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# Overview

## How to Contact Us

### For questions related to:

Adult Education  
Board of Trustees  
Business Support Services  
Communications and Media  
Educational Services  
Facilities and Maintenance  
Family/Community Involvement  
Foster Youth  
General Information  
Homeless Education  
Human Resources  
Nutrition Services  
Preschool & Child Care Programs  
Police Services/Campus Safety  
School, Community, and Employee Relations  
Schools  
Special Education  
Student Services  
Superintendent  
Transportation

### Please call:

(916) 566-2785  
(916) 566-1745  
(916) 566-1701  
(916) 566-1628  
(916) 566-1635  
(916) 566-1600 ext. 50264  
(916) 566-1788  
(916) 566-1615  
(916) 566-1600  
(916) 566-1615  
(916) 566-1736  
(916) 566-1600 ext. 50502  
(916) 566-1600 ext. 50403  
(916) 566-2770  
(916) 566-1776  
See Schools Directory Section (pgs. 4-5)  
(916) 566-1617  
(916) 566-1620  
(916) 566-1744  
(916) 566-3405

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### About this publication

This handbook was created by the Twin Rivers Unified School District to assist our families and students in obtaining the information they need for a positive and successful educational experience in our schools. Additionally, it notifies parents and guardians of their rights and responsibilities under the California Education Code, sections 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, and 51938 and Chapter 2.3

(commencing with Section 32255) of Part 19 of Division I of Title I. To review the actual Education Codes referred to in this handbook, you may visit our district office or the CDE web site at [www.cde.ca.gov](http://www.cde.ca.gov).

If you have a suggestion about information that would be helpful to families, please let us know by calling the Communications Department at (916) 566-1628.

# Overview

## Be Connected

### Back to School Nights

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

### Open House Nights

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

### Parent/Family Conferences

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

### Neighborhood Schools Celebrations

Each spring, we invite our community to join us in each neighborhood for a celebration of extraordinary students, staff, and volunteers.



## Stay Informed

### Web Sites

Our district web site is [www.twinriversusd.org](http://www.twinriversusd.org). All Twin Rivers schools maintain web sites. From the district web site you can click the “Schools” link to find your child’s school.

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

## District and School News

If you would like to stay informed about events and opportunities in our Twin Rivers communities we encourage you to sign up to receive our electronic newsletter. It is easy to sign up—go to our web site at [www.twinriversusd.org](http://www.twinriversusd.org), scroll to the bottom of the page, and click on the “Get Connected” box. If you need assistance, call our Communications Office at (916) 566-1628.

## Telephone Calls

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

## Board of Trustee Meetings

We encourage everyone to attend our school board meetings. They are usually held on the first and third Tuesday of each month at 7 p.m. at our district office, 5115 Dudley Blvd, Bay A. Please check our web site or call (916) 566-1745 to confirm the date, time, and location of a meeting.

Agendas are available 72 hours before each regular meeting at our district office, at each school office, and on our web site.

If you would like to request an interpreter for a school board meeting, call (916) 566-1600 ext. 50171 four business days prior to the meeting.

# Our Schools

## Elementary Schools (Preschool-8th)

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

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

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

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

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

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

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

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



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

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

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

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

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

Kohler (K-8)  
**(916) 566-1850**

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

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

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

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

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

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

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

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



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

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

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

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

Vineland (Special Needs Preschool)  
**(916) 566-1980**

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

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

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

# Our Schools

## Intermediate Schools (5-8)

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

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

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

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

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

## High Schools (9-12)

Foothill High  
**(916) 566-3445**

Grant Union High  
**(916) 566-3450**

Highlands High  
**(916) 566-3465**

Rio Linda High School  
**(916) 566-2725**



## Charter Schools

Creative Connections  
Art Academy (K-5)  
**(916) 566-1870**

Creative Connections  
Art Academy (6-11)  
**(916) 566-3470**

Smythe Academy of  
Arts & Science (K-6)  
**(916) 566-2740**

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

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

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

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

## Adult Education

Twin Rivers Adult School  
**(916) 566-2785**



## Alternative Schools

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

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

NOVA Community Day (7-9)  
**(916) 566-2765**

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

Pathways Community Day (K-6)  
**(916) 566-1980**

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

# Our Mission and Vision

## Community-Driven Mission and Vision

More than 1,000 family members, staff, students, and community members attended a Twin Rivers summit or roundtable in the Spring of 2008, and their words have formed the foundation of our mission and vision. After the series of collaborative meetings, every word that was captured was documented and included in a full report. Phrases, words, and themes that came up repeatedly were grouped and put into the foundation of our mission and vision statements. These statements were reviewed by our staff and Board of Trustees. The final statements were approved at the June 17, 2008 Board of Trustees meeting.



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

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

## To achieve this vision, we commit to:

- Offering a broad spectrum of programs with high expectations that support a wide variety of career paths
- Valuing, respecting and engaging with diverse cultures
- Creating family-friendly environments that foster mutual respect, trust, caring, and love
- Engaging students, staff, families, and community with meaningful involvement in our schools and programs

We hope that you will join us in living our mission each day and striving toward our vision for our new district.

## School Calendar

Our school year calendar is available on the Twin Rivers

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

## School Accountability Report Card (SARC)

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

# Learning

## Academic Standards

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

## Grading Policy

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

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

## Promotion/Retention in Grade

Students who do not make adequate progress as measured by tests upon which grades are

Required High School Subjects	LENGTH OF TIME	CREDIT
English	8 semesters (4 years)	40
World History	2 semesters (1 year)	10
Laboratory Science (1 yr. of biological science and 1 yr. of physical science)	4 semesters (2 years)	20
United States History	2 semesters (1 year)	10
Civics/American Government	I semester (1/2 year)	5
Economics	I semester (1/2 year)	5
Physical Education	4 semesters (2 years)	20
Mathematics	6 semesters (3 years)	30
Visual & Performing Arts/or Foreign Languages or Practical Arts (Maximum 10 credits of Practical Arts)	4 semesters (2 years)	20
Health Education/First Aid	1 semester (1/2 year)	5
Elective Courses	12 semesters (4 years)	55
	<b>TOTAL</b>	220

# Learning

based, shall be identified as “at-risk of retention.” Identified students may be required to participate in intensive supplemental instruction.

## High School Graduation Requirements

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

If a student does not earn the 30 credits per semester, parents will be notified by the school about instructional opportunities to recover those credits. Examples of these programs are Summer School and the Charge Program. These credits may be earned in the classroom or through other supervised activity, including work experience.

The California High School Exit Exam (CAHSEE) and the Computer Technology Proficiency Exam must be passed in order to complete graduation requirements. The chart on page 7 lists the required subjects.

## School Guidance Resources

Starting in the 7th grade, a counselor will review the academic and department record of each student and meet with each student and/or his/her parent/guardian to explain the records. At the meeting, the counselor will also explain

educational options, the coursework and academic progress needed for satisfactory completion of

middle school or high school and passage of the high school exit examination, and the availability of career technical education. (Ed. Code 52378)

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

## At-Risk Students

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



# Learning

## Physical Education Requirements

Secondary students enrolled in Physical Education (PE) will be required to dress out of their school uniforms into school-approved PE clothing for safety and hygienic reasons on a daily basis. Students who refuse to participate will serve a disciplinary consequence.

All PE courses offered at Twin Rivers Unified School District completely address the content standards adopted by the California State Board of Education in 2009. Additionally, the Physical Fitness Tests (PFT) are administered to all 5th, 7th, and 9th grade students to determine levels of fitness of students. All 9th graders are required to pass five out of the six PFT fitness standards or continue taking PE courses.

If a student has to miss PE for more than three days, a medical note from a doctor is required. Please provide any important medical history to the teacher. It is the student's responsibility to report all injuries to his/her instructor immediately.

Each secondary PE student will be given a lock and an assigned locker for the safe keeping of his/her belongings during class. If s/he loses the lock, s/he will be asked to pay the equivalent amount required to replace the item. Students are not allowed to bring electronic devices such as iPods, cell phones, video games, or any other communication devices to class. Teachers are not responsible for any lost or stolen property. Students are advised to not leave any valuables or money unlocked in the gym and/or locker rooms.

## Extracurricular Activities

We recognize that extracurricular activities enrich the educational and social development and experiences of students. Our district will encourage and support student participation in these activities without compromising the integrity and purpose of the educational program. To encourage and support academic excellence, our district requires students in grades 7 through 12 to earn a minimum 2.0 or "C" grade point average on a 4.0 scale in order to participate in extracurricular activities.

## Work Permits

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

1. Social Security Card
2. Proof of age (birth certificate, driver's license, state I.D. card, or immigration card)
3. Proof of school enrollment (last quarter report card, letter of verification, or computer print-out)
4. Student must sign in the presence of issuing authority

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

# Learning

## Advanced Placement Fee Assistance

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

## California High School Exit Exam (CAHSEE)

In addition to meeting the academic and minimum credit standards required by Twin Rivers, all students are required to pass the California High School Exit Exam in order to graduate. Beginning in the sophomore year, students are required to take this exam.

## Textbooks

Each student is issued sufficient instructional materials in accordance with law. Students are responsible for returning borrowed materials in

good condition. If materials are lost or damaged beyond repair, students or parents/guardians shall be responsible for current replacement cost of the materials. If reparation is not paid, the district may withhold the student's grades, diploma, and transcripts in accordance with law, Board policy, and administrative regulation. (BP 6161.2)

## Graduation Ceremonies and Activities

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

California State University & University of California Admission Requirements	CSU	UC
English	4 years	4 years
Mathematics (algebra, geometry and algebra II)	3 years	3 years
U.S. history or U.S. history and social science	2 years	2 years
Science with laboratory	2 years	2 years
Foreign language	2 years	2 years
Visual and performing arts (art, dance, theater, music, etc.)	1 year	1 year
Electives (English, advanced math, social science, history, laboratory science, foreign language, visual and performing arts, and agriculture)	1 year	1 year
<b>TOTAL UNITS</b>	15	15

# Learning

We encourage each student to consider attending our State University and University of California schools around the state. The current admission requirements for freshman and upper division transfer students are listed in the chart on page 10. These are general guidelines. For more details, please refer to [www.csumentor.edu/Generalfreshmaninfo.html](http://www.csumentor.edu/Generalfreshmaninfo.html) or [www.ucop.edu/pathways/introuc/fresh.html](http://www.ucop.edu/pathways/introuc/fresh.html).

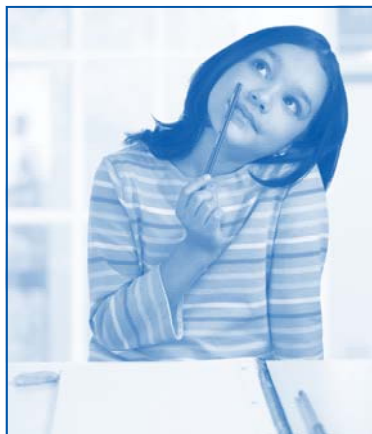
## Private Four-Year and Out-of-State Colleges

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

## Community College

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

Exceptions may be made with a Counseling Center interview.



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

## Planning for College

There are a number of ways that students can prepare for college as early as 7th grade. Here are a few ideas for families and students:

### 7th-9th Grade

- Tell your counselor you want to attend a 4-year college or university.
- Take algebra or geometry and a world language in both semesters.
- Maintain A's and B's in all subjects and do at least one hour of homework each night.
- Form a study group with friends.
- Create a personal resumé file and save report cards, diplomas and certificates, a list of honors and awards you receive, a list of school and community activities you join, and a list of jobs you hold (paid and volunteer).
- Visit local community colleges, state universities, and an independent college with family or friends. Gather brochures and information.
- Participate in academic enrichment programs such as AVID, CFS, Leadership, and various clubs.

# Learning

## 10th Grade

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



## 11th Grade

- Visit college campuses
- Maintaining A's and B's is especially important your junior year. You should be doing a minimum of two hours of homework each night and continuing with study groups.
- Register for the Pre-SAT in October. The results will give you an idea of your strengths and areas you need to improve as you prepare for college admission.
- If you are taking Advanced Placement (AP) subjects, register to take AP exams in the spring. Scoring well on those exams will enable you to earn credit for college-level courses.
- Search online for college and university information. All college counseling offices have libraries of college catalogs.

- Create a file on colleges that appeal to you. Ask for literature about admission, financial aid, and your proposed college major if you have one. Visit the colleges that interest you.
- Start to think of when and how you will take college entrance exams (SAT and ACT). Taking the test in the spring will allow you to determine if you need to test again in the fall.
- Continue to update your resumé file.
  - Over the summer, prepare for the SAT I and ACT by reading testing tips and sample questions.

## 12th Grade

- Continue to form study groups and do two to three hours of homework per night. Maintain A's and B's; your grades are still very important.
- Check frequently for information about scholarships awarded by your school, local companies, and community groups.
- Early in September register for the SAT and ACT.
- In September and October, complete the CSS Profile (College Scholarship Service/Profile) registration form. See your counselor.
- October—file your CSU application.
- Late in October, contact the schools that interest you and request applications and financial aid forms.
- Keep a checklist of all the required admission items for schools, such as transcripts, application fees, recommendations, essays, test scores, etc. Pay special attention to dead-

# Family Involvement

lines – mark them on your personal calendar and apply early.

- November – file your UC application.
- Practice filling out applications or scholarship forms on a photocopy first. Many colleges have online applications.
- December is a critical time for private college early-consideration applications and merit scholarships.
- Obtain the Free Application for Federal Student Aid (FAFSA) from your school and have your parents complete the form in January.
- In January, remind your parents to prepare their income tax statement early enough to photocopy for colleges where you will apply for financial aid.
- In February, tell your counselor you want to apply for a Cal Grant so that the form can be submitted this month.
- Wait for your acceptance letter in the spring. You may also hear about financial aid and scholarship eligibility at this time.
- May 1, mail your commitment deposit check to the college or university you plan to attend.
- Write or call colleges to which you were admitted but will not be attending and inform them where you will attend.
- Take AP exams in May.
- Participate in any summer orientation programs for incoming freshmen.

## Military Recruitment

Under section 9528 of the No Child Left Behind Act (NCLB), local school districts are required to disclose the names, addresses and telephone numbers of high school students upon request

by military recruiters and institutions of higher learning, unless individual students or their parents request that the information not be released without prior written consent. Students and parents may “opt-out” of this disclosure. If you do not want your child’s information provided to military recruiters, please submit your request in writing to your child’s school using the form in the back section of this handbook.

## Family and Community Involvement

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

### Meetings with Teachers / School Staff

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

### Messages Left at the School Office

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

# Family Involvement

## Telephone Calls

You may receive calls from our district's automated calling system to let you know about upcoming events, student absences, and emergency situations. Occasionally these messages may also ask you to provide feedback via the phone on an important question. This is an efficient way for schools to ask for your input and help keep you informed.

## Visiting Campus

Playing an active role in a child's learning process may mean you'll be a frequent visitor to the school site. Whether you're driving for a field trip, helping with an art project, or decorating for a dance, we ask that you follow the procedures in place at each campus check in at the school office first, and get a name tag.

It is also a good idea to make advance arrangements with either the school principal or your child's teacher. This helps prevent interruptions in case of testing or other special activities.

## Volunteering

Parents and community members are urged to share their talents to make Twin Rivers schools the best they can be. Whatever time you can spare is appreciated. Contact your school principal to offer your time and to complete a volunteer form. Family or community members who volunteer 10 or



more hours per week or will ever be alone with a student must complete the volunteer application process. Volunteers will be fingerprinted at the Twin Rivers district office and will go through a background check with the Department of Justice. Volunteers also must show proof of a clear screening for Tuberculosis. Volunteer application forms are available at your school and must be signed by a site administrator.

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

## School Site Plans

Each school in our district works with its families to collaboratively develop a campus parent involvement policy. The policy describes how the school involves families in the planning, review, and improvement of school programs. The policy is reviewed annually and approved by the School Site Council and our Board of Trustees. In addition, each Title I school conducts annual meetings to inform families about the requirements of Title I and their right to be involved in the school plan. Our district welcomes the participation of students, families, staff, and community members on advisory councils and committees that discuss district issues.

# Family Involvement

## Family Expectations and Responsibility

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

- Get your child to school on time every day. Punctuality and good attendance are family responsibilities. Students rely on their parents or guardians to make certain they arrive at school on time and ready to learn.
- Support the rights and authority of the school and board of trustees to maintain standards of behavior for all students.
- Support your child by developing structured daily routines for homework, eating, hygiene, and bed time.
- Understand the rules. Review the school site behavior standards with your family.
- Provide your child with a suitable time and place for study after school. Parents/guardians have a great influence on the study habits of their children.
- Provide the study materials your child needs. If you are unable to get the necessary study materials, please contact a school administrator.
- Keep track of your child's academic achievement. Check your child's daily planner or agenda and set up a School Loop account—look for the “Register Now” link on your school's web page.
- Call the teacher when you are unsure of assignments or due dates. Students learn more when someone monitors their progress.
- Many students live in shared custody situations. If there is a court order regarding custody of your child that affects his or her schooling, it is the parent's responsibility to

provide this to the front office. It is important that parents in divorced or separated situations stay focused on providing the best educational experience possible for their child. Our schools will work within court orders to provide both parents information about their child's progress.

## Teacher Quality

You have the right to know the professional qualifications of the classroom teachers who instruct your child. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether California Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether California Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject area.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and their qualifications.



If you would like to receive any of this information, please call your school principal and it will be sent to you.

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# Family Involvement

## Review of Instructional Materials

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

## Films

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

## Observation

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

## Beliefs

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

## Curriculum

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, will be compiled at least once annually. The prospectus is available for review upon request and for copying at a reasonable charge through our district office at (916) 566-1635. (Ed. Code 49091.14; 49063)

## Animal Dissection

A student who has a moral objection to dissecting or otherwise harming or destroying animals as part of an instructional program, has a right to request an alternative education project. (Ed. Code 32255-32255.6)

## Reproductive Health & HIV/AIDS Prevention

Written and audiovisual educational materials used in comprehensive sexual health and HIV/AIDS prevention education are available for inspection by parents or guardians. District personnel and/or outside consultants may teach these courses. Parents or guardians may request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education and may also request a copy of Chapter 5, 6, California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act. (Ed. Code 51930-51939)

# Family Involvement

## Resolving Concerns

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

- Call your child's teacher and discuss the concern. If needed, arrange a meeting to discuss the problem. Usually, the answer becomes clear during this conversation.
- If the problem is not resolved, please call the principal to make an appointment.
- If you still feel your problem has not been resolved, you can contact the Department of Family and Community Involvement for assistance. Our staff will work with you and school staff to address your concern.
- Our goal is to find a positive solution to meet the needs of each child. Parents who have any questions are asked to call the Family and Community Involvement Department at (916) 566-1788.

## Formal Complaint Process (Uniform Complaint)

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

Employees, students, parents, guardians, or other parties wishing to file a complaint or seeking more information on this topic should contact the School, Community, and Employee Relations Division at (916) 566-1776.

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

- The investigation will be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension to the timeline.
- An unlawful discrimination complaint must be filed not later than six months from the date of the alleged discrimination incident, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.
- The complainant has a right to appeal the district decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the district decision.
- The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district decision.

The School, Community, and Employee Relations Division for the district will provide information about available civil law remedies under State or Federal discrimination laws if applicable. Division staff will also provide information about the appeal process, including the complainant's right to take the complaint directly to the CDE or to pursue remedies before civil courts or other public agencies. (Ed. Code 262.3) Questions about complaint procedures should be directed to the School, Community and Employee Relations Division at (916) 566-1776.

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# Family Involvement

## Materials and Facilities Concerns (Williams Complaint)

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

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

## Discrimination Concerns

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

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

school principal. Appeals may be made to the School, Community and Employee Relations Division at (916) 566-1776.

## Sexual Harassment

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

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

## District Residency Requirements

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

- A current monthly utility bill (PG&E, SMUD, AT&T, etc.)
- A Medi-Cal card or letter from the Social Services Department or other government agency
- A driver's license issued by the California Department of Motor Vehicles to confirm identification

## Caregiver

A student who lives in the home of a care giving adult that is located within the boundaries of our school district may enroll in our district.

# Student Services

An affidavit must be filled out by the care giving adult to verify that the student lives in the caregiver's home, unless our district determines through other facts that the student is not living in the caregiver's home. (Ed. Code 48204)

## Court Orders

Twin Rivers is committed to working with parents and guardians to provide a supportive and stable learning environment for our students. Noncustodial parents retain the same rights as custodial parents, unless a court order restricts the rights of the noncustodial parent. These rights include, but are not limited to, accessing his/her child's student records, participation in school activities and visiting the child at school, preferably during non-instructional time. If a court order limits the noncustodial parent's rights, the parent/guardian with custody shall provide evidence of this action to the office staff of their child's school. (BP 5021) In cases where there is no court ordered custody arrangement, both biological parents have equal rights to information about the student.

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

## Homeless Education

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

- In a shelter (family, domestic violence, youth shelter or transitional living program)
- In a motel, hotel, or weekly rate housing
- In a house or apartment with more than one family because of economic hardship or loss
- In an abandoned building, in a car, at a campground, or on the street
- In temporary foster care or with an adult who is not your parent or guardian
- In substandard housing (no electric, water, heat)
- With friends or family because you are a runaway or an unaccompanied youth

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

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

## Foster Youth

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

- Immediate enrollment
- Maintain school of origin
- Receive partial credits

## Emancipation

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

# Student Services

## Regional Social Services

If you would like to learn more about regional services and resources for youth and families, please call 211. The 211 Infoline can provide families with referral information for child care,



low-cost housing, mental health services, and a number of programs designed to assist families and youth.

Additional resources are posted on the Twin Rivers web site by clicking on the “Family” and “Community” tabs in the upper right corner. Go to [www.twinriversusd.org](http://www.twinriversusd.org).

## Free or Reduced Price Meals

Being ready to learn means having the energy to focus. Students who meet federal requirements are entitled to free or reduced-priced meals through the National School Lunch and Breakfast Programs. Please complete a meal application and return it to your school secretary. Due to the federal eligibility guidelines changing annually, a new meal application must be submitted every new school year. All meals consumed before your meal application is approved must be paid for.

Meal applications are available beginning on page 38 of this handbook, or you may submit an application online at [www.school lunchapp.com](http://www.school lunchapp.com). You will receive notification of your eligibility approximately 15 days after Nutrition Services receives your application.

We care about your child’s nutritional needs and provide well-balanced meals that meet or exceed USDA requirements. Please visit the Nutrition Services Department web page at [www.twinriversusd.org](http://www.twinriversusd.org) for menus, current meal pricing, policies, contact information, online payment options, special diets and more, or you may call (916) 566-1600 ext. 50511.

## Health Services

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

## Immunizations

Students attending school for the first time must have proof of immunization prior to being admitted to school. We will allow students transferring from another school district within Sacramento County or neighboring county a 30-day period to transfer their immunization records. However, the parent or guardian must present a written immunization record stating the month and year of each past immunization.

**Effective July 1, 2011**, all students in grades 7 through 12 are required to present proof of Tdap (whooping cough) vaccination given after the age of 10 years.

Students not fully immunized according to district policy and the State Department of Health Services schedule may be admitted only on the condition that they obtain any additional immunization(s) within specified time periods.

# Student Services

Students may be exempted from the immunization requirement for medical reasons or for personal beliefs. Parents must sign a waiver to obtain this exemption. A physician must submit verification for medical reasons. In the event of an outbreak of a disease for which the child has not been immunized, he or she will be excluded from school for the period of communicability.

Students who do not comply with the requirements shall be excluded from school. If you have questions about your child's immunization record and/or admission status, please contact your child's school.

## Health and Dental Requirements

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

## Physical Examinations

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

## Vision, Hearing, and Spinal Examinations

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

In addition, there are screenings required throughout childhood. These include hearing screening during grades K or 1, 2, 5, 8, and 10; vision screening for grades K or 1, 3, 6 and 8; scoliosis screening in spring for girls grade 7; scoliosis screening in spring for boys grade 8; and color vision screening for boys grade 1. Students are also screened by referral.

Special education students are screened on initial assessment, and every three years afterward.

## Psychological Testing and Evaluations

A parent or guardian has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. (Ed. Code 51101) A student may not be tested for behavioral, mental, or emotional evaluation without the informed written consent of his or her parent or guardian. (Ed. Code 49091.12)

# Student Services

## Student Medication

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

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

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

## Continuous Medication

State law requires that parents or guardians notify the school when their child is on medication for a non-episodic condition (asthma, hay fever, hyperactivity, diabetes, epilepsy, etc.).

## Special Education

Our Department of Special Education offers assessment for students suspected of having a disability and provides services for those students identified as individuals with exceptional needs. Services are available for identified students ages birth-21.

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

## Student Privacy

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

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

## Healthy Kids Survey

Students in 5th, 7th, 9th, or 11th grades may be asked to be part of the California Healthy Kids Survey. This important survey will help our district promote better health among youth and combat problems such as drug abuse and violence.

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# Student Information

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

## **Student Athletic Participation Insurance**

Students that participate in team athletics are required to have medical insurance protection. Our district has provided several low-cost and no-cost resources to meet this requirement. You may obtain further information from your school's athletic director. (Ed. Code 32221)

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

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

## **Student Safety in Transport**

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

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

## **Asbestos and Pesticide Management**

Many of our district's schools are dated, and we make every effort to protect our students from exposure to materials like asbestos.

A flier will be posted in and around each school site 24 hours prior to the actual application of a pesticide and remain 72 hours following the pesticide application.

Our management plan for asbestos-containing material in school buildings and our Integrated Pest Management Program is available at the Risk Management or Maintenance Department offices, on our district website, or by calling (916) 566-1600 ext. 50451.

## **Notice of Alternative Schools**

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

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness; courage, creativity, responsibility, and joy;
- (b) Recognize that the best learning takes place when the student learns because of his desire to learn;

# Student Information

(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects;

(d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process;



(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

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

## Transfers Within District

For students who wish to attend a school in Twin Rivers, other than their school of residence, their parent/guardian must complete the district's **Intradistrict Transfer** request.

- Parents/guardians who want to request a transfer must initiate the request at their home school. If the administrator at the home school believes approval is warranted, then they will contact the requested school.
- If both administrators agree, then the request is granted. Approval for or termination of a transfer is at the discretion of the principal or his/her designee.
- A special education transfer request must be approved by the director of special education.
- Intradistrict transfers are granted on a space available basis. They are not approved for enrollment-impacted schools.
- Intradistrict transfers must be renewed annually.
- Parents are responsible for transporting their students to and from school.
- Administrators at the school site of residence are responsible for verifying the student's address.
- Permits revoked for behavior violations are revoked according to conditions set forth in the permit agreement and after the school administrator has attempted interventions.

**Open Enrollment** is for Twin Rivers Unified School District students who want to attend a Twin Rivers school other than their neighborhood school. The Board of Education or designee reviews enrollment data annually and identifies those with open enrollment opportunities.

# Student Information

The open enrollment lottery process will occur in January/February. Once approved, Open Enrollment applications do not need to be renewed until transition from elementary to junior high or junior to high school. If the transfer request is approved, parents are responsible for providing transportation to and from school.

Twin Rivers reserves the right to limit the number of students transferring into or out of any school designated as open enrollment. Questions regarding transfers should be directed to the Department of Family and Community Involvement at (916) 566-1788.

## Transfers Between School Districts

**Interdistrict Transfers** are agreements between school districts for students to attend a school that is not in their resident school district. Interdistrict transfers out of TRUSD are granted on a limited basis and must be renewed annually. Information about Interdistrict Transfers is available at the Twin Rivers Unified School District Office.

Transfers may be approved for:

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

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

Parents choosing to apply for an interdistrict attendance agreement must complete an application process. Applications are available through the Department of Family and Community Involvement at (916) 566-1788.

## Twin Rivers Police Department

Our Twin Rivers Police Department is an authorized police force certified through the Peace Officers Standards and Training Commission. Our police are available 24 hours a day, seven days a week to support schools and law enforcement efforts throughout our 120 square miles. The primary mission for the Twin Rivers District Police Department is to provide safety and security for all district students, staff, and surrounding community. For additional information please call (916) 566-2770 or online at [www.twinriverspd.org](http://www.twinriverspd.org).

# School Attendance

## Attendance

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

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

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

## Verification of Absences

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

1. Written note from parent/guardian, parent representative, or student if 18 or older. (Ed. Code 46012).
2. Conversation between a verifying school employee and the student's parent/guardian.
3. Visit to the students home by a verifying

school/district employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated.

4. Physician's verification—when excusing students for confidential medical services or verifying such appointments, district staff will not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment. When a student has had 10 absences in the school year for illness/quarantine/health appointment, any further similar absences must be verified by a medical practitioner.

## Excused Absences

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

- Personal illness
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometric, or chiropractic appointments
- Attendance at funeral services for a member of the immediate family. Excused absence in this instance will be limited to one day if the service is conducted in California or three days if the service is conducted out of state. "Immediate family" will be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household
- Jury duty in the manner provided by law
- The illness or medical appointment during school hours of a child to whom the student is the custodial parent

# School Attendance

- Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to appearance in court, attendance at a funeral service, observation of a holiday or ceremony of his/her religion, attendance at religious retreats (not to exceed four hours per semester), attendance at an employment conference, service on a precinct board for an election
- Participation in religious instruction or exercises in accordance with district policy. (Ed. Code 46014) in such instances, the student will attend at least the minimum school day and be excused for this purpose on no more than four days per school month.



guardian comes for the student, a signed note from the parent/guardian permitting release of the child is required. The designated adult must show valid photo identification.

- Any adult picking up a student must stop at the office first to sign in and state his/her relationship to the child and the reason for taking the child early.

Try to avoid scheduling medical appointments during the instructional day.

## School Attendance Review Team (SART)

Site-level team meetings are opportunities to resolve the attendance or behavior problems with a student and parent or guardian. These team meetings are designed to collaboratively find the most appropriate solutions and interventions including an action plan to implement these solutions and intervention. SART teams are designed to meet the needs of students with school attendance and behavior problems that may be in danger of dropping out of school. SART meetings are held for irregular attendance, excessive absences, tardies, and truancy.

## Student Attendance Review Board (SARB)

If previous attempts to address truancy, excessive tardiness/absences or behavioral concerns are not successful, the involvement of the SARB may be necessary. Referrals for SARB hearings may be requested by school sites.

SARB may direct alternative education placement, a contractual agreement or other resource interventions deemed necessary by the panel

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

## Early Dismissal

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

- Students leaving during the day for any reason should bring a note from a parent or guardian authorizing the release of the child.
- If any adult other than the parent or the

# Behavior & Citizenship

members. SARB hearings may involve the Twin Rivers Police Department, school nurses, Department of Human Assistance, and other agency personnel. If a student and/or parent violates the recommendations of the SARB panel, they may face sanctions such as educational setting changes, reduction of county aid, postponement of driving privileges and/or other legal actions including referral to District Attorney's Office and court involvement as necessary. (Ed. Code 48291)

## Missed Assignments and Tests

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

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

## Student Records

A Student Record is any item of information other than directory information gathered within or outside the district that is directly related to an identifiable student and maintained by our district. Federal and state laws grant certain privacy rights and access to student records. Full access to all personally identifiable written records maintained by the school district or county office will be granted to:



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

## Good Citizenship and Behavior

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

At a minimum, students should:

- Follow rules and laws
- Avoid situations or activities that have the potential to cause verbal or physical conflict
- Respect authority, property, yourself and the rights of others

# Behavior & Citizenship

- Demonstrate social awareness that is characterized by respectful interactions with staff and students regardless of race, gender, disability, physical characteristics, ethnic group, language, sexual identity, age, national origin or religion
- Maintain standards of integrity and responsibility characterized by being a positive influence in your school community
- Report to school personnel any information they see or hear about on our campuses, including vandalism, bullying, fights, weapons, drugs and/or any illegal activity on campus or at school-sponsored activities.
- Obey the driver and follow safety procedures.
- Do not destroy or deface property.
- Do not fight, push, or trip others.
- Do not throw items.
- Do not eat, drink, or litter on the bus.
- Do not use unacceptable language.
- Do not bring a glass container aboard, play musical instruments, whistle, talk loudly, shoot rubber bands, or transport live animals, birds, reptiles, fish or insects.

## Important Bus Rules

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

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

- Arrive at the bus stop five minutes before the pickup time. Parents are responsible for transportation if the child is tardy to the bus.
- Show good manners at the bus stop. This includes staying near the bus stop area, keeping off private property and not disturbing plants. Bus stops are a part of school jurisdiction.
- Remain seated until the bus has stopped.

Students are responsible to the bus driver for their conduct when boarding, riding and departing the bus. Parents will be held responsible for any deliberate damage. For more information about bus services and/or for a complete list of rules, please visit our the Transportation Department on the district's web site at [www.twinriversusd.org](http://www.twinriversusd.org) or call (916) 566-3405.

## Closed Campus

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

# Behavior & Citizenship

## Dress Code Guidelines

Appropriate dress and grooming contribute to a productive learning environment. Student dress policy is intended to create a positive school climate of respect for self and others. Appropriate dress and appearance projects a positive image of seriousness and reflects respect for teaching and learning. Being mindful of one's appearance is preparation for future school, work, and career success.

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

All students are expected to dress appropriately for a K-12 educational environment. Any clothing, hair style, or hair color that significantly interfere with or disrupt the educational environment is unacceptable, unless protected under the freedom of speech laws or board policy.

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

Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private

parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited.

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

## Electronic Devices, Cell Phones, and Cameras

Cell phones, radios, headsets, tape recorders, televisions, video game systems, iPods, mp3 players and other electronic signaling devices should not be brought to school campus, unless specifically authorized in writing. The devices will be confiscated and secured in the front office for pick up by a parent/guardian. The school or staff are not responsible for lost, stolen or damaged items that should not be on campus. (Ed. code 48901.5)

## Recording Devices

The use of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school disrupts and impairs the teaching process and such use is prohibited by law. Any person, other than a student, who willfully violates this policy will be guilty of a misdemeanor and subject to appropriate discipline. Permission to use such devices may be given to promote educational purposes.

# Behavior & Citizenship

## Computer Use

Students are required to submit a technology use form prior to using computer or technology resources.

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

Students also agree to be considerate and respectful of other users

and to follow these rules:

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



## Financial Liability

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

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

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

## Tobacco

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

# Behavior & Citizenship

## Alcohol and Drug Policy

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

### Alcohol

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

<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>
0-3 day suspension 0-3 day in-house suspension <b>-OR-</b> In lieu of suspension attend Insight group* or Botvin Life Skills group	3-5 day suspension <b>-OR-</b> In lieu of suspension attend Insight group* or Botvin Life Skills group

### Marijuana

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

<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>
1-2 days suspension/ involuntary transfer <b>-OR-</b> In lieu of an involuntary transfer student will attend Insight group* or Botvin Life Skills group	3-5 day suspension

\*Insight is an 8 session intervention program for students who are having problems related to alcohol and drug use. When available and appropriate, students can attend this 8 week group. Call Student Services Department at (916) 566-1620 for more information.

### Searches of Students and Property

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

### Discipline

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

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

- Counseling
- A parent conference
- Evaluation for placement in another school or program
- A written contract describing conditions for improvement

# Behavior & Citizenship

- Voluntary transfer to another school or program
- Involuntary transfer to another school or program
- Expulsion
- Suspension
- Removal from class and assignment to another school program
- Referral to a community or law enforcement agency
- Discipline, which may include restriction from participation in school activities, including recess, field trips, athletics, extra-curricular activities and graduation
- Detention or Saturday School (students bring school work to do)

## Detention

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

## Suspension

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

A teacher may require the parent or guardian of a suspended student to attend part of the school day and meet with the principal. A suspended student or his or her parent or guardian has a right to appeal a suspension. To appeal, first contact the school principal. A return from suspension conference or behavior SART may

take place with parents, students and school staff. (Ed. Code 48900.1)

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

## Expulsion

Expulsion will be recommended only for very serious offenses, such as possession of a weapon or dangerous object, causing physical injury to another person, furnishing and sale of a controlled substance, robbery, extortion, sexual assault, battery, or accumulating too many days of suspension. If expulsion is recommended, the student will have an administrative hearing or an alternative. If expelled, a student may not attend any school activity. Expelled students will be placed in another educational program.

Our Board of Trustees makes the final decision to expel a student. During the expulsion process, a student may be placed in another school program or be out of school for up to 40 school days. (Ed. Code 48915-48918)



# Helpful Forms

## Student Technology Use Guidelines

### Overview and Purpose

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

Our network system has been established for educational purposes including classroom activities, direct and independent learning activities, individual and collaborative writing and publishing, career development, personal productivity, and other high-quality learning activities. Our district has the right to place reasonable restrictions on the students who can access the network system and the material they may post on the network system.

All users shall not hold the District or any District staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. All users shall agree to indemnify and hold harmless the District and District personnel for any damages or costs incurred.

### Limitations of Liability: Personal Gain

The TRUSD network may not be used for commercial purposes, financial gain, personal business, product advertisement or political lobby-

ing activities. Advertising on district or school web sites may be accepted under the same restrictions and conditions set forth in law, Board policy, and administrative regulations pertaining to advertising in district and school-sponsored publications. (BP 1113)

### Personal Safety

Students should not post personal contact information about themselves or other people on the TRUSD network. Personal contact information includes one's full name, address, telephone number, school address, work address, etc. No student should agree to meet with someone he or/she has met online without parent/guardian approval.

### Unauthorized Access

No students will attempt to gain unauthorized access to the TRUSD network or go beyond authorized access. This includes attempting to log on through another person's account or access another person's files. No student will attempt to disrupt the TRUSD network system or destroy data by spreading computer viruses or by any other means.

No student may use the TRUSD network to engage in any illegal act, such as arranging for a drug sale, engaging in criminal gang activity, threatening the safety of another person, and engaging in gambling activities.

### Individual Accounts

Each individual user is responsible for his or her individual account and should not provide his or her password to another person.

# Helpful Forms

All individual users will avoid the inadvertent spreading of computer viruses by following the district virus protection procedures when downloading software. Large files may not be downloaded unless absolutely necessary. If necessary, a student will download the file only with the permission from the teacher in authority.

## Spamming

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

## Network Vandalism

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

## Online Communities & Communications

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

TeacherTube, Flickr), virtual classrooms/chat areas (e.g. Elluminate, School Loop), video conferencing, and discussion boards. TRUSD reserves the right to block network access to any online resources at any time. Any links to external web sites shall support the educational mission and shall include a disclaimer that the district is not responsible for the content of the external web sites. (BP 1113)

The following restrictions apply to all types of online communities and communications utilized within the TRUSD network:

## Inappropriate Language

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

## Inappropriate Materials

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

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# Helpful Forms

## **Possession and Use of Personal Technology**

Users may possess or use personal technologies on campus (e.g. cell phones) "provided that such devices are not used for illegal or unethical activities such as cheating on assignments or tests. All such devices shall be turned off during instructional time, other education programs, or school activities." (BP 5131) Students should under no circumstances record or photograph others without their expressed consent. This includes publishing or posting such material online. Users who misuse or aid in the misuse of personal technology "may be prohibited from possessing a mobile communications device at school or school-related events and may be subject to discipline in accordance with Board policy and administrative regulation." (BP 5131)

## **Use of Student Image & Student Work**

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

## **Cyberbullying, Harassment & Discriminatory Attacks**

TRUSD Governing Board Policy 5131 defines "Student Disturbances" as: "Harassment of students or staff, including bullying, intimidation, so-called 'cyberbullying,' hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering. Cyberbullying includes the posting of harassing messages, direct threats, social

cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships."

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

## **Online Academic Dishonesty**

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

# Helpful Forms

## Online Cheating

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

## Online Plagiarism

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

## Copyright Infringement

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

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## **Signature Required Below**

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

*Thank you*

### **Required Form**

**Acknowledgement of Handbook and Acceptance of the Technology Use Guidelines**

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

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

\_\_\_\_\_  
Parent or Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

# Helpful Forms

## Serving Our Students with Special Diets and Food Allergies

The Nutrition Services Department accommodates the diet restrictions of our students with disabilities. To address your child's disability, the state requires that you provide a medical statement outlining the special meals and/or accommodations needed. This request must be submitted on form CNP-925 and must be signed by a licensed physician. All information must be clear and precise.

**The definition of a person with disabilities:** Any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of impairment, or is regarded as having such impairment. Major life activities covered by this definition include caring for oneself, eating, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

**Food Allergies:** A child with food allergies or intolerances does not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA. Nutrition Services may make substitutions, but they are not required to do so. However, if a licensed physician states that the food allergy may result in a severe, life-threatening (anaphylactic) reaction, the child's condition would meet the definition of "DISABILITY," and the substitutions required by the licensed physician must be submitted on form CNP-925.

## Free & Reduced Lunch Information

### Income Eligibility Guidelines

Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$14,157	\$1,180	\$590	\$545	\$273
2	\$19,123	\$1,594	\$797	\$736	\$368
3	\$24,089	\$2,008	\$1,004	\$927	\$464
4	\$29,055	\$2,422	\$1,211	\$1,118	\$559
5	\$34,021	\$2,836	\$1,418	\$1,309	\$655
6	\$38,987	\$3,249	\$1,625	\$1,500	\$750
7	\$43,953	\$3,633	\$1,832	\$1,691	\$840
8	\$48,919	\$4,077	\$2,039	\$1,882	\$941
<b>For each additional member add:</b>	\$4,966	\$414	\$207	\$191	\$96

## APPLICATION FOR FREE AND REDUCED-PRICE MEALS FOR SCHOOL YEAR 2011-2012

Please complete the application on the reverse, sign the application, and return it to your child's school or complete application securely online at [www.schoollunchapp.com](http://www.schoollunchapp.com). For additional instructions, refer to the Letter to Households that is on the reverse side.

This application cannot be processed without the following information:

- The name of the child or children for whom you are applying for free or reduced-price benefits
- The names and income of all other household members
- The signature of the child's or children's parent or guardian
- The Social Security number of the person who signed the application. If the person signing the application does not have a Social Security number, write "none" in the space provided.

### **ALL HOUSEHOLDS: READ THIS SECTION**

California *Education Code* Section 49557(a): Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

Privacy Act Statement: National School Lunch Act (Section 9) requires that, unless your child's Food Stamp, California Work Opportunity (CalWORKs), Kinship Guardian Assistance Payment (Kin-GAP), or Food Distribution Program on Indian Reservations (FDPIR) case number is provided, you must include the Social Security number of the adult household member signing the application or indicate that the household member signing the application does not have a Social Security number. Provision of a Social Security number is not mandatory, but the application cannot be approved if a Social Security number is not provided or an indication is not made that the signer does not have such a number. The Social Security number may be used to identify the household member in carrying out efforts to verify correct information provided on the application. These verification efforts may be carried out through program reviews, audits, and investigations; and may include contacting employers to determine income, contacting the State's Employment Development Department or local welfare offices to determine the amount of benefits received, and checking the documentation produced by household members to prove the amount of income received. Reporting incorrect information may result in loss or reduction of the household's program benefits, or in administrative claims and/or legal actions against household members.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). The USDA is an equal opportunity provider and employer.

**LETTER TO HOUSEHOLDS ABOUT THE NATIONAL SCHOOL LUNCH AND  
BREAKFAST PROGRAMS FOR THE 2011/2012 SCHOOL YEAR**

The Twin Rivers Unified School District takes part in the National School Lunch and Breakfast Programs. Meals are served every day that school is in session.

**ELEMENTARY STUDENTS** may purchase lunch for \$2.00 and Breakfast for \$1.00.

**ELEMENTARY 7-8 GRADES & CHARTER STUDENTS** may purchase lunch for \$2.25 and Breakfast for \$1.25.

**SECONDARY STUDENTS** may purchase lunch for \$2.25 and Breakfast for \$1.25.

**ELIGIBLE STUDENTS** may receive meals free or at a reduced price of \$ .40 for lunch and \$ .30 for Breakfast.

**ALL STUDENTS** may purchase milk for \$ .35.

**TO QUALIFY FOR BENEFITS:**

- If you now receive Food Stamp, California Work Opportunity and Responsibility to Kids (CalWORKs), Kinship Guardianship Assistance Payments (Kin-GAP), or Food Distribution Program on Indian Reservations (FDPIR) benefits, your child may receive free meals.
- If your total household income is the same or less than the amounts on the income scale on page 38, your child may receive meals free OR at a reduced price. Household means a group of related or non-related individuals who are living as one economic unit and sharing living expenses. Living expenses include rent, clothes, food, doctor bills, and utility bills.
- A foster care child who is the legal responsibility of the welfare agency or ward of the court may be eligible to receive meals free or at a reduced price regardless of your income. Foster children must have a separate application from other children in your household and their eligibility is based on their "Personal Use income."

**CURRENT INCOME:** The amount of income each household member received **last month**, before taxes or anything else is taken out, **and** where it came from, such as earnings, welfare, pensions, and other income. If any amount **last month** was more or less than usual, write the usual monthly income or project the annual income. To calculate monthly income: Weekly x 4.33; every two weeks x 2.15; twice a month x 2.

<b>INCOME TO REPORT</b>			
<b>EARNINGS FROM WORK</b>	<b>WELFARE CHILD SUPPORT ALIMONY</b>	<b>PENSIONS RETIREMENT SOCIAL SECURITY</b>	<b>OTHER INCOME</b>
Wages, salaries and tips, strike benefits, unemployment compensation, workers' compensation, net income from self-owned business or farm	Public assistance payments, welfare payments, alimony, and child support payments	Pensions, supplemental security income, retirement payments, Social Security Income (SSI) (including SSI a child receives)	Disability benefits; cash withdrawn from savings; interest and dividends; income from estates, trusts, and investments; regular contributions from persons not living in the household; net royalties and annuities; net rental income; any other income

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## HOW TO APPLY

Complete and sign the enclosed **Application for Free and Reduced-Price Meals**, and return it to the school as soon as possible. Complete application securely online at [www.schoollunchapp.com](http://www.schoollunchapp.com). The application cannot be approved if it contains incomplete eligibility information.

**FOOD STAMP, CalWORKs, Kin-GAP, and FDPIR HOUSEHOLDS** — If you now get Food Stamp, CalWORKs, Kin-GAP, or FDPIR benefits for your child(ren), list each child's name, and your Food Stamp, CalWORKs, Kin-GAP, or FDPIR case number. **AN ADULT HOUSEHOLD MEMBER MUST SIGN THE APPLICATION.**

**FOSTER CARE CHILDREN or CHILDREN PLACED IN OUT-OF-HOME CARE** — Complete a separate application for each child **who is the legal responsibility of the welfare agency or is a ward of the court**. Write the name of the child and the specific school the child attends. If the child receives personal-use income, list the amount of income. Personal-use income is (a) money given by the welfare office identified by category for the child's personal use, such as clothing, school fees, and allowances; and (b) all other money the child receives, such as money from family and earnings from full-time or regular part-time employment. **The foster parent or agency official must sign the application.**

**ALL OTHER INCOME HOUSEHOLDS (wages, salary, pensions, etc.)** — Enter a Food Stamp, CalWORKs, Kin-GAP, or FDPIR case number for students listed on the application. You must also enter the following information:

- The names of all school-age children in your household and the school(s) they attend
- The names of all other children in your household who do not attend school
- The names of all adults and other household members, the amount each person received last month, and the source of income
- The Social Security number of the adult household member who signs the application or indicate "none" if the adult does not have a Social Security number

An application must be completed, with all household members and incomes listed, for a child who is living with relatives or friends, whether or not the child is a ward of the court. An adult household member must sign the application.

\*A household of one means a foster child, a child in out-of-home care, or a pupil who is his/her sole support.

**CONFIDENTIALITY** — Family size, household income, and Social Security number information will remain confidential and will not be shared for any purpose. Information you provide will determine your child(ren)'s eligibility to receive free or reduced-price meals.



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## Free and Reduced-Price Meals Application Information (continued)

**FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)** — Households participating in the FDPIR are categorically eligible for free meals. The FDPIR is authorized by Section 4(b) of the Food Stamp Act of 1977. Under this section, eligible households may elect to participate in either the Food Stamp Program *or* the FDPIR. Since households are afforded the option to participate in either program, FDPIR households have been determined to receive the same categorical benefits as Food Stamp households.

**SOCIAL SECURITY NUMBER** — The application must have the Social Security number of the adult who signs it. If the adult does not have a Social Security number, write "none" or something else to show that the adult does not have a Social Security number. If a Food Stamp, CalWORKs, Kin-GAP, or FDPIR case number for the child is listed, or if the application is for a foster child, a Social Security number is **not** required.

**APPLYING FOR BENEFITS** — You may apply for benefits at any time during the school year. If you are not eligible now but your income goes down, you lose your job, your family size becomes larger, or you become eligible for Food Stamp, CalWORKs, Kin-GAP, or FDPIR benefits, you may submit an application at that time.

**VERIFICATION** — School officials may check the information on the application at any time during the school year. You may be asked to send information to prove your income, or current eligibility for Food Stamp, CalWORKs, Kin-GAP, or FDPIR benefits. Refer to the application for more detailed explanation.

**MEALS FOR DISABLED** — If you believe your child needs a food substitute or texture modification because of a disability, please contact the school. A child with a disability is entitled to a special meal at no extra charge if the disability prevents the child from eating the regular school meal.

**WIC PARTICIPANTS** — If you currently receive benefits under the Special Supplemental Nutrition Program for Women, Infants, and Children—better known as the WIC Program—your child **may** be eligible for free or reduced-price meals. You are encouraged to complete an application and return it to the school for processing.

**NONDISCRIMINATION** — Children who receive free or reduced-priced meals must be treated in the same manner as those children who pay full price for their meals.

**FAIR HEARING** — If you do not agree with the school's decision regarding your application or the result of verification, you may discuss it with the school. You also have the right to a fair hearing. A fair hearing may be requested by calling or writing the following school official:

NAME: Rob Ball, 3222 Winona Way, North Highlands, CA 95660  
TELEPHONE: (916) 566-1600 ext. 50120

If you have any questions or need assistance in completing the application, please contact:

NAME: Vicky Gunter, 3222 Winona Way, North Highlands, CA 95660  
TELEPHONE: (916) 566-1600 ext. 50511

You will be notified by the school when your application has been approved or denied for free or reduced-price meals.

# Helpful Forms

## COMPLAINT FORM (Uniform Complaint Procedure)

Under Williams Case (Ed. Code 35186) and Anti-Discrimination Law (Gov. Code 11135)

Please keep a copy for your records with the date you filed the complaint. If you need additional space to write, please attach sheets as needed.

**I. School Information:** School Name \_\_\_\_\_

### II. I request immediate action to correct the following problems covered by the *Williams* case:

Check all boxes that apply and **also** provide details below.

#### A. Textbooks and Instructional Materials:

- A student does not have required books and materials to use in class.
- A student does not have textbooks to use at home or after school for homework.
- Textbooks or other materials are in poor or unusable conditions.

#### B. Teacher Vacancies or Unqualified Teacher:

- Class began and there is no certificated teacher assigned to teach the class.
- A teacher is assigned to teach the class who does not have the credentials to teach the subject of the class.
- A teacher is assigned to a class with more than 20% English Language Learners and does not have credentials or training to teach English Language Learners.

#### C. Conditions of School Buildings and Facilities:

- A school building, school grounds, or classroom is in poor condition and poses a threat to the health or safety of students, teachers, or school employees.

### III. Other Concern

- I have another concern not covered by the categories above.

**Describe the textbook, teacher, facility, or other concern.** Please provide enough details of the concern(s) for school officials to investigate and fix the problem(s). *Use additional pages if needed:*

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### IV. I have spoken with the following school personnel about my concern:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

**You may file anonymously. Please provide contact information if you would like a written response.**

Name or Group \_\_\_\_\_  
Address \_\_\_\_\_  
City, State and Zip Code \_\_\_\_\_  
Phone: \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

# Helpful Forms

## Opt-Out of Photographs or Interviews - Optional Form

There are many positive accomplishments and activities that our students are involved in each school year. The news media and the Twin Rivers Unified School District Communications Office occasionally photographs or films these events for the purpose of sharing information about our programs and highlighting positive activities in our schools. These images may be used in the *Connections* Newsletter, your child's school newsletter, our district handbook, web site, other promotional materials or the news media.

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

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

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Name

\_\_\_\_\_  
Signature

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

# Helpful Forms

## MEDICATION ADMINISTRATION AUTHORIZATION

**This form must be completed with M.D./Dentist and Parent/Guardian signatures before any medication can be administered at school**

California Education Code 49423 allows the school nurse or other designated school personnel to assist students who are required to take medication during school hours. This service is provided to enable the student to remain in school to maintain or improve the potential for education and learning.

Medication must be in the container in which it was purchased with the pharmacy label attached, and must be prescribed to the student to whom it will be administered. No medications, including over-the-counter medications, will be given at school without current M.D., Dental or Podiatrist prescription.

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School of Attendance:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

### To Be Completed By Health Care Provider

Date Student Examined: \_\_\_\_\_ Diagnosis: \_\_\_\_\_

Medication Prescribed: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time: \_\_\_\_\_ Route: \_\_\_\_\_

Medication to be administered until: \_\_\_\_\_

#### Please check appropriate box(es):

It is necessary for this medication to be taken during the school day at the time(s) indicated above and the medication may be administered by medically untrained personnel.

The student above has been instructed in the proper use of (inhaler/ medication/Epi-Pen) \_\_\_\_\_. The child's well being is in jeopardy unless the inhaler/medication/Epi-Pen is carried on his/her person; therefore, we request that he/she be permitted to carry the inhaler/medication/Epi-Pen. He/she understands the purpose, appropriate method, and frequency use of this inhaler/medication/Epi-Pen and that sharing medication with other students will result in disciplinary action.

**Physician's Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Physician's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### To Be Completed By Parent/Guardian

#### Initial Appropriate Lines:

\_\_\_\_\_ I authorize school personnel to administer the above medication to my child as ordered by the health care provider.

\_\_\_\_\_ I give my child permission to carry his/her above mentioned inhaler/medication/Epi-Pen.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*This Form Must Be Renewed Whenever The Prescription Changes and At the Beginning of Each School Year*

# Helpful Forms

## Military Recruitment—Opt out of Release of Contact Information

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

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

\_\_\_\_\_  
Student’s Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Name

\_\_\_\_\_  
Signature

## Healthy Kids Survey –Opt out of Student Participation

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

\_\_\_\_\_  
Student’s Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Name

\_\_\_\_\_  
Signature

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# Public Notice

## Americans with Disabilities Act (ADA)

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

Twin Rivers Unified School District does not:

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

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

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

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

Rob Ball, ADA Coordinator  
Administration Office  
Twin Rivers Unified School District  
5115 Dudley Boulevard  
McClellan, CA 95652  
Phone: (916) 566-1701  
Fax: (916) 566-3585  
rob.ball@twinriversusd.org