

Twin Rivers Charter School



Student & Parent Handbook 2017-2018

Office Hours

7:45 a.m. – 4:00 p.m. (Monday-Friday)

School Address

2510 Live Oak Boulevard, Yuba City, CA 95991

Office Phone: (530) 755-2872

Office Fax: (530) 673-1847

Website

www.twinriverscharterschool.org

Twin Rivers Charter School Student & Parent Handbook

Vision Statement

Inspiring and preparing students for academic excellence and cultivating responsible, engaged, and well-rounded citizens.

Mission Statement

Twin Rivers Charter School is an innovative TK-8 Independent Charter School that is committed to cultivating all aspects of the child. In partnership with families, staff, students, and the community TRCS demonstrates creativity and versatility by:

- Implementing high standards of teaching and learning;
- Attracting and retaining dynamic teachers and staff;
- Providing a safe, respectful, and supportive environment;
- Instilling accountability and personal responsibility;
- Promoting parent and community involvement; and,
- Preparing students for the next level of educational achievement.

TRCS School Board of Directors

Twin Rivers Charter School is an independent public charter school organized as a 501(c)(3) created by Yuba-Sutter parents and educators. Twin Rivers Charter School is governed by the School Board of Directors pursuant to its bylaws. TRCS is authorized by YCUSD. This authorization is reviewed and approved every five years by the YCUSD Board of Trustees.

The duties and responsibilities of the Board of Directors include holding a monthly meeting. Meetings are held the 2nd Wednesday of each month (*unless posted) at 4:00 p.m. Special meetings may be added at other times, with notification. Meetings are held in the EK Educational Center at TRCS, 2501 Live Oak Blvd. Each meeting agenda includes an opportunity for public input.

Mr. Ronald G. Erny, President

Mr. Harry Hendrix

Mrs. Inge Karlshoej

Mr. John Jelavich

Mrs. Samantha Geweke

YCUSD School Board of Trustees Representative

2017/2018 TRCS Faculty & Staff

Administration

Superintendent/Principal	Karen Villalobos, Ed. D.	kvillalobos@twinriverscharterschool.org
Assistant Principal	Chrissy Jolly	cjolly@twinriverscharterschool.org

Faculty

Music Director/Data & Testing	Obie Leff	oleff@twinriverscharterschool.org
Transitional Kindergarten	Camille Bailey	cbailey@twinriverscharterschool.org
Kindergarten	Tanya Norton	tnorton@twinriverscharterschool.org
	Jessica Sanchez	jsanchez@twinriverscharterschool.org
First Grade	Kendra Hines	khines@twinriverscharterschool.org
	Gina Buchner	gbuchner@twinriverscharterschool.org
Second Grade	Hardip Bhangal	hbhangal@twinriverscharterschool.org
	Mackinzie Murray	mmurray@twinriverscharterschool.org
Third Grade	Sandeep Athwal	sathwal@twinriverscharterschool.org
	Katie Peacock	kpeacock@twinriverscharterschool.org
Fourth Grade	Rachel Homer	rhommer@twinriverscharterschool.org
	Wendy Wilder	wwilder@twinriverscharterschool.org
Fifth Grade/SST-504 Coord.	LaDeana Luster	lluster@twinriverscharterschool.org
Fifth Grade	Abigail Segobia	asegobia@twinriverscharterschool.org
ELA (6 th /7 th Grades)	Kassi Kee	kkee@twinriverscharterschool.org
Math/Science (6 th Grade)	David West	dwest@twinriverscharterschool.org
Science (7 th /8 th Grades)	Sima Gandhi	sgandhi@twinriverscharterschool.org
Social Studies (6 th /7 th Grades)	Salvador Fernandez	sfernandez@twinriverscharterschool.org
ELA/Social Studies (8 th Grade)	Jeremy Smith	jsmith@twinriverscharterschool.org
Math (7 th /8 th Grades)	Ciara O'Toole	co'toole@twinriverscharterschool.org
Photography/PE/ELD Teacher	Kathy Barnholdt	kbarnholdt@twinriverscharterschool.org
PE/ELD Teacher	Santiago Sierra	ssierra@twinriverscharterschool.org
Resource Teacher	Kari Hudson	khudson@twinriverscharterschool.org
ELD Teacher	Beth Wells	bwells@twinriverscharterschool.org
Second Grade/PE/Aide	Sabina Correa	scorrea@twinriverscharterschool.org
Speech Teacher	Raj Deol	rdeol@twinriverscharterschool.org
School Nurse	Beckie Kersting	bkersting@twinriverscharterschool.org

Staff

IT Administrator	Paul Singh	psingh@twinriverscharterschool.org
Financial Clerk	Karen Peters	kpeters@twinriverscharterschool.org
Registrar	Lindsay Rhoades	lrhoades@twinriverscharterschool.org
Secretaries	Meagan Dhaliwal	mdhaliwal@twinriverscharterschool.org
	Cindy Smoot	csmoot@twinriverscharterschool.org
Classroom Aide/Tiger Care	Kerrie Kent	kkent@twinriverscharterschool.org
	Karianna Saunders	ksaunders@twinriverscharterschool.org
Resource Class Aide	Natalie Hughes	nhughes@twinriverscharterschool.org
Classroom Aide/Lunch Services	Treni Fairchild	tfairchild@twinriverscharterschool.org
Campus Supervisor Aide	Lisa Murphy	lmurphy@twinriverscharterschool.org
Intervention Aide	Linda Elrod	lelrod@twinriverscharterschool.org
Custodians	Dan Bagget	dbagget@twinriverscharterschool.org
	Adrian Borrayo	aborrayo@twinriverscharterschool.org
	Kevin Smoot	ksmoot@twinriverscharterschool.org

TRCS 2017-2018 School Schedule & School Hours

<u>Regular Day</u>	<u>Start</u>	<u>Dismissal</u>	Middle School Schedule																			
TK-K	8:30	2:30	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Regular Day</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1st Period</td> <td style="text-align: center;">8:15 - 9:15</td> </tr> <tr> <td style="text-align: center;">2nd Period</td> <td style="text-align: center;">9:17 - 10:17</td> </tr> <tr> <td style="text-align: center;">Break</td> <td style="text-align: center;">10:17 - 10:27</td> </tr> <tr> <td style="text-align: center;">3rd Period</td> <td style="text-align: center;">10:28 - 11:28</td> </tr> <tr> <td style="text-align: center;">4th Period</td> <td style="text-align: center;">11:30 - 12:30</td> </tr> <tr> <td style="text-align: center;">Lunch</td> <td style="text-align: center;">12:30 - 1:10</td> </tr> <tr> <td style="text-align: center;">5th Period (S2C)**</td> <td style="text-align: center;">1:10 - 1:43</td> </tr> <tr> <td style="text-align: center;">6th Period</td> <td style="text-align: center;">1:45 - 2:45</td> </tr> </tbody> </table>		Regular Day		1 st Period	8:15 - 9:15	2 nd Period	9:17 - 10:17	Break	10:17 - 10:27	3 rd Period	10:28 - 11:28	4 th Period	11:30 - 12:30	Lunch	12:30 - 1:10	5 th Period (S2C)**	1:10 - 1:43	6 th Period	1:45 - 2:45
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Grade 3	8:30	2:45																				
Grades 4-8	8:15	2:45																				
(*Flag Salute bell will ring 5 minutes before start time.)																						
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Grades 6-8	10:17 - 10:27																					
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**S2C (School to Career elective)

*EARLY RELEASE DAYS

August 16	November 1	March 14
August 17	November 8	March 21
August 18	November 15	March 28
August 23	November 17	March 30
August 30	November 29	April 11
September 6	December 6	April 18
September 13	December 13	April 25
September 20	December 20	May 2
September 27	December 22	May 9
October 3	January 17	May 16
October 4	January 24	May 23
October 5	January 31	May 30
October 6	February 7	June 4
October 11	February 14	June 5
October 18	February 21	June 6
October 25	February 28	June 7
October 31	March 7	

ACADEMIC HONORS

Students in grades TK-8 will have Academic Assemblies throughout the school year. Please check the TRCS Calendar online www.twinriverscharterschool.org and monthly TRCS Newsletter for dates and times.

ACADEMIC TESTING

TRCS students participate in two school-wide assessments: **MAP** and **CAASPP**.

The **MAP** (Measures of Academic Progress) tests are administered three times a year to all TRCS students in grades K-8 and provide feedback that monitors student growth and guides instruction in Math and English Language Arts. MAP tests are shared with families in the Trimester 1 Progress Report and the Trimester 2 and 3 Report Cards. Any questions about your student's MAP scores can be directed to your teacher.

The **CAASPP** (California Assessment of Student Performance and Progress) is taken each spring by all TRCS students in grades 3-8. The CAASPP test measures each student's achievement in Math and English Language Arts and demonstrates our school's overall achievement and growth. Student results from the CAASPP will be mailed to the student's home as soon as they are available (August or September).

For more information see ACADEMIC TESTING under STUDENTS TAB - TRCS Website.

ARRIVAL / DEPARTURE TIMES

TRCS campus opens at 7:45 a.m. No adult supervision is available before 7:45 a.m. Please do not permit your child to arrive early as campus gates and the office will not open until this time. Any child remaining on the school grounds longer than 15 minutes after dismissal time will be taken to the Tiger Care Program located in the Middle School Campus and a fee will be charged.

Students in 6th – 8th grades without younger siblings will be picked up in the park to the north of our campus. Students with younger siblings will stay with their siblings on the TRCS School Campus during pick up.

ATHLETICS

Students in grades 6th – 8th are eligible to participate in sports if they meet the following requirements: 2.0 GPA, no more than one 'F', in good behavioral standing, and have completed a current school year Athletic Packet. TRCS offers: volleyball, flag football, basketball, soccer, and track & field.

ATTENDANCE & ABSENCES

Children who attend school regularly succeed in academic areas and are better adjusted socially. When your child is absent, please call the school absence line at (530) 755-2872 before 9:00 a.m. the day your child is absent. If you know of an absence in advance, please notify the office and leave a message.

Any student who has been absent five consecutive days due to illness may be required to supply TRCS with a doctor's note to return to school.

See SARB POLICY under PARENTS TAB - TRCS Website.

BICYCLES/SCOOTERS/SKATEBOARDS

- No bicycle riding, skateboarding, or skating on the school grounds before, during, or after school
- Bicycles must be walked at all times while on the school campus
- Lock your bicycle
- Helmets are required by state law
- Fold-up and carry and/or walk scooters and skateboards on school grounds. Scooters may be kept in classrooms and taken home each day
- Heely roller shoes are not allowed at school

BIRTHDAY CELEBRATIONS

A student may have a short celebration of his/her birthday in the classroom at the end of the school day with approval of the classroom teacher. Parents wishing to send healthy treats should include enough for all class members (please see NUTRITION policy). Each child's name will be announced at the Flag Pole on Friday during announcements. Please do not send birthday party invitations to school unless the entire class is invited to the party.

BLOOMZ

TRCS will utilize Bloomz as our school-wide social media communication tool. This social media platform allows teachers and parents to communicate in a secure platform. Teachers can upload homework materials and send out assignment reminders. Families will receive more information at Back to School Night from your child's individual teacher.

To join Bloomz download the App and use code U8QUB7 to join the TRCS Page (and to add your teacher(s) pages).

BOOKS AND MATERIALS

Each student is issued a set of books and other materials at the beginning of the school year. Students are expected to care for the books (including covering books) and materials and return them at the end of the school year in a similar condition. Students will be charged for excessive wear-and-tear or loss of materials. Report cards and/or promotion certificates may be withheld pending payment.

BREAKFAST PROGRAM

Student breakfast is available for \$2.00 daily at 7:45 a.m. Applications for the free and reduced-priced meals are sent home to each family with the first day packet, you can also pick them up throughout the year in the office. Applications may be submitted at any time during the school year. They will be processed in a timely manner; however, until an eligibility determination is made, and a letter is sent to the parents/guardians, the student is required to pay full price. Breakfasts are served on a pre-paid basis, and parent/guardians must purchase any number of breakfasts in advance at TRCS's office before or after school daily.

Menus are distributed at the end of each month. *See School Breakfast/Lunch menus under the NUTRITION TAB - TRCS Website.*

BULLYING

TRCS is committed to making our school a safe and caring place for all students. We will treat each other

with respect, and we will refuse to tolerate bullying of any kind at our school. The definition of bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual. Any student who feels that he/she is being bullied should immediately contact school staff and/or report the incident on our confidential website link on the TRCS homepage.

CATAPULT EMS SYSTEM

This year, TRCS will utilize CATAPULT EMS to further develop our emergency response plan to ensure parents and families are informed at all times during a campus emergency. This system, in conjunction with real-time student accounting system, staff location check-ins, and threat report management will utilize cloud-based system to keep parents informed. TRCS will provide more information as it is available.

CELL PHONES

Twin Rivers Charters School discourages students from bringing cell phones to school. Our phone and internet services are more than capable of handling any and all contact in emergency situations. That notwithstanding, we understand that some families will still chose to send their students to school with cell phones. The following guidelines apply:

- Phones must be turned off during school hours
- Cell phones must be stored in a secure location (not on the student)
- Cell phones must never be visible
- The school assumes no responsibility for lost or damaged cell phones

CHAIN OF COMMAND/COMMUNICATION

Should a difficulty or problem arise regarding your child, we ask that you use the following process to solve it as expeditiously as possible. First, request a telephone or personal conference with your child's teacher. Almost all issues and problems can be resolved at this level.

Parents may request a conference with any teacher by sending a written note, leaving a telephone message, or emailing indicating the nature of the concern and giving

several available times and dates for the conference to take place. All teachers will respond within 48 hours. In a like manner, parents are expected to reply to a teacher's request for a conference. Immediate effective communication fosters partnership between home and school and is one way of modeling similar home/school values to our students.

If resolution of the problem or concern is not reached at this conference, school administration will be advised of the situation and called in to assist as necessary. The Principal/Superintendent will only be called in if there fails to be a resolution after both of these steps have been completed.

Ongoing and open two-way communication between home and school is essential if we are to maximize each child's learning. The administration, faculty, and staff generally use a wide-range of methods to communicate with parents, including:

- Parent-Teacher Conferences
- Telephone Calls/E-mails/Texts
- Bloomz
- Special Purpose Letters/Teacher Memos
- Progress Reports/Report Card
- Student Packets/Projects (e.g., assignment folders, binders)
- Behavior/Homework Slips/Administrative Referrals
- TRCS Parent & Student Handbook
- Conferences with school administration
- Website www.twinriverscharterschool.org

Any concerns, which are not related to the classroom, should be brought to the attention of TRCS administration.

CHILD CUSTODY

When dealing with child-custody situations, we will follow these guidelines:

- Unless we have a court order "parenting plan" or a parent custodial status, we will release a student to either parent according to our dismissal procedures;

- Where we have received a copy of a court order, we will comply with the directions.

CONFERENCES

Parents are encouraged to keep close contact with the school and your child's teacher. If at any time you have a question, please call the school and leave a message with your student's teacher(s). The teacher will return your call as soon as possible (within 48 hours) to discuss next steps.

CURRICULUM

Teachers at TRCS use state standards and adopted curriculum materials. The California State Standards can be found at <http://www.cde.ca.gov/be/st/ss/>. Specific questions about the curriculum may be directed to your child's teachers.

DETENTION

TRCS believes in teaching children accountability for their actions. In some cases, a student may be given a detention in order to reflect upon his/her behavior. Detention may be assigned by any TRCS staff member and is typically held after school on an assigned day each week. If your student is assigned detention a parent/family member will be notified. Assigned detention must be served during the next date it is offered. Failure to attend assigned detention will result in additional consequences.

DRESS CODE

TRCS believes it is the parents' responsibility to enforce the school standards of dress. Dress code violations are preventable with the proper exercise of parental concern and authority. School uniforms must be worn daily by all students, except on free dress days. If a student comes to school not in uniform, the parent will be called to bring them the appropriate clothing.

Colors: TK through 5th grade colors are solid navy blue or white; 6th - 8th colors are solid navy blue, white, or red. The TRCS dress code does not include any type of plaid, logo, or corduroy fabric.

SHIRTS/TOPS ALLOWED:

- Shirts may be polo style (no logos), oxford, turtleneck, and/or Peter Pan collar

- Undershirts may not be visible through uniforms shirts.

BOTTOMS ALLOWED:

- Khaki pants (navy blue or khaki), khaki colored jeans, capris, shorts, skorts, skirts, and jumpers. Pants and shorts can either be plain front or pleated with straight or elastic waists. Skorts, skirts, and jumpers are plain with a few pleats or elastic at the waist
- Navy blue or white leggings under skirts and dresses

BOTTOMS NOT ALLOWED

- “Cargo pants” or any pants/skirts/shorts/skorts with multiple items (e.g., 3 or more buckles, zippers)
- Short shorts, skorts, skirts, and/or jumpers (shorter than fingertip length, when the arm is held hanging down the side)

SHOES/SOCKS:

For safety reasons, closed-toed shoes only may be worn and must have a strap that goes around the heel.

Athletic shoes are **required** for P.E. in 4th – 8th grades.

- Athletic sturdy or leather shoes
- Heels may not be higher than ½ half inch
- Cowboy boots are not recommended
- No light up shoes
- Socks are to be white, navy blue (or red for Middle School), please keep logos on socks to a minimum.
- Nylons and tights must be a solid color, in school colors

OUTERWEAR:

Coats and winter jackets worn outside are not subject to the uniform policy but they must be removed when the student enters the buildings, and must be free of any depiction of violence, profanity, advertisements, vulgar terms or pictures, or negative individual and/or group.

No oversized jewelry, hair wreaths, and/or headbands that do not sit flat against the head

EARLY DISMISSALS

If a child is to be picked up early, the parent/legal guardian must come to TRCS’s office and sign the child

out using the Student Leave/Return log. The child’s teacher will be called and the student will be sent to the office. Teachers should be notified, in advance when possible, when a student is being picked up early. Only the parent/legal guardians of the student, or adults identified in writing by the parent/legal guardians of the student will be permitted to take the child from the school. TRCS assumes no liability in cases where students leave the premises in violation of the above policy. Excused absences are granted for medical and dental appointments. Official verification of appointment may be required. If possible, appointments should be scheduled after school hours.

See SARB POLICY under ATTENDANCE link - TRCS Website.

EARLY RELEASE DAYS

Early Release Days are a fundamental difference between TRCS and district schools. TRCS is committed to professional development for our staff to ensure that every child succeeds and that is most effectively established during this time while not increasing substitutes in the classroom. TRCS has around 50 early release days (every Wednesday, during Parent/Teacher Conference week, and periodically throughout the school year) each year, our school still exceed the minimum requirement for instructional minutes established by California by implementing longer school days the remainder of the 130 instructional days.

EMERGENCY CARDS

We cannot stress enough the importance of having current and up to date contact information. Please notify the school office when there is a change of phone number or persons to be contacted when you cannot be reached. It is understood that enrollment at TRCS automatically confers upon the school the obligation to select emergency care providers in the absence or the ability to reach the parents, and that no liability would attach to such a decision in the event that the parents cannot be reached.

- Home Address and Telephone number(s)
- Work address and telephone/cell phone

- numbers of the parent(s)/guardian(s)
- Family physician name and telephone number
- Please list any medical diagnoses, allergies or other health conditions including any medications
- Parents'/Guardians approval/preference to send the student to a medical facility/hospital for emergency treatment should this be necessary
- The name(s) of the persons to whom the student may be released
- The signature of responsible parent(s) or legal guardian(s) allowing TRCS to seek medical treatment for student

ENROLLMENT AT TRCS

TRCS is a public charter school. Students enrolling in TK and Kindergarten are placed in a lottery system with priority given for TRCS employee children, siblings, and students enrolled in the April Lane School District. Students who meet minimum requirements (below) are enrolled based on available seats in 1st – 8th grades. Once enrolled, students who do not maintain the following requirements may be returned to their neighborhood school.

- 2.0 GPA with no more than 1 'F' in core subject areas (ELA, Math, Science, Social Studies)
- 90% (minimum) attendance rate
- No more than five discipline infractions in a school year (tardies are not discipline infractions)

See *ENROLLMENT link - TRCS Website*.

EXTRACURRICULAR ACTIVITIES

In order for students to participate/attend extracurricular activities (e.g., athletics, dances) students must be in attendance during the school day prior to the activity.

Students attending any extracurricular activities are expected to follow the Free Dress Day dress code policy or remain in school uniform.

FIELD TRIPS

The ability to participate in Field Trips is a privilege that

must be earned. Students with a school behavior problem or a problem keeping up with their school work will be excluded from the field/study trips at the discretion of the teacher and TRCS administration.

All buses for out of town Field Trips will be arranged by TRCS's front office. School Administration must approve all field trips. In town field trips will use parent volunteer drivers who have met the minimum requirements: Insurance – minimum liability coverage and a clean DMV printout, as well as all Volunteer Application requirements.

See *DRIVERS POLICY & VOLUNTEER APPLICATION PACKET under PARENTS TAB - TRCS Website*.

FOOD ALLERGIES

Food allergies can be life threatening. We know the risk of accidental exposure to foods can be reduced when we work with students, parents, and physicians to minimize risks and provide a safe educational environment for students with food related allergies. At TRCS we strive to be a Peanut Reduced/Food Allergy aware environment at school to ensure student safety. Individual classrooms will be labeled as nut free.

See *NUTRITION link on the TRCS Website*.

FREE DRESS DAY POLICY

On free dress days, students should be dressed neatly and appropriately for a school environment.

Please follow the guidelines of this policy. Modest attire should be worn at school. Students may not wear the following:

- No short skirts or short shorts
- Tank tops, halter tops, low cut under the arms, chest, or ones that expose the mid-section, shirts with spaghetti straps (thinner than 2 inches)
- T-shirts depicting violence, profanity, advertisements, vulgar terms or pictures, or negative individual and/or group activity
- Clothing such as oversized pants or cutoffs with knee-length white socks, oversized jewelry, or hair wreaths, headbands that do not sit flat against the head, and/or hairstyles perceived as

a gang symbol or affiliation

- Pants with holes in them, ripped, frayed, or with patches on them
- Pajama pants, pajama shirts, slipper type shoes
- Exposed undergarments
- Hats, beanies, mittens and/or scarves may be only worn outside

If your child wears something considered inappropriate, you will be phoned. You will need to bring your child appropriate attire. Your child will remain in class until the appropriate attire is brought to them. They will miss recess time until the items is brought. If an article of clothing is questionable, please save your child the embarrassment of being cited. Check with staff prior to allowing him/her to wear the item. Students that habitually violate the uniform policy will be subject to further discipline.

See *UNIFORM POLICY* under *STUDENTS TAB - TRCS Website*.

HEAD LICE

When head lice are detected on your child at school, you will be notified by telephone and given appropriate head lice treatment information. Your child will be excluded from school at this time. Two days absence will be excused. If your child is absent more than two days, it will be considered unexcused.

If you find the presence of lice on your child's head, DO NOT send him/her to school. Your child should be nit (egg) free to be readmitted to school (per Board Policy). A student will not be allowed in school with live lice. A parent or guardian must be with the student when he/she returns to school to be rechecked

HEALTH SERVICES

State education code mandated screenings including vision, hearing and color vision (1st grade males) will be coordinated by the School Nurse. Our School Nurse also coordinates and participates in health education classes for 5th and 7th grade students. Our school nurse is available on campus every Tuesday. Any questions, please contact our Health Office, Ext. 307.

HONOR ROLL/GOLDEN HONOR ROLL

Students in grades 6th – 8th are eligible to receive an Academic Award based on the following:

- Students with a grade point average of 3.0 - 3.49 will make the Honor Roll
- Students with a grade point average of 3.50 - 4.0 will make the Golden Honor Roll

HOMEWORK

If homework is to be effective, it must be a joint responsibility of the home and school. The purpose of homework is to: reinforce skills taught in school, to develop independent work habits, and to engage in long-term research or creative projects. In order to be successful please:

- Help your child work out a study schedule and provide a quiet work atmosphere;
- Use the Daily Planner (3rd – 8th grades) to make sure homework assignments are clear and completed; and
- Encourage your child to read every night.

Homework assignments vary by grade level, but a rule of thumb is about 10 minutes of homework per grade level.

ILLNESS

Here are some guidelines that are meant to be helpful when making the decision about sending your child to school:

- Children must be fever free for 24 hours before returning to school. Fever is defined as 100.4F or higher
- Children with a positive strep culture must be treated with prescribed antibiotics for 24 hours before returning to school
- Children that have been vomiting or have had diarrhea must remain home until the vomiting or diarrhea has stopped for 24 hours

INDEPENDENT STUDY

TRCS knows that learning happens best when a child is at school every day and on time. If your child is going to be absent from school for an extended period of time (3 or more days) please check with the office to see if your

student qualifies for Independent Study. Independent Study enables a child to receive attendance credit, and lessen any academic gaps due to these planned absences. Independent Study work is due the day the student returns to school. Students not completing their independent study packet before returning will have their absences changed to unexcused; in addition, the school work will not be accepted by the student's classroom teacher(s) for credit.

Independent Study requests must be completed at least one week before the absence will occur. TRCS will grant **one** excused Independent Study per year per student.

See INDEPENDENT STUDY PROGRAM under STUDENTS TAB - TRCS Website.

INJURY INCIDENTS

It is the policy of TRCS that all injuries to the face and head will be reported to the office and that the office staff will write up an incident report. The office will call home and notify the parent(s) or guardian(s) of the child. Any injury that requires medical assistance, such as, but not limited to, the child needing to go to the doctor or hospital, will be brought to the principal's attention. Receiving ice or a Band-Aid is not considered medical assistance.

LOST & FOUND

Parents are strongly encouraged to label jackets, sweaters, and lunch boxes with your child's name. "Found" articles will be kept on the "Lost and Found" table located by the Lunch Tables. Unclaimed items will be donated to a charitable organization twice a year, in December and May.

LUNCH PROGRAM

Student lunches are available in the cafeteria for \$3.25. Applications for the free and reduced-priced meals are sent home to each family with the first day packet and may be picked up and turned in throughout the school year. They will be processed in a timely manner; however, until an eligibility determination is made, and a letter is sent to the parents/guardians, the student is required to pay full price. Children participating in the

National School Lunch Program will not be overtly identified by the use of any special means. Lunches are served on a pre-paid basis, and parent/guardians must purchase lunches in advance in the office. Orders received after 9 a.m. on Tuesday will not count towards the upcoming week. In the event of a forgotten lunch your child will be able to call home. If your child continues to forget his/her lunch, they will be given something to eat when available. Those who bring lunches from home may purchase milk for \$.50.

See MENUS under the NUTRITION TAB - TRCS Website.

MEDICATION AUTHORIZATION

All medication, including non-prescription (e.g., cough drops, Advil, aspirin, Tylenol) requires a signed release form from the parent and physician for school personnel to administer the medicine as prescribed in the written statement from the physician. Only teachers or office personnel will assist students with the administration of their medication. Note: Sunscreen requires a signed note from the parent.

NEWSLETTER

One of the best ways to stay informed about upcoming events at TRCS is through our monthly newsletter published September - May. This newsletter is sent home with students the first day of each month and also posted on the TRCS website.

NONDISCRIMINATION/EQUAL OPPORTUNITY

TRCS does not discriminate on the basis of race, color, sex, religion, nation origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or other status protected by law in admission or access to, treatment and employment in its program and activities. The following person has been identified as the compliance officer for the district to handle inquiries regarding the nondiscrimination policies. Specific discrimination based on disability can also be addressed here.

Karen Villalobos, Superintendent/Principal TRCS
2510 Live Oak Blvd. Yuba City, CA 95991
(530) 755-2872

NOTES FROM PARENTS

Please use first and last name of student and parent, grade level and/or teacher name, and date on all correspondence from home. This is especially important when the parent and child do not have the same last name.

NUTRITION POLICY

TRCS values the health of our students. To that end we have adopted the Smart Snack policy. Snacks brought into share must meet the guidelines of: fruit, milk, vegetable, protein, or whole grain listed as one of the first ingredients. In addition, snacks that are labeled "Two Bite" will be allowed for birthdays and celebrations.

See NUTRITION POLICY on the NUTRITION TAB on the TRCS Website for more ideas.

OUTDOOR RECESS

Outdoor play during recess is expected of all children except when severe weather (e.g., heavy downpour, thunderstorms) necessitates that all students remain indoors. Make sure your student is appropriately dressed to go out to recess daily. If your student is not healthy enough to be outside please keep them home for their own well-being.

PARENTS AS PARTNERS/ PARENTS CODE OF CONDUCT

As partners in the educational process at TRCS, we ask parents to:

- Set rules, times, and limits so your child gets to bed early on school nights;
- Ensure your child arrives to school on time;
- Pick up your child on time at the end of the day;
- Assist your student complete class assignments on time, or seek out assistance from their teacher(s);
- Pre-pay for school breakfast/lunches;
- Utilize Bloomz, Nightly Planners (3rd – 8th grades), and/or the TRCS Website to stay informed with school activities;
- Actively participate in school activities,

fundraisers, Parent/Teacher/Student conferences, PTO events, and Back-to-School Night;

- Reimburse TRCS for any damage to school books or property due to carelessness or neglect on the part of your child;
- Notify the school with a phone call/note when a student is absent or tardy;
- Communicate with TRCS any special situations regarding the student's well-being, safety, and/or health;
- Complete and return to TRCS any requested information promptly;
- Support and enforce the behavior and academic policies of TRCS;
- Handle all differences of opinions professionally and in confidence;
- Ensure that drop off and pick up procedures run smoothly by remaining in your car and giving your fellow parents the benefit of the doubt;
- Uphold the mission of TRCS to inspire and prepare students for academic excellence and cultivating responsible, engaged and well-rounded citizens.

PARENT PARTICIPATION

The following is a partial list of programs where TRCS Parents can participate:

- Parent Teacher Organization (PTO)
 - Room Parent
 - Staff Appreciation Week (May)
 - End-of the Year Field Day Activities
 - Fundraisers
- Ed Center Volunteer
- School Fundraisers
- Field Trip Chaperones
- Sports Program
- Lunch/Yard Duty
- School Picture Coordination (Fall and Spring)

If you are interested in any of the above programs, TRCS's office can give you contact information.

PARENT TEACHER CONFERENCES

Conferences are scheduled all TK-5th grade students and in grades 6th – 8th as determined by parents and/or

teacher request. Conference days are scheduled on the TRCS Calendar and translators can be made available. If you have any questions or concerns please contact your child's teacher or the principal.

PARENT TEACHER ORGANIZATION (PTO)

TRCS PTO meets at 6:00 p.m., the third Wednesday of each month in the Erik Karlshoej Educational Center on the TRCS campus. The general goal of the PTO shall be to assist the school matters pertaining to the school and its education program through parent participation. The PTO is an important vehicle for parents to support TRCS, share their ideas, and voice any concerns to the principal at TRCS. The PTO conducts fundraisers to support Twin River Charter School's special and ongoing projects/programs that are approved by the PTO board. The PTO works with teachers to maximize the utilization of parent volunteers and enhances the curriculum by supporting TRCS programs.

PARKING LOT DROP OFF

TRCS Drop Off Do's:

- Continuously drive up as far as possible;
- Have your child ready to exit the vehicle after you have stopped in the drop-off zone (students should have jackets and backpacks on);
- Have your child exit the vehicle quickly and safely to the right (at the curb);
- Look around prior to pulling around to exit; and
- Take a deep breath, we are all in this together!

TRCS Drop Off Don'ts:

- Get out of the vehicle to help your child;
- Store your child's backpack inside the trunk;
- Leave your car unattended in the drop-off area;
- Have conversations in the drop-off area while in car; and
- Get frustrated with fellow TRCS parents or staff members (remember, we are all in this together).

PARKING LOT PICK UP

- Follow the Parking Lot Drop Off Do's and Don'ts;
- Keep the rear view mirror placard visible;

- Park your vehicle against the curb; no double parking (the middle lane is to remain open);
- Do not stop in the middle lane of the parking lot to pick up your child; and
- Keep an eye out for the TRCS staff on duty to escort your student to your car.

Students in 6th – 8th grades without younger siblings will be picked up in the park to the north of our campus. Students with younger siblings will stay with their siblings on the TRCS School Campus during pick up.

PBIS (Positive Behavior Intervention Supports)

TRCS believes that students learn best in an environment that is safe and free from distractions. In accordance with this they have established a behavior management plan aimed at promoting positive behaviors and discouraging misbehavior and distraction.

Students are expected to respect teachers, staff members, peers, and themselves at all times. Failure to act in a way that reflects this expectation will result in consequences. Examples of such behaviors include, but are not limited to:

- Disruptive or inappropriate behavior
- "Rough-housing" or any other violation of personal space
- Fighting
- Cursing
- Failing to follow staff directions
- Failure to follow the dress code
- Inappropriate cell phone use
- Bullying
- Dishonesty
- Misuse of playground equipment
- Misuse/or destruction of educational tools and/or school property

See PBIS Handbook under STUDENTS TAB -TRCS Website

PHOTOGRAPHY OF STUDENTS

The school must have written permission (release form) from parents/guardians to use photographs of students. This written permission is part of the first day of school packet. Any reproduction of the photo or video may be

used only for the purposes of education. Please do not photograph or video any student that is not your own student while on school grounds without prior permission.

See *PHOTOGRAPHY RELEASE form under PARENTS TAB - TRCS Website.*

PETS

Cats and dogs are not allowed in school. Any animals of educational interest are allowed in the classroom only with prior permission of the classroom teacher. Please do not walk your dog(s) on school property during school hours.

PLAYGROUND RULES

Students are encouraged to play with other students. When the bell rings signaling the end of recess, students must stop recess activity and proceed to his/her class waiting area until the teacher arrives. The Yard Supervisor will perform a quick, visual sweep of the entire playground.

See *PLAYGROUND RULES under STUDENTS TAB on the TRCS Website.*

PLACEMENT PROCEDURE

Our TRCS staff has designed a thorough process by which students are placed in classes. The individual student is carefully considered as staff meets in May and June to make placements. While attending to individual student, we strive to develop heterogeneous classes of students who will work well together. While our policy will be to not accept requests for specific teachers, we do invite parents to describe their students as learners for their current teacher.

PROMOTION AND RETENTION

Promotion: A student satisfactorily completing each grade's work will be promoted to the next grade.
Retention: Retention is only appropriate, for developmental readiness reasons, in grades K, 1, and 2.

In order to attend the Eighth grade promotion ceremony minimum requirements must be met, including grades and attendance. These will be

reviewed with the 8th grade class at the beginning and throughout the year, to ensure all students are able to participate in this celebratory event.

See *8th GRADE PROMOTION under STUDENTS TAB - TRCS Website.*

QUESTIONS, CONCERNS, OR PROBLEMS

In most cases where you need help, the first person with whom you should get in touch with is your child's teacher as he/she knows your child the best. If your inquiry is more generalized in nature, our TRCS Secretaries (procedural matters) or Administrators (educational matters) will be pleased to respond.

SCHOOL ATTENDANCE REPORTING BOARD (SARB)

SARB is used to ensure TRCS is compliant with student attendance laws and ensure students are in school. TRCS follows Sutter County's schools protocols for student attendance.

See *SARB POLICY under PARENTS TAB - TRCS Website.*

SCHOOL SAFETY

TRCS's Board of Directors is committed to protecting the academic as well as the safety of all students, faculty, and guests who visit the campus; hence, the Board has adopted the following policy: No children under the age of twelve (12), excluding students enrolled in the school, shall be allowed in the classrooms, back office areas, and teacher work/copy room areas. Exceptions to this policy for pre-arranged events such as field trips or special classroom activities will be at the discretion of the teacher of that class.

SCHOOL SAFETY PLAN

The TRCS School Safety Plan covers such events as fire drills, school evacuations, and school lockdowns. The TRCS Safety plan can be found on our website at www.twinriverscharterschool.org and should be reviewed by our families for pick up areas should an evacuation occur. In the event of an emergency TRCS will utilize Catapult to contact families.

TRCS regularly conducts evaluations of its safety plans

and procedures as well as its physical surroundings. The school safety plan is updated every year and the school participates in regularly scheduled safety drills. Emergency response materials are located within each classroom.

See SCHOOL SAFETY PLAN under STUDENTS TAB - TRCS Website.

SCHOOL PICTURES

School pictures are taken in the Fall and in the Spring. Dates and protocol are sent home to families prior to taking the pictures. Parents have the opportunity, but are under no obligation, to purchase school pictures.

SCHOOL SUPPLY LIST

Individual teachers create recommended supply lists for their grade level. Although not required, we appreciate your family's contribution to these classroom items. Your donations enable our teachers to use their classroom budgets on class projects and one-time expenses.

SEXUAL HARASSMENT

TRCS is committed to maintaining a school environment that is free from sexual harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored activity. Any student who engages in sexual harassment of anyone at school, or at a school-sponsored or school-related activity, is in violation of this policy and shall be subject to disciplinary action. Prohibited sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Any student who feels that he/she is being harassed should immediately contact their teacher, vice principal, or the superintendent/principal.

STUDENT RECORDS

All custodial parents have a right of access to all records relating to their child. To see these records, please submit a written request 48 hours prior to viewing. All records must be viewed inside the principal's office. The

records may not leave the building. Parents have the right to receive copies of these files.

STUDENT STUDY TEAM

The Student Study Team (SST) process brings together a team to discuss how to assist individual students in meeting the challenges they are facing. Teachers, as well as parents, can request a SST to discuss student (child) academic and/or behavioral progress. SSTs normally consist of your child's current teacher, the intervention coordinator, and parent(s)/guardians of the child.

SUSPENSION

In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the administration in charge may remove the student from class, or playground and contact the parent/legal guardian as soon as possible. Because TRCS is a school of choice our expectation for student behavior is high. Therefore, students who are suspended from TRCS more than one time during the school year will be asked to return to their neighborhood school.

TARDINESS

Students who come to school tardy have a negative impact not only on their own education, but it is also a disruption to the teacher and other students in the classroom. It is the policy of TRCS that a student who is tardy more than three times a trimester will be considered as having excessive tardiness.

If a student is not meeting this tardy policy, a review of the student's situation will be initiated to determine what could be causing the lack of appropriate attendance. Based on that review, a plan will be created in partnership with the student and his/her family to assist the student in arriving to school on time.

See SARB Policy under PARENT TAB - TRCS Website.

TECHNOLOGY USE POLICY

TRCS uses the Network/Online Services Use Agreement. For this reason, the following agreement is in place.

TRCS Students and Parents agree to this contract when they sign the agreement.

- All TRCS network/online services users are required to sign the Authorized Network/Online Services Use Agreement form and to abide by the terms and condition of Board Policy and the corresponding regulations. The Board of Directors does not authorize any use of the network/online service that is not conducted strictly in compliance with this policy. Your signature on this document indicates that you have read the terms and conditions carefully and understand their significance.
- TRCS School Board believes that online services (Internet) offer vast, diverse, and unique resources for students, teachers, and other users. The school's goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.
- The school may not be able to technologically limit access to services through the school's online services connection to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Parent/Guardians are advised that a determined user may be able to gain access to services on the Internet which the school has not authorized for educational purposes. Parents/guardians are also advised that communications on the Internet are not censored by the school. By participating in the use of online services, students may gain access to information and communications which they or their parents/guardians may find inappropriate, offensive, or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of online services.
- Users who disregard the school network/online services use policy and regulations may have their use privileges suspended or revoked and may be subject to other disciplinary actions.

Users granted access to the Internet through the TRCS assumes personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by District policy.

See STUDENT ACCEPTABLE USE POLICY AND AGREEMENT under STUDENTS TAB - TRCS Website for more details regarding the use of network services and agreements.

TIGER CARE

Tiger Care is TRCS's after school child care program. Tiger Care is available on regular school days (unless noted).

See TIGER CARE APPLICATION under PARENTS TAB - TRCS Website.

TOBACCO USE

TRCS is a tobacco free zone. We ask our parents and families to please refrain from using cigarettes, e-cigarettes, pipes, and/or chewing tobacco while on campus, this includes the parking lot while dropping off and picking up students.

TOYS AND ELECTRONIC DEVICES

All types of toys cards and electronic devices excluding cell phones are not allowed on campus before, during, or after school. They may not be brought for sharing or any other school related event. Any violation of this rule will result in the item being taken from the child and held in the office for parent pickup. TRCS will not be responsible if these items are lost or stolen.

VACATIONS / FAMILY TRIPS

TRCS staff understands the importance of family activities and vacations. However, we also believe in and support the importance of daily attendance and continuity of learning. Our staff has found that extended vacations and absence from school can cause gaps and difficulties in learning. Vacations and family trips scheduled during school time are highly discouraged. If a student must be taken out of school, the parent must complete the Independent Study Process at least one week before the scheduled

absence. In order to receive credit, all schoolwork and assignments missed during the student's absence are to be made up are due the day the student returns to campus.

VISITING THE CLASSROOM

It is important that we know who is on campus. All visitors are required, by state law, to check in at TRCS's office. If you are bringing a lunch or materials during the day for your child, please bring them to the office to avoid disruption of instruction in the classroom. If you would like to visit your child's classroom, it must be arranged ahead of time with your child's teacher.

VOLUNTEERS

In order to ensure the safety of students TRCS has implemented a Volunteer Application packet process. The Volunteer Application packet will be considered complete when the following four (4) items are completed and turned into the TRCS Office:

1. Fingerprinting Clearance Sutter County Sheriff's Department (on Civic Center Blvd) to have the Live Scan process completed. This process will be paid for by TRCS and will only be required one time.
2. Current TB Clearance form completed.
3. Volunteer Application completed including acknowledgement of TRCS Volunteer Roles and Responsibilities.
4. Megan's Law database clearance completed by TRCS School Personnel.

TRCS staff will review and approve Volunteer Application packets and volunteers who are successful will be provided to the classroom teacher and front office staff for a permanent volunteer pass. Parents, family members, friends, guests, and/or students will not be allowed in TRCS classrooms to work with students or chaperone on field trips without these requirements being met.

WALKING OFF CAMPUS

Because of the location of the TRCS Campus on Live Oak Boulevard we recommend students walk through the back gate to the park located to the south of the school. In order for TRCS to allow students to walk home from campus the following must occur:

- Students must have a Walk-Off Form signed in the office
- Walk on the sidewalk & use the crosswalks
- Walk facing traffic whenever possible
- Students must leave the campus immediately upon dismissal

WEBSITE

www.twinriverscharterschool.org is a great site to find information about current and upcoming events. Please be sure to bookmark this site and check it regularly.

TRCS STUDENT & PARENT HANDBOOK

SIGNATURE PAGE

I/We have read the TRCS Student & Parent Handbook and reviewed them with my/our child(ren). By signing below we understand the policies and expectations of attending TRCS, specifically in the following areas (additional information on these policies are located on the TRCS Website, www.twinriverscharterschool.org):

- | | |
|--|--|
| <input type="checkbox"/> Attendance & SARB | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Drivers (Field Trips) | <input type="checkbox"/> Dress Code |
| <input type="checkbox"/> Healthy Snacks | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Volunteer Policy | <input type="checkbox"/> Mandated Screenings |

Print Parent/Guardian Name:

Parent's Signature: _____

Date: _____

Print Student's Name: _____

Teacher's Name: _____

Grade: _____ Date: _____

Student's Signature: _____

If more than 1 child attends TRCS:

Print Student's Name: _____

Teacher's Name: _____

Grade: _____ Date: _____

Student's Signature: _____

Print Student's Name: _____

Teacher's Name: _____

Grade: _____ Date: _____

Student's Signature: _____

Print Student's Name: _____

Teacher's Name: _____

Grade: _____ Date: _____

Student's Signature: _____