor you want to apply for a Cal Grant so that the form can be submitted this month.
- Wait for your acceptance letter in the spring. You may also hear about financial aid and scholarship eligibility at this time.
- May 1, mail your commitment deposit check to the college or university you plan to attend.
- Write or call colleges to which you were admitted but will not be attending and inform them where you will attend.
- Take AP exams in May.
- Participate in any summer orientation programs for incoming freshmen.

Family Engagement

Military Recruitment

Under section 9528 of the No Child Left Behind Act (NCLB), local school districts are required to disclose the names, addresses and telephone numbers of high school students upon request by military recruiters and institutions of higher learning, unless individual students or their parents request that the information not be released without prior written consent. Students and parents may “opt-out” of this disclosure. If you do not want your child’s information provided to military recruiters, please submit your request in writing to your child’s school using the form in the back section of this handbook.

Family and Community Engagement

Research shows that the most important factor in a child’s educational success is the involvement and encouragement of caring adults. Good communication is also essential to a student’s success. Parents and students are encouraged to ask questions and discuss concerns promptly.

Meetings with Teachers/School Staff

Typically, the principal, teachers, counselor, and other school staff are available before and after school to provide special assistance, answer questions, and help resolve concerns. It is recommended that you make appointments with school staff in advance. If you have questions or difficulties communicating with school staff, the principal or vice principal will assist you.

Messages Left at the School Office

Teachers and other staff members have a mailbox at the school where messages may be left. You may also leave messages on a teacher’s telephone voicemail, if available.

Websites

For information about current events in Twin Rivers and our schools, be sure to visit www.twinriversusd.org.

All Twin Rivers schools maintain websites. From the district website you can click the “Schools” link to find your child’s school.

Automated Telephone Calls

You may receive calls from our district’s automated calling system to let you know about upcoming events, student absences, and emergency situations. Occasionally these messages may also ask you to provide feedback via the phone on an important issue. This is one way for schools to ask for your input and help keep you informed. It is important for you to keep up-to-date telephone numbers at your child’s school.

Visiting Campus

Playing an active role in your child’s learning may mean you’ll be a frequent visitor to the school site. Whether you are helping with an art project or decorating for a dance, we ask that you follow the procedures in place at each campus. All volunteers must first sign in at the school office and present a picture ID to get a visitor’s badge.

In order to help prevent interruptions to student learning, we ask that you make advance arrangements with either the school principal or your child’s teacher when you plan to visit.

Volunteering

Parents and community members are urged to share their talents to make Twin Rivers schools the best they can be. Contact your school principal to offer your time. Family or community

Family Engagement

members who volunteer 10 or more hours per week or will ever be alone with a student must complete the volunteer application process. Volunteer application forms must be signed by a site administrator. Volunteers must arrange for tuberculosis (TB) testing and show proof of a clear screening. Volunteers must be fingerprinted at the district office and will go through a background check with the Department of Justice (allow 4-6 weeks to clear). Fingerprints are completed free of charge on an appointment only basis. Please call 916-566-1600 x50047 to schedule an appointment. Time slots fill up quickly. Please check the district's website for details: <http://www.twinriversusd.org/depts/hr/volunteers/>.

If you are driving for a field trip, Twin Rivers requires that you have a valid driver's license, a seat belt for each child, and proof of insurance with \$100/300K liability coverage. You must complete a volunteer form and pass a background check before transporting students.

School Site Plans

All Twin Rivers schools invite the participation of parents and guardians in school programs. Parents serve on advisory and decision-making committees such as School Site Councils.

The School Site Council is responsible for the preparation and review of the School Site Plan, a document that describes the plans for continual improvement of the school's program.

Committees

Parents may elect to serve on advisory or decision-making committees such as the Parent Advisory Committee (PAC), Parent Champions, District English Learner Advisory Committee (DELAC), School Site Council (SSC), and/or the

English Learner Advisory Committee (ELAC). These committees serve as an avenue for parents to provide valuable input to the School Plan for Student Achievement (SPSA) and the Local Control Accountability Plan (LCAP). Parent, student, and community input helps plan for continual improvement of student learning.

Supporting Education Goals

There are many ways that you can support your child's education, starting in your home. For example:

- Ensure that your child arrives at school on time every day. Punctuality and good attendance are family responsibilities. Students rely on their parents or guardians to make certain they arrive at school on time and ready to learn.
- Understand the rules by reviewing the school site behavior expectations with your family.
- Support the rights and authority of the school and Board of Trustees to maintain standards of behavior for all students. Be open to meeting with staff, other parents, and students to work jointly to resolve any issues.
- Develop structured daily routines for homework, eating, hygiene, and bedtime.
- Parents have a great influence on the study habits of their children. Provide your child with a dedicated time and place to study after school.
- Provide the study materials your child needs. Contact a school administrator if you are unable to get the necessary materials.
- Help your child keep track of his/her learning by checking his/her planner daily and setting up a School Loop or My 4 Year Plan account from your school's website.
- Get to know your child's counselor and/or teacher and communicate regularly. Email or

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call the teacher when you are unsure of assignments and attend parent conferences.

- Model reading and writing daily in any language and find math and literature in daily routines—at the grocery store, in the car, etc.
- Schedule daily time to hear about your child’s day. Maintain open communication and find a balance between being approachable and maintaining your authority as a parent.
- We are here to help. If your child is experiencing academic, social, or emotional challenges; reach out to the school staff immediately.

Teacher Qualifications

Your child is attending a school receiving Title I federal funds through the No Child Left Behind Act (in English, referred to as NCLB). This federal law requires that parents be notified of their right to know the professional qualifications of their child’s teacher(s) in core academic subject areas, including the following:

1. The type of state credential or license the teacher holds. Some teachers will have a credential in a particular subject area, such as English or mathematics, and others will have a multiple subject credential, which allows them to teach a variety of subjects.
2. The education level and subject area of the teacher’s college degree(s). All teachers have a bachelor’s degree, and many teachers have graduate degrees beyond the bachelor’s, such as a masters or doctoral degree.

In addition to the qualifications of the teacher, if a paraprofessional (teacher’s aide) provides your child services, you may also request information about his or her qualifications. Many paraprofessionals have two years of college, and others have passed a test that verifies their qualifications.

If you would like this information, please contact your child’s school or Human Resources at (916) 566-1736.

Review of Instructional Materials

All primary and supplemental instructional materials and assessments, including textbooks, teacher manuals, films, tapes and software, will be made available for inspection by a parent or guardian in a reasonable time frame. (Ed. Code 49091.10; 51101)

Films

When using outside resources, teachers will preview content and be prepared to address possible controversial material. No “X” or “NC-17” rated films, videos or DVD’s will be shown. “R” rated films or videos must have approval from the site administrator. Alternative assignments will be given for students excused from viewing. Parents will be informed if controversial media is used for student viewing, such as Family Life Media and “PG” and “R” rated media. If you have concerns over your child’s viewing of any potentially controversial media, you may make your concerns known in writing to the principal at the beginning of each school year on an annual basis.

Observation

Upon written request, a parent or guardian has the right to observe instruction that involves his or her child or for the purpose of selecting a school. Any observation will be done in accordance with policies established to ensure the safety of students and school personnel and to prevent undue interference with instruction or harassment of school personnel. (Ed. Code 49091.10(b); 51101)

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Beliefs

A student will not be compelled to affirm or disavow any particular personally or privately held worldview, religious doctrine, or political opinion. No student will be relieved of any obligation to complete regular classroom assignments. (Ed. Code 49091.12(a))

Curriculum

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, will be compiled at least once annually. The prospectus is available for review upon request and for copying at a reasonable charge by calling (916) 566-1600 ext. 50141. (Ed. Code 49091.14; 49063)

Animal Dissection

The dissection of animals is sometimes a component of district science courses. When a student or parent has a moral or ethical objection to participation in a dissection project, a teacher-approved alternative education project and assessments can be substituted. The alternative requires comparable amount of time that includes, but is not limited to, the use of video recording, models, films, books, and computers. The school requires a written note from a parent or guardian indicating objections and request for an alternative education project and assessments that will provide their student the opportunity to obtain knowledge, information, or experience required by the course of study in question. (Ed. Code 32255 et seq.)

Comprehensive Sexual Health and HIV Prevention

Schools are required:

1. To provide students with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancies and sexually transmitted infections.
2. To encourage all students to develop healthy attitudes about adolescent growth and development, body image, gender roles, sexual orientation, dating, marriage, and family.

Notice and Parental Excuse

Parents and guardians will be given the opportunity to review materials used for Comprehensive Sexual Health and HIV Prevention. A request can also be made to obtain copies of Board Policy 6142.1, Education Code Sections 51938 and 51934, and Chapter 5 and 6 of the California Comprehensive Sexual Health and HIV Prevention Education Act.

If a guest speaker gives a presentation or presents at an assembly, parents will be given the dates and names of the guest speaker/organization at least 14 days prior to the dates of the presentation.

A parent or guardian who does not wish that their child receive comprehensive sexual health education or HIV prevention education, must make a request in writing to the school district. This request can also be withdrawn at any time.

Authorized Comprehensive Sexual Health Education

Schools may provide age-appropriate comprehensive sexual health education in grades K-12. Trained district personnel or outside consultants who know the most recent medically accurate

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research on human sexuality, pregnancy, and sexually transmitted infections will be used to provide this instruction. The instruction and materials must meet the following requirements:

- Encourages students to talk with parents or guardians about human sexuality, and respect for marriage and committed relationships.
- Must be age-appropriate and suitable for the intellectual, emotional, and behavioral ability of students.
- Information taught is medically accurate and objective, and verified or supported by research.
- Be available on an equal basis for students who are classified as English Learners (described in subdivision (a), Section 306).
- Is appropriate for students of all races, genders, sexual orientations, ethnic and cultural backgrounds, and students with disabilities.
- Appropriately modified curriculum materials, instructional formats, auxiliary aids, and other means are available for students with disabilities.

Required Comprehensive Sexual Health and HIV Prevention Education

Starting in Grade 7, students must be provided with information about the following:

- Abstinence is the only certain way to prevent sexually transmitted infections, and has other social and personal benefits. Also, medically accurate information on other methods of preventing pregnancy and sexually transmitted infections must be provided.
- Sexually transmitted infections, including transmission, effectiveness and safety of all Food and Drug Administration (FDA) approved methods for reducing the risk of contracting sexually transmitted infections, and information on local sources for testing and medical care.

- The effectiveness and safety of all FDA approved contraceptive methods in preventing pregnancy, including emergency contraception.
- On safe-surrender sites for parents or other persons who have physical custody of children three (3) days old or younger, as detailed in Section 1255.7 of the Health and Safety Code and Section 2715.5 of the Penal Code.

Schools must provide students in Grades 7 through 12 with comprehensive sexual health and HIV Prevention Education at least once in middle or junior high school and in high school from instructors trained in teaching the subject. Board and state approved curriculum provides accurate and the latest information and recommendations from the United States Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences (BP 5030; BP 6142.2; BP 6142.8). Instruction and materials must include the following:

1. Instruction and materials shall provide pupils with knowledge and skills they need to form healthy relationships that are based on mutual respect and affection, and are free from violence, coercion and intimidation.
2. Instruction and materials shall provide pupils with knowledge and skills for making and implementing healthy decisions about sexuality, including negation and refusal skills to assist pupils in overcoming peer pressure and using effective decision making skills to avoid high-risk activities.
3. Instruction and materials shall teach pupils about gender, gender expression, gender identity and explore the harm of negative gender stereotypes.
4. Instructional materials shall affirmatively rec-

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ognize that people have different sexual orientations and when discussing or providing examples of relationship and couples, shall be inclusive of same-sex relationships.

5. Information on the nature of HIV, as other sexually transmitted infections, and their effects on the human body.

6. Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on activities that present the highest risk of infection.

7. Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections and abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy. Instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on the other methods of preventing HIV and other sexually transmitted infections and pregnancy.

8. Information about the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods that prevent or reduce the risk of contracting HIV and other sexually transmitted infections, including use of antiretroviral medication, consistent with the federal Centers for Disease Control and Prevention.

9. Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and sharing.

10. Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others.

11. Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV. This instruction shall emphasize that successfully treated HIV positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and the only way to know if one is HIV-positive is to get tested.

12. Information about local resources, how to access local resources and pupils' legal rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence.

13. Information about the effectiveness and safety of all FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to emergency contraception. Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to parenting, adoption and abortion.

Resolving Concerns

We welcome your feedback as an opportunity to improve our service. Our district has a simple procedure for families to follow:

- Call your child's teacher and discuss the concern. If needed, arrange a meeting to discuss the problem. Usually, the answer becomes clear during this conversation.
- If the problem is not resolved, please call the principal to make an appointment.

Student Services

- If you still feel your problem hasn't been resolved, you may contact Student Services for assistance. Our staff will work with you and the school staff to address your concern.

Our goal is to find a resolution to help your child be successful in school. Parents who have any questions are asked to call the Student Services Department at (916) 566-1620.

Formal Complaint Process (Uniform Complaint)

Our district is responsible for complying with applicable state and federal laws and regulations governing educational programs. We will investigate all complaints alleging failure to comply with such laws and/or alleging discrimination and seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

Employees, students, parents, guardians, or other parties wishing to file a complaint or seeking more information on this topic should contact the Student Services Department at (916) 566-1620.

When addressing complaints, Twin Rivers will follow uniform complaint procedures, which include:

- The investigation will be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension to the timeline.
- An unlawful discrimination complaint must be filed not later than six months from the date of the alleged discrimination incident, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

- The complainant has a right to appeal the district decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the district decision.
- The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district decision.

The Student Services Department will provide information about available civil law remedies under state or federal discrimination laws if applicable. Department staff will also provide information about the appeal process, including the complainant's right to take the complaint directly to the CDE or to pursue remedies before civil courts or other public agencies. (Ed. Code 262.3) Questions about complaint procedures should be directed to Student Services at (916) 566-1620.

Materials and Facilities Concerns (Williams Complaint)

We strive to provide the best possible educational environment for each student. However, if you have a concern about your child's educational environment that has not been addressed, we have a procedure in place to investigate and resolve complaints of deficiencies in instructional materials, emergency or urgent facility conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment.

A notice is posted in every district classroom advising parents/guardians of the right to file this complaint. Complaint forms are available in the principal's office, at our district office, and on the district's website at www.twinriversusd.org/forms/. (Ed. Code 35186)

Student Services

Discrimination Concerns

Our district is committed to equal opportunity for all individuals in education. District programs and activities will be free from discrimination based on gender, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability or any other unlawful consideration.

We will promote programs to eliminate discrimination practices in all district activities. This nondiscrimination policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions, such as contact sports, in accordance with federal law.

Complaints alleging noncompliance with this policy should be directed to your school principal. Appeals may be made to Student Services at (916) 566-1620.

Sexual Harassment

Our district is committed to maintaining a learning environment that is free of harassment. We prohibit the unlawful sexual harassment of any student by an employee, student, or other person at school or at any school-related activity.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and will be subject to disciplinary action. Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

District Residency Requirements

At the time of pre-registration, the parent/legal guardian must submit one of the following documents as home address verification:

- A current monthly utility bill (PG&E, SMUD, AT&T, etc.).
- Correspondence from a government agency.
- A driver's license issued by the California Department of Motor Vehicles.
- Rental or lease agreement.
- Pay stubs.
- Voter registration.

If none of these documents are available we will accept a declaration of residency executed by the parent/guardian.

Caregiver

A student who lives in the home of a care-giving adult that is located within the boundaries of our school district may enroll in our district. An affidavit must be filled out by the care-giving adult to verify that the student lives in the caregiver's home, unless our district determines through other facts that the student is not living in the caregiver's home. (Ed. Code 48204)

Court Orders

Twin Rivers is committed to working with parents and guardians to provide a supportive and stable learning environment for our students. Noncustodial parents retain the same rights as custodial parents, unless a court order restricts the rights of the noncustodial parent. These rights include, but are not limited to, accessing his/her child's student records, participation in school activities and visiting the child at school, preferably during non-instructional time. If a court order limits the noncustodial parent's rights, the parent/guardian with custody shall provide evidence of this action to the office staff of their child's school. (BP 5021)

Student Services

In cases where there is no court ordered custody arrangement, both biological parents have equal rights to information about the student.

If school staff is made aware of an attempted violation of a court order while the student is participating in a school activity, staff shall contact the custodial parent and the Twin Rivers Unified School District Police Department. The student will not be released until the police department has responded and assisted in the determination of the appropriate course of action.

Homeless Education (McKinney-Vento Homeless Assistance Act)

Students in transition may immediately enroll in school if they live:

- In a shelter.
- In a motel or hotel.
- In a house or apartment with more than one family because of economic hardship or loss.
- In an abandoned building, in a car, at a campground, or on the street.
- In temporary foster care or with an adult who is not the student's parent or guardian.
- In substandard housing (no electricity, water, heat).
- With friends or family because the student is a runaway or an unaccompanied youth.

Under these conditions, a student may register and attend school without immediately providing:

- Proof of residency.
- Immunization records.
- School records.
- Legal guardianship papers.

Contact the Child Welfare and Attendance Office at 566-1615 for further information.

Foster Youth (AB 490)

Foster youth may immediately enroll and attend school. Twin Rivers follows foster youth statutes including:

- Immediate enrollment.
- Maintain school of origin.
- Receive partial credits.
- Independent Living Program (ILP) services (ages 16-20)

Emancipation

A student whose residence is located within the boundaries of our district and whose parent or legal guardian is relieved of responsibility, control, and authority through emancipation can legally enroll in our district. (Ed. Code 48204)

Regional Social Services

Please call 211 if you would like to learn more about regional services and resources for youth and families. The 211 information line can provide families with referral information for child care, low-cost housing, mental health services, and a number of programs designed to assist families and youth.



Additional resources are posted on the Twin Rivers website at www.twinriversusd.org. Visit the Student Services page under Departments and click on the Parent Resources link.

Health Services

Students enrolled in grades 7 through 12 may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian. (Ed. Code 46010.1)

Student Information

Immunizations

The California school Immunization Law requires that children be up to date on their immunizations (shots) to attend school. Diseases like measles spread quickly, so children need to be protected before they enter. California schools are required to check immunization records for all new student admissions at Kindergarten or Transitional Kindergarten through 12th grade and all students advancing to 7th grade before entry. (Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 60000-6075)

To attend school, your child's Immunization Record must show the date for each required shot. If you do not have an Immunization Record, or your child has not received all required shots, call your doctor now for an appointment. If a licensed physician determines a vaccine should not be given to your child because of medical reasons, submit a written statement signed by the physician for a medical exemption for the missing shot(s) on their medical office letterhead, including the duration of the medical exemption. A personal beliefs exemption is no longer an option for entry into school.

We will allow students transferring from another school district within Sacramento County or neighboring county a 30-day period to transfer their immunization records. Students who do not comply with the requirements shall be excluded from school. If you have questions about your child's immunization record and/or admission status, please contact your child's school.

Health and Dental Requirements

Your child must have a health checkup in the 18 months before entering first grade but no later than 90 days after entering the first grade. Students in kindergarten (or first grade if it is their first year in public school) must have an oral health assessment performed by a licensed dentist or other licensed or registered dental health professional. A parent or guardian may file a written objection or waiver stating the reasons why he or she was unable to obtain such services. (Health and Safety Code 124085, 124105)

Physical Examinations

A child may be excluded from physical examination whenever the parent or guardian files a written statement with the school that they will not consent to a physical examination of their child. However, if there is a good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance.

Vision and Hearing

School children are screened for vision and hearing at selected grade levels. (Ed. Code 49451; 49452; 49452.5) Our district may perform additional screenings, which may include, but not be limited to, assessments, screenings and examinations as determined by a healthcare professional.

The screenings required throughout childhood include hearing and vision screening for grades TK, K, 2, 5, and 8 (10th, hearing only) and color vision screening for boys grade 1. Students are also screened by referral. Special education students are screened on initial assessment and every three years afterward.

Student Information

Psychological Testing and Evaluations

A parent or guardian has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. (Ed. Code 51101)

A student may not be tested for behavioral, mental, or emotional evaluation without the informed written consent of his or her parent or guardian. (Ed. Code 49091.12)

Student Medication

A designated school employee may assist students with medication during the school hours only upon written request of both the physician and a parent or guardian, detailing the method, amount, and time the medication is to be taken.

Medication will be managed at school for students whose parent and physician deem it necessary for potentially life-threatening medical conditions or for those who need medication (prescription or over-the-counter) administered during the school day in order to interact appropriately at school.

Authorization forms for medication are available at each school office, at the end of this handbook or on the district website. There are forms specific for asthma and severe allergies. Medications must be brought to the school office in their original container. Parents are encouraged to ask the child's physician to prescribe long-acting medication, if possible, so that medication does not need to be given at school. (Ed. Code 49403 and 48216)

Continuous Medication

State law requires that parents or guardians notify the school when their child is on medication

for a non-episodic condition (asthma, hay fever, hyperactivity, allergies, diabetes, epilepsy, etc.).

Special Education

Our Department of Special Education offers assessment for students suspected of having a disability and provides services for those students (ages 3-22) identified as individuals with exceptional needs.

When an assessment for the development or revision of the Individualized Education Program (IEP) is conducted, the parent will be given a proposed assessment plan within 15 calendar days of the referral. A copy of the notice of parents rights will be attached to the plan.

Student Privacy

Personal information concerning students and their families will be kept private in accordance with law. Any personal information disclosed during counseling with a school counselor either by a student 12 years of age or older, or by a parent or guardian of a student 12 years of age or older is confidential. (Ed. Code 49602)

No student will be given any test, survey, questionnaire or examination containing questions about personal or family beliefs or practices in sex, family life, morality, or religion. However, anonymous, voluntary and confidential research and evaluation tools to measure students' health behaviors and risk, including tests, questionnaires and surveys containing age-appropriate questions about the student's attitude concerning, or practices relating to risky behavior may be administered to any student in grades 7-12 if parents or guardians have not requested in writing that their child not participate. (Ed. Code 51513, 51938)

Student Information

Healthy Kids Survey

Students in grades 7-12 may be asked to be part of the California Healthy Kids Survey. This important survey will help our district promote better health among youth and combat problems such as drug abuse, alcohol, tobacco, and violence.

The survey is voluntary and sponsored by the California Department of Education. You will be notified of your child's involvement prior to administration of the survey and have an opportunity to review the survey. Please see the forms section at the end of this handbook if you do not wish your child to participate in the Healthy Kids Survey.

Free or Reduced Price Meals

Our district is a member of the National School Lunch and Breakfast Programs. Breakfast and lunch will be available to your child every day that school is in session. Students who meet federal requirements are entitled to free or reduced-price meals. If you feel that you may qualify for meal benefits, please complete the meal application in your enrollment packet and return to your school secretary or cafeteria personnel.

Meal applications are available at your school office, school cafeteria, or you may download a copy from the Nutrition Services Department page on the district website. You will receive notification of your eligibility approximately 15 days after Nutrition Services receives your application. If you do not receive a letter, please call 916-566-1600 ext. 50502. For a quick, easy, and secure way to submit your meal application online, go to www.school lunchapp.com.

All households must submit a new meal application every school year. All meals your student consumes prior to the meal application being approved must be paid for.

We care about your child's nutritional needs and provide well-balanced meals that meet or exceed USDA requirements. Please visit the Twin Rivers Nutrition Services Department Web page for menus, current meal pricing, policies, contact information, online payment options, students requiring special diets, and more.

Student Athletic Participation Insurance

Students that participate in team athletics are required to have medical insurance protection. Our district has provided several low-cost resources to meet this requirement. You may obtain further information from your school's athletic director. (Ed. Code 32221)

Student Safety Before and After School

Every student has the right to a safe and supportive learning environment. (Ed. Code 51101) There will be no supervision of students provided prior to 15 minutes before school starts or 15 minutes after school ends unless there is a school-sponsored event scheduled with staff designated to supervise students, or students are waiting to be picked up by district transportation after school or being dropped off by district transportation before school.

Student Safety in Transport

Students who operate or ride as a passenger on a bicycle, non-motorized scooter or skateboard upon a street, bikeway or any other public path or trail are required by law to wear properly fitted and fastened bicycle helmets that meet the stan-

Student Information

dard of law and are also required to wear such helmets while wearing in-line or roller skates. (Vehicle Code 21212)

Asbestos and Pesticide Management

Many of our district's schools are dated, and we make every effort to protect our students from exposure to materials like asbestos. A flier will be posted in and around each school site 24 hours prior to the actual application of a pesticide and remain for 72 hours following.

Our management plan for asbestos-containing material in school buildings and our Integrated Pest Management Program is available at the Risk Management or Maintenance Department offices, on our district website, or by calling (916) 566-1600 ext. 50271.

Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- Recognize that the best learning takes place when the student learns because of his desire to learn.
- Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by teachers or choices of learning projects.

- Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- Maximize the opportunity for students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, student, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

Further, a copy shall be posted in at least two places normally visible to students, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

School Transfers Within District

For students who wish to attend a school in Twin Rivers other than their school of residence, their parent/guardian must complete the district's **Intradistrict Transfer** request. (Intradistrict transfers do not apply to charter schools.)

- Parents/guardians who want to request a transfer must initiate the request at their home school.
- Both administrators must agree for the request to be granted. Approval for or termination of a transfer is at the discretion of the principal or his/her designee.

Student Information

- A special education transfer request must be approved by the Special Education Department.
- Intradistrict transfers are granted on a space available basis. They are not approved for enrollment-impacted schools.
- Intradistrict transfers must be renewed annually.
- Parents are responsible for transporting their students to and from school.
- Administrators at the school site of residence are responsible for verifying the student's address.
- Transfers revoked for behavior or attendance violations are revoked according to conditions set forth in the transfer agreement and after the school administrator has attempted interventions.

Open Enrollment is for Twin Rivers Unified School District students who want to attend a Twin Rivers school other than their neighborhood school. The Board of Trustees or designee reviews enrollment data annually and identifies those with open enrollment opportunities. The open enrollment lottery process will occur in January/February. Once approved, open enrollment applications do not need to be renewed until transition from elementary to junior high or junior to high school. If the transfer request is approved, parents are responsible for providing transportation to and from school.

Twin Rivers reserves the right to limit the number of students transferring into or out of any school designated as open enrollment. Questions regarding transfers should be directed to the Student Services Department at (916) 566-1620.

Transfers Between School Districts

Interdistrict Transfers are agreements between school districts for students to attend a school that is not in their resident school district. Interdistrict transfers out of TRUSD are granted on a limited basis and may need to be renewed annually. Information about interdistrict transfers is available from Student Services.

Transfers may be approved for:

- Childcare in the district (parents, relative, child-care provider).
- Mental or physical health of the student as certified by a physician, school psychologist or other appropriate school personnel.
- When the parents have moved out of the district during the school year.
- To participate in a specialized program not available in the district of residence.

Parents are responsible for providing transportation for students attending on an interdistrict attendance agreement. The governing board or designee may revoke an interdistrict attendance agreement at any time due to behavior or attendance concerns.

Parents choosing to apply for an interdistrict attendance agreement must complete the application process. Applications are available through the Student Services Department at (916) 566-1620.

Student Records

A student record is any item of information other than directory information gathered within or outside the district that is directly related to an identifiable student and maintained by our dis-

School Attendance

trict. Federal and state laws grant certain privacy rights and access to student records. Full access to all personally identifiable written records maintained by the school district or county office will be granted to:

- Parents or guardians of students age 17 or younger.
- Parents or guardians of students age 18 or older if the student is a dependent for tax purposes.
- Students that are age 16 or older or have completed 10th grade.

Attendance

The most important factor for student academic success is their attendance in the classroom. Students must be in school every day, on time and ready to learn. Please explain the importance of daily school attendance to your child.

The state of California has established that it is a parent's legal responsibility to ensure that their child/children attends school. If your child is truant or has excessive absences, school personnel may refer the parents and students to the School Attendance Review Board (SARB), and if necessary, to the District Attorney's Office and Truancy Court. (see page 30)

Students will be classified as truant if absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination. (Ed. Code 48260)

If a student is absent from school without a valid excuse for 10 percent or more of school days within one school year, the student is classified

as a chronic truant. (Ed Code 48263.6) A School Attendance Review Team (SART) meeting will be scheduled at the school to discuss interventions to correct the attendance concerns. (see page 29)

Verification of Absences

When students who have been absent return to school, they should present a satisfactory explanation verifying the reason for the absence. Families are allowed 5 school days to clear absences. The following methods may be used to verify student absences:

- Written note from parent/guardian, parent representative, or student if 18 or older (Ed. Code 46012).
- Conversation between a verifying school employee and the student's parent/guardian.
- Visit to the student's home by a verifying school/district employee or any other reasonable method which establishes the fact that the student was absent for the reasons stated.
- Medical verification for appointments and absences due to illness.

Upon accumulating 10 absences in a school year due to illness, health appointments or quarantine, any further absences will require verification by a medical practitioner.

Excused Absences

A student's absence may be excused for the following reasons (Ed. Code 48205):

- Personal illness.
- Quarantine under the direction of a county or city health officer.
- Medical, dental, optometric, or chiropractic appointments.

School Attendance

- Attendance at funeral services for a member of the immediate family - excused absence in this instance will be limited to one day if the service is conducted in California or three days if the service is conducted out of state. “Immediate family” will be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student’s immediate household.
- Jury duty in the manner provided by law.
- The illness or medical appointment during school hours of a child to whom the student is the custodial parent.
- Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to appearance in court, attendance at a funeral service, observation of a holiday or ceremony of his/her religion, attendance at religious retreats (not to exceed four hours per semester), attendance at an employment conference, service on a precinct board for an election.
- Participation in religious instruction or exercises in accordance with district policy (Ed. Code 46014) - in such instances, the student will attend at least the minimum school day and be excused for this purpose on no more than four days per school month.

If you know your child must be absent, parents/guardians are required to contact the school office and inform the office staff. Students who are unable to attend school due to serious injury or illness may be eligible for instruction at home or in a medical facility. (Ed. Code 48206.3-48208)

Early Dismissal

For the safety and protection of your child, your cooperation with the following procedures will be appreciated:

- Students leaving during the day for any reason should bring a note from a parent/guardian authorizing the release of the child.
- If any adult other than the parent/guardian comes for the student, a signed note from the parent/guardian permitting release of the child is required. The designated adult must show valid photo identification.
- Any adult picking up a student must first stop at the office to sign in and state his/her relationship to the child and the reason for taking the child early.

Avoid scheduling medical and dental appointments during the instructional day. Vacation days and trips should be planned during non-school days. Please refer to the instructional calendar for these dates. Daily, on time attendance supports your child’s success in school.

School Attendance Review Team (SART)

Site-level team meetings are opportunities to address chronic absences, truancy, and behavior issues with a student and parent/guardian. These team meetings are held collaboratively to find the most appropriate solutions and interventions and to develop an action plan with solutions to support the student. SART meetings are designed to meet the needs of students with school attendance and behavior problems who may be in danger of dropping out of school. (Ed. Code 48262)

Behavior & Citizenship

School Attendance Review Board (SARB)

Referrals for SARB meetings may be requested by school sites. SARB establishes an intervention agreement through a panel which may include law enforcement, school nurse and community agency personnel. (Ed. Code 48320, 48321) If previous attempts to address truancy, excessive tardiness/absences or behavioral concerns are not successful, the involvement of the SARB may be necessary. Referrals for SARB hearings may be requested by school sites.

SARB may direct an alternative education placement, a contractual agreement or other resource interventions deemed necessary by the panel members. If a student and/or parent violates the recommendations of the SARB panel, they may face sanctions such as educational setting changes, postponement of driving privileges and/or other legal actions including referral to the District Attorney's Office and court involvement as necessary. (Ed. Code 48291)

Missed Assignments and Tests

A student excused from school will be allowed to complete assignments and tests missed during that absence. Upon satisfactory completion within a reasonable period of time, full credit will be given. The teacher of any class from which a student is absent will determine the test and assignments be reasonably equivalent to, but not necessarily identical to, the tests and assignments missed during the absence.

Students who miss school due to disciplinary action may be allowed to complete assignments and tests for full credit.

Police Department

The Twin Rivers Unified School District Police

Department is responsible for providing police services to the students, staff and facilities within Twin Rivers Unified School District. Officers are responsible for responding to fire and burglary alarm calls on district property. Officers also respond to school-related incidents in varying degrees. They deal with school fights, theft, bullying, truancy, narcotic offenses, sex-related offenses, child abuse/neglect, incorrigible juveniles, traffic enforcement and various other issues. Officers are available to perform lock and unlock functions at school sites for district staff that need to access their classroom or site after-hours or on weekends or holidays. The Twin Rivers police communications center can be reached 24 hours a day, 7 days a week, at (916) 566-2770.

Good Citizenship and Behavior

A positive climate for learning is created when our students maintain high standards of behavior and work toward being productive citizens. Students should understand campus rules and accept responsibility for their actions if rules are violated. Twin Rivers encourages communication and cooperation between the home and school concerning behavior matters. Rules and regulations in our schools establish a safe and comfortable atmosphere for students to achieve academic and personal success. At a minimum, students should:

- Follow rules and laws.
- Avoid situations or activities that have the potential to cause verbal or physical conflict.
- Respect authority, property, yourself and the rights of others.
- Demonstrate social awareness that is characterized by respectful interactions with staff and students regardless of race, gender, disability, physical characteristics, ethnic group, language,

Behavior & Citizenship

- sexual identity, age, national origin or religion.
- Maintain standards of integrity and responsibility characterized by being a positive influence in your school community.
- Report to school personnel any information they see or hear about on our campuses, including vandalism, bullying, fights, weapons, drugs and/or any illegal activity on campus or at school-sponsored activities.

Bullying

Twin Rivers Unified School District is committed to maintaining a learning environment for all students free from bullying. Board Policy 5131.2 states: No student or group of students shall, through physical, written, verbal or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Bullying is defined as any physical, verbal and/or psychological act intended to harm or disturb. Cyberbullying is defined as the use of modern technologies including, but not limited to, email, social networking sites and instant messaging, cell phones and other methods of technology to intentionally embarrass, humiliate, threaten or intimidate an individual or a group.

All credible bullying incidents are to be reported immediately and investigated by school staff. When a staff member witnesses or learns of a bullying incident, a Suspected Bullying Report must be filled out within 24 hours and submitted to the principal or designee immediately for investigation. Suspected Bullying Reports are available on the Twin Rivers website.

All complainants are to be protected from retal-

iation and intimidation. Students, parents and anonymous reporters may also report bullying behavior. Any student who engages in bullying may be subject to disciplinary action (Ed. Code 48900(r)) up to and including expulsion. At any time a Uniform Complaint may be filed at the district office to appeal the school site's decision.

Important Bus Rules

Our district offers free busing to primary grade students living more than 1 mile from campus, junior high students living more than 2.5 miles from campus, and high school students living more than 3 miles from campus.

Students will be issued a Radio Frequency ID (RFID) badge with photo in order to ride the bus. Parents can get access to a downloadable App to view when their student boarded or departed the bus by filling out the ridership form.

Riding the school bus to and from school is a privilege, and to ensure the safety of students and staff, all students must obey the bus rules. Riding privileges may be denied to any student who violates these important safety rules. Please discuss the following rules with your child:

- Arrive at the bus stop 5 minutes before the pickup time. Parents are responsible for transportation if the child is tardy to the bus.
- Show good manners at the bus stop. This includes staying near the bus stop area, keeping off private property and not disturbing plants.
- Bus stops are a part of school jurisdiction.
- Remain seated until the bus has stopped.
- Obey the driver and follow safety procedures.
- Do not destroy or deface property.
- Do not fight, push, or trip others.
- Do not throw items.

Behavior & Citizenship

- Do not eat, drink, or litter on the bus.
- Do not use unacceptable language.
- Do not bring a glass container aboard, play musical instruments, whistle, talk loudly, shoot rubber bands, or transport live animals, birds, reptiles, fish or insects.

Students are responsible to the bus driver for their conduct when boarding, riding and departing the bus. Parents will be held responsible for any deliberate damage. Warning: your school bus employs video and audio surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

In some cases, drivers associated with specialized transportation may wait beyond the designated stop time in efforts to assist students with specialized equipment or circumstance.

For more information about bus services and/or for a complete list of rules, please visit the Transportation Department on the district's website or call (916) 566-3405 ext. 51021.

Closed Campus

To ensure the safety and welfare of our students, Twin Rivers has closed campuses. Students are not allowed off campus unless they have an early dismissal. No student is allowed to leave school for lunch. Students are not allowed to pick up lunch at the street curb. Parents must come into the front office to drop off the lunch when necessary.

Dress Code Guidelines

Appropriate dress and grooming contribute to a productive learning environment. Student dress policy is intended to create a positive school climate of respect for self and others. Appropriate dress and appearance projects a positive image

of seriousness and reflects respect for teaching and learning. Being mindful of one's appearance is preparation for future school, work, and career success.

Each school establishes its own dress code, within district guidelines. If your child's school requires a school uniform, you may contact the principal to discuss assistance with or alternatives to school uniforms. Students must conform to the general dress code policy of the school.

Students are expected to dress appropriately for a preK-12 educational environment. Clothing that significantly interferes with or disrupts the educational environment is unacceptable, unless protected under freedom of speech laws or board policy.

Clothing, jewelry, and personal items (gym bags, backpacks, fanny packs, water bottles, etc.) with language or images that are vulgar, sexually suggestive, discriminatory, obscene, libelous, or that promote illegal or violent content, such as the unlawful use of weapons, drugs, alcohol, tobacco, drug paraphernalia, or that contains threats, is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, undergarments, or that is otherwise sexually provocative, is prohibited.

Each school will allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. Each school site may adopt rules that specify the types of sun-protective clothing that students will be allowed to wear outdoors and specify the types of clothing and hats that may be "inappropriate." (Ed. Code 35183.5)

Behavior & Citizenship

Electronic Devices, Cell Phones, Cameras

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers, beepers, and cellular/digital telephones, as well as other mobile communication devices including, but not limited to, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners and laptop computers, provided that such devices are not used for illegal or unethical activities such as cheating on assignments or tests. (Ed. Code 48901.5)

Recording Devices

The use of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school disrupts and impairs the teaching process and such use is prohibited by law. (BP 5131; Ed. Code 48901.5; 7907)

Any person, other than a student, who willfully violates this policy will be guilty of a misdemeanor and subject to appropriate discipline. Permission to use such devices may be given to promote educational purposes.

Computer Use

Students are required to submit a Technology Use Guidelines form (page 41) prior to using computer or technology resources.

The use of school computers and access to the Internet is a privilege. Students who do not follow the rules may be disciplined and may lose computer privileges. When students use school computers, they agree to follow the directions of teachers and school staff, rules of the school

and school district, and rules of any computer network they access.

Students also agree to be considerate and respectful of other users and to follow these rules:

- Use school computers and personal electronic devices for school-related education and research only.
- Do not alter any software or documents (except documents you create).
- Do not produce, distribute, access, use, or store information which: is prohibited by law, district or school rules; violates copyright laws; is obtained by trespassing in private or confidential files; would subject the district or individual to liability; is obscene, pornographic, or sexually explicit; causes delay, disruption, or harm to systems, programs, networks, or equipment; and is otherwise prohibited on a school campus.

Financial Liability

Twin Rivers is not responsible for personal property brought to school sites or school activities.

Parents or guardians will be held financially liable for acts of willful misconduct, including vandalism, by their children. Students known to be involved may be suspended and/or expelled and subject to criminal charges. In addition, our district may withhold a student's grades, diploma, and transcript until restitution for damages is made or, if the minor and parents are unable to pay, upon completion of the performance of voluntary work in lieu of monetary payment for damages.

Parents or guardians will be liable for all property belonging to the district that is loaned to the minor student and not returned. (Civil Code 49510, Ed. Code 48904)

Behavior & Citizenship

Tobacco Use

Smoking, e-cigarettes or other tobacco products are prohibited in all district buildings, outside on district property, and during activities such as concerts and sporting events on district property. Students in possession of tobacco products are subject to discipline.

1 st Offense	2 nd Offense
0-3 day suspension 0-3 day in-house suspension -OR- In lieu of suspension attend 3 Teen Intervene sessions.	3-5 day suspension -OR- In lieu of suspension attend Teen Intervene, or complete California Smoker's Helpline Program.

Alcohol and Drug Policy

Twin Rivers believes students have the right to learn in a drug and alcohol-free school environment. Students involved with alcohol and/or drugs will face the following consequences:

Alcohol

Students found to be in possession, use, or under the influence of alcoholic beverages on school grounds or during a school-related activity will be subject to:

1 st Offense	2 nd Offense
0-3 day suspension 0-3 day in-house suspension -OR- In lieu of suspension attend 3 Teen Intervene sessions.	3-5 day suspension -OR- In lieu of suspension attend Teen Intervene, or another ATOD program.

Marijuana

Students found to be in possession, use, or under the influence of marijuana on school grounds or during a school activity will be subject to:

1 st Offense	2 nd Offense
0-3 day suspension/ involuntary transfer -OR- In lieu of suspension attend 3 Teen Intervene sessions.	3-5 day suspension -OR- In lieu of suspension attend a Teen Intervene, or another ATOD program.

Searches of Students and Property

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control and may seize illegal, unsafe and prohibited items. The Board of Trustees requires that discretion, good judgment and common sense be exercised in all cases of search and seizure. (Ed. Code 49050)

Canine detection units will be utilized by TRUSD to conduct random searches of belongings on the campus, in the classrooms, lockers, and vehicles.

Discipline

Copies of school rules and discipline policies are available at each school. Please become familiar with the school rules and explain them to your child. When a student is disruptive in the classroom, the teacher will first work with the student to alter that behavior. If the student continues to disrupt the learning process, he or she will be referred to other school authorities for appropriate discipline or corrective measures. The school will notify parents, who will be expected to aid in correcting the behavior.

Behavior & Citizenship

If a student's behavior violates school rules, the school may make recommendations, such as:

- Detention or Saturday School (students bring school work to do).
- A parent conference.
- A written contract describing conditions for improvement.
- Counseling.
- Suspension.
- Referral to community or law enforcement agency.
- Evaluation for placement in another school or program.
- Voluntary transfer to another school or program.
- Involuntary transfer to another school or program.
- Expulsion.
- Discipline, which may include restriction from participation in school activities, including recess, field trips, athletics, extracurricular activities and graduation.

Detention

Students who misbehave can be assigned to a supervised area for a specified period of time after school, during recess, or during the school day.

Suspension

Students may be suspended for violation of school or district rules. A suspension can last from 1 to 5 days. During suspension, a student may not participate in regular school classes or activities, including graduation, but may be assigned to an alternative program.

A teacher may require the parent or guardian of a suspended student to attend part of the school day and meet with the principal. A suspended

student or his or her parent or guardian has a right to appeal a suspension. To appeal, first contact the school principal. A return from suspension conference or behavior SART meeting may take place with parents, students and school staff. (Ed. Code 48900.1)

A student who accumulates a number of suspension days (up to 12 days for grades K-6, up to 15 days for grades 7-12), may be referred to a district-level review meeting to discuss alternative school placement. (Ed. Code 48925)

Expulsion

Expulsion will be recommended only for very serious offenses, such as possession of a weapon or dangerous object, causing physical injury to another person, furnishing and sale of a controlled substance, robbery, extortion, sexual assault, battery, or accumulating too many days of suspension. If expulsion is recommended, the student will have an administrative hearing or an alternative. If expelled, a student may not attend any school activity. Expelled students will be placed in another educational program. Our Board of Trustees makes the final decision to expel a student. During the expulsion process, a student may be placed in another school program or be out of school for up to 40 school days. (Ed. Code 48915-48918)

Student Technology Use Guidelines

Student Technology Use Guidelines

Overview and Purpose

Twin Rivers USD provides Internet access to all students and staff. Internet access allows classrooms and individuals to have access to information, software, news and opinion, and communication by electronic mail that originates from any point in the world. All users must agree to the guidelines in this Code of Conduct to have access to the Internet through their classrooms, library, or computer labs.

Our network system has been established for educational purposes including classroom activities, direct and independent learning activities, individual and collaborative writing and publishing, career development, personal productivity, and other high-quality learning activities. Our district has the right to place reasonable restrictions on the students who can access the network system and the material they may post on the network system. All users shall not hold the District or any District staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. All users shall agree to indemnify and hold harmless the District and District personnel for any damages or costs incurred.

Limitations of Liability: Personal Gain

The TRUSD network, systems, and computerized devices may not be used for commercial purposes, financial gain, personal business, product advertisement or political lobbying activities. Advertising on district or school websites may be accepted under the same restrictions and condi-

tions set forth in law, Board policy, and administrative regulations pertaining to advertising in district and school-sponsored publications (BP 1113).

Personal Safety

Students should not post Personal Identifiable Information (PII) about themselves or other people on the TRUSD network. PII includes one's full name, address, telephone number, school address, work address, etc. Students should not agree to meet with someone he/she has met online without parent/guardian approval.

Unauthorized Access

No students will attempt to gain unauthorized access to the TRUSD network or any TRUSD computer, or go beyond authorized access. This includes attempting to log on through another person's account. No person may use any device or software to gain unauthorized access to another person's files or private information. No student will attempt to disrupt the TRUSD network system, destroy data by spreading computer viruses or by any other means, or attempt to obtain another student's logon information. No student may use the TRUSD network to engage in any illegal act, such as arranging for a drug sale, engaging in criminal gang activity, threatening the safety of another person, and engaging in gambling activities.

Individual Accounts

Each individual user is responsible for his or her individual account and should not provide his or her password to another person. All individual users will avoid the inadvertent spreading of computer viruses by following the district virus

Student Technology Use Guidelines

protection procedures when downloading software. Large files may not be downloaded unless absolutely necessary. If necessary, a student will download the file only with the permission from the teacher in authority. Students may only download large files or software with the permission from the teacher in authority.

Spamming

Students will not post chain letters or engage in spamming. Spamming is defined as sending an unsolicited message to an individual or a group of people.

Network Vandalism

Vandalism is not permitted and will be strictly disciplined. Vandalism is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet or Intranet (District internal network). Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses, logic bombs, ASCII mail bombs, Trojan horse programs, or any software utilized to scan the network for passwords or confidential information or bypass security measures put in place by the district.

Online Communities and Communications

While many sites and online communities and communications are accessible as educational tools within TRUSD classrooms, some are deemed inappropriate and are blocked within the TRUSD network. Various online communities may be used for educational purposes including but not limited to: Google Apps for Education, wikis, blogs, social networks, learning management systems, video/photo sharing sites (e.g.

Youtube), virtual classrooms/chat areas (e.g. School Loop), video conferencing, and discussion boards. TRUSD reserves the right to block network access to any online resources at any time. Any links to external websites shall support the educational mission and shall include a disclaimer that the district is not responsible for the content of the external websites (BP 1113). The following restrictions apply to all types of online communities and communications utilized within the TRUSD network

Inappropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on TRUSD websites and online resources utilized by TRUSD. In general, users should make language choices which are appropriate for school situations. Students may not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language when using the TRUSD network. Students may not engage in personal attacks, including prejudicial or discriminatory attacks against another individual through the use of the TRUSD network.

Inappropriate Materials

No student may use the TRUSD network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people. If an individual user mistakenly accesses inappropriate information, he or she should immediately tell his or her teacher or school administrator.

Student Technology Use Guidelines

Possession and Use of Personal Technology

Users may possess or use personal technologies on campus (e.g. cell phones) provided that such devices are not used for illegal or unethical activities such as cheating on assignments or tests. All such student devices may be used only at the teacher's discretion for instructional purposes (BP 5131). Students should under no circumstances record or photograph others without their expressed consent.

This includes publishing or posting such material online. Users who misuse or aid in the misuse of personal technology may be prohibited from possessing a mobile communications device at school or school-related events and may be subject to discipline in accordance with Board policy and administrative regulation (BP 5131).

In the case of district technology, there should be no assumption of privacy or confidentiality. The district reserves the right at any time to review all content on and sent from district systems and devices. It is a public asset that should only be used in the pursuit of learning and education opportunities.

Use of Student Image & Student Work

Photographs of students with their names may be published by the district EXCEPT when the student's parent/guardian has notified the district in writing to not allow the release of the student's photograph without prior written consent (BP 1113).

Cyberbullying, Harassment & Discriminatory Attacks

TRUSD Governing Board Policy 5131 defines "Student Disturbances" as: "Harassment of students or staff, including bullying, intimidation, so-called "cyberbullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering. Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships."

Cyberbullying conducted using district-owned equipment or on school premises, as well as off-campus cyberbullying that impacts school activity or school attendance, may be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed. Students are encouraged to save and print any messages sent to them that they feel constitutes cyberbullying and to notify a teacher or other employee so that the matter may be investigated (BP 5131).

Student Technology Use Guidelines

Online Academic Dishonesty

The TRUSD Board of Trustees believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. (BP 5131.9)

Online Cheating

Examples of misuse include, but are not limited to: taking an online test for another student, using cell phones or email with the purpose of distributing answers or test questions, and "hacking" into a teacher's computer or grade book.

Online Plagiarism

Submitting another student's work as your own, knowingly using or building upon another's ideas without proper citation, and using the Internet to purchase or find a paper are all acts of plagiarism. This applies not only to written work but to any school project for which technology is used as a research tool or method of presentation (e.g. PowerPoint presentations, wikis, etc.).

Copyright Infringement

If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements for citing the work. If unsure whether or not one can use a work, one should request permission from the copyright owner.

Helpful Forms

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Helpful Forms

Signature Required Below

Sign this form and return it to your student's school

Thank you

Required Form

Acknowledgment of Handbook and Acceptance of the Technology Use Guidelines

Please complete this form and return to your child's school.

I acknowledge that I have received the Twin Rivers Unified School District Student and Family Handbook and I agree to the guidelines included in the handbook.

Student's Name

Date

Parent or Guardian Name

Signature

Helpful Forms

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Helpful Forms

Opt-Out of Photographs or Interviews - Optional Form

There are many positive accomplishments and activities that our students are involved in each school year. The news media and the Twin Rivers Unified School District Communications Department occasionally photograph or film these events for the purpose of sharing information about our programs and highlighting positive activities in our schools. These images may be used in district or school newsletters, our district handbook, district or school websites, other promotional materials, or by the news media.

If you do not want your child's likeness used, please fill out this form and mail it to our Communications Department, 3222 Winona Way, North Highlands, CA 95660.

- I request that my child's photo not be used in any district or media publications or presentations.
- I understand that this request may prevent my child from participating in some activities.
- I agree to also notify my child's teacher and principal to ensure that they are aware of my preference.
- I will instruct my child to avoid photo and media situations or to tell an adult should their photograph be taken.

Student's Name

Date

School

Parent or Guardian Name

Signature

For questions related to this issue, please call the Communications Department at (916) 566-1628.

Helpful Forms

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Helpful Forms

STUDENT HEALTH, WELLNESS & PREVENTION PARENT RELEASE FOR THE ADMINISTRATION OF MEDICINE

Student Name _____ Birth Date _____ Grade _____

Address _____ Home Phone _____ Work Phone _____

PARENT CONSENT

I(we), the undersigned, the parent(s)/guardians of the above named pupil, request the following medication be administered to my(our) child/ren in accordance with the California Education Code 49423.5.

- I will:
1. Provide all medication, supplies, and equipment.
 2. Notify the school nurse if there is a change in the pupil's health status or attending physician.
 3. Notify the school nurse immediately and provide a new consent form for any changes in the doctor's orders.
 4. I ACKNOWLEDGE IF MY STUDENT CARRIES AND ADMINISTERS HIS/HER OWN MEDICATION IT MUST BE ON HIS/HER PERSON IN ORDER TO ATTEND A FIELD TRIP.

I authorize the school nurse to communicate with the Authorized Health Care provider when necessary in regards to this specific medication and medical condition.

Parent/Guardian Signature _____ DATE _____

HEALTHCARE PROVIDER REQUEST FOR THE ADMINISTRATION OF MEDICINE BY SCHOOL PERSONNEL

1. Diagnosis: _____

2. Medication: _____

3. Dose: _____

4. Method of Administration: _____

5. Time medication is to be given at school: *(If appropriate please provide a range e.g. every 2-4 hours)*

6. Possible reactions or side effects of medication: _____

7. Possible side effects or reactions that need to be reported to the physician *(e.g., allergic reaction and treatment)*:

Authorized Consent For Medication Administration At School

My signature below provides the authorization for the above written orders. I understand that all procedures will be implemented in accordance to CA state laws and regulations. I understand that specialized physical health care services may be performed by unlicensed designated school personnel under the training and supervision provided by the school nurse. This authorization is for the maximum of one year. If changes are indicated, I will provide new written authorization (may be faxed).

Physician's Signature: _____ Date: _____

Address: _____ Telephone: _____

Nurse's Signature: _____ Date: _____

3/12 jh/blm

Helpful Forms

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Helpful Forms

TWIN RIVERS UNIFIED SCHOOL DISTRICT STUDENT HEALTH, WELLNESS & PREVENTION

PARENT REQUEST FOR THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS BY SCHOOL PERSONNEL

Dear Parent:

Medical treatment is the responsibility of the parent and the family physician. Medications are rarely given at school. The only exceptions involve special or serious problems where it is deemed necessary to give the medication.

A school nurse often serves more than one school and would not be available every day to administer medications. The principal, secretary, or another staff member may have to assume this responsibility; however, he/she cannot be expected to assume this responsibility unless it is absolutely necessary.

CONSEQUENTLY, THE PARENT/GUARDIAN IS URGED, WITH THE HELP OF THE FAMILY PHYSICIAN, TO WORK OUT A SCHEDULE OF GIVING THE MEDICATION OUTSIDE OF SCHOOL HOURS AS MUCH AS POSSIBLE.

Specific directions for the administration of the medication to be given at school must be included in a written statement from the attending physician clearly specifying the condition for which the drug is to be given, how it is to be given, unit dosage, and related information.

Specific instructions should be included for emergency treatment of allergic reactions such as those from bee stings, and they should clearly state what type of reaction for which the medication is being given, e.g., localized, generalized, mild, severe, etc.

All medication, including non-prescription (over the counter), requires a signed release from the parents for school personnel to administer the medicine as prescribed in the WRITTEN STATEMENT FROM THE ATTENDING PHYSICIAN. The parent/guardian will be responsible for coming to school to give the medication if the signed parental release and physician statement is not complete.

Medication orders must be renewed by the attending physician and a release signed by the parents at the beginning of each school year or upon entrance to school, or upon any change in medication orders. Medications without required authorization will not be kept at school. **It is not the responsibility of TRUSD staff, to fax blank MD medication authorization forms to the MD office, nor to send repeated faxes or make phone calls.**

All medication sent to school must be in the ORIGINAL CONTAINER and delivered by an adult, not the student. Medications cannot be accepted or given if they are submitted in household containers, envelopes, or baggies.

School personnel/nurses are not responsible for giving missed or late home doses of medication. Forms will be available in each school office.

Reference: California Education Code 49423

Helpful Forms

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Helpful Forms

Military Recruitment—Opt Out of Release of Contact Information

Under section 9528 of the No Child Left Behind Act (NCLB), local school districts are required to disclose the names, addresses and telephone numbers of high school students upon request by military recruiters and institutions of higher learning, unless individual students or their parents request that the information not be released without prior written consent. Students and parents may “opt-out” of this disclosure. If you do not want your child’s information provided to military recruiters, please fill out this form and return to your child’s school.

- I do not want my child’s contact information released to military recruiters.
- I do not want my child’s contact information released to institutions of higher learning.

Student’s Name

Date

Parent or Guardian Name

Signature

Healthy Kids Survey—Opt Out of Student Participation

Students in 5th, 7th, 9th, or 11th grades may be asked to be part of the California Healthy Kids Survey. This is a very important survey that will help our district promote better health among youth and combat problems such as drug abuse and violence. The survey is voluntary and sponsored by the California Department of Education. You will be notified of your child’s involvement prior to administration of the survey and have an opportunity to review the survey. If you do not wish your child to participate in the Healthy Kids Survey, please return this form to your child’s school.

Student’s Name

Date

Parent or Guardian Name

Signature

Helpful Forms

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Public Notice

Americans with Disabilities Act (ADA)

Twin Rivers Unified School District is committed to achieving full compliance with the Americans with Disabilities Act.

Twin Rivers Unified School District does not:

- Deny the benefits of district programs, services and activities to qualified individuals with a disability on the basis of a disability.
- Discriminate on the basis of disability in access to or provision of programs, services, activities of the district, or application for employment or employment to qualified individuals with disabilities.
- Provide separate, unequal or different programs, services or activities, unless the separate or different programs are necessary to ensure that the benefits and services are equally effective.

Twin Rivers Unified School District operates its programs so that, when viewed in their entirety, they are readily accessible to or usable by individuals with disabilities.

Twin Rivers Unified School District welcomes those with disabilities to participate fully in the programs, services and activities offered to all students, parents and guardians. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in any program, service or activity offered to you as a student, parent or guardian, contact the principal of the school where your child attends at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. [Government Code Section 54953.2; Americans with Disabilities Act of 1990, Section 202 (42 U.S.C. Section 12132).]

In accordance with Section 35.106 of the Americans with Disabilities Act, all participants, applicants, organizations and interested individuals are advised and noticed that the ADA Coordinator for the district is:

Greg Rash, ADA Coordinator
Twin Rivers Unified School District
5115 Dudley Boulevard
McClellan, CA 95652
Phone: (916) 566-1600 ext. 50121
Fax: (916) 566-3585
greg.rash@twinriversusd.org

Nondiscrimination Statement

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in our administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>, and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442
- (3) email: program.intake@usda.gov

Keeping Track

CONTACT INFORMATION

Child's Name: _____ School Name: _____

Teacher's Name: _____ Phone Number: _____

Principal's Name: _____ Attendance Ph. #: _____

IMPORTANT DATES

Back to School Night: _____ Open House: _____

School Site Council: _____ PTA Meetings: _____

ELAC Meetings: _____ Parent Conferences: _____

Other: _____ Other: _____

CONTACT INFORMATION

Child's Name: _____ School Name: _____

Teacher's Name: _____ Phone Number: _____

Principal's Name: _____ Attendance Ph. #: _____

IMPORTANT DATES

Back to School Night: _____ Open House: _____

School Site Council: _____ PTA Meetings: _____

ELAC Meetings: _____ Parent Conferences: _____

Other: _____ Other: _____

- I have returned the Acknowledgement of Handbook and Technology Use Agreement Form (Required) from page 41 of this handbook.**

IMPORTANT: Please call your school any time your phone number or address changes so you don't miss important information.



Inspiring each student to
extraordinary achievement every day

For additional copies of the Student and Family Handbook, please contact the
Twin Rivers Communications Department at 916-566-1628.

The annual Student and Family Handbook is available
in English, Spanish, Russian and Hmong.

El manual escolar del alumno y la familia está disponible en los
siguientes idiomas Inglés, Español, Ruso y Hmong.

Me nyuam thiab tsev neeg phau ntawv xyoo no muaj tawm lus
English, Spanish, Russian, thiab Hmoob.

Ежегодный справочник для учащихся и их семей доступен на
английском, испанском, русском и хмонг языках.