



# **STUDENT/PARENT HANDBOOK**

## **2024-2025**

**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 2024-2025

## Regular Day

	School begins	Morning Recess	Lunch	Dismissal
TK	8:15	9:57-10:12	11:40-12:20	12:30
K-3rd Grade	8:15	9:57-10:12	11:40-12:20	2:40
4th-6th Grade	8:15	10:17-10:32	12:10-12:50	2:40
7th-8th Grade	8:15	10:17-10:32	12:37-1:17	2:40

## Minimum Day

	School begins	Morning Recess	Lunch	Dismissal
TK	8:15	9:57-10:12	11:40-12:20	12:30
K-3rd Grade	8:15	9:57-10:12	11:40-12:20	1:40
4th-6th Grade	8:15	10:17-10:32	12:10-12:50	1:40
7th-8th Grade	8:15	10:17-10:32	12:37-1:17	1:40

## Half Days

	School begins	Morning Recess	Lunch	Dismissal
TK	8:15		10:30-11:00	12:00
K-3rd Grade	8:15		10:30-11:00	12:00
4th-6th Grade	8:15	10:17-10:32	11:20-11:40	12:00
7th-8th Grade	8:15	10:17-10:32	11:40-12:00	12:00

## 2 Hour Late Start

	School begins	Morning Recess	Lunch	Dismissal
TK	10:15		11:40-12:20	1:30
K-3rd Grade	10:15		11:40-12:20	2:40
4th-6th Grade	10:15		12:10-12:50	2:40
7th-8th Grade	10:15		12:37-1:17	2:40

**TWAIN HARTE SCHOOL DISTRICT  
2024-2025 CALENDAR**

	MON	TUES	WED	THUR	FRI	HOLIDAYS AND IMPORTANT DATES
<b>August 2024</b>	5	6	7	8	9	** Teacher Inservice Days 08/20 Back To School Night
	12	13	14	15	16	
	19**	20**	21M	22	23	<b>School starts 08/21</b>
8	26	27	28M	29	30	M - Minimum Days 08/21, 8/28
<b>September</b>	2H	3	4M	5	6	H - Labor Day 09/02 - No School
	9	10	11M	13	13	M - Minimum Days 09/04, 09/11, 09/18 & 09/25
	16	17	18M	19	20	
	23	24	25M	26	27	
20	30					
<b>October</b>		1HD	2HD	3HD	4	M - Minimum Days 10/09, 10/16, 10/23, 10/30 & 10/31
	7	8	9M	10	11	HD - Conference Half Days 10/01 - 10/03
	14	15	16M	17	18	
	21	22	23M	24	25	
23	28	29	30M	31M		
<b>November</b>					1	M - Minimum Days 11/06, 11/13, 11/20, & 11/22
	4	5	6M	7	8T	H - Veteran's Day Holiday 11/11
	11H	12	13M	14	15	T - End of 1st Trimester 11/08
	18	19	20M	21	22M	Report Cards Sent Home 11/15
15	25B	26B	27B	28H	29B	B - Thanksgiving Break 11/25 - 11/29
<b>December</b>	2	3	4M	5	6	M - Minimum Days 12/04, 12/11, 12/18 & 12/20
	9	10	11M	12	13	
	16	17	18M	19	20M	B - Winter Break 12/23 - 01/03
	23B	24B	25H	26B	27B	
15	30B	31B				
<b>January 2025</b>			1H	2B	3B	M - Minimum Days 01/08, 01/15, 01/22 & 01/29
	6	7	8M	9	10	
	13	14	15M	16	17	
	20H	21	22M	23	24	H - Martin Luther King Holiday 01/20
19	27	28	29M	30	31	
<b>February</b>	3	4	5M	6	7	M - Minimum Days 02/05, 02/12, 02/19 & 02/26
	10H	11	12M	13	14	H - Lincoln's Day Holiday 02/10
	17H	18	19M	20	21	H - President's Day Holiday 02/17
	24	25	26M	27	28T	T - End of 2nd Trimester 02/28
18						
<b>March</b>	3	4	5M	6	7	M - Minimum Days 03/05, 03/19 & 03/26
	10	11HD	12HD	13HD	14	Report Cards Sent Home 03/07
	17	18	19M	20	21	
	24	25	26M	27	28	HD - Conference Half Days 03/11 - 03/13
16	31B					B - Spring Break 03/31 - 04/04
<b>April</b>		1B	2B	3B	4B	M - Minimum Days 04/09, 04/16, 04/23 & 04/30
	7	8	9M	10	11	B - (Snow Make-Up Day 04/21)
	14	15	16M	17	18	<b>Minimum Day 04/16 &amp; OPEN HOUSE</b>
	21B	22	23M	24	25	
21	28	29	30M			
<b>May</b>				1	2	M - Minimum Days 05/07, 05/14, 05/21 & 05/28
	5	6	7M	8	9	CAASPP Testing 05/01 - 05/30
	12	13	14M	15	16	H - Memorial Day Holiday 05/26
	19	20	21M	22	23	
21	26H	27	28M	29	30	
<b>June</b>	2	3	4HD	5HD	6	HD - 06/04, 06/05 Graduation Day & Last Day of School
4	9	10	11	12	13	Report Cards Sent Home 06/05
	16	17	18	19H	20	H - Juneteenth Day Holiday 06/19
180						06/06, 06/09 (Snow Make-up Day - Half Day)

**GRADES TK - 8**  
8:15 - 2:40 Regular Day  
8:15 - 1:40 Minimum Day  
8:15 - 12:00 Half Day

**CODES KEY**  
B - School Break  
H - Holiday  
HD - Half Day Schedule  
M - Minimum Day Schedule  
T - End of the Trimester

**DAYS SCHOOL IS NOT IN SESSION**  
September 02 - Labor Day  
November 11 - Veteran's Day  
November 25 - 29 Thanksgiving Break  
Dec. 23 - Jan. 03 Winter Break  
January 20 - Martin Luther King Day  
February 10 - Lincoln's Day  
February 17 - President's Day  
March 31 - April 4 Spring Break  
April 21 - Possible Snow Make-up  
May 26 - Memorial Day  
June 06 & June 09 - Possible Snow Make-up

**TRIMESTERS**  
1st Trimester 08/21/24 - 11/08/24  
2nd Trimester 11/12/24 - 02/28/25  
3rd Trimester 03/03/25- 06/05/25

## **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 facilitate 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 officers.
- 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 the 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.

**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.

**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.

(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 students 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.



**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.

**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.” Parents and students will be referred to the School Attendance Review Board (SARB).

### **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. Parents/guardians 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.

The administrator will assign the student a consequence which may include detention or community service.

Students 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 minors 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 persons 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 CODE OF CONDUCT**

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.

### **Misbehavior**

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:*

- 1<sup>st</sup> Consequence – administrator discretion
- 2<sup>nd</sup> Consequence – parent contacted, lunch detention and/or community service assigned
- 3<sup>rd</sup> Consequence – referral to school counselor and parent conference with administrator
- 4<sup>th</sup> Consequence – possible one day suspension at home

Additional Consequences –community service, loss of recess, loss of extra curricular privileges.

Additionally, students with repeated behavior infractions may be subject to a behavior contract with input from teacher, administration, and parent.

### **Severe Misbehavior**

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

*If a student chooses to break a rule:*

- 1<sup>st</sup> Consequence – Referral to school counselor, parent conference, loss of extracurricular privileges, and possible one day home suspension.
- 2<sup>nd</sup> Consequence – Referral to school counselor, parent conference, loss of extracurricular privileges, and one day home suspension.
- 3<sup>rd</sup> Consequence – Three day home suspension, ineligible for all extracurricular activities

### **Misconduct**

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

*If a student chooses to break a rule:*

- 1<sup>st</sup> Consequence – One day suspension at home
- 2<sup>nd</sup> Consequence – Referral to school counselor, three day suspension at home, ineligible for extracurricular activities
- 3<sup>rd</sup> 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 fo

### **Severe Misconduct**

Hate motivated behavior

Sexual harassment

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

Possession of a knife or other dangerous object

*If a student chooses to break a rule:*

1<sup>st</sup> Offense - 3-5 day suspension at home. Exclusion from all school extracurricular activities

2<sup>nd</sup> 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.

## **SCHOOL DISCIPLINE**

It is the intent of the governing board to maintain a safe learning environment for all students. Disciplinary actions are conducted in a manner consistent with federal law, the California Education Code, governing board policies, and district administrative rules and regulations. With regard to student discipline, school staff adhere to the procedures set forth in each school's Student and Parent Handbook.

When suspension is necessary, due process is followed. If the suspension involves a special education student, administrators adhere to IDEA guidelines and legal advisories regarding student discipline

## **QUESTIONING OF STUDENTS**

When a student is reported to have violated the student code of conduct, school administration will conduct a thorough investigation into the incident and question all parties involved. School officials have broad authority to stop and question students in order to conduct an investigation, even in the absence of reasonable suspicion, so long as such authority is not exercised in an arbitrary, capricious, or harassing manner. School officials are not required to allow parents to be present prior to questioning a student.

## **Suspension and Expulsion Policies**

### **Grounds for suspension that fall under Education Code 48900**

- a. Caused, attempted to cause, or threatened to cause physical injury to another person. Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is

- officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- r. Engaged in an act of bullying.
  - s. A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
    - (1) While on school grounds.
    - (2) While going to or coming from school.
    - (3) During the lunch period whether on or off the campus.
    - (4) During, or while going to or coming from, a school-sponsored activity.
  - t. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
2. In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Sec. 212.5

**Expulsion Policies under Education Code 48915:**

The principal shall recommend the expulsion of a pupil for any of the following committed at school or a school activity off school grounds, unless the principal or superintendent finds an expulsion is inappropriate, due to the particular circumstance:

- a. Causing serious physical injury to another person, except in self-defense.
- b. Possession of any knife or other dangerous object of no reasonable use to the pupil.
- c. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
  - i. The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
  - ii. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- d. Robbery or extortion.
- e. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

**Mandatory Recommendation for Expulsion under Education Code 48915:**

The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- a. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
- b. Brandishing a knife at another person.
- c. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- d. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- e. Possession of an explosive.

**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 receive no credit for the assignment and their parents will be notified.

## **CLASSROOM DISCIPLINARY ACTIONS**

For disciplinary reasons, a teacher may:

- Issue a TIME-OUT in the classroom, in another classroom, or the office.
- Require a parent conference.
- Refer the student to the school administrator.
- Detain a student, for a portion of 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.
  - Students suspended from a classroom will be required to have a parent conference prior to rejoining the class. Parents also may be required to sit with their student in the classroom on the day of their return.

## **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.

- General playground Rules
  - Stay in supervised areas at all times.
    - The blue stairs and area surrounding the propane tanks are off limits.
    - On the field, students are not allowed on the dirt infield or behind the backstops.
  - School and/or personal electronic devices are not allowed to be used during recess.
  - Be courteous and respectful to staff and other students at all times.
  - Use appropriate language at all times.
  - Use outdoor tables appropriately. No standing on tables or benches.
  - No rough play or tackling allowed. Keep hands and feet to yourself.
  - Balls are to be bounced on the ground or blue wall only. Do not bounce balls on building walls. Hard baseballs and bats are not allowed at school at any time.
  - Do not throw objects (sticks, rocks, bark chips, etc.).
  - Balls and other playground equipment must be returned to the classroom at the end of recess.
  - Do not gather around restrooms and/or drinking fountains.
- Big Toy Areas:
  - Only go DOWN the slides
  - One person only on the slide at a time
  - No playing tag in the wood chip areas
  - Walk on the play structure at all times
  - Do not hang upside down on the bars
  - Travel in ONE direction only on the bars
  - One person in the tube at a time
- Field Rules
  - Students must stay on the grass field area
  - Students are not allowed to go beyond the dirt infield or behind the backstop of the baseball field.
  - If a ball goes over the fence, students must notify a yard duty prior to retrieving it.



## **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 a 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 and tank tops must be two finger width wide at the shoulders and must cover the torso area under the arms.
- Undergarments must be covered by clothing at all times. Sagging pants, short shirts, etc. are a violation of the dress code policy.
- Shorts, skirts, dresses, and holes in frayed or torn jeans must extend to the tips of the student's fingertips when their hands are held to their sides with hands extended.
- 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, or 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. However, hats worn inside buildings will be at the discretion of each teacher. All hats/caps must be worn as intended with the bill in the front. Students who fail to abide by these rules will have their hats confiscated and returned at the end of the day. Repeated offenses may result in requiring the parent to pick up the hat. 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 in violation of the dress code will be sent to the office. An attempt will be made to contact the guardians for a change of garments. If the guardians cannot be reached or are unable to bring a change of clothes, the student may be asked to select clothing to wear kept on hand in the office. In case of questionable dress not specifically covered by the guidelines, the site administrator will determine the appropriateness and make the final decision.

## EXTRA-CURRICULAR ACTIVITIES

### ELIGIBILITY

While involvement in extracurricular activities is valuable, it is important that students focus on academic and behavioral progress. In order for students to be eligible to participate in extracurricular activities (assemblies, athletics, reward trips, dances, etc.) they must meet certain criteria.

### Eligibility Criteria

1. Students must maintain an overall academic grade point average(GPA) of 2.0 or above with no grade of "F" in any class AND have no more than two "N" citizenship marks and zero "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 via mail that the student is ineligible for extracurricular activities for 3 weeks, until the next progress reporting period.
2. Ineligible students may still participate in an athletic team practice at the coach's discretion, but will not receive a uniform, or participate in any activity or event (games, performances, riding the bus to the event, etc.) during the ineligible period.
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** and **the school day before** 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.

\*\*In addition, students may be signed off from extra-curricular activities by staff members for missing assignments, behavior, etc.

### 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.
- Playing time may be reduced for students who miss practice/games without prior approval from the coach.

## **TRANSPORTATION TO AND FROM SCHOOL**

### **STUDENT DROP OFF**

To ensure the safety of your child, students are not to be dropped off on campus prior to 7:45am. Students should be dropped off at either the Manzanita Dr. parking lot in the lower building or the Twain Harte Drive parking lot in the upper building. Parents are required to remain in their vehicles during pick up and drop off times. After dropping students off, vehicles must exit the parking lot down the service ramp to Cedar Dr.

### **DISMISSAL**

#### **BUS LOADING**

All students will be escorted and supervised by staff members while walking to the bus loading areas at the end of the school day.

#### **PARENT PICK UP**

##### **Lower Building (Drive Through Pickup)**

Our Kindergarten through 3rd grade students will be walked out to the Manzanita Dr. parking lot for pick up. Students will be allowed to load when their vehicle arrives at the front of one of the two pickup lanes. Please drive safely in our parking areas to ensure the safety of all students and staff. Parents are to remain in their vehicle during pick up times.

##### **Upper Building (Parking Lot Pick Up)**

Fourth through 8th grade students will walk to the Twain Harte Drive parking lot to meet their parents. Cars in the upper building parking lot must be parked in a designated parking spot for students to safely load or unload. Parents must remain in their vehicles during pick up. Cars must exit the parking lot down the service ramp to Cedar Dr.

##### **For families with students in both buildings**

Lower building students may be picked up in the upper building parking lot but the older sibling must meet the younger sibling at the big toy area after school to walk them up to the parking lot. Upper building students may be picked up in the lower building pick up area, if necessary.

### **WALKING/RIDING 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 to the nearest bike rack. Bike racks are located in the northwest corner of the lower playground and outside the district office in the upper building. Students are encouraged to lock their bikes to discourage theft. The school is not responsible for stolen or damaged bikes.

## **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/guardian.

## **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.

## 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 at the request of the parent or teacher. 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 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 6<sup>TH</sup> - 8<sup>TH</sup> HONOR ROLL

The Honor Roll is a way to encourage students in the 6<sup>th</sup>-8<sup>th</sup> 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.

### 8<sup>TH</sup> GRADE PROMOTION REQUIREMENTS

To be eligible to participate in the promotion ceremony and activities, students must have achieved the following:

- **Cumulative academic GPA of 2.0 combining 7<sup>th</sup> AND 8<sup>th</sup> grade years**
- **8<sup>th</sup> grade year is weighted 2x more than 7<sup>th</sup> grade (7<sup>th</sup>= $\frac{1}{3}$ , 8<sup>th</sup> =  $\frac{2}{3}$ )**
- **No more than 2 F's 8<sup>th</sup> grade yr. and no more than one F per subject 8<sup>th</sup> grade yr.**

Invitations to participate in other end of year activities such as the 8<sup>th</sup> grade trip and the final dance will follow the school wide eligibility requirements.

## 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 to 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

Twain Harte School does not provide after school supervision for students. Parents must make arrangements for their children to ride the bus home, be picked up, or walk home at the end of the school day. Students are not allowed to stay after school without adult supervision.

### ANIMALS AT SCHOOL

Animals are not allowed on campus or the school bus without prior approval from administration. Certified service animals **ONLY** are allowed on campus.

### CELL PHONE/PERSONAL ELECTRONICS POLICY

1. A student may possess a cellular phone on school property during regular school hours only if the device is turned off and is located in a book bag, purse or other container belonging to the student. Phones are not to be seen. Students may not use their cellular phone on school property, school vehicle, or during any school-related activities. Teachers may require students to place their phones in a secure location in the classroom to ensure compliance with district policy.
2. At no time may students use cell phones and/or cameras on campus.
3. If the student must use the phone during the school day, the student will request to use the classroom phone or go to the school office and request to make the call from the office.
4. If a disruption occurs involving a student's electronic device, a staff member shall confiscate the device with any related components and/or accessories. If the staff member finds it necessary to confiscate a device, he/she may:
  - a. Return it to the student at the end of the school day.
  - b. Require a parent/guardian to come to the school office to retrieve the device.
5. Students who repeatedly violate the cell phone policy will be required to leave their device in the office each morning upon arrival at school.

*Parents: Please don't call your child's phone at school. If you need to reach your child, please call the school office.*

### 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 only 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 students 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-SHORT TERM**

The school is aware that at times special circumstances arise that may require a student to be absent from school for a short period of time. The Twain Harte School District Board of Trustees has approved an independent study policy. For a copy of the district policy please contact the district office.

The student may be granted an independent study agreement under the following provisions:

- The student will be absent for a minimum of 3 days and no more than 15 days of school.
- The student demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently.
- The parent/guardian's level of commitment to assist the student may be considered when granting independent study requests.
- The independent study request paperwork is to be filled out and turned in at least 5 days in advance.

### **LIBRARY PROCEDURES**

- The library is available once a week for each class.
- TK/Kindergarten, 1<sup>st</sup>/2<sup>nd</sup> and 3<sup>rd</sup> grade students are allowed to check out one book at a time, 4<sup>th</sup> grade students may check out 2 books at a time, and 5<sup>th</sup>-8<sup>th</sup> grade students are allowed to check out three books at a time.
- TK/Kindergarten through 2<sup>nd</sup> grade books are to remain at school. 3<sup>rd</sup> graders may take their books home with teacher approval, and 4<sup>th</sup> – 8<sup>th</sup> 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 OR DAMAGED 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.
- 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. **8<sup>th</sup> 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 and lunch will continue to be provided to all students free of charge as part of the federal government's response to the COVID-19 pandemic.

**Breakfast is served daily beginning at 7:45am in the school cafeteria. Students may not arrive on campus before this time.**



### **LUNCH/SNACK PROCEDURES**

Students are to maintain proper etiquette and table manners in the cafeteria.

- Wait in line quietly.
- Eat in designated areas only.
- Remain seated and talk quietly.
- Do not share food with other students.
- Clean up your trash or mess and deposit in the appropriate receptacle.

### **MESSAGES FOR STUDENTS**

After school care and plans with your children should be decided before they leave for school each day. Relaying messages to students are time consuming for the office staff and very disruptive to the classroom. Per our cell phone policy, student use of cell phones during the school day is not allowed. Please do not message your student on their phone during the school day.

### **PERSONAL ITEMS THAT ARE NOT ALLOWED AT SCHOOL**

The use of coasting devices such as bikes, skateboards, scooters, shoes with wheels, etc. is prohibited on campus per Tuolumne County Ordinance 2217. Students must carry or walk their coasting device on campus at all times. Students who choose to violate this rule will not be allowed to bring their coasting device to school.

Students that choose to ride a bike, skateboard, scooter, etc. to school must store it appropriately. Bikes must be placed in one of the bike racks located on campus. All other coasting devices must be stored in the classroom, with teacher permission, for the duration of the day. Students must have driver permission to transport a coasting device on the bus. The district is not responsible for lost or damaged items brought to school by students.

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.

### **POWER OUTAGES**

In the event of a power outage during the school day, students will remain on campus until the normal dismissal time. Twain Harte School is equipped with generators to provide power and network access to our campus. If power is turned off due to a Public Safety Power Shutdown (PSPS) school WILL be in session. Students should dress appropriately for the weather as our heating and cooling systems do not operate on generator power. Please be advised that the cafeteria menu may change due to power outages.

### **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 AND WEATHER DELAYS**

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. **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, usually by 6:30AM.** 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](http://www.mymotherlode.com). No radio announcement will be

given unless school is canceled 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 on inclement weather days.

### **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 available on our school website. Snow transportation days will be announced on the radio, called out on the automated phone system and posted on [www.mymotherlode.com](http://www.mymotherlode.com).

### **SOCIAL-EMOTIONAL SUPPORT PROGRAMS**

Twain Harte School provides social-emotional support to our students in a multi tiered system. Our Tier 1 social-emotional support is provided by the classroom teachers to all students and may involve instruction on empathy, conflict resolution, and peer relationships. Our Tier 2 program is provided to our primary grade students by our School Psychologist and Social-Emotional Support Coordinator in individual or small groups of students. Parents of students referred to this program will be contacted by the coordinator. Our Tier 3 program is operated and directed by our School Psychologist and typically consists of working one on one with the student and utilizes our Student Support Specialist if appropriate. Parents of students referred to this program will be contacted directly by the School Psychologist or support staff personnel.

### **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):**

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards. English language arts/literacy and mathematics tests are administered in grades three through eight.

#### **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.

#### **California Alternate Assessments (CAA)**

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.

#### **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 (ELPAC)**

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 (PFT)**

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.

### **TOBACCO FREE CAMPUS**

Smoking and the use of tobacco products are prohibited at all times and on all property owned, leased, or under the control of the Twain Harte School District at all times, including, but not limited to indoor and outdoor grounds, walkways and sidewalks, parking lots and district vehicles.

### **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 7th and 8th grade students will be issued a device to take home with them and are responsible for lost and/or damaged devices. 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. Insurance will be available for parents to purchase. Information will be sent out at the beginning of the school year.

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.

### **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**

Gabe Wingo, 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 [gwingo@twainharteschool.com](mailto:gwingo@twainharteschool.com).

**VISITORS**

All visitors to the school campus MUST sign in at the main office located at 18815 Manzanita Dr. Under no circumstances are visitors to enter a classroom without prior approval from the teacher.

**VOLUNTEERS**

Current COVID regulations allow for volunteers in the classroom. All volunteers must show proof of COVID vaccination OR submit a negative test result the day they are scheduled to be on campus. Volunteers must work under the direct supervision of a staff member at all times. Individuals convicted of violent or serious offenses by law are not permitted to serve as volunteers.

**TWAIN HARTE SCHOOL DISTRICT  
2024-2025 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 2022-2023 Student/Parent Handbook and the Rights of Parents, Legal Guardians and Students pamphlet issued with this handbook.**

**Student Name (please print)** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_