

Parent~Student Handbook 2016-2017



Twin Oaks Elementary School

2835 Club Drive
Rocklin, CA 95765
Office Hours: 7:30 a.m. – 3:30 p.m.

Office (916) 624-4101
Fax (916) 624-4124
Absence Reporting (916) 624-4170
Website: <http://toes.rocklinusd.org>

HOME OF THE TIMBER WOLF

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PRINCIPAL'S WELCOME

Welcome to Twin Oaks Elementary School. We look forward to working with you and your child to create a positive and successful educational experience. We have a long-standing tradition of excellent parental support, strong student commitment and outstanding staff dedication. Our staff is committed to providing a safe, supportive and caring environment in which your child can learn, grow and develop to her/his greatest potential. We are proud of the welcoming atmosphere at our school and we work diligently to get to know the strengths of all of our children. You are always welcome at our school.

All students at Twin Oaks Elementary School are leaders. Not only are they leaders of tomorrow, but they are the leaders of today. They are capable, competent, caring global citizens who make a difference in the lives of those around them. We are proud to be recognized as a Stephen Covey [Leader In Me](#) School. As a Leader in Me School, students will discover and practice a set of leadership and life skills from Stephen Covey's book [The 7 Habits of Highly Effective People](#). Leader in Me Schools receive national recognition for its emphasis on developing leadership in young children. Incorporating Leader in Me practices within our school's environment and curriculum will help our students become even more ready to succeed in the 21st Century, with critical skills and characteristics such as: trustworthiness, strong work ethic, motivation, problem-solving skills, goal setting, effective interpersonal skills, a sense of teamwork, academic achievement and valuing diversity in a global market. By developing the WHOLE-child; socially, emotionally, academically and ethically, we will foster a school climate that promotes greatness!

Twin Oaks students are empowered individuals who recognize that they control their destiny and make decisions to solve problems. They are citizens of the world who lead by example. Our students are recognized by adults as contributing members of our school culture and community. If you ever have any questions or concerns, please call or drop by. Thank you for entrusting your child's educational welfare to our staff.

Sarah James, Principal

Please note that, although the information contained in this handbook is accurate to the best of our knowledge, it is subject to the policies and procedures of the Board of Trustees and is also subject to change without prior notice. Readers are advised to consult with school administration if they have any questions regarding the contents of this handbook.

MISSION

The mission of Twin Oaks Elementary, a Leader in Me Lighthouse School, is to challenge all students to develop their unique potential, become life-long learners, and value their community through a school distinguished by:

- A culture of personal leadership development
- Engaging and relevant instruction with high academic expectations
- Respectful collaboration and communication.

VISION

Twin Oaks Elementary School will become a beacon in our community growing lifelong learners and developing strong leaders who will serve their community.

MOTTO

Learn. GROW. *Lead.*

THE LEADER IN ME

We want our students to have good values and strong character. It is up to us to lay a solid foundation for character development by teaching children right from wrong and by acting as positive role models. We believe the goal of character education is to build in the young attitudes, habits, instincts and predispositions toward doing what is right because it is right, not because it is advantageous.

We are ensuring that we cultivate characteristics like empathy, and good self-management through ***The Leader In Me***. The Leader In Me process helps develop essential life skills and characteristics students need in order to thrive in the 21st century. Visit the website, <http://www.theleaderinme.org> to view the curriculum that our students and staff are studying each week.

The Leader in Me is integrated into a school's core curriculum and everyday language so that it isn't "one more thing" teachers and administrators have to do. It becomes part of the culture, gaining momentum and producing improved results year after year.

OVERVIEW OF THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

Habit 1: Be Proactive

To be proactive is to have the ability to choose your response (response-ability). Proactive people take responsibility for themselves, their actions, their decisions, their moods and attitudes. They carry their own weather.

Habit 2: Begin With The End In Mind

To begin with the end in mind means that one starts with a clear understanding of one's destination. Setting goals provides the roadmap. Without an end in mind, it is possible to be climbing the ladder of success, only to discover that the ladder is leaning against the wrong wall.

Habit 3: Put First Things First

To put first things first takes willpower, determination and courage. We need to decide what things are the most important in our lives. Then we need to plan how and when we are going to take care of, or do those things.

Habit 4: Think Win-Win

Thinking "Win-Win" means finding a solution that works for all parties involved. Searching for solutions provides peace and happiness for ourselves and others. It is cooperation, not competition. Win-Win thinking requires a combination of courage, consideration, and listening.

Habit 5: Seek First To Understand, Then Be Understood

This is the skill of empathetic listening - listening to understand. Empathetic listening means to listen with the intent to understand, to get inside another person's frame of reference. This is when we listen not only with our ears, but we also listen with our hearts. We listen for feeling and for meaning.

Habit 6: Synergize

Synergy is a result of truly creative teamwork. The results of two or more people working together are much better than the results an individual would have created alone. This habit involves looking at alternatives, listening to other's views, valuing differences, and seeking creative "third alternatives."

Habit 7: Sharpen The Saw

To sharpen the saw involves self-renewal and continuous improvement. Sharpening the Saw requires attention to physical, mental, social/emotional and spiritual renewal activities that will provide the energy required to be truly effective.

ROCKLIN UNIFIED SCHOOL DISTRICT MISSION STATEMENT

The Rocklin Unified School District, a rapidly growing community of educators and families committed to excellence, will ensure that all students acquire the skills and knowledge to reach their highest potential and become self-reliant, critical thinkers and responsible citizens, by providing a rigorous, well-rounded, student-centered curriculum in partnership with all facets of the community.

BOARD OF TRUSTEES

| | |
|-------------------------------|--|
| Greg Daley, Clerk | gdaley@rocklin.k12.ca.us |
| Wendy Lang, Member | wlang@rocklin.k12.ca.us |
| Todd Lowell, President | tlowell@rocklin.k12.ca.us |
| Camille Maben, Member | cmaben@rocklin.k12.ca.us |
| Susan Halldin, Member | shalldin@rocklin.k12.ca.us |

ROCKLIN UNIFIED SCHOOL DISTRICT

| | | | |
|---------------------------|---|----------|--|
| Roger Stock | Superintendent | 630-2230 | rstock@rocklin.k12.ca.us |
| Kathy Pon | Deputy Superintendent | 630-2227 | kpon@rocklin.k12.ca.us |
| Barbara Patterson | Deputy Superintendent, Business and Operations | 630-2234 | bpatterson@rocklin.k12.ca.us |
| Colleen Slattery | Assistant Superintendent, Human Resources | 630-2240 | cslattery@rocklin.k12.ca.us |
| Craig Rouse | Senior Director of Facilities and Operations | 630-3188 | swesselius@rocklin.k12.ca.us |
| Tammy Forrest | Director of Special Education/Support Programs | 630-2232 | tforrest@rocklin.k12.ca.us |
| Karen Huffines | Director of Elementary Programs | 630-3187 | khuffines@rocklin.k12.ca.us |
| Marty Flowers | Director of Secondary Programs | 630-3311 | mflowers@rocklin.k12.ca.us |
| Lauren McGhee | Director of Fiscal Services And Purchasing | 630-2236 | lmcghee@rocklin.k12.ca.us |
| Juanita Fahnestock | Director of Food Services | 624-1112 | jfahnestock@rocklin.k12.ca.us |
| Matt Sanchez | Director of Transportation | 624-9106 | msanchez@rocklin.k12.ca.us |

TWIN OAKS STAFF

Office Staff

| | | |
|----------------|---------------------|--|
| Principal | Sarah James | sjames@rocklin.k12.ca.us |
| Secretary | Catherine Van Biber | cvanbiber@rocklin.k12.ca.us |
| Clerk | | sfoster@rocklin.k12.ca.us |
| Food Services | Jennifer Newton | jnewton@rocklin.k12.ca.us |
| Cashier | Stacy Gryics | |
| Lead Custodian | Patty Greenwalt | pgreenwalt@rocklin.k12.ca.us |

E-Mail

Support Staff

| | | |
|-----------------------------|------------------|--|
| Health Aide | Lisa Panganiban | lpanganiban@rocklin.k12.ca.us |
| School Psychologist | Cindy Osborn | cosborn@rocklin.k12.ca.us |
| Speech/Language Pathologist | Lisa Hartman | lhartman@rocklin.k12.ca.us |
| Resource Specialist | Mariah Wilson | mwilson@rocklin.k12.ca.us |
| English Language Teacher | Barbara Scott | bscott@rocklin.k12.ca.us |
| Occupational Therapist | Dell Mortensen | |
| Visual and Performing Arts | Joanne Evers | jeverson@rocklin.k12.ca.us |
| Adaptive PE | Danielle Sellers | dsellers@rocklin.k12.ca.us |
| PE (W-F) | Andy Carter | acarter@rocklin.k12.ca.us |
| PE (T-Th) | | |
| Music | Amy Adams | aadams@rocklin.k12.ca.us |
| | Robin Ritchie | ritchier@rocklin.k12.ca.us |
| District Librarian | Shelley Chappell | schappell@rocklin.k12.ca.us |
| TO Librarian | Melinda McIntyre | mmcintyre@rocklin.k12.ca.us |
| Computer Lab Technician | Sue Benson | sbenson@rocklin.k12.ca.us |

Classroom Teachers

| | | |
|--------------|-------------------|--|
| Kindergarten | Carol Ann Watkins | cwatkins@rocklin.k12.ca.us |
| | Michelle Rodante | mrodante@rocklin.k12.ca.us |
| | Janicse Hardesty | jhardesty@rocklin.k12.ca.us |

| | | |
|---|------------------|------------------------------|
| 1 st Grade | Jennipher Baker | jbaker@rocklin.k12.ca.us |
| | Lauren Gaspard | lheinrich@rocklin.k12.ca.us |
| 2 nd Grade | Lili Newman | lnewman@rocklin.k12.ca.us |
| | Rose Scheitlin | rscheitlin@rocklin.k12.ca.us |
| 3 rd Grade | Jessica Schmidt | jschmidt@rocklin.k12.ca.us |
| | Mary Manner | mmanner@rocklin.k12.ca.us |
| | Marcie Solomon | msolomon@rocklin.k12.ca.us |
| K-3 Special Day Class | Lindsay Walters | lwalters@rocklin.k12.ca.us |
| 4 th Grade | Elli Tremblay | etrmbly@rocklin.k12.ca.us |
| | Kelly Rodriguez | krdriguez@rocklin.k12.ca.us |
| 4 th / 5 th Grade | Shawna Grinnell | sgrinnell@rocklin.k12.ca.us |
| 5 th grade | Laurie Magner | lmagner@rocklin.k12.ca.us |
| | Rick Pitts | rpitts@rocklin.k12.ca.us |
| 6 th Grade | Ellen Hatcher | ehatcher@rocklin.k12.ca.us |
| | Sabrina Guensler | sguensler@rocklin.k12.ca.us |
| | Molly Ryan | mryan@rocklin.k12.ca.us |
| 4-6 Special Day Class | Kayla Steffano | ksteffano@rocklin.k12.ca.us |

SCHOOL/OFFICE HOURS

School Office Hours: 7:30 am – 3:30 pm

Daily Schedule:

Grades 1– 6

Monday

7:50 am – 1:20 pm

Daily Schedule:

Kindergarten
Grades 1 – 6

Tuesday – Friday

7:50 am - 2:10 pm
7:50 am - 2:20 pm

2016-2017 SCHOOL CALENDAR

ROCKLIN UNIFIED SCHOOL DISTRICT TK-12 School Calendar for 2016-17

First Day of School

Minimum Day - See Detail on Right for Grade Level(s)

School Not in Session*

Last Day of School & Minimum Day

***Please schedule family vacations and trips during days when school is not in session.**

| AUGUST | | | | |
|--------|----|----|----|----|
| M | T | W | T | F |
| | | | | |
| | | | | |
| | | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| SEPTEMBER | | | | |
|-----------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| OCTOBER | | | | |
|---------|----|----|----|----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| NOVEMBER | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

| DECEMBER | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| JANUARY | | | | |
|---------|----|----|----|----|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

| FEBRUARY | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | | | |

| MARCH | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

| APRIL | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| | | | | |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

| MAY | | | | |
|-----|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| JUNE | | | | |
|------|---|---|---|---|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| | | | | |
| | | | | |

- August 2016**
17 First Day of School
- September 2016**
5 No School – Labor Day
- October 2016**
10 No School – Staff Development Day
- November 2016**
7 Grade TK-6 Minimum Day – Conference/Grade Preparation
11 No School – Veteran's Day
14-18 Grade TK-6 Minimum Days – Parent/Teacher Conferences
21-25 No School – Thanksgiving Break
- December 2016**
21-22 Grade 9-12 Minimum Day - End of High School First Semester
22 Grade TK-6, & 7-8 Minimum Day – Winter Break
23-30 No School – Winter Break Part 1
- January 2017**
2 No School – New Year's Day Observed
2-6 No School – Winter Break Part 2
16 No School – Martin Luther King Day
- February 2017**
20 No School – President's Day (Lincoln)
21, 22, 23 No School – Presidents Week
24 No School – President's Day (Washington)
- March 2017**
6 Grade TK-6 Minimum Day: Conf./Grade Prep
13-17 Grade TK-6 Minimum Day- Parent/Teacher Conf.
- April 2017**
10-14 No School – Spring Break
17 No School – Staff Development Day
- May 2017**
11 Grade 7-8 Minimum Day–Middle School Open Houses
18 Grade TK-6 Minimum Day - Elementary School Open Houses
26 Grade TK-6 Minimum Day – Conference/Grade Preparation
29 No School – Memorial Day
- June 2017**
7-8 Grade 9-12 Minimum Day - High School End of Semester
8 Grade TK-12 Minimum Day – Last Day of School
8 Middle School Promotional Activities (day)
7 VHS & RICA Graduation
8 WHS Graduation
9 RHS Graduation
19 Summer School Begins

Professional Learning Community Team Meetings/Articulation Days:
All Mondays: Grades TK-12 (except Minimum Days)

KINDERGARTEN PARENTS: SCHEDULES MAY BE ALTERED ON MINIMUM DAYS. PLEASE CHECK WITH YOUR CHILD'S TEACHER.

ATTENDANCE INFORMATION

Absences

Daily school attendance is essential for student success. By law, parents are required to send their child to school daily. **Parents are strongly encouraged to schedule medical appointments during non-school hours.** Whenever possible, a student who is absent for a reason other than illness should attend at least part of the school day.

When students are absent from school, it is important that their absences be cleared on their first day back to school. If the student does not have a note, it will be necessary to call the parent at home or at work in order to clear the absence. Any absence not cleared within **5 days** will be marked as truant. According to California law, there are **NO** legally recognized absences. A student may be excused from school for justifiable personal reasons, including but not limited to illness or injury, medical or dental appointments, bereavement, funeral/memorial services, court appearances, or religious holidays, or an employment conference, when the student's absence has been requested in writing by the parent/guardian and approved by the principal or designee. A student shall be excused when he/she is the custodial parent of a student who is ill or has a medical appointment during school hours.

Parents will be asked to conference about continual non-illness absences and to improve their child's attendance. Failure to do so may result in a referral of the student and parent to the Rocklin Unified School District Attendance Review Board for further action.

Missed Work

A student absent from school shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and, upon satisfactory completion, shall be given full credit. The teacher of any class from which a student is absent shall determine what assignments the student shall make up and what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent.

Request for Homework

If your child is ill two days or more, parents may request homework. Call the office at least one day before the day you wish to pick up the assignments. The teacher(s) will have the work ready to pick up in the office after school or the next day.

Notes from Parents

Please use **both the first and last name** on all correspondence from home. This is especially important when the parent and the student do not have the same last name.

Notes are still required to satisfy the compulsory education law. Please call the school to report an absence or leave a message. Please state your child's first and last name, reason for absence, and dates of the absence.

Tardies

An emphasis is placed on students arriving to school on time. Late students often miss the focus of the day or lesson and disrupt the flow of the lesson for other students. When students are late for school, please check into the office before going to class. Parents will be notified if a student has continual tardies and will be asked to follow through with a program to increase punctuality. Repeated tardiness can be grounds for revocation of intra or inter district transfer requests. Repeated tardies may result in a referral of the student and parent to the Rocklin Unified School District Attendance Review Board for further action.

Independent Study

When a student knows he will be away from school **for at least 5 days**, the school can assign work through an Independent Study Program. If the work is completed and the Independent Study Contract is fulfilled, the student will receive credit for being in school. Parents must inform the office at least one week in advance to receive their child's work unless it is an emergency.

Appointments

If your child needs to leave school for an appointment, please send a note with the student in the morning. Sign your child out at the school office before taking him/her out of class.

PARENT COMMUNICATION / PARTICIPATION

Student Folder

Information coming from the office at Twin Oaks and our PTC (Parent-Teacher Club) will be sent home once each week on Wednesdays, in our "Wednesday Folder" and in the Wednesday Folder E-Blast. The E-Blast will contain all other information regarding community events and opportunities for our students and families.

Twin Oaks Elementary School App!

Our Parent Teacher Club sponsors an app for our school through which you can access all information regarding school events and the calendar, our Virtual "Wednesday Folder" teacher email and you can submit student absences via the app. Visit the iOS and android app store to download.

Twin Oaks via Social Media

Twin Oaks also shares information with families via Facebook, Twitter and Instagram. Pick one or all three, and with our App, you will be connected!

Instagram and Twitter: timber_tales

Facebook: Twin Oaks Elementary School

School Messenger

Rocklin Unified School District is focused on providing a safe and secure environment for our students and their families. We use School Messenger to keep parents, staff and students informed in both emergency and non-emergency situations. At Twin Oaks Elementary School we strive to limit its use to the most important information. You have the ability to opt out of receiving School Messenger phone calls and e-mail. We encourage you to stay connected with at least one phone number and e-mail in the case of an emergency. While you can also follow us on Facebook, Instagram, our school App, and Twitter, the most important information will be delivered through the School Messenger System.

School Website

Our school website is up-to-date and will connect you to our staff and all school events.

School Visitations / Visitor Registration

(Reference Board Policy/ Administrative Regulation 1250)

The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools and view the educational program. To ensure minimum interruption of the instructional program, visits

during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be arranged with the teacher during non-instructional time.

To ensure the safety of the students and staff and avoid potential disruptions, all visitors shall register in the school administration office immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the school may design a visible means of identification for visitors while on the school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission (Education Code 51512).

Parent/ Teacher/Student Conferences

Parent/Teacher/Student conferences are scheduled twice during the year for all students. In the fall they are held at the end of the first trimester and again in the spring at the end of the second trimester. The Rocklin Unified School District schedules minimum days during conference week so teachers may have sufficient time to meet with the parents. The average length of a conference is 20 minutes and involves reporting progress and creating goals for students. Parents and teachers are encouraged to set up additional conferences as the need arises during the year.

Student Records

The Rocklin Unified School District maintains cumulative records for each student as required by law, and any additional records that would be helpful in providing maximum educational opportunities for students. These records are available for parents to review. Please call the school office to set up an appointment with the principal to review your child's cumulative record.

Complaint Procedures

The school follows the procedures outlined below to address parent concerns and complaints. Please use the following steps if you have a concern:

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call the teacher to explain your concern. Small concerns may be addressed by a phone call; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, please call the school administrator. Small concerns may be addressed by a phone call; larger concerns are better addressed in a conference.
3. If the concern is not satisfactorily addressed with the school administrator, the parent may schedule a meeting with a district representative.

The District assures that students, employees, parents or guardians of its students, school and district advisory committees will not be discriminated against. Unlawful discrimination complaints may be filed using the Uniform Complaint Procedure. A brief description is in the appendix of this handbook. A copy of the procedure is available at the District Office from the Human Resources Department.

Volunteers

We value the contributions that our parents and volunteers make in our school. We strongly encourage and wholeheartedly welcome parents at Twin Oaks. Volunteers are special people who are willing to donate their time and energy the students and staff or our school. All visitors must sign in at the school office prior to going onto the campus. Volunteers and all visitors must wear a Twin Oaks visitor badge while on campus. School staff will

redirect visitors without a badge to the office to sign in. Classroom volunteers are under the direct supervision of teachers and administrators while on campus.

There are times when a volunteer may see or hear something in a classroom or on the campus regarding a student's progress, a discipline issue or other matters that must be kept confidential. Therefore we are asking volunteers to sign a confidentiality statement and be aware that individual student information should not be discussed with anyone other than the appropriate school officials.

For the safety of all our students, parent volunteers must be fingerprinted. The procedures are described in the Appendix – Use of Volunteer Services (Board Policy / Administrative Regulation 1240)

Parent-Teacher Club (PTC)

Our Parent Teacher Club is very involved in the education of our students. The purpose of our PTC is to further increase the quality of our children's' education through parent involvement and fundraising activities. By creating an informative working relationship, our PTC identifies and responds to the needs of our community. Our PTC supports academic programs, field trips, technology and the staff and raises over 35,000 annually to support our school and students. Enjoyable "fun" and "fund" raising activities not only provide financial support of services and educational projects, but also a social atmosphere for getting acquainted with new neighbors and staff.

We encourage all parents to become active members of the Twin Oaks PTC. We are indebted to the support of this fine organization. Our PTC needs and appreciates your involvement. For more information, please contact our PTC at <http://www.toesptc.com>.

SAFETY

Student Safety

(Reference Board Policy/Administrative Regulation 5142) – The Board of Trustees places high priority on safety and on the prevention of student injury. Principals and staff are responsible for the conduct and safety of students from the time they come under school supervision until they leave school supervision, whether on school premises or not. The Superintendent or designee shall establish regulations and procedures as necessary to protect students from dangerous situations.

The Superintendent or designee shall ensure that teachers, teacher aides, yard aides, and volunteers who supervise students receiving training in safety practices and in supervisory techniques which will help them to forestall problems and resolve conflicts.

The following visitor regulations shall be in place at each school site:

- All visitors, including parents, must sign in at the office.
- All unknown visitors will show proof of identity.
- Uniform identification badges will be used throughout the district.
- Picture identification badges will be used by District employees who visit campuses (i.e. superintendents, maintenance, and transportation/cafeteria supervisors).
- A "buddy system" will be in effect for grades K-3; students will have a companion when leaving the classroom (this is recommended for students in grades 4-6, but is not mandatory).

Emergency Cards

Student emergency cards must be kept current. If a student becomes ill or is injured at school, we must have a phone number where we can reach the parent, guardian, or a designated substitute. Your child will not be released to an adult unless the adult is on the emergency card.

Accidents

If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. It is critical that parents/guardians keep the emergency card up to date. If the accident is serious the school will call 911 and notify the parents immediately.

Emergency Situations

The Rocklin Unified School District has plans and preparations for major emergency situations. Our staff has been trained and drills are held regularly to make certain that the students understand emergency procedures.

Please inform your children that they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind and inspections are made regularly to remove possible hazards. Personnel are trained in first aid. Our primary concern in the event of an emergency is the safety and welfare of the students.

Please instruct your children to obey the directions of their teachers and follow the directions of the bus driver if they are on the bus. If walking or riding a bicycle, your child should continue toward their destination when an emergency situation develops.

Your cooperation is asked in any emergency:

- Please avoid calling the school. Telephone lines will be needed for emergency situations.
- Please avoid driving to school. Streets should be as open as possible for emergency vehicles.
- Turn your radio to any of the local Placer/Sacramento County radio stations. Information and instructions for picking up students during or after an emergency will be given over the radio. AM – KAHN 95, KFBK 1530; FM – KHYL 101, KAER 92.5.
- In the event your child's school must be evacuated, your child will be transported to another school. The school of choice will be determined by the nature of the emergency. Specific information will be broadcast on the local radio stations listed above.
- The school will utilize a mass calling system to update you with key information regarding the situation.

Office Telephone

The office telephone is for **emergency** use only. Please make after school arrangements with your child in advance. Office staff are not permitted to interrupt classroom instruction to relay messages to students. Emergency situations should be communicated to the principal and necessary actions will be taken to ensure appropriate communication occurs.

Safety Drills

In accordance with state law, an emergency evacuation is conducted every month. Students are expected to respond quickly and safely as directed by their teacher. If you are in your child's classroom during a fire drill or a lock-down drill, please stay with your child until the drill is over.

Safe Arrival and Departures

The Rocklin Police Department and our school officials work closely to plan for the safe arrival and departure of students. We are asking for your support and help in the safe loading and unloading of children.

- Assist us in teaching your child to use the crosswalks when coming to school and leaving school.
- Do not stop your vehicle in the crosswalk or in front of the driveway to deliver or pick up your child. California State law prohibits stopping in a designated crosswalk. This constitutes a moving violation.

- Teach your child to walk, not run, in the crosswalk.
- Do not leave your vehicle unattended in the loading and unloading zones.
- The bus lane is for buses only. Do not use it for drop off or pick up.

Students who ride a bicycle, scooter or skateboard to school MUST abide by the following rules:

- Students shall ride bicycles/scooters/skateboards in a safe manner at all times.
- Students shall observe all traffic rules and laws.
- By law, students must wear a helmet.
- Bicycles, scooters and skateboards are not permitted on campus except for the designated storage area.
- Students are encouraged to use a lock to secure their bicycles and scooters to the bike rack.

Students who violate any of the above rules may be subject to a disciplinary consequence, have the bicycle, scooter or skateboard taken away and returned to the parent, and/or lose the right to access campus with a bicycle, scooter or skateboard.

PLEASE ADVISE ANY DRIVER WHO MAY TRANSPORT YOUR CHILD OF THESE REGULATIONS.

Dogs on Campus

Due to health reasons, dogs are prohibited from being on the school campus during, before, or after school hours. The only exception is when a pet is part of an arranged presentation. In that situation, the pet must arrive shortly before the scheduled time and be removed immediately after the presentation ends.

CAFETERIA

Lunch / National School Lunch Program

Quality, nutritionally balanced meals are available in the cafeteria daily. Menus can be viewed and printed off the Nutrition Service web site which can be accessed from a link on the school's website. One entrée or a choice between two entrees with a protein and grain serving for lunch or two grain/protein servings for breakfast are offered along with a selection of vegetables and fruits. Students must choose at least three out of the five components offered with at least one being a vegetable or fruit to meet the standards for a healthy meal. One percent milk or non fat chocolate milk is also available as a choice with both breakfast and lunch.

Applications for the Free and Reduced-Priced Meals Program are made available 3 weeks prior to the beginning of the school year on the Nutrition Services website and all families will be notified by phone and email. Also a convenient online application can be accessed through a link to Heartland Apps or a paper application can be printed and completed and returned to any District location. They are also available at any school office throughout the year, or by phone request at the Nutrition Services main office at 624-1112 extension 1. Applications may be submitted at any time during the school year, or mailed to:

Rocklin Unified Nutrition Services Dept.
4090 Del Mar Ave. Suite A
Rocklin, CA 95677

The applications will be processed in a timely manner but until an eligibility determination is made, the student is required to pay full price. There is a 30 school day grace period at the prior year's eligibility at the start of the school year to allow time for a new application to be submitted. Children participating in the National School Breakfast & Lunch Program will not be overtly identified by the use of any special means.

Lunch prices: Regular \$2.75 / Reduced \$.40 / Free \$.00 / Adults \$3.50

All students have a lunch account which is accessed by telling the cashier their name. Meals are served on a pre-paid basis and parent/guardians may purchase any number of meals in advance at the front office before or after school daily. A convenient online payment service is offered through MySchoolBucks.com. **In the event of forgotten lunch money, students may charge no more than two lunches to their account before payment to bring the account current is expected.** A courtesy meal of crackers and whole fruit will be served when the account is overdrawn by more than \$11. Parents will be contacted by School Messenger when their child has had to charge and payment must be received the next day.

Milk is available for \$.50 for students who bring lunches from home. Items & prices are subject to change.

Lunches from Home and Snacks

We strongly urge parents to incorporate healthy food choices in packed lunches from home. Please save any candy or sodas to be consumed after school, at home.

TK and Kindergarten Lunch

TK and Kindergarten students will have a 40 minute lunch period each day. On minimum days the lunch period may be reduced to 30 minutes. Students can participate in the Free and Reduced-Priced Meal Program and may purchase a lunch or bring a lunch from home. Money can also be put on account.

TRANSPORTATION

Bus Transportation

Applications for bus passes may be downloaded from the District webpage or requested from the Transportation Office (624-9106).

2225 Corp Yard Rd. (next door to UPS, off of Sierra Meadows Drive).
Rocklin, CA 95677

If a student is going home on a different bus, parents must send a note to school stating their approval, bus number, and stop. Buses at full capacity may deny students who do not regularly ride that bus. Temporary bus passes may be purchased at the school office.

Thomas Edward Lanni School Bus Safety Act of 1997 (AB1297)

Prior to the passage of AB1297, school bus drivers were required to activate a buses red flashing signal lights and the stop signal arm only when a student the bus had been carrying was about to cross a public or private roadway. After January 1, 1998, the red flashing signal lights and stop signal arm are required to be operated every time the bus stops for the purpose of loading or unloading students, even if the student does not intend to cross the road.

Vehicle Code 22454 states that the driver of any vehicle, upon meeting or overtaking, from either direction, any school bus displaying a flashing red light signal and stop signal arm, that is stopped for the purpose of loading or unloading students, shall bring the vehicle to a stop immediately before passing the school bus and shall not proceed past the school bus until the flashing red light signal and stop arm signal arm cease operation.

HEALTH SERVICES

Health Office Information - The school health office is staffed by a part-time health aide. Please refer to the Annual Parents' Rights Notice for a complete description of pupil health, safety and medical treatment information. For additional Health Information please reference [www.rocklinusd.org/ Health](http://www.rocklinusd.org/Health).

The school health office provides temporary care to students who are sick or injured at school, until the parent can be contacted to pick up the student. Students cannot be diagnosed by the health office; your child's physician will need to provide a proper diagnosis. Students will only be released to persons listed on the Emergency Card and 911 will be called if the situation could be life threatening.

Medications (Reference Board Policy 5141.21) - The school health office also supervises students who are required to take medication during the school day. A written authorization from the student's physician and parent or guardian is required before designated school staff can assist the student in taking **any** medication, including medication prescribed by the physician and over-the-counter medications such as Tylenol, Motrin, cough drops, and ointments. These medication forms are available in the school office and the RUSD Health Services Webpage: www.rocklinusd.org/Health.

Any medications that will be stored in the Health Office must be signed in by a parent/guardian and staff member. The Health Aide/staff member will verify the medication against the physician's orders, noting the medication's expiration date, quantity, and form (liquid, pills, inhaler, nasal spray, eye drops, etc.)

All medication must be in the original container and placed under lock and key in the health office in the administration building for the safety of all students. **Students are not allowed to carry any form of medication (prescription or over-the-counter) at any time while on campus** except those medications that a physician requests the pupil be allowed to carry (e.g., inhalant for asthma, Auto-injector Epi-Pen for severe allergies). Doctor's orders are required to be kept on file at the school for student carrying authorized medication. When on a field trip, the medications shall be monitored by and in possession of a teacher at all times.

Prior to the beginning of school, please notify the school health office in writing of any chronic health issues, such as heart problems, diabetes, severe allergies, hearing loss, vision/glasses, chronic pain, asthma, seizure disorders, etc. This enables the school to communicate the necessary accommodations to appropriate staff to ensure that student health needs and safety are cared for.

Health Screening – California schools must conduct vision and hearing screening on all students upon school entry and every third year through eighth grade. (California Code of Regulations, Title 17, Section 2952 (c)(1)). Hearing screening in California public schools must be conducted by a credentialed school audiometrist. Rocklin USD screens all students for hearing in kindergarten/first grade and in second, fifth, eighth, and upon first school entry. Screening for vision is done in kindergarten, second, fifth, and eighth grades. Vision, hearing, and other mandated health screenings are overseen by the school nurse at specific grade levels, for all new students to the District, annually for special education students, or upon teacher or parent request. A screening service (not requiring parent permission) is provided by the Language, Speech, and Hearing Specialist in the areas of articulation and language at specific grade levels or upon teacher/parent request.

Home Hospital Instruction – If a doctor feels your child will likely be out for **4 weeks or more**, then you may apply for Home Hospital Instruction in the Administration building at your child's school. A teacher will then be assigned to visit your child at home or in the hospital. This is only available for students who will be absent from class for 20 school days or more. The student may not return to school without a physician authorized return date.

Immunizations – Under the California School Immunization Law (California Health and Safety Code, Sections 120325-120375), children are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries and developmental centers.

The California School Immunization Law also requires schools, child care centers, and family child care homes to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to the local health department. Students have 10 days from the time of notification to provide documentation of missing immunization; otherwise may be excluded from school.

Starting in 2016, a new California law modified the process for obtaining exemptions to student immunizations. Medical exemptions will be the only exemption allowed, however this law does permit doctors to account for family history, including whether a sibling had an adverse reaction.

The law will take effect in the 2016-2017 school year for current students and January 1, 2016 for new students and new exemptions.

The law will require students enrolling in public or private schools in California to be vaccinated for:

1. Diphtheria
2. Haemophilus influenza type b (Hib meningitis)
3. Measles
4. Mumps
5. Pertussis (whooping cough)
6. Poliomyelitis
7. Rubella (German measles)
8. Tetanus
9. Hepatitis B
10. Varicella (chickenpox)

Students who have personal belief exemptions prior to January 1, 2016 may retain their exemptions until they enter kindergarten or the seventh grade. Those students who currently have a personal belief exemption and enter seventh grade before January 1, 2016 will not be required to take the vaccines.

Source of immunization information: www.shotsforschool.org

Short Term Independent Study Student Work Assignment – If you know in advance that your child will be absent for at least five consecutive days due to illness or medical procedure you may apply for a Short Term Independent Study Student Work Assignment in the Attendance Office at your child's school. The teacher(s) will put together study materials for your child to complete on their own.

Health Services Webpage – Please note that all of the information above and more can be found on the Health Services Webpage: www.rocklinusd.org/Health.

ACADEMIC INFORMATION

California Assessment of Student Performance & Progress (CAASPP) - Each spring students in grades 3 through 6 take the CAASPP which is aligned to California's new, rigorous academic standards.. Results are sent home with students within 3 weeks of receiving them from the state.

Homework

Homework should be an extension or independent practice of what was learned in school. Students are expected to complete and hand in homework when assigned. (See the attendance section for requesting homework after or during an absence.)

Standards Based Grading

Instruction is focused around the standards identified for each subject in each grade level. Students are provided with information about how their work will be evaluated and how their level of proficiency will be determined. Teachers modify instruction to meet a wide variety of learning styles and levels of ability.

A student's progress is summarized every trimester on a standards based report card. The report card will indicate the status of your child's work towards the end of the year goals or standards. (See the brochure "Standards Based Education: A Commitment to Excellence" available from your school office.)

Promotion / Retention Information (Board Policy/Administrative Regulation 5123)

The purpose of retaining students is to provide additional opportunities for a student to learn grade level skills. Legislation (AB1639) requires that all school districts establish a promotion and retention policy. AB1639 also requires school districts to offer supplemental instruction to students with low reading, writing, or math achievement.

Students are required to demonstrate that they have mastered grade level expectations in order to be promoted to the next grade. Grade level expectations are based on the following:

- Scores on achievement tests
- Teacher evaluation of student's abilities and effort
- Student's motivation level
- Proficiency assessments
- Parental involvement and family commitment to supporting the student's academic achievement
- Attendance

When a student is identified as being at risk for retention or recommended for retention, the school shall provide opportunities for remedial instruction to assist the student in overcoming the academic deficiencies. Such opportunities may include, but are not limited to, tutorial programs, after-school programs, summer school programs, Saturday school, and/or the establishment of a student study team.

The Superintendent or designee shall communicate in the strongest terms possible, the urgency of the student attending the recommended remedial instruction and learning the necessary skills. To fail to do so shall severely jeopardize the student's opportunity to be promoted.

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement.

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time.

Teacher Training / Planning Time

The District schedules one hour every Monday afternoon for articulation in grades K-12.

Teachers will utilize K-12 articulation days to receive specialized training in a variety of instructional practices including reading recovery, differentiated instruction, guided reading/writing, assessments, and mathematics. District-wide in-services are organized to allow our teachers adequate time to plan curriculum and align our instructional program with state mandates. Additionally, teachers will be able to share what is working well in their classrooms with their colleagues to improve student achievement for all our children. If you have any questions, please contact your child's school.

Student Success Team

The Student Success Team is a school-site team, which identifies effective strategies to meet the needs of individual students who are not progressing due to academic, behavioral, medical or other concerns. The Student Success Team process is a collaborative process between the school and the parents on behalf of the student. The parent, teacher or other staff may make requests for assistance to the Student Success Team through the school; student success team coordinator or the principal. The Student Success Team meeting will include the parent, the student (if appropriate), the student's teacher, administrator, team coordinator, general education teachers and other support staff as needed.

Special Resources

A variety of special resources and programs are provided for students with unique needs. To qualify for programs, students need to be referred through a meeting of the Student Success Team or demonstrate unique needs on assessments. These programs include:

1. **Special Education:** The district strives to provide an educational program to meet the needs of all school-aged children within the district. The district provides special education services described in Education Code (56000-56001). A student shall be referred for special educational instruction only after the resources of the regular education program have been considered and/or modified. If a student is referred to special education, parents will receive a notification of rights and an explanation of proposed assessments. Following assessments, a report of findings will be written and an IEP team will meet with the parent to develop an Individualized Education Plan. This plan and the student's progress based on the plan will be reviewed with the parent/guardian at least annually. Special education programs include the Special Day Class, Resource Specialist Program, and speech and language services.
2. **Speech and Language:** The speech-language program in the Rocklin Unified School District serves students from three years of age through twelfth grade. Students may be referred to the speech-language pathologist at their school for a speech-language screening by their teacher, parent, and the student study team or other concerned individuals. Students who qualify for the speech-language program may be served in a variety of ways. Students may attend individual or small group sessions, or be served in the regular classroom.
3. **Psychologist:** Psychological services are available to the school as the need arises throughout the year. A psychologist is available on a limited basis for testing children and working with parents and teachers.
4. **English Language Development:** Students who are non-native English speakers are assessed to identify their level of fluency in English. Students who are not fully fluent in English participate in the English Language Development program to increase their English fluency and vocabulary. Teachers use specific instructional strategies to help students learn the curriculum while learning English.

5. **Intervention Classes:** This program helps students who are below standard in reading. Small group instruction may be provided as an extension to the regular school day or occur during the school day.

Special Programs -

1. **Visual and Performing Arts (VAPA):** RUSD provides a balanced curriculum, with arts as part of the core for all students, kindergarten through grade 12. Programs and curriculum incorporate the following four components in alignment with the California State Framework for Visual and Performing Arts: Dance, Music, Theater, and the Visual Arts. The components of the arts education are: (1) Artistic Perception, (2) Creative Expression, (3) Historical and Cultural Context, and (4) Aesthetic Valuing.
2. **Art Docent:** The Art Docent Program has been an important part of visual arts education in Rocklin schools for over eighteen years. Adults (parents, grandparents, and friends) who wish to volunteer their time are provided training in September for the grade level they have requested to teach. They present an art lesson once every three weeks in which six to ten works of art are shared, along with a discussion of artist's lives, art forms, and techniques. The students often get a "hands-on" chance to create their own masterpieces. Being an Art Docent is a very rewarding way to share in your child's classroom experiences. You need not have any previous art or teaching experience, just enthusiasm and a passion for art!
3. **Instrumental Music:** Instruction in wind/percussion instruments begins in grade 5, two days per week.
4. **Gifted and Talented Education - GATE** (Board Policy/Administrative Regulation 6172): The Rocklin Unified School District is dedicated to providing the structure, support, training and resources necessary to ensure that students receive the highest quality education to become happy, healthy, productive members of society. As part of a comprehensive array of educational programs and resources, the Rocklin GATE program assists students in developing their unique skills and abilities. The goal is to provide every student with numerous opportunities for extended learning in the regular classroom and at all grade levels.

If you wish to refer your student to the GATE Program, please submit a *Request for Student to be Tested for GATE* form which can be obtained from the school office or the GATE page of the RUSD website. Screening may be initiated at the Grade 1 level. If a student is referred earlier, information will be gathered to support identification at a later time. Screening sessions are typically held in the fall for Grades 2-12 and in the winter for Grade 1. Make-up tests for all grade levels are held in the early spring. After your request form has been received, you will be notified of the next screening date. Please contact Jordan White, 630-3307 for more information on this process or if you are interested in joining the GATE Advisory Committee. The GATE Advisory Committee coordinates/sponsors a number of activities including *Odyssey of the Mind* and *Academic Talent Search*.

Every elementary school has a GATE program. Self-contained classrooms for GATE students in grades 2 through 6 are located at Rocklin Elementary School. All other elementary schools have programs within the general education classrooms.

5. **Physical Education:** Physical education is vital to the long-term health and well being of our students. It greatly contributes to the development of physically, mentally, socially, and academically balanced individuals.

Physical education is not interchangeable with recess. It is a sequentially taught, developmentally appropriate program which addresses areas such as body mechanics, social interactions, establishment of personal goals, good sportsmanship, safety, and enjoyment.

A quality physical education program at the elementary school level is essential for the introduction and development of movement skills necessary for successful participation in sport and fitness activities through teen and adult years. Eighty (80) minutes per week of specialized P.E. instruction is provided each student in grades one through six. Another 20 minutes of instruction is provided by the classroom teacher.

6. **School Sponsored Trips** (Board Policy/Administrative Regulation 6153)
Field Trips requiring Board of Trustees approval include travel of students to any location outside of California and Washoe County, Nevada.

Co-curricular Field Trips are defined as activities that may be associated with the curriculum in a regular classroom. These are outgrowths of classroom activities and serve as valuable supplements to the regular classroom program. They are designed to encourage and/or reinforce classroom instruction and may be funded by the district. Class trips involving short distances by bus or walking are encouraged, whereas trips involving many miles of travel are discouraged.

Extracurricular Field Trips are activities which include, but are not limited to, athletic events, cheerleading, and the variety of events sponsored by school clubs and organizations as approved in writing by the Principal. These activities provide students with opportunities to participate in educational, social, and intellectual development of the students.

Students must have written parental permission in order to participate in trips requiring transportation (Education Code 35350). The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip. Students who do not have written permission may not be allowed to participate in a particular field trip. Only students who are members of the class may attend the field trip activity.

All chaperones going on field trips must be fingerprinted (forms are available in school offices; school staff will provide instructions).

Parents who wish to accompany their own student on a field trip and are not a chaperone may do so. However, their student will be assigned to a group and a chaperone, and that parent will need to "buddy-up" with the chaperone assigned to their student. Parents who are not serving as chaperones will need to provide their own transportation on field trips.

STUDENT INFORMATION

Bicycles / Skateboards

Bicycles may be ridden to and from school with the understanding that they will be maintained and operated in a safe manner. This includes:

1. Using the crosswalk
2. Locking your bicycle inside the designated bike area
3. After parking your bicycle and locking it, please stay out of the bicycle area

4. Walking your bike while on the playground or school sidewalks
5. Wearing a helmet
6. Parents-make sure your child has capable riding skills and knows the rules of the road before allowing him/her to ride to school.
7. The school cannot be responsible for damaged or stolen bicycles

Skateboards and scooters are not allowed at school. We understand that both can be a means of transportation for students who walk to school, but for safety reasons related to the number of students who choose not to walk their scooters and skateboards on campus, this is no longer allowed.

Big Buddies

All classes are matched up with buddy classes. Upper grade students work with students in the primary grades as mentors. This helps provide academic and social support to younger children while reinforcing a leadership role for our older students. This program also helps foster a school-wide family feeling.

Birthdays

A child's birthday is a family celebration. We do not permit the use of instruction time to "celebrate" a child's birthday. Balloons, presents, etc., should be presented to your child at home. Cake, candy or cookies at school are discouraged. The sugar makes it difficult for our students to focus on learning. To avoid hurt feelings, please refrain from distributing birthday or party invitations at school unless the entire class is invited.

If you wish to prepare a **healthy snack** for your child's class during recess, please make arrangements with the teacher prior to bringing it in as some children have food allergies. As part of our efforts to promote healthy choices, we strongly encourage bringing in juice, fresh fruits, low sugar nutrition bars, berries and yogurt or other healthful fun snacks. Once again, we would prefer that cakes, cupcakes, cookies, and candy are not brought to school. We appreciate your support in giving our students healthy choices.

Books and Materials

Each student is issued a set of books and math tools at the beginning of the school year. It is recommended that books be covered with book covers. Students are expected to care for the books and materials and return them in June in a similar condition. Student will be charged for excess wear and tear on materials, or lost books and math tools. Report cards will be withheld pending payment.

Cell Phones on Campus (Board Policy 5131)

Grades K-12 students are allowed to have cell phones and other electronic signaling devices in their possession while at school. However, cell phones and other electronic signaling devices must be off during school hours, shall not visible and shall not be used during school hours. At Twin Oaks Elementary School, student cell phones must be in the off position at all times while students are on campus unless it is being used under the direct supervision of a teacher for instructional purposes. Students who do not comply with this policy will have their phones held in the school office until a parent or guardian comes to the school office to retrieve the phone. Continued violations may result in additional disciplinary action.

Gum

Gum is not allowed at school.

Lost and Found

Parents are strongly encouraged to label jackets, sweaters, and lunch boxes with their owner's name. "Found" articles will be kept in the lost and found bins located in the Multipurpose Room. If items are not claimed, they will be donated to a charitable organization in December and June.

Library Usage and Behavior

Students may use the library any time during school hours under the supervision of an adult in charge. This may be a scheduled class visit, or an individual visit by permission of the teacher and the librarian for independent study. Students must have a pass to enter the library during school hours, including lunch, if not accompanied by a teacher or teacher assistant. NO STUDENT may be in the library unsupervised at any time.

While in the library, students will follow school rules and are expected to conduct themselves responsibly. Loud talking, running, eating, and drinking are not appropriate in the library. Students exhibiting these behaviors will be asked to leave.

Students may borrow books for a two week period of time. The number of books a student may have checked out at any one time is determined by grade level. If students have any overdue books, they will not be allowed to check out any more until the overdue has been cleared.

Library Book Damage or Loss

Students are expected to pay for excessive damage to library books or for the loss of books. The cost will be determined by the current replacement cost of the book(s). Students who do not meet those obligations lose further borrowing privileges and report cards will be withheld until such obligations have been met.

Personal Property

All students should mark personal belongings with first and last names before articles are brought to school. This includes lunch boxes, backpacks, coats, sweaters, umbrellas, gloves, binders, etc.

Valuables, expensive items, radios, iPods, CD players, and other electronic items other than cell phones (see specifics about cell phones above) should be kept at home and are also **not allowed on field trips**. All toys, including playground equipment such as basketballs, baseballs, bats, and gloves, etc. should be left at home. An item can be specifically approved to be at school by the teacher, but the school or district is not responsible for loss or damage to personal items. If an item is brought to school without permission, it will be confiscated and returned only to the parent.

Dangerous or illegal items are not allowed at school and in some cases suspension or expulsion of the student can occur if such items are brought to school.

At Twin Oaks, students who do not comply with this policy will have their property held in the school office until a parent or guardian comes to the school office to retrieve the item. Continued violations may result in additional disciplinary action.

Student Clubs and Extra Curricular Activities

Each year the school strives to provide a variety of clubs and extra curricular experiences for students to extend their learning and explore other areas of interest. These vary from year to year. Please check with the school for current opportunities.

Student Leadership Council

Student Leadership Council representatives who meet the eligibility requirements are elected from each 3rd, 4th, 5th and 6th grade classroom. Officers are elected by the class representatives and provide school leadership in a variety of ways. Past student council activities include service learning projects that support our school community, the greater Rocklin community and our world community. Student Leadership Council has organized projects to raise funds to support others who suffer in catastrophic natural disasters, have raised money to support students in an orphanage in Nepal, and to support our own families. A teacher serves as an advisor and works with our student leaders.

Student Dress and Appearance (Board Policy 5132)

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. The major responsibility for dress and grooming is placed upon the student and the student's parents. The administration reserves the right to decide the appropriateness of the student's attire. Inappropriately dressed students will be expected to change clothing. The following guidelines are intended to define appropriate student attire and personal grooming and shall apply to all regular school activities:

- All garments must fit and be worn in the manner in which they are designed. Pants must be worn at or above the hip point and be able to stay up without a belt.
- Footwear must be worn at all times. At all elementary schools, for safety reasons, thongs or backless shoes/sandals are prohibited; however, sandals may be worn if they have heel straps.
- For the safety of our students, Physical Education requires that athletic shoes that stay on during high activity be worn. The following shoes are not allowed in PE: sandals; boots, including Uggs; shoes with wheels or rollers; soft shoes with no support, such as Toms, slippers, and shoes with separated toes; and shoes with uneven or abnormal sole thickness, such as Shape Ups.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, tank tops, torn off sleeves, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
- Inappropriate lettering, printing, message patches, or messages on clothing, hats, backpacks, binders or other personal items are prohibited.
- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, or religious prejudice or the use of drugs or alcohol.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
- Any apparel, jewelry, accessory, school materials, or manner of grooming which by virtue of its color, arrangement, or any other attribute denoting membership in a gang is prohibited.
- Large hoop earrings or those that are long and dangle are not allowed.
- No hats are allowed to be worn in the classroom (district wide) with the exception of classroom curriculum activities. Students are allowed to wear hats and other sun-protective clothing outdoors. 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."

At Twin Oaks Elementary, no headwear (hats, beanies, bandanas, athletic headbands) are allowed to be worn on campus with the exception of classroom curriculum activities. Hoods are to be removed indoors. For sun protection, students may wear a hat with a continuous 2" brim. If students wear beanies or knit caps to school during cold and inclement weather, they are to be stored in the student's backpack during the school day.

Textbook and Library Book Refund Information

Any student, who pays for a lost textbook, a lost library book, or other school material and later finds the item, may return it to the school for a refund until September 30 of the following school year, as long as the item is in acceptable condition and is still being used by the school.

STUDENT CONDUCT

Twin Oaks Expectations

Students are held accountable for their behavior. The 7 Habits are the foundation of our expectations and are used to teach our students social responsibility for themselves and others. The expectations listed below are the foundation for our conduct guidelines:

- A student is responsible for his/her actions.
- A student is expected to conduct him/herself in a manner which will not bring harm to him/herself, to others, or to property, both public or private.
- A student is expected to conduct him/herself in a manner which reflects concern for the rights of others. Respect for other people's feelings, rights, property, health, and safety is expected of everyone.
- A student is expected to use appropriate language and behavior when talking to others.
- Fighting, teasing, bullying, threatening, or verbal / physical abuse of another person will not be tolerated.

Discipline Procedures

Students are expected to know and follow all school rules as well as exercise good judgment in making decisions regarding their behavior. Central to this is the need for students to help create an environment in which everyone can learn and interact cooperatively. Safety, respect, and maintaining a positive atmosphere for learning is everyone's responsibility. When a student's behavior is such that these critical elements are jeopardized, disciplinary action is warranted.

Discipline at Twin Oaks is focused on instructing students to learn from their mistakes, teaching students there are consequences for their behavior, and maintaining a positive learning environment. Behavior is best addressed immediately by the adult present when the problem has occurred. In most cases, behavioral concerns are handled by a teacher or by a yard duty supervisor. Repeated problems with behavior or those of a more serious nature may be referred to the school office. The principal or designee will then work in conjunction with the student, parents and referring staff member to resolve the situation in a fair, timely and appropriate manner.

As we believe that the family is key to helping maintain high behavioral expectations, it is important that communication between home and school is emphasized. Parents who have questions regarding their child's behavior or a problem that has occurred at school are strongly encouraged to contact your child's teacher. If questions still remain regarding a situation, school administration may be involved. Similarly, school staff will contact a child's parents in addressing behavioral concerns when something arises beyond what one might normally encounter on a day to day basis.

If corrective actions do not lead to improved student behavior, misbehavior will be documented accurately in order to prevent any inadvertent reinforcement of negative behavior using a Conduct Notice.

Conduct Notices are in triplicate

- White copy is sent to the principal
- Yellow copy stays with the teacher
- Pink copy goes home for parent signature to be returned to teacher or principal

A student may be suspended for serious infractions upon a first offense. (Board Policy 5058)

Along with the progression of consequences, students who have difficulty with others are given opportunities to develop skills in social problem solving whenever possible. This may be in the form of informal counseling, role playing, responsibility class, or class meetings. Students who are repeatedly referred for disciplinary action may

be excluded from study trips away from campus, where exemplary behavior is essential. The decision is at the teacher/administrator's discretion.

Cafeteria

- Students must go to their designated areas for lunch. While eating, students should remain seated at tables unless given permission to leave their table. When dismissed they are to dispose of trash properly in the appropriate containers.
- Students are to be courteous while waiting in the lunch line.
- Students are asked to use inside voices when socializing with friends.
- Throwing food or other objects is prohibited.
- Sharing food is prohibited due to severe food allergies and student safety.

Internet Safety / Social Networking

Cyberbullying or Harassment Using Social Media – The use of information and communication technologies like social media to send text or images intended to hurt or embarrass others is not allowed.

Cyberslander – Social media defamation or cyberslander, the act of making untrue statements whether by libel (printed or broadcast) or slander (oral), about another person using internet-based applications is not allowed.

Under the California Education Code, students who engage in bullying or cyberbullying face possible suspension and expulsion even if the bullying is happening outside school and/or sent from a computer at home.

Students should:

- Recognize the danger in using personal name, address, phone number, picture, or other personal information online.
- Understand why logon information and passwords should not be shared.
- Understand why not to click on pop-ups and advertisements.
- Know the differences between ethical and unethical use of technology.
- Comply with copyright law when copying and pasting from websites.
- Demonstrate respect for opinions of others posted online.
- Recognize and report cyberbullying.

Prior to using school computer resources, students and parents must review, sign and return the Rocklin Unified School District's Internet Use agreement. The purpose is to clearly communicate expectations for student use of school technology resources and for the student and parent/guardian to agree to abide by the specified user obligations and responsibilities described in the contract. Although students receive training and are monitored by their teacher while using technology, it is not possible to control all information that a student may accidentally or deliberately view while on the Internet. Parents and guardians should be aware that some material obtained via the internet might contain items that are illegal, defamatory, inaccurate or potentially offensive.

Sexual Harassment – Students in grades 4-12 can be suspended from school for sexually harassing another student. Sexual harassment of a student "as a joke" is also a suspendable offense. (Refer to Board Policy/Administrative Regulation 5145.7 online or in the Parents' Rights and Responsibilities document.)

Suspension and Expulsion – (Refer to Board Policy/Administrative Regulation 5144.1 in the Appendix or on the RUSD website.)

COMMUNITY ORGANIZATIONS

| | | |
|--------------------------------------|----------|--|
| Boy Scouts/Cub Scouts | | www.scouting.org |
| Girl Scouts/Brownies | | www.girlscouts.org |
| Camp Fire USA | | www.campfireusa.org |
| Five Cities Softball | 652-8716 | www.eteamz.com |
| Loomis Basin Dolphin Swim Team | 652-3719 | www.loomisdolphins.org |
| Rocklin Girls Fast Pitch Softball | 315-9102 | www.rocklingirlssoftball.org |
| Rocklin Jr. Thunder Football & Cheer | 223-1684 | www.jrthunder.com |
| Rocklin Library | 624-3133 | www.placer.ca.gov/departments/library |
| Rocklin Little League | 632-7756 | www.rocklinllb.com |
| Rocklin Recreation Dept. | 625-5200 | www.rocklin.ca.us/depts/parksnrec |
| Rocklin Wave Swim Team | | www.rocklinwave.com |
| Rocklin Youth Soccer Club | | www.rocklinsoccer.org |
| Tri-City Little League | | www.tricitylittleleague.com |
| Whitney Jr. Wildcats & Cheer | | www.teamsideline.com/whitneyjrwildcats |

Before & After School Care – Club Rocklin

Club Rocklin

A before and after school child care program is available on our campus... “Club Rocklin.” Call 844-423-4232 for registration information. The program is located on the far end of our parking lot next to the playground and the Twin Oaks Park on the Twin Oaks campus.

APPENDIX

1. USE OF VOLUNTEER SERVICES (Board Policy/Administrative Regulation 1240)
2. SCHOOL VISITATIONS (Board Policy/Administrative Regulation 1250)
3. STUDENT CLASS ASSIGNMENTS (Board Policy/Administrative Regulation 6152)
4. GROUNDS FOR SUSPENSION AND EXPULSION (Board Policy/Administrative Regulation 5144.1)
5. UNIFORM COMPLAINT PROCEDURES
6. TWIN OAKS PLAYGROUND RULES

Please Note:

Policies indicated with an * below have been omitted, as they are already included in the *Annual Parents' Rights and Responsibilities*, which is distributed to all students at the beginning of each school year.

*Sexual Harassment (Board Policy/Administrative Regulation 5145.7)

*Open Enrollment/Intradistrict (Board Policy/Administrative Regulation 5116.1)

All RUSD Board Policies and Administration Regulations can also be accessed online at:

<http://www.rocklinusd.org/school-board/board-policies/index.html>

(username: public / password: rocklin)

Volunteer Assistance (Board Policy/Administrative Regulation 1240)

Duties of Volunteers

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students (Education Code 45343, 45344, 45349) (cf. 4222 - Teacher Aides/Paraprofessionals), (cf. 5148 – Child Care and Development), (cf. 5148.2 – Before/After School Programs).

Volunteers may supervise students during lunch, breakfast, or other nutritional periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform non-instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities (Education Code 35021, 44814, 44815).

Volunteers may work on short-term facilities projects pursuant to Board policy and the section below entitled "Volunteer Facilities Projects."

Qualifications

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency (Education Code 45344.5, 45349) (cf. 4212 Appointment and Conditions of Employment).

Any volunteer working with students in a district-sponsored student activity program shall obtain an Activity Supervisor Clearance Certificate or criminal background check in accordance with Board policy. The Superintendent or designee shall determine which volunteer positions in the district are subject to this requirement (cf. 4212.5 – Criminal Background Check).

“Student activity programs” include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing non-instructional services (Education Code 49024), (cf. 4127/4227/4327 – Temporary Athletic Team Coaches),(cf.6145 - Extracurricular and Cocurricular Activities).

The Superintendent or designee shall not assign any person required to register as a sex offender pursuant to Penal Code 290 as a volunteer who assists certificated personnel in the performance of their duties; supervises students during lunch, breakfast, or other nutritional period; or serves as a nonteaching aide to perform non-instructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95), cf.3515.5 – Sex Offender Notification).

The superintendent or designee may require all volunteers to disclose their status as a registered sex offender and/or provide the district with sufficient information in order to allow verification of this status on the Department of Justice’s Megan’s Law web site.

No volunteer shall be assigned to supervise or instruct students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406), (cf. 4112.4/4212.4/4312.4 – Health Examinations).

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects also shall be approved in advance by the superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration drilling or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily. (cf.3514 – Environmental Safety), (cf.3514.1 – Hazardous Substances), (cf.7140 – Architectural and Engineering Services)

School Visitor Registration (Board Policy/Administrative Regulation 1250)

Parent/Guardian: Each parent/guardian desiring to schedule a parent/teacher conference is required under normal circumstances to give a 24 hour notice and report to an area designated by the school principal to sign a register before meeting with the teacher for such conference. A parent/guardian wanting to visit the classroom or view his/her student's participation in a presentation, demonstration, or performance is required to report to a designated area and register before attending the above mentioned activity. In either case, if the request is approved, the visitor will be announced to the teacher by the office personnel, and the visitation will be coordinated by a school representative. When a parent/guardian comes to the school to attend a prescheduled conference, e.g., week of parent/conferences, such meeting/conference is not considered a school visitation and the parent/guardian is not required to register. The Superintendent or designees shall post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Penal Code 627.6) Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

Any person other than the following is considered a visitor and required to register upon entering school premises during school hours: (Penal Code 627.1, 627.2, Evidence Code 1070)

- A student of the school, unless currently under suspension.
- A Governing Board Member or District employee who is required to be on school grounds, or any authorized person who is on school grounds at the district's/school's request. Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board actions.

Registration Procedure

In order to register, visitors shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

- His/her name, address and occupation.
- His/her age, if less than 21.
- His/her purpose for entering school grounds.
- Proof of identity.
- Other information consistent with the provisions of law.

Loitering/Trespassing on School Grounds

Loitering on school grounds in the District is prohibited. Any individual who is present on a school ground in the District who has no apparent lawful purpose to pursue will be directed to leave the school grounds immediately as per California Penal Code requirements.

Denial of Registration

The following provisions of law shall apply to visitors:

- The principal or designee may refuse to register any visitor if he/she reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke a visitor's registration if he/she has a reasonable basis for concluding that the visitor's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4)
- The principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds and not return within 48 hours (Ed.Code 32211). When a visitor is directed to leave, the principal or designee shall inform the visitor that if he/she reenters the school within seven (7) days, he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or designee by submitting within five (5) days a District complaint form and by following the District's complaint procedure (Administrative Policy 1312). The final segment in the appeal process is for the Board of Trustees to consider the appeal.

A complete copy of Board Policy and Administrative Regulation 1250 is available in the school office.

Student Class Assignments (Board Policy/Administrative Regulation 6152)

When assigning students to specific classrooms, the Superintendent or designee shall strive to provide the best possible learning environment for each student. Insofar as possible, consideration shall be given to:

- Recommendations of the current classroom teacher.
- Gender and ethnic balance.
- Academic balance of high, medium and low achievers.
- Balance of students with social or emotional problems.
- Strengths of individual teachers.
- Student's interests, readiness, behavior and motivation.
- Student/teacher ratios and, if relevant, class size reduction considerations.

The Superintendent or designee may accept from parents/guardians any information which would be helpful in making placement decisions. However, parents/guardians who provide such information shall be informed that requests for a specific teacher shall be used as only one of many determining factors which must be taken into account. During the school year, the Superintendent or designee may make any adjustments in class placement which he/she considers beneficial to the student or the educational program.

Class lists are posted prior to the first day of school for the convenience of students and parents.

If parents have a concern regarding their student's placement, the following procedures must be followed:

- Allow two weeks for student adjustment to class.
- Conference with the teacher following the end of the second week of placement.
- Submit the concern(s) in writing to the principal.
- Meet with the principal to discuss the concern(s).
- The principal will make the final decision as to what course of action will be in the best interest of all concerned.

Grounds for Suspension and Expulsion (Board Policy/Administrative Regulation 5144.1)

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person, except in self-defense. (Education Code 48900(a))

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(t))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))
 4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage, or intoxicant. (Education Code 48900(d))
 5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
 6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
 7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
 8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
 9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
 10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
 11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
 12. Knowingly received stolen school property or private property. (Education Code 48900(l))
 13. Possessed an imitation firearm. (Education Code 48900(m))
- Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
 15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
 16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
 17. Engaged in, or attempted to engage in, hazing. (Education Code 48900(q))
- Hazing means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))
18. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

19. Committed sexual harassment as defined in Education Code 212.5. (Education Code 48900.2)

Sexual harassment means that conduct, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233. (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. (Education Code 233; Penal Code 422.55)

21. Intentionally engaged in harassment, threats or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

22. Engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel. (Education Code 48900(r))

The Superintendent or principal shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, or selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code 48915(g), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possession of an explosive as defined in 18 USC 921 (US Code Title 18 – 921)

A complete copy of Board Policy and Administrative Regulation 5144.1 is available in the school office.

UNIFORM COMPLAINT PROCEDURES (UCP)

UCP Annual Notice
California Department of Education
Categorical Programs Complaints Management Office – June 2015

ROCKLIN UNIFIED SCHOOL DISTRICT 2016-17

ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties

The Rocklin Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Rocklin Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Consolidated Categorical Aid Programs, Career Technical and Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, and Federal Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Deputy Superintendent or Director of Special Education
Rocklin Unified School District; 2615 Sierra Meadows Drive; Rocklin, CA 95677
(916) 624-2428

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The Rocklin Unified School District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the Rocklin Unified School District's Decision to the California Department of Education (CDE) by filing a written appeal within fifteen (15) days of receiving the Rocklin Unified School District's Decision. The appeal must include a copy of the complaint filed with the Rocklin Unified School District and a copy of the Rocklin Unified School District's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the Rocklin Unified School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Rocklin Unified School District's UCP policy and complaint procedures shall be available free of charge.

ANNUAL NOTIFICATION OF TITLE IX / GENDER EQUITY



ROCKLIN UNIFIED SCHOOL DISTRICT 2016 – 2017

ANNUAL NOTIFICATION OF TITLE IX / GENDER EQUITY

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The preamble to Title IX of the Education Amendments of 1972 states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX requires that each school district have at least one person designated as the Title IX Coordinator. Please see coordinator contact information below.

Rocklin Unified School District (RUSD) shall implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with RUSD, that it does not discriminate on the basis of sex in the educational program or activity which it operates, and that it is required by Title IX and this part not to discriminate in such a manner.

Title IX Coordinator Information:

Karen Huffines, Director, Elementary Programs and School Leadership
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Twin Oaks Playground and Game Rules

General Rules:

1. All games follow district rules.
2. To go to the nurse, or inside the building, you need permission of the teacher or yard duty teacher.
3. Students must report to the playground area and remain there during the entire recess.
4. When the bell rings to end recess, all games must stop immediately. Equipment must be returned to the classroom and students will walk to their classrooms.
5. Social skills should be practiced during all recess activities.
6. No balls against any buildings

Bars

1. One person on bar at a time
2. Never sit or stand on top of horizontal ladder
3. Do not walk under bars when people are on them
4. You may be on the bar in pace of someone else after you wait in line and wait your turn
5. Never allow your legs or feet to go above your waist at any time. Keep your feet below your waist for safety, to break a fall

Slide

1. One person going down the slide at a time, on your bottom, facing forward.
2. You may not climb up the slide
3. No sitting at the top of the slide tower, you must go down the slide, bar or the stairs. Allow other students to play on the equipment by taking turns.

Basketball

1. Choose a referee for the game.
2. Ro Sham Bo to see which team starts the game.
3. If teams have difficulty playing a fair game even with the student referee, the game will be stopped.
4. The penalty for a foul is a take out for the team that did not foul.
5. You are out of the game for a technical foul.
6. Before the game starts make sure you know who you are guarding. Make sure players rotating in know who they are guarding.
7. All infractions (double dribble, traveling, etc.) will result in a throw-in by the other team.
8. Students may not hang from the net, rim or support bars.
9. All basketball shots from half court or less.
10. After a team makes a basket, the other team takes the ball to center court.
11. There will be only 5 members of a team on the court at any one time.
12. After each team basket, one player will rotate onto the court and the other team members will wait on the sideline to reenter the game.
13. Basketball or basketball games have priority over other games for use of the basketball court.

Flag Football

1. Choose a referee for the game.
2. Ro Sham Bo to see which team starts the game.
3. If teams have difficulty playing a fair game even with the student referee, the game will be stopped.
4. After a team scores a touchdown, the other team takes the ball to the 50 yard line.
5. There will be only 6 members of a team on the field at any one time.
6. After each team scores a touchdown, one player will rotate onto the field and the other team members will wait on the sideline to reenter the game.
7. Before the game starts make sure you know your position. Make sure players rotating in know their positions.
8. Flag football only.
9. Tackling, pushing or hitting is not allowed.
10. Play only on the field – Not on the blacktop.

Four Square

1. The serve always starts from the designated first square
2. Players take positions in all four boxes.
3. The ball is served by dropping it and serving it underhand from the bounce.
4. If the serve hits a line, the server is out.

5. The server can hit the ball to any square
6. The player receiving the ball must keep it in play by striking the ball after it has bounced once in his/her square.
7. He/she may return the ball from outside of the perimeter. He/She directs it to another square with an underhand hit
8. Play continues until one player fails to return a hit or commits a foul. When someone fouls, the first child at the waiting line enters at the last box. All children then advance to fill in the available square.

Fouls:

1. Failure to return the ball to another square
2. Playing a ball that has bounced into someone else's box
3. Ball hitting any line or going out of bounds.
4. Hitting the ball into one's own box
5. Holding the ball, catching or carrying a return volley.
6. Double hits/double ball bounces
7. Allowing the ball to touch any part of the body except the hands.

Wallball

1. One serve only. Server must stand behind the service line
2. Server and opponent stand facing the wall. All others wait their turn back out of the way
3. The server drops ball on the ground once and hits the ball, on the rebound, up to the wall. The opponent may refuse one serve only. The opponent may hit the ball on the fly or after it bounces once.
4. Serve must be over the service line from the wall and ball must hit above 2-foot line on the wall.
5. The server and opponent alternate hitting the ball to the wall until one player fails to hit the ball, fails to get the ball to hit the wall, or lets the ball bounce more than once.
6. The ball may be hit with an open hand or a closed fist.
7. The next two in line are judges for any fouls to be called.

Fouls:

1. The server loses his/her serve (opponent becomes server) or opponent is out (opponent goes to end of wait line and new opponent comes in) when:
 - a. Server steps over serving line.
 - b. Any rebounding ball does not cross the 2 foot service line on the ground.
 - c. Ball is thrown against the wall instead of using bounce or a hand stroke.
 - d. Ball is caught or stopped.
 - e. Server plays own serve.
 - f. They fail to strike the ball following the first bounce.
 - g. They fail to return the ball
 - h. Ball does not hit above the 2 foot line on the wall.
2. Double hits/double bounces.
3. Ball lands on a line anywhere in the court.
4. Allowing the ball to touch any part of the body except the hands.

Tetherball

1. Keep hands and feet to yourself at all times
2. The court is 20 feet in diameter.
3. There are two players
4. The player who serves first is chosen with Ro Sham Bo
5. There are two rounds for winner.
6. The server's opponent is given his/her choice of the side of the court that he/she is to play on and the direction the server will serve the ball.
7. The server starts by tossing the ball into the air and striking it with his/her hand or fist. As the ball travels around the pole, the server attempts to hit it again in the direction of the original serve.
8. The player who winds the rope completely around the pole wins the game.
9. A player who commits any fouls listed automatically loses the game and play stops.

Fouls:

1. Touching the pole during play.
2. Hitting the ball with any part of the body other than the hands or fore arms.
3. Stopping play by holding or catching the ball.
4. Stepping into other player's court
5. Throwing the ball.
6. 1st person in line is the judge, 2nd person is a backup if the 1st person did not see the play

Kickball (10-15 Players/Team) played on the field

1. Hands and feet to yourself at all times
2. First person in line is the referee
3. First serve must be a decent serve and must be accepted.
4. If there is a disagreement about a call, the referee can call for a replay.
5. Follow the rules for a game of baseball using four bases.
6. 2 pitches per batter
7. Ball may not be thrown at runner to make an out
8. Three outs and rotate

Three Flags Up

1. One person that brought out the ball is flagger.
2. The flagger throws the ball to a group of people. Whoever catches the ball three times is the new flagger.
3. The person does not get the flag if he drops the ball.
4. If the person catches the ball and drops it, it does not count as a flag, but if someone can catch it before it hits the ground it counts as a flag.
5. If someone tries to steal the ball and catches it, it does not count as a flag.

Freeze & Tag

1. Tag lightly from shoulders down
2. Tag with one hand
3. No pushing when tagging
4. Be honest when tagged
5. Freeze if frozen
6. When frozen, someone that is not frozen can tag you so you won't be frozen anymore.

The Color Game

1. This is played on the map.
2. You have to pick someone to be it.
3. That person will call out 3 to 5 colors.
4. The people who are not it, have to go on those colors.
5. You have to go fast, so the person who is it can't tag you.
6. If you are tagged before you get to the colors, then you are it and you take the place of the person who was it.

The Line Game

1. No pushing
2. Follow the line, do not get in front of each other.
3. If you are off the line for 5 seconds and no one tags you, you fall into never ending hole.
4. Use 2-finger tags
5. Follow the leader
6. Sit down when you die

Video Tag/TV Tag

1. You have to say a video game to be safe
2. Give details of video game
3. Don't push to tag someone, and don't tag someone if they are already down.
4. You have to touch the ground and say a TV show.
5. Always play safe.
6. Never skid and touch the ground.
7. Don't play after the bell and don't play while you are eating your snack.

Wall Ball Elimination

1. The game starts when the person who brought out the ball serves the ball bouncing it onto the blacktop and then hitting the wall.
2. Each player takes turns hitting the ball onto the blacktop and against the wall after it has bounced once on the blacktop after coming off the wall (one hit, one bounce)
3. Children are out if:
 - a. the ball hits the blacktop more than one time, then the person who hits the ball is out
 - b. a player hits the ball and it does not reach the wall
 - c. the ball misses the wall by going over or to the side of the wall

- d. a player does more than two hits
4. You may not join a game in progress if one or more players are already out.
5. The winner is the last person in the final round and they start the next game as the server.

Shadow Tag

1. To find who is it, first do "Nose Goes" and whoever touches his/her nose last is it.
2. To play, the "it" person runs and chases and tries to step on a player's shadow.
3. Can't play if no sun
4. All body parts count
5. There are no bases.
6. You can't hide in the shade and can only call "time" if your shoe comes off or you get hurt.
7. No playing in the bark box.
8. No going near the ball wall or bathroom
9. Boys and girls can play

Ball Over the Wall

1. Have equal people on each side.
2. Only use bouncy balls. No drop kicking hard balls or using footballs.
3. Ro Sham Bo for who goes 1st
4. Throw the ball over the wall.
5. Other team tries to catch the ball.
6. If someone catches the ball, the person who threw it is out.
7. If no one catches the ball, the person who threw it is safe.

Hoops

1. 1 basketball and 1 hoop
2. 5 people
3. Children get in a line
4. Each person takes 5 shots
5. Take turns
6. Winner is the person who makes the most shots
7. Start over

Soccer

1. Boys and girls can play
2. 7 people play on each team
3. The referee has to blow the whistle at the end of each quarter.
4. If one team kicks the ball out of bounds, the other team throws the ball in.
5. Your team may only play 4 quarters
6. If someone gets hurt, both teams take a knee
7. Both goals are the same size.
8. No tripping, pushing or bragging
9. Only the goalie may use his/her hands
10. Team names are: USA/Timberw

State Tag

1. Tagger calls 1 color at a time
2. You may only be on one color at a time
3. If you get tagged by someone who is it, you are then it.
4. Call a color on the floor
5. Tagger can go out as many times as he/she wants
6. Only 1 person on 1 state at a time
7. The tagger can only tag people while running to the next state.

Volleyball Rules

1. 6 people per game
2. Ro Sham Bo to see who goes first
3. Start with hitting the ball to the other side
4. Don't double touch!
5. Switch off hitting the ball

6. Make sure you hit the ball with your arms ONLY.
7. If you break a rule, you are out.
8. No spikes, no bullying and play nice!
9. If the ball hits the ground, it is a point for the other team.
10. Have fun!

Jail Break

1. 10 people on each side
2. You should let 4th & 5th play
3. Don't be mean
4. Be nice and play fair
5. Only use a school bouncy ball
6. Person who brought the ball serves by hitting the ball over the net
7. If you call the person's name and someone catches the ball, you are out.
8. To get back in the game, one teammate has to call "jailbreak" then everyone is back in.

Individual games

1. All equipment needs to be used appropriately and needs to be checked out/returned from the equipment basket by the bathrooms
2. You must have a student ID card to check out equipment
3. Ropes (long and short), hula hoops, stacking cups and hopscotch frogs must be used in designated areas only.
4. You need to be sure that you are safe and you don't interfere with other groups activities

All of the playground rules and games have been established with the emotional and physical safety of the students in mind. When the rules are explained to the students, it is important that they know that our intentions are: To ensure that all students have an opportunity play and be safe in a kind and caring environment.