



**STUDENT/PARENT HANDBOOK
2019-2020**

**TWAIN HARTE SCHOOL
TWAIN HARTE SCHOOL DISTRICT**

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

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Bell Schedules 2019-2020

Regular Day

	School begins	Morning Recess	Lunch	Dismissal
TK	8:15	10:07-10:22	11:30 – 12:10	12:30
K-3rd Grade	8:15	10:07-10:22	11:30 – 12:10	2:40
4th-8th Grade	8:15	10:07-10:22	12:11-12:51	2:40

Minimum Day

	School begins	Morning Recess	Lunch	Dismissal
TK	8:15	10:07-10:22	11:30 – 12:10	12:30
K-3rd Grade	8:15	10:07-10:22	11:30 – 12:10	1:40
4th-8th Grade	8:15	10:07-10:22	12:11-12:51	1:40

Half Days

	School begins	Morning Recess	Lunch	Dismissal
TK	8:15		10:20 – 10:50	12:00
K-3rd Grade	8:15		10:20 – 10:50	12:00
4th-8th Grade	8:15	10:07-10:22	11:35-12:00	12:00

2 Hour Late Start

	School begins	Morning Recess	Lunch	Dismissal
TK	10:15		11:30 – 12:10	1:30
K-3rd Grade	10:15		11:30 – 12:10	2:40
4th-8th Grade	10:15		12:11-12:51	2:40

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.

ATTENDANCE

Regular school attendance is important. Students must attend school regularly to achieve in the classroom. Parents who make regular school attendance a top priority help their children become dependable and responsible. The importance of being in school every school day applies to students at all grade levels. Children in the primary grades (kindergarten through third) should set a pattern of regular attendance early in their school careers. The habit will carry over through high school and beyond.

EXCUSED ABSENCES (C.A.C. Title 5, Sec. 420)

Absences listed below are excused when verified in accordance with the Education Code:

- A. Illness.
- B. Quarantine directed by county or city health officer.
- C. Medical, dental, or optometrical services rendered:
 1. Students are encouraged to make medical appointments after school hours. If this is not possible, then students must return to school immediately after an appointment.
 2. If a student must miss school for a medical appointment, the name of the doctor and/or clinic must be listed on the verifying note.
- D. Attending funeral services of a member of the pupil's immediate family as defined in E.C. 45194, so long as such absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.

Students shall be permitted to make up missed school assignments.

(K-3) Responsibility for requesting missed work lies with student/parent. The teacher will determine the length of time the student has to make up work.

(4-8) Students shall be allowed two school-days for each day of absence to make up the work. The time for make-up may be extended by the teacher. Responsibility for requesting missed work lies with the student.

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.

TRUANCY/UNEXCUSED (E.C. 48260-48263, 48900 k, 49164)

Students may not be absent from school without approval of the school. Absences will be considered unexcused and may affect extracurricular eligibility if not cleared within seven (7) school days after the student returns from the absence. The following represents the procedures which will be followed when a student is absent from school without a valid excuse or is tardy without the school's approval in excess of 30 minutes.

First Incident--The student and parents will be informed of the mandatory attendance laws and the District's pertinent policy and procedures. The student will be instructed to attend all classes. Failure to do so shall be treated as "defiance of authority."

Second Incident--The student and parents will be informed of the mandatory attendance laws and the District's pertinent policy and procedures. The student will be instructed to attend all classes. Failure to do so shall be treated as "defiance of authority."

Third Incident --The student and parents will be informed of the mandatory attendance laws and the District's pertinent policy and procedures. The student will be instructed to attend all classes. Failure to do so shall be treated as "defiance of authority."

(K-8) The student is a legal truant (absent from school without a valid excuse for three (3) days or tardy in excess of 30 minutes on each of three (3) or more days). (E.C. 48260)(E.C. 48260.5) The school may recommend that the parent/guardian attend school one day with the student.

Fourth Incident--Student will be referred to a school administrator/designee. The student is now a legal habitual truant and shall be within the jurisdiction of the juvenile court which may adjudge the pupil to be a ward of the court. (E.C. 48262) (WIC 601) The school administrator shall call and hold a parent conference. Parents and student are again informed that failure to follow the school's directive to attend classes will be "defiance of authority" and will be grounds for referral to the School Attendance Review Board.

- (6-8) STUDENT IS INELIGIBLE TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES FOR SIX (6) WEEKS.

Fifth Incident--Student will be referred to a school administrator. The parents and student will be informed that the next incidence of refusal to attend classes upon the direction of school authorities may result in a recommendation of the student to an alternative education program and possible referral of parent and student to the School Attendance Review Board.

- (6-8) STUDENT IS INELIGIBLE TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES FOR AN ADDITIONAL SIX (6) WEEKS.

Sixth Incident--A letter shall be sent certified or by using “proof of service” method to the parents/guardians informing them that their student has had additional incidents of truancy since being declared a legal habitual truant (E.C. 48262) and has been in “persistent defiance of authority.” Parent and student may be referred to the School Attendance Review Board (SARB).

- (6-8) STUDENT IS INELIGIBLE TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES THE REMAINDER OF THE SCHOOL YEAR.

EXCESSIVE ABSENTEEISM

Once a pupil accumulates 15 absences (excused or unexcused) during one school year:

1. A school administrator may place the student on Attendance Supervision which imposes a requirement that additional absences must be verified by a licensed medical practitioner. (C.A.C. Title 5 sec. 421 b)
2. A student may not be placed on Attendance Supervision unless the parent/guardian has been notified previously in conference or by letter of the District’s excessive absence policy after that student has been absent 10 days or more.
3. Once a student has been placed on Attendance Supervision, a school administrator/certificated designee shall call and hold a parent conference. Parent/guardian will again be informed of the District’s excessive absence policy. If the parent/guardian cannot be contacted, the administrator/ designee will hold a conference with the student and a certified letter shall be sent informing the parent/guardian that the student is placed on Attendance Supervision and the pertinent provisions of the excessive absence policy.

Note: Written notification will be sent to the parents of a student who is absent from school for a total of three (3) days, 10 days, and 15 days without valid excuse. These notifications will be mailed for absences that are either unexcused or unverified.

TARDIES

One of the responsibilities of each student is to be in the classroom in his/her seat or work station when the bell rings or when class is to begin. Being tardy is irresponsible behavior because it is disruptive to the learning process.

(K-5) Fourth and successive tardies (Parent contact)

Administrator will assign the student a consequence. Parents may be referred to the Child Welfare and Attendance office or the School Attendance Review Board for excessive tardies or absences incurred by their child.

(6-8) Fourth and subsequent tardies will result in an administrative referral with the following consequences.

Administrator will assign the student a consequence which may include detention or community service. Student may be deemed ineligible to participate in extracurricular activities. Parents may be referred to the Child Welfare and Attendance office or the School Attendance Review Board for excessive tardies or absences incurred by their child.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)
(E.C. 48320-48324, 48292-48293)

The Education Code provides for the establishment of School Attendance Review Boards to meet the special needs of pupils with school attendance problems or school behavior problems.

The School Attendance Review Board may include a parent and representatives of (1) the school, (2) the County Probation Department, (3) County Welfare Department, and (4) a representative of the County Superintendent of Schools.

SARB has the authority to recommend that parents and students take certain measures to correct inappropriate behavior, refer the pupil to community agencies for assistance, or suggest adjustments to the school assignment. In the event that a parent or guardian or pupil fails to respond to the directives of SARB or to services offered on behalf of the minor, SARB may:

1. Direct that the minor be referred to the County Welfare Department under Section 300 of the Welfare and Institutions Code.
2. Direct that the minor be referred to the County Probation Department under Section 601 of the Welfare and Institutions Code.
3. Request the Director, Child Welfare and Attendance, to file a complaint against the parent, guardian, or other person in charge of such minor with the District Attorney.

The parent/guardian of any pupil who fails to comply with the directives of SARB, unless excused or exempted therefrom, is guilty of an infraction and shall be punished as follows:

1. Upon conviction, by a fine of not more than one hundred dollars (\$100).
2. Upon a second conviction, by a fine of not more than two hundred fifty dollars (\$250).
3. Upon a third or subsequent conviction, by a fine of not more than five hundred dollars (\$500).
4. In lieu of imposing the fines prescribed in numbers (1) and (2), the court may order such person to be placed in a parent education and counseling program.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Students should not be removed from school prior to dismissal except in the case of an emergency or for medical appointments. **All students must be signed out through the school office by their parent, guardian, or other approved person before they leave the school.**

STUDENT DISCIPLINE

Students are expected to **BE RESPECTFUL, BE RESPONSIBLE, and BE SAFE** at all times at Twain Harte School.

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 activities. 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.

Misconduct

Gum/Sunflower Seeds	Disrespect/Dishonesty	Being in an unsupervised area
Over affection	Inappropriate language	Disruptive behavior
Dress code violation	Harassment	Theft
Inappropriate use of device/equipment		

If a student chooses to break a rule:

- 1st Consequence – administrator discretion
- 2nd Consequence – parent contacted, lunch detention and/or community service assigned
- 3rd Consequence – referral to school counselor and parent conference with administrator
- 4th Consequence – possible one day suspension at home
- Additional Consequences – ineligibility for extracurricular activities, loss of privileges

Severe Misconduct

Abusive language or conduct	Inappropriate behavior	Harassment
Possession of tobacco, or vapor pipe paraphernalia		Stealing, Vandalism

If a student chooses to break a rule:

- 1st Consequence – Referral to school counselor, parent conference, and possible one day suspension.
- 2nd Consequence – Referral to school counselor, parent conference, and one day home suspension.
- 3rd Consequence – Three day suspension at home, ineligible for all extracurricular activities

Misbehavior

Possession/use of a dangerous object	Threatening, intimidating, and/or bullying behavior
Severely disruptive behavior	
Fighting	Profanity or abusive language/conduct directed at staff member
Use of tobacco or vapor pipe products	

If a student chooses to break a rule:

- 1st Consequence – One day suspension at home
- 2nd Consequence – Referral to school counselor, three day suspension at home, ineligible for extracurricular activities
- 3rd Consequence – 5 day suspension at home. The School Board will conduct a formal hearing to determine whether the student shall be expelled from Twain Harte School. The School Board may expel a student for the current semester and the following semester.

Severe Misbehavior

Hate motivated behavior

Sexual harassment

Possession or use of alcohol, marijuana, or any other controlled substance.

Possession of a knife or other dangerous object

Severe misbehavior

If a student chooses to break a rule:

1st Offense - 5 day suspension at home. Suspension from all school extracurricular activities

2nd Offense - 5 day suspension at home. The School Board will conduct a formal hearing to determine whether the student shall be expelled from Twain Harte School. The School Board may expel a student for the current semester and the following semester.

Sale or intent to sell marijuana or possession of more than one ounce of marijuana or the possession/use of a controlled substance, or prescription, or representation of a substance as an intoxicant, or possession of a weapon, or any other offense of serious nature may result directly in the following:

Suspension of up to 20 school days pending formal Board of Trustees expulsion hearing. The School Board may expel a student for the current semester and the following semester.

The above school penalties for marijuana and controlled substance violations are in addition to the California Health and Safety code regulations.

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) is subject to the same grounds for suspension and expulsion which apply to students without disabilities.

BULLYING

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in [Section 48900.2](#), [48900.3](#), or [48900.4](#), directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2)(A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- (i) A message, text, sound, video, or image.
- (ii) A post on a social media network, internet web site, including, but not limited to:
 - (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (iii) An act of cyber sexual bullying.
 - (I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

ACADEMIC DISHONESTY

We hold our students to high standards regarding their academic and moral character. 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. Accidents and injuries should be reported to the nearest yard duty or supervising teacher.

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, dresses, and holes in frayed or torn jeans 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."
- 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.
 - 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.

EXTRA-CURRICULAR ACTIVITIES

ELIGIBILITY

While involvement in extracurricular 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 extracurricular activities (assemblies, athletics, reward trips, ski trips, etc.) 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 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. Students must attend school for all periods on the day of the activity in order to participate in the extracurricular activity. A portion of the day may be missed for medical appointments or other absences, if approved in advance by the principal or designee.

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 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:

- Open to 6th -8th grade students
- Students must be eligible to participate (see above).
- 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.

GENERAL INFORMATION

504 PLAN

Students who have a documented medical disability that substantially limits an aspect of their life may be eligible for a 504 plan. The decision to develop a 504 plan is determined through a 504 evaluation and assessment. If it is determined that a student is eligible, then appropriate classroom accommodations will be developed for 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.

AFTER SCHOOL ACTIVITIES

Students staying after school to either participate, attend, or observe school functions, such as athletic contests, must be under the direct supervision of their parent/guardian or district personnel.

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.

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.

CHILD CUSTODY/COURT ORDERS

Please provide the office with a copy of current custody arrangements and/or court orders pertaining to students. Documents that are not on file in the school office cannot be enforced.

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.

COMPLAINT RESOLUTION

The following information outlines the process you should use to resolve any problems you or your child may have related to school personnel, your child's grades, academic concerns, curriculum, and instructional materials. If you follow this process, it should assist you in solving concerns quickly and efficiently. It is important to work through problems together for the benefit of the child.

1. Contact the teacher. Set up a time for a conference with him or her as soon as possible to discuss your concerns. Communicate your concerns in writing before you attend the conference so that all issues may be addressed. Most problems can be resolved at this level. If you have a concern regarding non-teaching staff contact the school secretary for guidance and procedures.
2. If you feel your concerns have not been addressed through a teacher conference, set up a meeting with the principal and the employee if it is a personnel issue.
3. If after a conference with the principal the matter is still not resolved, obtain a Complaint Form from the school office. Fill out the form and return it to the district office within 60 days of the act or event.
4. Your complaint will be investigated and the superintendent will contact you to discuss the complaint.
5. Once the superintendent has rendered a decision you still have the right to appeal the decision to the Board of Trustees if you do not agree with the decision.
6. The Board of Trustees will review your appeal and render a decision. The Board's decision is final.

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.

In case of other emergencies on campus, the school has a Comprehensive School Safety Plan that includes lockdown and evacuation procedures. Parents can review the Comprehensive School Safety Plan 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.** Students must be signed out with the teacher prior to riding home with a parent or guardian.

CHAPERONES

Teachers determine whether or not chaperones are needed for field trips. **All chaperones must have TB clearance** on file with the school prior to the field trip. Chaperones for overnight field trips must also be fingerprinted and cleared through the U.S. Department of Justice. 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. Family members, and friends of chaperones and students are not permitted to accompany the field trip.

FOOD AND DRINKS

- We encourage you to provide healthy snacks for your student to eat during morning recess.
- Candy, soda, and energy drinks can have a negative effect on the ability of students to focus. Parents are discouraged from sending their students to school with these products.
- Gum and sunflower seeds are not allowed on campus.

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 not on independent study and is absent from school for 10 or more consecutive school days without notification may be dropped and be required to re-enroll.
- If a student is re-enrolled 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.

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 and all book fees must be cleared by the end of the school year, 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 7:40 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 \$3.00 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 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. 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.

- 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.

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.

Toys, laser pointers, cell phones 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.

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 12:15 p.m. and for a two (2) hour late start is 1:15 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 93.5 FM, KVML 1450 AM and KZSQ 92.7 FM 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.

STATEWIDE TESTING NOTIFICATION

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

Smarter Balanced Assessment Consortium Assessments

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

California Science Tests (CAST)

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

California Alternate Assessments (CAAs)

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors. Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2019.

California Spanish Assessment (CSA) for Reading/Language Arts

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

English Language Proficiency Assessments for California

California will transition from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

Physical Fitness Test

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

TECHNOLOGY

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 constitutes appropriate or inappropriate use of computer equipment. 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.

TITLE IX: DISCRIMINATION AND HARASSMENT

Student Rights under Title IX

Federal Title IX of the Education Amendments of 1972 ("Title IX"), implemented at 34 C.F.R. §106.31, subd. (a), provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient which receives federal financial assistance. Relevant here, Title IX requires school districts to take immediate and appropriate action to investigate when it knows or reasonably should know of a possible Title IX violation.

Title IX Coordinator

Rick Hennes, Superintendent, is the Title IX Coordinator for the Twain Harte School District and can be reached by telephone at (209) 586-3772 or by email at rhennes@twainharteschool.com.

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 are allowed on campus during school hours.

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.

VOLUNTEERS

All volunteers are expected to participate in a brief volunteer training program prior to working with students. Please join us **Friday, August 30, at 2:00pm** in the school board room for volunteer training. We are happy to accommodate volunteers that are unable to attend on this day. Please contact the school office to arrange for an alternate day/time.

Listed below are the expectations for volunteers on our campus.

1. Per board policy, all volunteers must have tuberculosis (TB) clearance. See the school office for more information on how to obtain clearance.
2. Please arrive at your scheduled time appropriately dressed to work with students.
3. Sign in at the main office and pick up your volunteer ID badge. This badge is to be worn at all times while on campus.
4. Report to the classroom and check in with the teacher. Volunteers are required to remain under the direct supervision of the teacher while volunteering on campus.
5. Please refrain from using electronic devices in the classroom
6. Volunteers should not be left alone, unsupervised, with students.
7. Any information discussed or overheard regarding students is considered confidential. Volunteers are expected to maintain this confidentiality at all times.
 - i. Posting pictures or comments about students or classes to social media sites is considered a violation of this confidentiality.
8. Student restroom facilities are for students only. Adult staff members and volunteers are expected to use the adult restroom facilities.
 - a. Adult restroom facilities are located in the main office in the lower building and the district office in the upper building.
9. Please communicate with teachers and/or school administrators about any concerns you may have related to student behavior, welfare, and/or safety.
10. Persons with a controlled substance or sexual misconduct conviction are not allowed to volunteer on a school campus (Ed Code section 44836).
11. Twain Harte School District requires fingerprinting of volunteers who will participate in overnight field trips. The District does not pay to fingerprint volunteers.

TRANSPORTATION TO AND FROM SCHOOL

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

Students should not be dropped off on campus prior to 7:40am.

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 or red fire lane zones. 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 stop lights.**
- **Always follow the 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 children. 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.

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 Team (IST) meetings 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. IST meetings are held by parent/teacher request when deemed necessary. Individual conferences may be scheduled at the request of the parent or school staff. Every effort should be made for parents to attend all conferences scheduled for their child.

HOMEWORK POLICY

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 Braves 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 and activities, students must have achieved an **overall academic GPA of 2.0 with a 1.0 or higher GPA in all subject areas in their 7th AND 8th grade years.** Invitations to participate in other end of year activities such as the 8th grade trip and the final dance will follow the school wide eligibility requirements.

**TWAIN HARTE SCHOOL DISTRICT
2019-2020 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 Name (please print) _____

Parent Signature: _____

Date: _____

I have read and reviewed with my teacher the 2019-2020 Student/Parent Handbook and the Rights of Parents, Legal Guardians and Students pamphlet issued with this handbook.

Student Name (please print) _____

Student Signature: _____

Date: _____