



STUDENT/PARENT HANDBOOK 2017-2018

**TWAIN HARTE SCHOOL
TWAIN HARTE SCHOOL DISTRICT**

School Office Telephone: (209) 586-3266

District Office Telephone: (209) 586-3772

Rick Hennes, Superintendent

Gabe Wingo, Principal

Website: www.twainharteschool.com

Please return the signature page at the beginning of each year.

TABLE OF CONTENTS

Vision Statement.....	4
Mission Statement.....	4
Parent/School Compact.....	5/6

Attendance

Bell Schedule.....	7
Attendance	8
Tardiness	8
Make-Up Work for Children Out Ill.....	8
Release of Students During the School Day	8

Extra-Curricular Activities

Athletics	8
Eligibility	9
Eligibility Criteria	9
Sports Schedule.....	9

General Information

504 Plan	10
Animals at School.....	10
Closed Campus	10
Disaster Procedures.....	10/11
Field Trips.....	11
Library Procedures.....	11
Lost/Damaged Textbooks	11
Lost and Found	11
Lunch and Breakfast Programs	11
Lunch/Snack Procedures.....	12
Messages for Students.....	12
Personal Items that are not allowed at School	13
Cell Phone/Personal Electronics	13
School Site Council.....	13
Snow Days	13
Snow Transportation Days.....	14
Technology	14
Telephone Calls	14
Treehouse Program	14
Visitors	14
Volunteers – TB Test Requirement	15
Volunteers – Fingerprint Requirement	15
Independent Study	15

Getting to and From School

Bus Loading/Student Pick-Up Procedures.....	16
Drop-Off and Pick-Up at School	16
Bus Rules	16
Walking To and From School.....	17

Grading

Communicating with Parents	17
Homework Policy	17
Academic Recognition.....	17
Honor Roll	17
8 th Grade Graduation Requirements.....	18

School Rules and Discipline

Student Discipline.....	18
Bullying	18/19
Academic Dishonesty	19
Classroom Disciplinary Actions	19
Playground Rules	19
Policy on Student Dress and Grooming.....	19/20
Title IX of the Education Amendments	20
Procedures for Parent Complaints or Charges against District Employees.....	20

Student/Parent Handbook Sign Off Sheet (Please sign and return to school office.)

Student/Parent Handbook Sign Off Sheet.....	21
---	----

TWAIN HARTE SCHOOL DISTRICT

Vision Statement

In partnership with parents and the community, we will strive to develop the entire child to excel academically, to develop character, and to value usefulness, creativity, productivity, and responsibility for life.

“To do good things in the world, first you must know who you are and what gives meaning in your life.” Paula P Brownlee

Mission Statement

We believe our mission is to develop a well-rounded child. We accomplish this by educating our students in academics, moral and social responsibilities, and physical awareness. We, teachers and staff, work together in a spirit of cooperation and compassion along with the parents and community to achieve this mission. We motivate and challenge students to realize their potential to become virtuous, creative, and useful citizens who are concerned with the welfare of others, their community, and the world. We fulfill this mission by doing the following:

- Modeling lessons we teach our students, during school and within our own lives.
- Continually striving to better our strong partnership for excellence in learning with students, parents, and community all involved.
- Creating a school campus that is respectful of everyone’s need for security, safety, guidance, and enjoyment.
- Educating each student for future success in high school, college, and/or a vocation by encouraging and developing special abilities.
- Developing in each student a genuine love and appreciation for learning, decency, strength, diversity, health, and beauty.
- Challenging and teaching our students to uphold the highest level of respect for themselves, others, and their community and country.
- Striving to continually improve our environment through our school, community, country, and world.

PARENT/SCHOOL COMPACT

Rights of Students

- To attend school unless removed under due process as specified in the Education Code.
- To attend school in a secure academic and social climate, free of fear and violence.
- To enjoy the full benefit of their teacher's efforts, undiluted by the disruptive student.
- To have ready access to counseling services.
- To be fully informed of school rules and regulations.

Responsibilities of Students

- To model and follow those lessons that we seek for our students.
- To attend school and classes regularly and on time.
- To be prepared for class with the appropriate materials and work.
- To know and obey school staff members, rules and regulations.
- To respect the rights, well-being and safety of school personnel, fellow students and community members.
- To demonstrate pride and respect in the appearance and personal property of fellow students, staff and related school property.

Rights of Parents

- To expect that their children will spend their time at school in a safe, wholesome, stimulating environment engaged in productive activity under the care and direction of dedicated staff.
- To have assurance that school personnel will work cooperatively with parents.
- To be informed in a timely manner by the classroom teacher if their student is not making adequate academic and social progress.
- To be informed of District policies, regulations and school rules.
- To review their child's record with a certificated staff member providing assistance.

Responsibilities of Parents

- To model and follow those lessons that we seek for our students.
- To visit school periodically to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children and to approve and support reasonable control measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To provide the school with current information regarding legal address, phone, medical data and other facts that may help the school to serve their children.
- To become familiar with District policies and school rules and regulations.

Rights of Teachers

- To expect and receive the attention, effort and participation of the students attending their classes.
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate.
- To initiate such control measures as needed to establish and maintain an environment in which optimum learning, safety and effective teaching conditions prevail.

- To make decisions on all issues confronting schools, primarily on the basis of what is best for the students.
- To hold students accountable for their conduct and to take prompt and appropriate action toward those guilty of violations.
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.
- To expect students to behave responsibly in class, allowing others to work in an environment that is conducive to learning.

Responsibilities of Teachers

- To model and follow those lessons that we seek for our students.
- To consider the personal worth of each individual student as a unique and important human being.
- To equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To hold students accountable for their actions at all times.
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner.
- To keep parents and students informed with timely and periodic reports, including all pertinent data related to the student's academic and behavioral experiences.
- To initiate and enforce individual classroom rules consistent with school and District Policy.

Rights of Administrators

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning, safety and effective teaching conditions prevail.
- To make decisions on all issues confronting schools, primarily on the basis of what is best for the students.
- To hold students accountable for their conduct and to take prompt and appropriate action toward those guilty of violations.
- To expect that all school employees recognize and fulfill their role in terms of campus control.

Responsibilities of Administrators

- To model and follow those lessons that we seek for our students.
- To provide leadership that will establish, encourage, and promote good teaching and effective learning. To establish, publicize, and enforce school rules that facilitates effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance from community support services and resources in cases where students and families are determined to be at risk.
- To make a determined effort to stay attuned to expressions of student/staff/parent/community concerns and to react with sensitivity toward them.

Bell Schedules 2017-2018

Regular Day

	School begins	Morning Recess	Lunch	Dismissal
TK/K	8:15	10:05 - 10:20	11:35 – 12:15	12:30
1st, 2nd, 3rd grades	8:15	10:05 - 10:20	11:40 – 12:20	2:40
4th & 5th grades	8:15	9:50 - 10:05	12:25 – 1:05	2:40
6th, 7th & 8th grades	8:15	9:50 - 10:05	12:25 – 1:05	2:40

Minimum Day

	School begins	Morning Recess	Lunch	Dismissal
TK/K	8:15	10:05 - 10:20	11:35 – 12:20	12:30
1st, 2nd, 3rd grades	8:15	10:05 - 10:20	11:40 – 12:20	1:40
4th & 5th grades	8:15	9:50 - 10:05	12:25 – 1:05	1:40
6th, 7th & 8th grades	8:15	9:50 - 10:05	12:25 – 1:05	1:40

Half Days

	School begins	Brunch	Dismissal	
TK/K	8:15	10:20 - 10:50	12:00	
1st, 2nd, 3rd grades	8:15	10:20 - 10:50	12:00	
	School begins	Recess	Lunch	Dismissal
4th & 5th grades	8:15	9:50 - 10:05	11:35 - 12:00	12:00
6th, 7th & 8th grades	8:15	9:50 - 10:05	11:35 - 12:00	12:00

1 Hour Late Start

	School begins	Morning Recess	Lunch	Dismissal
TK/K	9:15	10:05 - 10:20	11:30 - 12:10	12:30
1st, 2nd, 3rd grades	9:15	10:05 - 10:20	11:35 - 12:15	2:40
4th & 5th grades	9:15	9:50 - 10:05	12:00 - 12:40	2:40
6th, 7th & 8th grades	9:15	9:50 - 10:05	12:40 - 1:20	2:40

ATTENDANCE

Attendance is a high priority at Twain Harte School. With the high academic expectations of our school, it is expected that every child attend school regularly and on time. For every day a child misses from school, they fall at least two days behind their peers. If there are issues with attending school regularly, it is imperative that you contact the school principal so appropriate measures can be taken or issues resolved. Excessive absences will result in loss of recess time to make up work, parent conference with administration, or a referral to the Tuolumne County Student Attendance Review Board (SARB).

Excused Absences

Illness
Quarantine
Medical Appointment
Funeral of Family Member
To Obtain Immunizations (no more than 3 days)

Unexcused Absences

Personal Days
Cutting School
Vacation

TARDY POLICY:

Tardiness is harmful to the individual student, disruptive to the school environment, results in the loss of valuable instructional time, and fails to teach the student the value of promptness and punctuality.

- School starts with the first bell. Students will proceed to their classroom line (1st-6th) or their classroom for kindergarten students.
- If a child is not in their classroom or line, they are considered tardy and will proceed to the office for a tardy slip.
- Excessive tardies may result in parent conferences with school administration, or a referral to the Tuolumne County Student Attendance Review Board (SARB).

MAKE-UP WORK FOR CHILDREN OUT ILL

If your child has to be out of school for more than one day because of illness you may request work for him/her. Please call the school office as soon as possible, and the teacher will have the work ready for you in the office before the end of school the following day. In 4th-8th grade, for full credit on assignments, students are given a one-day extension for each day of absence.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

It is important for your child to be at school at all times, therefore we discourage parents from removing their children from school unless it is an emergency or your child is seeking medical treatment. No child is permitted to leave the school with any person other than the parents, guardians, or people listed on the emergency cards that are filled out by parents unless we receive a written note from the parents.

All students must be signed out through the school office by their parent, guardian, or other approved person before they leave the school. Please do not sign students out of the district office.

EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

Code of Ethics

Participation in athletics, as in any co-curricular activity, is a privilege, not a right. Any student athlete who wishes to be a member of an athletic team must meet all requirements academically and must follow school rules and regulations. Acts of disrespect or defiance towards a staff member, coach, assistant coach, volunteer, or a member of any team may result in temporary or permanent suspension from the athletic team. Failure to obey rules, a continued lack of effort in the classroom, negative attitude, or conduct detrimental to the welfare of the team, insubordination, etc., are grounds for dismissal. **Drinking, smoking, or drug use are causes for immediate dismissal from the entire athletic program and are grounds for further disciplinary action.** The coach or supervisor may also

exercise his/her judgment in recommending to the Athletic Director that participation in a sport would be dangerous for an individual.

General Guidelines:

- Students must be eligible to participate (see below).
- Each student is responsible for maintaining his or her assigned uniform. Students will be required to replace any damaged or lost uniforms. Uniforms are to be cleaned and returned to the coach or Athletic Director within one week after the end of each season.
- Students who miss practice/games without prior approval from the coach may lose playing time.

ELIGIBILITY

While involvement in extra-curricular activities is valuable, it is important to keep students focused on the main goals of academic and behavioral excellence. In order for students to be eligible to participate in extra-curricular activities they must meet certain criteria.

Eligibility Criteria

1. Students must maintain an overall academic grade point average of “C” (2.0 GPA) or above with no grade of “F” in any class and have no more than 2 N citizenship marks and no U citizenship marks.
 - a. Eligibility will be determined every 3 weeks. If a student fails to meet the eligibility standards at these intervals, the parents will be notified through progress reports that the student is ineligible and will have until the next 3-week period to bring their grades back up to the required eligibility standards.
 - b. If the student does not bring their grades up by the next reporting period, they will remain ineligible for more 3 more weeks.
2. Ineligible students may still participate in a sport practice at the coach’s discretion, but will not receive a uniform, or participate in the activity or event (games, performances, riding the bus to the event, etc.)
3. Students participating in extracurricular activities are expected to follow school rules and be respectful to other students and staff members. Consequences for repeated and/or severe behavior issues may include a student being deemed ineligible for school activities including dances, athletic teams, and field trips.
4. Student must attend school all periods on the day of the activity in order to participate in the extra/co-curricular activity. A portion of the day may be missed for medical appointments or other absences, which are approved in advance by the principal or designee.

SPORTS SCHEDULE

FALL SPORTS:

Girls’ Basketball	6 th – 8 th	September – October
Coed Cross Country	6 th – 8 th	October
Boys’ Wrestling	6 th – 8 th	November – December

WINTER SPORTS:

Boys’ Basketball	6 th – 8 th	December – February
------------------	-----------------------------------	---------------------

SPRING SPORTS:

Girls’ Volleyball	6 th – 8 th	February – April
Coed Track	6 th – 8 th	May

GENERAL INFORMATION

504 PLAN

Students who have a documented medical disability that substantially limits an aspect of their life, which includes learning, may be eligible for a 504 plan. The decision to develop a 504 plan is determined through a 504 team meeting. If it is determined that a student is eligible, then appropriate classroom accommodations can be developed so that the student may more successfully participate in the classroom. Parents may contact their child's teacher if they are concerned about their child and schedule an Instructional Support Team meeting to discuss options concerning their child.

ANIMALS AT SCHOOL

Pets on the playground and in the classroom can create problems at school. It is impossible to predict what a normally docile animal will do on a playground with many children. Your cooperation in keeping pets at home will aid in maintaining a safe school situation. If a student wishes to bring a small animal to school for study, observation, or sharing, they must have prior approval from his or her teacher and must be supervised by an adult. Pets are to be taken home after sharing; they cannot remain at school. Animals are not allowed on the school bus.

CLOSED CAMPUS

For the safety of all students, our school is a closed campus, no exceptions! Once students arrive on campus, whether they are dropped off by a parent, walk, bicycle, or ride the bus, they may not leave school grounds again without following proper checkout procedures through the office. A parent or guardian must sign out students. **Students leaving the school grounds without permission will be referred for disciplinary action.**

DISASTER PROCEDURES

In the event that there is a situation that poses a safety hazard to our students, we will implement our emergency procedures. We will activate our automated phone system to inform parents of the situation and to provide information and directions. We understand that the safety of your child is of the utmost importance for both parents and staff. To ensure the safety of our students, we ask that you follow whatever directions we communicate to help keep the situation under control.

Rules for Fire Drills

Fire drills are held monthly throughout the year and a record is kept of the dates held and the time it takes to evacuate the buildings. Routes children are to take are discussed with the students during the first few days of school and are posted in every room.

- Be quiet so you can hear your teacher.
- Walk silently to the designated area stay in your assigned section, and listen for instructions.
- Walk quietly back to your classroom after the "all clear" is announced.

Lock-Down

The school conducts lock-down drills each year to prepare for potential incidents that require students to remain inside their classroom. During these drills students are taken to the most secure area of the room and instructed to remain quiet. An actual incident would initiate a lock-down and then a call to law enforcement. The incident command team will then coordinate with law enforcement and organize parent notifications and student releases after the emergency situation has been resolved. The school will also make sure to initiate the crisis management system to help students cope in the aftermath of an incident.

In case of other emergencies on campus, the school has procedures that include lock-down and evacuation. Parents can review these procedures in the school office.

FIELD TRIPS

Educational field trips may be taken during the school day. Field trips enhance the learning and understanding of the classroom curriculum. Parents will be notified prior to the trip regarding where the students will be going, the times of departure and return, and the purpose of the trip. **All students are expected to ride the bus or school arranged transportation for field trips. Siblings of students are not permitted to attend field trips.**

Chaperones may be permitted to ride the school bus with the students if seating is available. Chaperones shall commit to the full day of the field trip. **All chaperones must have TB clearance** on file with the school prior to the field trip. **Furthermore, all chaperones on overnight field trips must be fingerprinted and clear a TB Test.** Parents who have not taken these safety measures will not be permitted to attend the field trip.

LIBRARY PROCEDURES

- The library is available once a week for each class.
 - TK/Kindergarten, 1st/2nd and 3rd grade students are allowed to check out one book at a time, 4th grade students may check out 2 books at a time, and 5th-8th grade students are allowed to check out three books at a time.
 - TK/Kindergarten through 2nd grade books are to remain at school. 3rd graders may take their books home with teacher approval, and 4th – 8th graders may take their books home.
 - Books must be renewed or returned every week.
 - No books can be checked out if a student has not returned their previous book.
 - **LOST BOOKS** – If a book is not returned by its due date, students will be given 30 days from the time the book was due to return it. If the book is not returned after 30 days, the student will lose their library privileges, and a note will be sent home to parents notifying them of the lost book. The cost of the replacement book will be what is required of a library vendor that can offer a hardbound “like for like” quality replacement. If the book is returned, library privileges will be restored.
 - **DAMAGED BOOKS** – students will be charged a fee for the damage.
 - All books must be returned by the end of the school year, and all book fees must be cleared in order for students to receive their report cards.
- 8th Grade students must have all fees cleared to participate in the graduation ceremony.**

LOST/DAMAGED TEXTBOOKS

The replacement cost for damaged or lost textbooks is the responsibility of the student/parent. Textbooks are checked out annually to students at the beginning of the year. A replacement fee for a lost or damaged textbook that is no longer usable will be the current cost of replacing the book. A fee will be charged for books that are in need of mending but do not need to be replaced. The school will determine the cost. Report cards, diplomas and privileges may be withheld until all fees are paid or books returned. If a book is found and is returned in usable condition before the onset of the next school year a full refund will be given.

LOST AND FOUND

Lost or unclaimed clothing and other articles are placed in the "Lost and Found", which is located near the office or in the mall at the Upper Building. The "Lost and Found" is generally emptied of unclaimed items twice a year (once during winter break and once shortly after school is out in June). Children should have their belongings labeled and accept responsibility for their things.

LUNCH AND BREAKFAST PROGRAMS

Breakfast is available daily for \$1.75. Free and reduced price breakfasts are available to students who qualify. Breakfast is served in the cafeteria starting at 7:35 a.m. until the bell rings at 8:15 a.m. Students can purchase the daily breakfast entrée.

Students have a choice of eating a cafeteria prepared lunch or bringing a bag lunch. Lunch for Pre-K - 8th graders is \$2.60 and \$3.50 for an adult lunch. Students may purchase milk to drink with their bag lunches for \$.40.

Twain Harte school uses the SchoolWise System for tracking student's meals and money. There is no limit on the amount of money you can deposit into your student's account. You can send cash, check, or money order to the office, cafeteria or classroom. Be sure to include your student's name on the check or envelope. If you choose not to prepay, your student may pay for breakfast or lunch in full on a daily basis.

We do not allow students to charge meals on credit. Any child who has a zero or negative account balance will be served an alternative lunch such as a cheese sandwich with a milk. In the case of an emergency a student may be allowed to charge. However, they may only charge a maximum of three days.

Parents are responsible for keeping student's cafeteria accounts current.

Free and reduced price meals are available and information is included in the first day packet. This information is also available in the school office or cafeteria at any time during the year. As well as on the school website.

LUNCH/SNACK PROCEDURES

Students are to maintain proper etiquette and table manners in the cafeteria. Loud talking or the throwing of food is not allowed.

- Eat in designated areas only.
- Remain seated and talk quietly.
- Do not ask for food from others.
- Clean up your trash or mess and deposit in the appropriate receptacle.

MESSAGES FOR STUDENTS

To minimize classroom interruptions, please discuss after school care and plans with your children before they leave for school. Messages are difficult and time consuming for the office staff and very disruptive to the classroom. We realize there are unavoidable circumstances that may necessitate a student receiving a message during the school day. However, we do appreciate your cooperation in keeping these instances to an absolute minimum.

CLASSROOM INTERRUPTIONS

It is imperative that teachers be allowed to teach without unnecessary interruptions. Such interruptions interfere with your child's learning process. Staff members will be called away from the classroom only in the event of an emergency. Parents need to make appointments with teachers at least one day in advance if they wish to meet with them.

RELEASING CHILDREN BEFORE DISMISSAL TIME

It is important for your child to be at school at all times, therefore we discourage parents from removing their children from school unless it is an emergency or your child is seeking medical treatment. If such a dismissal is necessary, parents may be asked to identify themselves before the child is released. No child is permitted to leave the school with any person other than the parents, guardians, or people listed on the emergency cards that are filled out by parents unless we receive a written note from the parents.

Please come to the school office, not to the child's room, when picking up your child. All students must be signed out through the office by their parent, guardian, or other apporved person before they leave the school.

PERSONAL ITEMS THAT ARE NOT ALLOWED AT SCHOOL

Skateboards, roller blades, shoes with wheels, baseball bats, scooters, and hard balls are **not** allowed at school. In accordance with County Ordinance 2217, skateboarding is not allowed on the school campus.

Skateboards are not allowed on the school bus. Skateboards shall not be brought to school and are not to be used as transportation to and from school.

Toys, laser pointers, or any other electronic device because of their value and tendency to interfere with the teaching/learning environments should not be brought to school. A staff member may confiscate non-dangerous prohibited items. These items will be sent to the office and can be retrieved by the student or parent, as per the principal's discretion. The school and/or school employees will not accept responsibility for any item lost or stolen during school hours.

Tobacco products, matches, alcohol, controlled substances, knives or any items or substances considered dangerous or illegal are not allowed on campus. Possession of any of these items is cause for disciplinary action.

CELL PHONE/PERSONAL ELECTRONICS POLICY

The school acknowledges the importance of electronic communication between parents and students, particularly in an emergency situation. Further, the school recognizes that instructional time and the school environment must be protected from unnecessary disruptions and distractions.

Students shall be permitted to have cell phones in their possession under the following guidelines.

1. Cell phones may NOT be used on campus until AFTER school has been dismissed.
2. Cell phones must be turned off and placed in backpacks. Students may not have cell phones on their person. Having the phone on silent or vibrate does not fulfill the "off" requirement.
3. At no time are students to take pictures or send text messages with their cell phone while on school campus.
4. The school is not responsible for lost or stolen cell phones.
5. Violation of this policy will result in disciplinary action including confiscation of the phone for parent or student retrieval at the end of the day, as per the principal's discretion.

SCHOOL SITE COUNCIL

Section 52022 of the Education Code requires that schools maintain a School Site Council. The Site Council is composed of an equal number of parents and staff members and is dedicated to the improvement of instruction. School plans developed by the Site Council are reviewed, evaluated, and approved by the Board of Trustees.

SNOW DAYS

The Superintendent will make the determination to delay or close school when the weather is bad. A one (1) or two (2) hour late start may be declared. Occasionally buses will arrive late for safety purposes. The release time for students at the end of the school day remains the same except for TK/Kindergarten. TK/Kindergarten release time on a one (1) hour late start is 12:30 p.m. and for a two (2) hour late start is 1:30 p.m. **If a late start or school cancellation is necessary, we will use the automated phone system to notify families as soon as the decision is made.** Local radio stations will broadcast public announcements about school delays or closures. Listen for updates on stations KKBN 93.5FM, KVML 1450AM and KZSQ 92.7FM in the morning. Delays and closures are also listed online at www.mymotherlode.com. **No radio announcement will be given unless school is cancelled or the buses will not run on time.** The main concern when operating buses is always the children's safety. Ultimately, the parents make the final decision if they can get their children to school. We encourage parents to be safe when bringing their children to school.

SNOW TRANSPORTATION DAYS

Some days when there is snow or adverse road conditions, a late start may not be required. However, because of the snow and safety concerns the regular bus schedule may be changed. Some stops for that day will be dropped from the morning and afternoon bus runs. Please refer to the snow transportation schedule. Snow transportation days will be announced on the radio, called out on the automated phone system and posted on www.mymotherlode.com.

TECHNOLOGY - Computers

The use of any Twain Harte School District's computer equipment is a privilege for which all users accept responsibility. Inappropriate conduct in the use of this equipment includes, but is not limited to:

- Damage, vandalism or theft of equipment
- Theft, piracy or altering of software
- Use of the systems to transmit computer viruses
- Accessing, communicating or printing information that is deemed inappropriate in nature by school personnel
- Plagiarism
- Any conduct in violation of school rules

The Twain Harte School District staff members will determine what the appropriate/inappropriate use of computer equipment is. Their decision is final. Any student involved in inappropriate use of any computer equipment will be referred to the principal for disciplinary action and may lose the privilege to access any or all computer equipment for the remainder of the school year. In addition, parents may be held responsible for damages to any Twain Harte School District computer equipment incurred during the course of inappropriate action by a student.

TELEPHONE CALLS

The office telephones may be used by students for school business only, (i.e. illness, injury, having to stay after school, to obtain a lunch or lunch money, etc.), only after obtaining permission from the office staff. A teacher may allow a student to use their classroom phone in lieu of sending the student to the office.

TREEHOUSE PROGRAM

Twain Harte School's Primary Intervention Program fondly known as "The TreeHouse" is a program designed for children in kindergarten through third grade who are experiencing mild school adjustment difficulties. Our goals are to help children get off to a positive bonding experience within the school year. This occurs by providing positive reinforcement through non-directive expressive sensitive play sessions. These sessions are designed to establish a positive meaningful relationship to enhance school success. Parental input is welcomed if you believe your child would benefit from this program.

VISITORS

Parents are encouraged to make arrangements with the teacher to visit classrooms throughout the year.

District policy and state law require that all visitors report to the school office in order to secure a visitor's pass for each visit. All visitors **MUST** sign in at the office when they arrive and sign out when they leave. No student visitors from other schools will be allowed on campus.

Young children should not be taken into classrooms. If you would like to talk with a teacher, make an appointment for a time when you can both talk more freely.

In order to eliminate unnecessary interruptions, parents and other visitors must leave messages, forgotten lunches, books, etc., in the school office for their child. This way, the teacher is given the article or message at break times, rather than interrupting instructional time.

VOLUNTEER PROCESS:

We are committed to welcoming parents/guardians to share their time, knowledge, and abilities to further enhance the educational experience. At the same time, it is imperative that we have procedures in place according to law and board policy to ensure that the students and staff at Twain Harte School District are safe as well as maintain integrity of the educational process. We understand and appreciate the desire for parents to want to volunteer their time and effort to support their child and to support the school. Below are guidelines for parents, guardians, family members, or visitors to follow.

- All volunteers shall act in accordance with District policies, regulations, state laws, and school rules while acting in a capacity of a volunteer and while on school grounds.
- To ensure the safety of students and staff and to avoid potential disruptions, all visitors, including any volunteers, **MUST** register in the school office immediately upon entering any school building or grounds while school is in session.
- School volunteers are allowed at Twain Harte School District to assist in the classroom, work at school events, assist with fundraising, planning of school events, or to attend parent meetings. All volunteers are under the direct supervision of the classroom teacher, school staff, or school administration, depending on the circumstances for which they are volunteering.
- If you wish to volunteer in any capacity at school, please contact the school for more information.

VOLUNTEERS

- Our school welcomes and appreciates volunteers in our classrooms. All volunteers must sign in each day at the school office. Please contact your child's teacher if you are interested in volunteering. All volunteers who have contact with children must have tuberculosis(TB) screening clearance on file with the school office. TB Test clearance verification is good for four years.
- In an effort to elevate the level of safety we provide our students, the District requires fingerprinting of volunteers who will participate in overnight field trips. The District does not pay to fingerprint volunteers.

INDEPENDENT STUDY

The school is aware that at times special circumstances arise that may require a student to leave for an extended amount of time. The student may be granted an independent study agreement under the following provisions:

- The student will be absent for a minimum of five days and no more than 15 days of school.
- The independent study request paperwork is to be filled out and turned in at least five days in advance.
- For K-8 grade students, independent study may be granted on the recommendation of the classroom teacher.
- Any student who is absent from school for more than 10 school days and is not on independent study will be dropped and required to reenroll.
- If a student is reenrolled there is no guarantee that the student will be placed in the same classroom based on enrollment numbers or continue to be enrolled at Twain Harte School District if there is no room to place the student.

BUS LOADING/STUDENT PICK-UP PROCEDURES

All students will be escorted or supervised by teachers or other staff members while walking to the bus loading and pick-up areas at the end of the school day. Teachers will divide their classes accordingly so students can be dropped off quickly to the appropriate holding area.

DROP-OFF AND PICK-UP AT SCHOOL

Parents should park their cars in a designated parking spot and walk to the parent pick-up area to get their children. Parents are not to park or leave cars unattended in the yellow loading zones. Do not park in any red zone; a bus may stop there at various times for field trips, etc. We want to keep the area in front of the bus garages at the school open and clear at all times. On the upper campus cars should be

parked in a designated parking slot for students to load or unload. Only authorized vehicles may drive in the fire lane between the upper and lower campus.

BUSES

The school bus is considered an extension of the school campus. All rules of conduct that apply on the school campus also apply on the bus. Any action of a student that distracts the driver from the safe operation of the bus will be cause for the student to lose the privilege of riding the bus.

Please note that students may not get off the bus at any stop other than their designated stop without a written note from their parent.

BUS RULES

- **Be silent at all railroad crossings and stoplights.**
- **Always follow directions of the driver the first time given.**
- **No fighting, pushing, or horseplay while riding, waiting for, entering, or exiting the bus.**
- **While on the bus, remain seated keeping hands, feet and objects to one's self.**
- **No eating or drinking is allowed on the bus.**
- **No obscenities, screaming, loud voices or disrespect to another person are allowed. Any action that distracts the bus driver endangers all persons on the bus.**
- **No unauthorized objects, pets, glass containers, etc., are allowed. Large projects need to have special arrangements made ahead of time for transporting and should be transported by car.**

CONSEQUENCES

In most cases, before writing the child's first discipline citation and calling the parent, the driver will have repeatedly spoken to the child about following the rules, and will have assigned the child to a seat near the front of the bus and/or changed their seat partner.

First Citation (Written): This may include seat assignment changes and will include notification by phone to the parents and in writing to the Principal and parents. Parents will be requested to sign and return the bus citation. Copies will be filed with the office and the transportation department.

Second Citation (Written): Call to parents and written bus citation signed by the parent and filed with the office and transportation department. A three day riding privilege suspension will be imposed.

Third Citation (Written): Call to the parents and written citation signed by the parent and filed with the office and transportation department. A five-day riding privilege suspension will be imposed. A parent conference may be held with the Principal before a reinstatement of riding privilege is permitted.

Fourth Citation: Student riding privileges may be suspended for the remainder of the school year with written notification to parents.

PLEASE NOTE:

In the event of a severe disruption or violation of the rules, the driver and the administrator may omit citation 1, 2, and 3 and go directly to citation 4, taking whatever action is necessary to insure that the bus is operated in a safe manner. This immediate action may include:

- **Stopping the bus until the disruption ends.**
- **Calling a dispatcher or law enforcement official to remove disruptive students.**
- **Returning to school to arrange for a parent to pick up the student.**
- **Returning to the school for administrative assistance to arrange for a parent to pick up the student.**
- **Suspension from school.**

The distraction of the bus driver endangers all student riders and the driver. Since safe transportation is a commitment to be shared equally by the home and school, parents are urged to continually assist the school by reviewing good bus behavior with their child(ren). School districts are not required to provide bus transportation. Please note that riding a school bus in the Twain Harte School District is a privilege, not a right.

WALKING TO AND FROM SCHOOL

Students are encouraged to observe safety rules when walking to and from school. Students may ride bicycles, but once the student is on campus, he/she must walk the bike. Skateboards and scooters cannot be used for school transportation.

GRADING

COMMUNICATING WITH PARENTS

We use several methods of reporting to parents about a child's progress. All students will receive regular Twain Harte School District report cards, sent home on a trimester basis. Progress Reports are sent periodically and are required for students earning failing grades. In addition, teachers maintain communication with parents between report card periods by means of informal letters and phone calls. If you have questions about your child's progress, please contact the teacher early in the year or when a concern arises. Parent-Teacher conferences and Instructional Support Teams are very important. Parents can keep informed of their child's progress and the school can learn how to better work with the child. Conferences are held during the first and third trimesters. Instructional Support Teams meetings are held by parent/teacher request when deemed necessary. Individual conferences may be scheduled at the request of the parent or school staff. We hope that parents will attend all conferences scheduled for their child.

HOMEWORK POLICY

In the Twain Harte School District homework is an integral part of the total educational program. The assignment of homework may vary according to the grade level, teacher, and individual student. The amount of homework varies from grade to grade, from course to course, and from week to week. Each teacher will explain his or her homework policy in their packets for parents during Back-to-School Night and at the first trimester conference. If you have any questions, please contact the teacher for clarification. Parents are encouraged to help students complete homework assignments by:

1. Providing a quiet place to work.
2. Showing an interest in the assignment.
3. Assisting in acquiring needed books, data, etc.
4. Assisting, as needed, without doing the homework itself.
5. Notifying the teacher if homework is creating problems or contacting the teacher when questions or concerns arise.

ACADEMIC RECOGNITION

Students in grades K-3 are recognized each trimester for academics and citizenship. They also have a monthly VIP Assembly for student recognition. Students in grades 4-8 are also recognized during monthly virtue assemblies and through honor roll field trips.

GRADES 5TH - 8TH HONOR ROLL

The Honor Roll is a way to encourage students in the 5th-8th grades to strive to do their best academically and to honor those who have achieved a certain grade point average (GPA). The Honor Roll is based on a 4 point scale: A=4 pts, B=3 pts, C= 2 pts, D=1 pt.

Honor Roll: The Honor Roll is reserved for students who maintain between a 3.0 and 4.0 GPA during the immediate past trimester.

Eighth graders who have maintained high academic achievement throughout the year will receive special acknowledgment at the graduation ceremony.

8TH GRADE PROMOTION REQUIREMENTS

To be eligible to participate in the promotion ceremony, students must have achieved an overall academic GPA of 2.0 with a 1.0 or higher GPA in all subject areas. Students who do not pass the above academic requirements will be issued a certificate of attendance in lieu of a diploma. Invitations to participate in other end of the year activities such as an 8th grade trip and the final dance will follow the school wide eligibility requirements.

STUDENT DISCIPLINE

District and School rules pertaining to student discipline are available to parents or guardians of district students in the school office. (Ed. Code, § 35291) Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic communication device may be disciplined for engaging in unlawful harassment or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours.

Students are expected to:

- Remain in supervised areas at all times.
- Use playground equipment properly.
- Refrain from picking up or throwing bark, rocks, or other harmful objects.
- Not sell items on campus during school hours.
- Comply with all classroom, playground, cafeteria, and gym rules.
- Keep hands to themselves and not engage in rough play or fighting.
- Be respectful towards other students and staff members.
- Use appropriate language and actions at all times.
- Walk bicycles while on campus and park bikes in the area provided.
- Not have gum at school
- Leave personal belongings that are inappropriate for school at home (i.e. electronic devices, toys, playing cards, large amounts of money, expensive items, etc.) The student assumes responsibility for all personal items if they are lost or stolen.
- Not bring weapons or replicas of weapons on campus. These include, but are not limited to: guns, knives, water pistols, or any object fashioned into a weapon. Weapon possession will result in suspension with a possible recommendation for expulsion.

BULLYING

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Bullying is a form of violence. It can be physical, verbal, psychological, or sexual. Here are some examples of bullying:

- Physical: hitting, kicking, spitting, pushing
- Verbal: teasing, threatening, name-calling

- Psychological: excluding someone, spreading rumors, intimidating
- Sexual: touching, assault, exhibitionism, and many of the actions listed above

Bullying may also occur through the Internet or other forms of technology. This is known as cyberbullying and includes sending or posting hurtful material.

Bullying incidents should be reported to a staff member immediately so school administration can take appropriate measures to halt further bullying.

ACADEMIC DISHONESTY

We hold our students to high standards regarding their academic and moral character. To that end, we have developed the following policy on academic dishonesty:

Academic dishonesty consists of any attempt to use another's work as your own, including, but not limited to; plagiarism, bribery, fabrication, or cheating. Students caught doing any of these actions will be given a zero on that assignment and their parents will be notified.

CLASSROOM DISCIPLINARY ACTIONS

For disciplinary reasons, a teacher can:

- Issue a **TIME-OUT** in the classroom, in another classroom, or office.
- Require a parent conference.
- Refer the student to the school administrator.
- Detain a student, during recess and/or the lunch period (with provisions for lunch).
- Suspend a student from his/her class for the day of the infraction and the next day.

PLAYGROUND RULES

Facilities and equipment are to be used safely and for the purpose for which they were designed. A supervisor must be present before students may play on the grounds or equipment. Games are to be open to any student wishing to participate. Students may not interfere with a game, and they must enter it at an appropriate time. Accidents and injuries should be reported to the nearest yard duty or supervising teacher. If a serious accident occurs, the office should be contacted immediately.

POLICY ON STUDENT DRESS AND GROOMING

Dress Code rules and regulations are established to maintain an atmosphere conducive to learning. One of our goals is to prepare students to become productive citizens in our society; this training includes how to dress properly for various situations including school. This dress code applies to the school day and other events such as dances, graduation and field trips.

- **No portion of student's chest, belly or bottom may show, no bare backs or undergarments may show.**
- All shirts, tops and dresses must cover the chest and torso. Shoulder straps must be two finger width wide and must cover the torso area under the arms.
- Shorts, skirts, and dresses must come to the tips of the student's fingertips when their hands are held to their sides with hands extended.
- Pajama style clothing is not permitted.
- No bandanas worn or displayed at school.
- Clothing may not advertise alcohol, drugs, tobacco or any other offensive material.
- Any style of clothing or accessory is unacceptable if it:
 - Interferes with or distracts others from the learning process.
 - Constitutes a threat to the safety of a student or others.
 - Affects how others react to the student.
 - Is offensive to students or staff.
- Be prepared for P.E.
 - Appropriate shoes must be worn for P.E.
- Sandals must have a strap across the back. No "flip flops."

- Some field trips may determine a modification in the dress code. Dress code guidelines will be given out at that time.
- Dress Code violations.

**Students wearing clothing that is identified as inappropriate will be sent to the office to:
Call home OR borrow clothing from our clothing box.**

HATS AND HAIR

- Students (both male and female) may wear hats to school under the following conditions.
All hats/caps must be worn as intended with the bill in the front.
Hats are to be removed when entering a building.
- Students who fail to abide by these rules will have their hats taken away and returned at the end of the day, or it may need to be picked up in the office by an adult.
- The school will not be responsible for lost or damaged hats.

TITLE IX OF THE EDUCATION AMENDMENTS

Equal Opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. The opportunities apply to all employees and applicants for employment.

Parents May File a Complaint concerning violations of federal or state law or regulations governing special education related services. To file a complaint, write a description of the manner in which you believe special education programs for handicapped student do not comply with state or federal laws of regulations and file with the District Office.

PROCEDURES FOR PARENT COMPLAINTS OR CHARGES AGAINST DISTRICT EMPLOYEES

The Board of Education has adopted a policy which establishes a procedure to permit consideration of a charge or complaint made by parents against an employee or against a specific school, office or department. Parents who do not have their concerns resolved informally should follow the procedure set forth in the policy.

Any serious charge or complaint concerning a District employee should be reported immediately to that employee by the individual receiving the complaint. Every effort should be made to resolve the complaint at the administrative level by progressing through the chain of command. In those cases where administrative resolution is not provided, and assure due process, the matter may be channeled via the Superintendent to the Board of Education for hearing in accordance with established procedures.

**TWAIN HARTE SCHOOL DISTRICT
2017-2018 SCHOOL YEAR**

Signature Page:

I have received the Student/Parent Handbook and the Rights of Parents, Legal Guardians and Students Pamphlet issued with this handbook.

Please sign and return this signature page to your student's teacher.

Parent Signature: _____

Date: _____

I have read and reviewed with my teacher the 2017-2018 Student/Parent Handbook and the Rights of Parents, Legal Guardians and Students pamphlet issued with this handbook.

Student Signature: _____

Date: _____