



## Student & Family Handbook

### Overview

#### 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 July 2020 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](http://www.cde.ca.gov) or the district office.

If you have a suggestion about information that would be helpful to families, please contact our Communications Department at [communications@twinriversusd.org](mailto:communications@twinriversusd.org) or 916.566.1628.

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

El manual escolar del alumno y la familia esta disponible en los sigueientes idiomas Ingles, Espanol y Hmong.

Menyuam Kawmntawv thiab tsevneeg phauntawv txwm xyoo muaj rau lus Askiv, Mev thiab Hmoob.

## **Be Connected**

### **1.1 Back to School Nights**

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

### **1.2 Open House**

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

### **1.3 Parent/Family Conferences**

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

### **1.4 Stay Informed**

Our district website is [twinriversusd.org](http://twinriversusd.org). All Twin Rivers schools maintain websites. From the district website you can click the "Schools" link to find your child's school website.

### **1.5 Nondiscrimination in District Programs & Activities**

The Board of Trustees is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

### **1.6 Board of Trustees**

**Note: All board meetings will take place virtually until further notice due to COVID-19.**

School board meetings are usually held bimonthly, Tuesday, 6 p.m. (closed 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 <https://www.twinriversusd.org/About/School-Board/Board-Meetings/index.html>.

Board interpretation/translation services will be provided by qualified interpreters and are available upon request. Qualified interpreters are employees or outside contractors who have demonstrated bi-literacy in both English and the requested language. Spanish interpretation will be provided for all statements, discussions and presentations made to or by the Board. Languages other than Spanish can be provided if interpreters are timely requested; and time taken to interpret statements, discussions and presentations made to or by the Board will not impose a time limit restriction.

To request these translation/interpretation services, please contact Alex Piña, English Learner Services Department at [alex.pina@twinriversusd.org](mailto:alex.pina@twinriversusd.org) or 916.566.1600 ext. 33421.

## **Our Mission, Vision & Core Beliefs**

### **2.1 Our Mission**

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

### **2.2 Our Vision**

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

### **2.3 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.

### **2.4 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. (EC 48980)

### **2.5 School Accountability Report Card (SARC)**

The SARC is a state and federal mandated annual report which provides information to parents and the community to allow public comparison of schools for student achievement, environment, resources and demographics. These reports are available upon request at your child's school. The SARC can also be accessed on the Twin Rivers district website by clicking "Schools" and choosing the SARC for your child's school site.

### **2.6 Academic Standards**

Twin Rivers Unified School District has high academic standards and supports all students to work hard to achieve their potential. Upon graduation, our students will be prepared to pursue postsecondary 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.

## **Learning**

### **3.1 CAASPP**

Each spring, most students in California participate in the statewide testing program, 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 (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 10, 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. (*EC 60615*)

### **3.2 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.

### **3.3 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.

### **3.4 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 the availability of career technical education. (*EC 52378*)

Beginning in grade nine, 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

gender of the student. (EC 221.5)

Twin Rivers provides students and parents with a four-year academic plan. Students and parents will work hand in hand with their counselor to ensure that they are on track to achieve their postsecondary goals. Please contact your counseling department for general information.

### **3.5 Parental Notification of EL Classification and Language Program**

Local education agencies (LEA) or school districts are required to inform parents/guardians of their child's qualification for initial or continuing placement into a language development program. Parent/guardian letters must be provided to the parent or guardian in the primary language of the home. The parent must be given an opportunity to waive any English language development services. While waiting for parental permission, the child should be scheduled for appropriate language assistance services and services should begin immediately.

### **3.6 English Language Proficiency Assessments for California (ELPAC)**

State and federal law require that school districts administer a state test of English language proficiency to students whose primary language is other than English. The ELPAC has replaced the California English Language Development Test (CELDT) and is aligned with the 2012 California English Language Development Standards. It consists of two separate assessments: The Initial Assessment (IA) and the Summative Assessment (SA). The ELPAC IA is administered within 30 days of enrollment in a California school, is only given once, and is used to identify students either as an English learner (EL) or as fluent in English (IFEP). The ELPAC SA is only given to students who have previously been identified as an EL based upon the IA results. Its purpose is to measure how well students are progressing with English language development in each of four domains: listening, speaking, reading and writing. The resulting proficiency levels are used as one of four criteria to determine if the student is ready to be reclassified as fluent English proficient (RFEP). They are also used to help inform proper educational placement, and to report progress for accountability.

The Initial Assessment (IA) is administered at schools during the fall semester and throughout the school year when students enroll after the fall testing period. The IA must be administered when the Home Language Survey (HLS), completed by parents/guardians when registering their child in school, indicates a primary language other than English. The annual Summative Assessment (SA) will be administered every spring, February through May. The ELPAC must be given to students identified as English learners once a year until they are reclassified as English proficient (RFEP) as per the district guidelines for this purpose. More information on the ELPAC test may be found at the following website: <http://www.elpac.org>.

### **3.7 English Learner (EL) Program**

The English Learner Services department provides guidance and support to schools as they implement legally mandated Designated and Integrated English Language Development instruction for all students who are learning English. All instructional programs include English Language Development (ELD) and teaching strategies differentiated for each student's level of English language proficiency. Parents/guardians or students who would like more information

regarding their school's ELD program may contact their school administrative office.

### **3.8 Structured English Immersion (SEI)**

Students who score at less than reasonable fluency in English on the ELPAC receive an SEI program of instruction and are taught overwhelmingly in English. Some assistance may be provided in the primary language. Students are taught ELD and core subjects by authorized teachers using district-adopted textbooks and supplementary materials. Instruction is based on ELD and grade-level content standards.

Parents/guardians are notified annually of their child's English fluency level and program placement. For more information, please contact your school site.

### **3.9 Dual Language Immersion (DLI) Program**

Dual Language Immersion is a language acquisition program that provides language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. Currently, Twin Rivers offers DLI in grades K-4 at Madison Elementary and grades K-5 at Las Palmas Elementary. If you choose this option, your child will be placed in a classroom that uses English and another language for instruction. Parents/guardians apply to the program at the individual school sites.

### **3.10 Change of English Language Development Program**

Parents/guardians who wish to change their child into or out of a language program (e.g. change from the DLI program to the general education program or vice versa) must submit the request directly to their school site.

### **3.11 Interpreting Services**

Interpreting services for school related issues are provided for parents/guardians of English learners. For more information, please check with your school site of attendance or the English Learner Services department 916.566.1600 ext. 33421.

### **3.12 State Seal of Biliteracy**

Twin Rivers Unified School District awards the State Seal of Biliteracy in accordance with criteria developed by the California Department of Education. The program recognizes high school graduates who have attained a high level of proficiency in speaking, reading, and writing one or more languages in addition to English. It takes the form of a gold seal affixed to the high school diploma of qualified students and is notated on their high school transcripts. Qualified students also receive a medallion and honor cord to wear during their commencement ceremonies.

### **3.13 At-Risk Students**

Students in grades 9-12 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. (EC 52378)

### **3.14 Physical Education Requirements**

The district provides a Physical Education (PE) program for students in kindergarten through grade 12 that is aligned with the 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 will 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.

### **3.15 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.  
(EC 51210, 51222, 51241; BP 5030 and 6142)

The *California Education Code* requires four 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. (EC 51241.b.1)

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

### **3.16 Extracurricular Activities**

We recognize that extracurricular activities enrich the educational and social development of students. Our district will encourage and support student participation in these activities without compromising the integrity 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)

### **3.17 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. (EC 49110)

### **3.18 Advanced Placement Fee Assistance**

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.



### **3.19 Concurrent Enrollment**

American River College (ARC) distance learning concurrent enrollment classes are semester long courses, and students will receive 10 high school credits and 3 college credits for each course. The courses will be offered at Highlands High, Rio Linda High, Grant Union High, Foothill High and Creative Connections Arts Academy. These college credits are transferable to University of California (UC), California State University (CSU) and community colleges. These courses must be passed with a C or better to receive college credit.

### **3.20 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)

### **3.21 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)

### **3.22 Graduation and Promotion Ceremonies & 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 promotion activities based on the student's conduct and behavior. (BP 5127)

### **3.23 High School Graduation Requirements**

Graduation from Twin Rivers Unified School District will require the successful completion of a minimum of 220 credits, which accumulate 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 each semester of a course. High school students will move sequentially through their four years of high school. The chart below 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.

We encourage each student to consider attending our State University and University of California postsecondary schools. The current admission requirements for freshman and upper division transfer students are listed in the chart on page 13. These are general guidelines. For

complete details, please refer to:

[https://www2.calstate.edu/apply/freshman/getting\\_into\\_the\\_csu/Pages/admission-requirements.aspx](https://www2.calstate.edu/apply/freshman/getting_into_the_csu/Pages/admission-requirements.aspx) or <http://admission.universityofcalifornia.edu>

<b>Required High School Subjects</b>	<b>Length of Time</b>	<b>Credit</b>
English	8 semesters (4 years)	40
World History	2 semesters (1 year)	10
Laboratory Science (1 year of biological science & 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	0 semesters (1 year)	10
Health Education	1 semester (1/2 year)	5
Elective Courses	12 semesters (4 years)	65
	<b>TOTAL</b>	<b>220</b>

### **3.24 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.

### **3.25 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 River College, also part of the Los Rios Community College District.

### **3.26 Planning for College**

There are many ways 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-11th grade students will take the Preliminary Scholastic Aptitude Test (PSAT) for free on October 14, 2020.

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

## **Family Involvement**

Here are a few ideas for families and students:

### **4.1 7th-9th Grade**

- Participate in any summer orientation programs for incoming freshmen.
- 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 resume 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.

### **4.2 10th Grade**

- Review your 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 resume.
- 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.

### **4.3 11th Grade**

- Visit college campuses.
- Maintaining A's and B's is especially important your junior year. You should be doing a minimum 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. Juniors should take the SAT or ACT by the end of their junior year. Taking the test in the spring will allow you time if you need to test again in the fall.

- Continue to update your resume.
- Over the summer, prepare for the SAT and ACT by reading testing tips and sample questions.

#### **4.4 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. Seniors should retake the SAT or ACT no later than December of their senior year.
- In September and October, complete the CSS (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 October.
- 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.

#### **4.5 Cal Grant**

All senior GPAs will automatically be uploaded to the California Student Aid Commission for the purpose of Cal Grants unless parent opts-out in writing.

#### **4.6 Military Recruitment**

Under section 8528 of the Every Student Succeeds Act (ESSA), 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.

#### **4.7 Family & 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.

#### **4.8 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.

#### **4.9 Websites**

For information about current events in Twin Rivers and our schools, be sure to visit [twinriversusd.org](http://twinriversusd.org).

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

#### **4.10 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.

Our automated call system also 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. **It is important for you to keep up-to-date telephone numbers at your child's school** so that you can receive telephone messages.

#### **4.11 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.

#### **4.12 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.

#### **4.13 Volunteering**

Parents and community members are urged to share their talents to make Twin Rivers' schools the best they can be. Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' relationships with the community. We take the health and safety of all children with highest regard; therefore, a person who wants to be a volunteer/chaperone must complete the volunteer application process. The process includes completing a Volunteer/Chaperone Application (available at [twinriversusd.org](http://twinriversusd.org)), a negative Tuberculosis screening and a background check with the Department of Justice (Live Scan). The district offers Live Scan services free of charge to volunteers. Please call 916.566.1600 x32105 to schedule your fingerprint appointment at the district office.

There are two critical reasons to plan far in advance for your background check. Fingerprint appointments are limited with some weeks busier than others. While most volunteers receive their fingerprint clearance quickly, the Department of Justice may take up to 30 days to send background reports. For more information about becoming a volunteer/chaperone, please check the district's website at [twinriversusd.org](http://twinriversusd.org).

If you are driving for a field trip, you must complete a Personal Automobile Use Form (available at [twinriversusd.org](http://twinriversusd.org)). Twin Rivers requires that you have a valid driver's license, a seat belt for each child and proof of auto insurance. Before transporting students, you must have passed the background check and been approved as a volunteer driver by the Twin Rivers Transportation Department.

#### **4.14 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.

#### **4.15 Committees**

Parents/guardians may elect to work alongside the district to meet the needs of all students through Family and Community Leadership Academy, 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/guardians to provide valuable input to the School Plan for Student Achievement (SPSA) and the Local Control Accountability Plan (LCAP). Family and community input helps plan for continual improvement of student learning.

#### **4.16 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 their learning by checking their assignments daily.
- Get to know your child's counselor and/or teacher and communicate regularly. Email or 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.

#### **4.17 Teacher Qualifications**

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). 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 multiple subject 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, such as in elementary schools.
2. The education level and subject area of the teacher's college degree(s): ~~)-~~ All teachers have a bachelor's degree, and many have graduate degrees beyond the bachelor's such as a master's or doctoral degree.

In addition to the qualifications of the teacher, if a paraeducator (teacher's aide) provides your child services, you may also request information about their qualifications. Many paraeducators have two years of college and others have passed a test that verifies their qualifications. If you would like this information, please contact Human Resources at 916.566.1736.

#### **4.18 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, at their request, in a reasonable time frame. (EC 49091.10; 51101)



#### **4.19 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. At the high school level, 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.

#### **4.20 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. (EC 49091.10(b); 51101)

#### **4.21 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. (EC 49091.12(a))

#### **4.22 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. 33431 or 33500. (EC 49091.14; 49063)

#### **4.23 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. (EC 32255 et seq.)

#### **4.24 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.

#### **4.25 Notice and Parental Excuse**

Parents and guardians will be given the opportunity to review materials used for comprehensive sexual health and HIV prevention education. 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 Healthy Youth 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 for their child to 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.

#### **4.26 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 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.

#### **4.27 Required Comprehensive Sexual Health & 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 recognize 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 well 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.

## **Services & Information for Our Students**

### **5.1 Human Trafficking**

1. Twin Rivers Unified School District will provide Human Trafficking Education to secondary students. In accordance with the new law AB1227, students will receive one training during middle school through the Life Science course and one training during high school through the Health Education course.

(A) Information about sexual harassment, sexual assault, sexual abuse and human trafficking. Information on human trafficking shall include both of the following:

- i. Information on the prevalence, nature and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance.
- ii. Information on how social media and mobile device applications are used for human trafficking.

(B) Each school district maintaining any of grades 7 to 12, inclusive, shall provide training and education to parents and guardians on how social media and mobile device applications are used for human trafficking. Training and education may include a handout sent home with pupils as part of the notice issued pursuant to Section 48980.

### **5.2 Comprehensive Suicide Prevention**

Schools are required to provide faculty of 7-12 grade students with the education, training, assessment and support skills necessary to identify and prevent youth at risk for suicide, and to promote the mental and emotional well-being of all students.

*California Education Code (EC) Section 215, as added by Assembly Bill 2246, (Chapter 642, Statutes of 2016) mandates that the Governing Board of any local educational agency (LEA) that serves pupils in grades seven to twelve, inclusive, adopt a policy on pupil suicide prevention, intervention, and postvention. The policy shall specifically address the needs of high-risk groups, including suicide awareness and prevention training for teachers, and ensure that a school employee acts within the authorization and scope of the employee's credential or license.*

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies and mental health professionals, and community organizations.

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors,

and other district employees who interact with students in the secondary grades.

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others.
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students.
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis.
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.
6. Crisis intervention procedures for addressing suicide threats or attempts.
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide.

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (*EC 215 BP 5141.52*)

### **5.3 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.
- 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 questions are asked to call the Student Services Department at (916) 566-1620.

#### **5.4 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. (EC 262.3)

Questions about complaint procedures should be directed to the Student Services Department at (916) 566-1620.

#### **5.5 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/Students--Families/Student-Services/Complaints-and-Inquiries/index.html](http://www.twinriversusd.org/Students--Families/Student-Services/Complaints-and-Inquiries/index.html). (EC 35186)

#### **5.6 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 the Student Services Department at (916) 566-1620.

### **5.7 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.

### **5.8 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.

### **5.9 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. (*EC 48204*)

### **5.10 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 their 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)

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.

### **5.11 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 & Attendance Office at 916.566.1615 for more info.

### **5.12 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).

### **5.13 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. (EC 48204)

#### **5.14 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 [twinriversusd.org](http://twinriversusd.org). Visit the Student Services page under Departments and click on the Parent Resources link.

#### **5.15 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. (EC 46010.1)

#### **5.16 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. See immunization requirements at the end of this handbook.

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.**

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.

#### **5.17 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)

#### **5.18 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.

### **5.19 Vision and Hearing**

School children are screened for vision and hearing at selected grade levels. (EC 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) including color vision screening for boys by grade 1. Students are also screened by referral. Special Education students are screened on initial assessment and every three years afterward.

### **5.20 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. (EC 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. (EC 49091.12)

### **5.21 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.

### **5.22 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, and 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. (EC 49403 and 48216)

### **5.23 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.).

### **5.24 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. (EC 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. (EC 51513, 51938)

### **5.25 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.

### **5.26 Free Meals**

Twin Rivers Unified School District now offers breakfast and lunch at no charge to all students regardless of income levels. This change is the result of the district implementing the Community Eligibility Provision, a new option available to schools under the National School Lunch Program and School Breakfast Program. The Community Eligibility Provision expands access to free school meals while reducing paperwork and streamlining meal service operation.

This provision reduces burdens for both families and school administrators and helps ensure that all students receive nutritious meals. This practice further supports the district's efforts to eliminate all barriers to student learning and helps ensure students are not hungry at school while they are trying to learn.

We request all parents to speak with their children to encourage them to eat their school breakfast and lunch every day. The district looks forward to serving nutritious, well balanced meals to your children all year long. If you have any questions or would like additional information, please call the Nutrition Services office at (916) 566-1600 ext. 36277.

### **5.27 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. (EC 32221)

### **5.28 Student Safety Before and After School**

Every student has the right to a safe and supportive learning environment. (EC 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.

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

### **5.30 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. 36219.

### **5.31 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.

**5.32 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, childcare 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.

### **5.33 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 district. 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.

### **5.34 Parent/Guardian Notice Release of Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Twin Rivers Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures (Opt Out of Release of Contact Information form). The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Examples include:

- A playbill, showing your child's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing at the beginning of each school year. The district has designated the following information as directory information:

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received

11. Most recent previous school attended

The district also may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number (PIN), password, or other factor that only the authorized user knows. Your child's social security number will not be used for this purpose.



## **School Attendance**

### **6.1 Daily 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.

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. (EC 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. (EC 48263.6) A School Attendance Review Team (SART) meeting will be scheduled at the school to discuss interventions to correct the attendance concerns.

### **6.2 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. (EC 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.

### **6.3 Excused Absences**

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

- Personal illness.
- Quarantine under the direction of a county or city health officer.
- Medical, dental, optometric, or chiropractic appointments.
- 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 (EC 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. (EC 48206.3-48208)

#### **6.4 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.

#### **6.5 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. (EC 48262)

#### **6.6 School Attendance Review Board (SARB)**

SARB establishes an intervention agreement through a panel which may include law enforcement, school nurse and community agency personnel. (EC 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, reduction of county aid, postponement of driving privileges and/or other legal actions including referral to the District Attorney's Office and court involvement as necessary. (EC 48291, BP 5113.2)

### **6.7 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.

## **Behavior, Citizenship & Discipline**

### **7.1 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. The Twin Rivers Police Communications Center can be reached 24 hours a day, 7 days a week, at (916) 566-2777.

### **7.2 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 the 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, 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.

### **7.3 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 retaliation and intimidation. Students, parents and anonymous reporters may also report bullying behavior. Any student who engages in bullying may be subject to disciplinary action (*EC 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.

#### **7.4 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 may get access to a downloadable app to view when their student boarded or departed the bus. See district website for instructions.

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 landscaping.
- 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.
- 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.
- No flammable materials such as lighters, matches, aerosols or flammable liquids.
- No tobacco products or e-cigarettes.

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.

Drivers may wait, on occasion, 1 minute beyond stop time in cases in which a special needs student has not arrived at the stop or is making an effort to board student on to the bus. 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. 37001.

#### **7.5 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.

### **7.6 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." (EC 35183.5)

### **7.7 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; EC 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.

### **7.8 Computer Use**

Students are required to submit a Technology Acceptable Use Agreement form (page 47) prior to using computer or technology resources.

When students use district technology, 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 technology for school-related education and research only.
- Do not alter any software or documents (except collaborative school work).
- 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.

### **7.9 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, EC 48904)

### **7.10 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.

### **7.11 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:

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

### 7.12 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:

1st Offense	2nd 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 Alcohol, Tobacco, and Other Drugs (ATOD) program

### 7.13 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:

1st Offense	2nd 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 Teen Intervene, or another Alcohol, Tobacco, and Other Drugs (ATOD) program

### 7.14 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. (EC 49050)

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

### 7.15 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.



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 a 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, extra-curricular activities and graduation.

### **7.16 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.

### **7.17 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 their 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. (EC 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. (EC 48925)

### **7.18 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. (EC 48915-48918)

### **7.19 Education Codes Related to Discipline**

The Discipline Guide Overview has been developed in accordance with Twin Rivers Unified School District Board Policy 5144 (Discipline), with the understanding that student safety is a prerequisite for consistently high levels of academic and social development for students. The Discipline Guide Overview, and corresponding Discipline Guide, provide clarity and consistency of practice relating to student discipline, in order to support safe school environments where

teaching and learning can flourish.

The following table identifies the interventions and/or consequences for violations of California Education Code 48900. Most violations allow for a range of interventions and disciplinary actions, which may include suspension and expulsion. Additionally, certain violations overlap the California Penal Code and may have consequences within the juvenile/adult court systems. The purpose of all interventions and disciplinary actions is to provide for a safe learning environment, maintain proper student behavior, and support academic success.

<b>1. Acts of Violence [EC 48900(a)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Caused, attempted to cause, or threatened to cause physical injury to another person.	X	X	X
(2) Willfully used force or violence upon another person.		X	X
<b>2. Weapons and Dangerous Objects [EC 48900(b)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or an object that could inflict injury) or explosive.		X	X
(2) Explosives, use or possession.		X	X
<b>3. Drugs and Alcohol [EC 48900(c)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Possession, use, sale, or furnishing, or otherwise being under the influence of alcohol, controlled substances, or an intoxicant.		X	X

<b>4. Sale of “Look-Alike” Controlled Substance or Alcohol [EC 48900(d)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant.		X	X
<b>5. Robbery or Extortion [EC 48900(e)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Committed or attempted to commit robbery or extortion.		X	X
<b>6. Damage to Property [EC 48900(f)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Caused, or attempted to cause damage to school or private property.	X	X	X
<b>7. Theft or Stealing [EC 48900(g)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Stealing, or attempting to steal school or private property.	X	X	X
<b>8. Tobacco [EC 48900(h)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Possessed or used tobacco or nicotine products.	X	X	
<b>9. Profanity, Obscene Acts, Vulgarity [EC 48900(i)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
(1) Directed at peers.	X	X	X

(2) Directed at school personnel.	X	X	X
<b>10. Drug Paraphernalia [EC 48900(j)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.	X	X	X

<b>11. Willful Defiance or Disruption of School Activities [EC 48900(k)(1)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
<p>Note: With the exception of classroom suspensions imposed by a teacher under <i>Education Code 48910</i>, no student enrolled in kindergarten through grade three may be suspended for violation of <i>Education Code 48900(k)(1)</i>. Additionally, no student enrolled in kindergarten through grade twelve, regardless of age, may be recommended for expulsion for violation of <i>Education Code 48900(k)(1)</i> [EC 48900(k)(2)]</p>			
(1) Disrupting school activities.	X	X	
(2) Refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.	X	X	
(3) Failure to follow school rules.	X	X	
(4) Failure to follow directive or instruction of staff or teachers.	X	X	
(5) Failure to follow conduct code for school bus passengers.	X	X	
<b>12. Possession of Stolen Property [EC 48900(l)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Knowingly received stolen school property or private property.	X	X	X
<b>13. Imitation Firearm [EC 48900(m)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>

Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.		X	X
<b>14. Sexual Assault or Sexual Battery [EC 48900(n)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Committed or attempted to commit a sexual assault or battery.		X	X
<b>15. Harassment of a Student Witness [EC 48900(o)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation.	X	X	X

<b>16. Prescription Drug Soma [EC 48900(p)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	X	X	X
<b>17. Hazing [EC 48900(q)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Engaged or attempted to engage in hazing.	X	X	X
<b>Bullying and Bullying by Electronic Act[E.C.48900(r)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil.	X	X	X

<b>Aided or Abetted to Inflict Physical Injury [EC 48900(t)]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Aided or abetted in the infliction or attempted infliction of physical injury to another student.	X	X	X
<b>Sexual Harassment [EC 48900.2]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Applies to grades 4-12.	X	X	X
<b>Acts of Hate Violence [EC 48900.3]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening, or attempting to cause, or participating in an act of hate violence defined as willfully interfering with or threatening another person's person or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence.	X	X	X
<b>Other Harassment [EC 48900.4]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Students in grades 4-12 may be suspended or recommended for expulsion for intentionally engaging in harassment, threats, or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile	X	X	X

educational environment.			
<b>Terrorist Threats [EC 48900.7]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Making terrorist threats against school officials and/or property.	X	X	X
<b>26a. Attendance – Truant [EC 48260]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Absent from school without a valid excuse.	X		
<b>26b. Attendance – Repeat Truant [EC 48261]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Absent from school more than one day without a valid excuse.	X		
<b>26c. Attendance – Habitual Truant [EC 48262]</b>	<b>Alternative to Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>
Any student truant three or more times per school year. Students who are habitually truant may be referred to the School Attendance Review Board (SARB).	X		

## **Student Technology Acceptable Use Agreement**

### **8.1 Overview and Purpose**

TRUSD provides Internet access to all students and staff on district grounds. 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 this document to have access to the Internet through district technology.

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.

### **8.2 Limitations of Liability: Personal Gain**

District technology 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 conditions set forth in law, Board Policy, and administrative regulations pertaining to advertising in district and school-sponsored publications. (BP1113)

### **8.3 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 they have met online without parent/guardian approval.

### **8.4 Student Data Privacy**

TRUSD complies with state Assembly Bill 1584, relative to student data confidentiality. System accounts will be created for each student except when the student's parent/guardian has notified the district in writing to not allow an account to be created.

### **8.5 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 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.

### **8.6 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 protection procedures when downloading material. Large files may not be downloaded unless absolutely necessary, and only with permission from the teacher in authority.



### **8.7 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.

### **8.8 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 use of viruses, keylogging tools/software, Trojan horse programs, or any software utilized to scan the network for confidential information or bypass security measures put in place by the district.

### **8.9 G Suite for Education**

Students have access to a G Suite for Education account. G Suite for Education is a set of education productivity tools from Google including but not limited to Drive, Calendar, Docs, Slides, Classroom, and more. Students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. Google does not serve ads or use personal information collected for advertising purposes. Additional services (YouTube, Maps) may use student information to offer tailored content, such as more relevant search results.

### **8.10 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: G Suite for Education, wikis, blogs, social networks, learning management systems, internal communication systems, video/photo sharing sites (e.g. YouTube), virtual classrooms/chat areas, 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.

### **8.11 Inappropriate Language**

Restrictions against inappropriate language apply to all speech communication while using district technology, including but not limited to, public messages, private messages, and material posted on webpages. 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 district technology. Students will not post information that could cause damage or a danger of disruption using district technology. Students may not engage in personal attacks, including prejudicial or discriminatory attacks against another individual through the use of district technology. Students will not harass another person using district technology. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop. Students will not knowingly or recklessly post false or defamatory information about a person or organization using district technology.

### **8.12 Inappropriate Materials**

No student may use district technology to access material that is profane or obscene (pornography), material that has been designated as for “adults” only, or material 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.

### **8.13 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)

A student’s possession or use of a personal electronic device (including a cell phone) on school grounds constitutes the student’s specific consent to the search by a school official of the student’s personal electronic device when there is a reasonable suspicion that the search will uncover evidence that a student is violating the law, Board Policy, or other rules of the district or the school (EC 6163.4). 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.

The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district’s educational programs, and contributes to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

### **8.14 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)

### **8.15 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 posted online that they feel constitutes cyberbullying and to notify a teacher or other employee so that the matter may be investigated. (BP 5131)

### **8.16 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)

### **8.17 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.

### **8.18 Online Plagiarism**

Submitting another person’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.).

### **8.19 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.