

**Twin Ridges Elementary School
District**

Grizzly Hill School

2021-2022

Parent/Student Handbook



GRIZZLY HILL SCHOOL

This packet contains important information

Please keep this for your reference

TWIN RIDGES ELEMENTARY SCHOOL DISTRICT

ACCESS TO CAMPUS

Grizzly Hill School is a closed campus for TK-8 students. Students may not leave campus for any reason without the consent of the parent/guardian and the school administration. All visitors, including parents, must check in with the office. This policy is designed to protect students and to avoid disrupting classes. Individuals who violate this policy may be asked to leave the campus.

ASSEMBLIES

Assemblies are a part of the curriculum and are designed to be educational as well as entertaining experiences. Students are expected to maintain a quiet and appreciative atmosphere. Being courteous gives a positive feeling about our school.

ATTENDANCE

The administration and faculty believe that a student's success in school is directly related to his/her presence in school on a daily basis. We further believe that it is our responsibility to teach the importance of good attendance.

State law requires parents/guardians to send students from the ages of 6 to 16 to school regularly, to compel the student to attend regularly, and to provide an explanation satisfactory to school personnel for all absences. In a small school such as ours, attendance is directly linked to the number of staff members for whom we receive funding. It is critical for every student to attend regularly or to be absent only for valid, excusable reasons: illness, medical appointments, etc. Even then, it is important that students attend school if for only a few minutes during the day. If a student cannot attend even a portion of a school day, for a period of five days or more, it is important that the student and parent complete an Independent Study Contract to insure that the school will receive funding for the student during the period of absence. This also enables the student to keep up with class assignments and not fall behind.

If a student is going to be absent, a parent/guardian **MUST CALL** the school office before 8:30 on the morning of the absence. Regular attendance is essential for educational success. Students should be in school daily except in cases of illness or emergency. Absenteeism is one of the main causes of student failure and frustration in the school setting.

1. **Excused Absences:** According to the California Education Code, illness, quarantine, medical, dental or optometric appointments or attending funeral services for immediate family members are the **only** excused absences from school. A doctor's note is required if a student is absent more than 3 consecutive days due to illness.
2. **Unexcused Absences:** Any absence not fitting the above descriptions. Absence from school without valid excuse more than three days qualifies a student and parent for legal referral to a School Attendance Review Board (SARB).

3. **Tardies:** Student tardiness is considered an inconsiderate act that disturbs the learning process and contributes to and is reflective of a person's irresponsible behavior. We view tardiness as a serious problem.
4. **Readmittance after Absence:** All absences must be verified by a note, telephone call or personal visit from a parent/guardian within 5 days.

PERMISSION TO LEAVE SCHOOL GROUNDS

Permission to leave school for medical or dental appointments, or for any other reason, must be secured from the office. A written request or a telephone call from a parent/guardian must be received before permission is granted.

Students who leave school without obtaining the necessary permission will have absences classified as truant and will be treated accordingly.

WHEELED DEVICES

Wheeled devices, including but not limited to skateboards, scooters, and bicycles are not to be used on the school grounds during school hours, during after-school events, or otherwise, until 5:00 p.m. on normal school business days. Bicycles will be locked up and must be walked up or down the campus walkways when brought onto or taken off school grounds. Skateboards, skates, and scooters will be left in the school office as soon as they are brought onto campus and may only be claimed when the owner is leaving campus for the day.

LUNCH AND BREAKS

Food is not to be taken into classrooms except by teacher permission. No students are allowed in classrooms without a teacher.

Students are expected to take great pride in their campus. All trash must be placed in the appropriate container.

COMPLAINTS CONCERNING SCHOOL PERSONNEL

The school administration places trust in its employees and desire to support their actions in such a manner that encourages open communication between school staff and parents and community.

Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. If the complaint is not resolved at this level, the complainant is requested to put the complaint into writing and to direct it to the superintendent/principal. Every effort should be made to resolve the complaint at the earliest possible stage.

FACULTY AND STAFF RESPONSIBILITIES

We agree to make our school a safe place by promising to follow and enforce common sense safety rules for everyone.

We agree not to interfere with another person's right to learn and promise to maintain a total school environment where no-one will be allowed to interfere with another's right to learn.

We agree to show courtesy to each member of the TRESD school community at all times.

We agree to provide a quality education to each student willing to take advantage of it.

STUDENT RESPONSIBILITIES

Every school employee is a school official and is charged with upholding student safety and orderly conduct on campus, when students are coming to campus, and when they are leaving campus. Every student is to follow directions given by all school officials while on campus and during school events no matter what the school official's job capacity is.

1. Students are not to be in a classroom or library unless a teacher or other responsible person is present.
2. All litter is to be placed in trash receptacles.
3. Games, toys, iPods, cell phones, or any other electronic devices belong at home, not at school.
4. Students will conduct themselves in an orderly and appropriate manner in breakfast/lunch lines and at tables or when eating lunch in the classroom.
5. Students are responsible for attending school regularly, for avoiding tardies, for bringing required supplies, books, materials and completed homework assignments to class each day.

CAMPUS PASS

Any student who is out of class for **any reason** to go **anywhere**, including the office or restrooms, must have permission from the teacher or staff who is responsible for that period.

CHANGE OF ADDRESS/PHONE NUMBER

Please notify the school secretary of any change in your address or phone number during the school year.
WE MUST BE ABLE TO REACH YOU OR AN EMERGENCY CONTACT!

DANCE CONTRACT

Doors close 1 hour after starting time, and no new participants or returnees will be admitted.

1. Once a student leaves the school dance, they will not be readmitted. If a student is leaving early, parents/guardians should send a signed note to the school **PRIOR** to the day of the dance. Students must remain until the end of the dance unless a parent picks them up early.
2. Only Grizzly Hill/Washington students and guests pre-approved by the principal may attend school sponsored dances. **Regular school conduct rules apply to ALL participating.**

3. No tobacco use, drinking or drugs allowed. Both the Sheriff's Office and parents will be notified of drug and/or alcohol violators.
4. Food and/or beverages will not be permitted in any carpeted room.
5. Dance room and pathways leading to restrooms will be the only accessible areas. Students found in areas considered "off limits" will be disciplined by the principal according to the discipline policy. In addition, after conferring with the chaperones, the principal will decide whether the student will be allowed to attend the next dance.
6. If no Clean-up Committee arrangements have been made by the Student Council or other sponsoring group, chaperones and present Student Council members will stop the dance 15 minutes before the last dance for cleanup. Students refusing to participate in clean-up will not be allowed to attend further dances until the principal considers his/her case.
7. Students or their guests involved in any verbal or physical altercation deemed serious by any chaperone or Student Council member present will call the parents/guardians to have the student picked up, and names will be given to the principal.
8. There will be no suggestive or inappropriate dancing, behavior and improper attire: *(these are addressed in the discipline policy, "Public Display of Affection", "Lewd, Indecent, Obscene and Offensive Behavior", and "Improper Attire"*. Students need to be reminded that school dances are still school functions and therefore, all of the conduct policy applies.

DRESS CODE

The appearance and manner of dress is a matter to be determined primarily by students and their parents. However, the school expects students will attend school wearing clothing that is both neat and clean and is appropriate for the weather and the activities to be conducted.

In no case shall the dress or appearance of a student be such that it endangers the health and safety of others or such that it has a disruptive effect upon the orderly operation of the school. The following additional standards must be applied:

1. Clothing shall have no reference to drugs, alcohol, tobacco, or contain sexual innuendoes or inappropriate words.
2. Skirts, shirts, and shorts shall ensure privacy.
3. Clothing with inappropriately located holes will not be allowed. Abdomens/torsos are to be covered at all times.
4. Underwear will be concealed by outer garments while students are on campus and when attending school events.
5. Saggy clothing is discouraged. Students who wear saggy clothing may be asked to change if such clothing constitutes a hazard (being unable to run in an emergency situation) or affects a negative attitude on the wearer's part.

Students who do not dress appropriately will be asked to change into clothing provided by the school or to call their parents to obtain appropriate clothing.

Hat wearing in the classroom is at the discretion of the classroom teacher. Hat wearing is not allowed in the Gym/Cafeteria or in the Office.

State law requires students to wear appropriate footwear except when engaging in activities for which footwear is inappropriate (i.e. swimming).

PROGRESS REPORTS

Teachers may send commendations to those students who are doing exemplary work or who have shown marked improvement in classwork.

Teacher must issue progress reports for any student who is in danger of failing during the grading prior. If a teacher fails a student without prior notification in the form of a progress report, the student may challenge the grade.

Progress reports are generally mailed home. Teachers may give a student a progress report at any time.

REPORT CARDS

Report cards are issued at the end of each grading period. As with progress reports, teachers will complete forms indicating student grades. Parent/teacher conferences will be held for all students.

GRADING SYSTEM

Grading in K-2nd grade will be narrative in nature and should be used to best guide students, teachers, and parents in supporting the learning process. Grading in grades 3rd-8th shall be A-F. Students doing satisfactory work, but who, due to illness or unavoidable absence, have completed an insufficient amount of work for a passing grade, will be given a grade of incomplete or grades posted or the earned grade will be given based on work completed.

HOMEWORK

Most parents, teachers and students agree that homework should be required of students to supplement classroom instruction. The teacher assigns homework in order to develop the student's ability to work independently, to improve the skills that have been taught, and to complete certain projects such as the reading of worthwhile books, and preparation of papers for which there is insufficient class time. As the student grows older, he or she must assume more responsibility for out of class study.

Parent supervision of homework and its successful completion is a key to each child's future success in school. Here are a few suggestions for making these years of doing homework the best foundation for a solid educational career that they can possibly be:

1. Take a strong interest in your child's work by asking questions, clarifying thoughts, and discussing assignments.
2. Don't do the child's work for him/her. If your son or daughter has no concept of what is expected on the assignment, become your child's advocate with the teacher. Write a note or call the

teacher to find out why your child is having difficulty. Work with teacher so your child can do the work independently.

3. Don't let your child get overwhelmed when open lines of communication between student/teacher/parent could simply solve problems.
4. Praise your child on the successful completion of his/her work.

Students who do not complete their homework as assigned, may be required to complete that work during some of the "extra" break periods during the school day.

HOMEWORK FOR ABSENTEES

The school secretary will forward requests for homework and the independent study program to the teachers of students who are absent for an extended time.

Students are held accountable for the work they miss. This includes not only homework but also the work covered during the class period. It is the student's responsibility to find out about assignments and complete work missed due to absence.

LIBRARY

The Library offers an environment where students may read for pleasure, find information, do research, work on class assignments, study and check out many kinds of books.

Each student is responsible for materials checked out. Students will be charged damages for neglect, writing, or loss.

TEXTBOOKS

All textbooks are the responsibility of the student to whom they are checked out. Students will be charged damages for neglect writing, or loss.

If a student fails to return a book when requested, he/she will be required to replace the book at replacement cost. Money will be reimbursed to the student if the book is found.

MEDICATION

No medication of any kind, including prescription medications or over the counter medications such as aspirin, cold/allergy medicine, cough syrup, etc. may be transported to school by a student. No medication will be administered unless arrangements are made through the office and ordered in writing by a medical practitioner. Students who give medication to other students will be disciplined accordingly. If a special need exists, please contact the school office.

PARENT AND COMMUNITY VOLUNTEERS

Volunteers are a vital part of our school program. They can assist in reducing the adult-to-student ratio and make an individualized program more effective. We hope many of you can participate in this

rewarding experience. We do need and appreciate your help. If you are volunteering your time at school, our insurance requires that you sign in each time you visit the classroom.

State law requires that volunteers working with children on a regular basis be fingerprinted and have current TB tests. (A negative test in the last four years.)

PHYSICAL CONTACT BETWEEN STUDENTS

Students should be aware of what is acceptable behavior on campus. Overt physical contact (including “horsing around” with any students) and/or excessive display of affection is not permitted. Students failing to use appropriate judgment will be warned and parents notified.

PUPIL TRANSPORTATION

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of a driver shall be sufficient reason for a student to be denied transportation in accordance with regulations.

Specific regulations include, but are not necessarily limited to the following:

1. Observe same conduct as in the classroom
2. Be courteous: use no profane language
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Stay seated at all times
6. Cooperate with the driver
7. No smoking or possession of tobacco, alcohol, or other drugs
8. Do not be destructive
9. Keep head, hands, and feet inside the bus and to yourself
10. The bus driver is authorized to assign seats
11. Older student are expected to behave with consideration toward younger students and provide positive examples of school bus behavior.

Definite time schedules and stops for the bus are established and maintained. Students must be at the designated stops on time.

Occasionally, students wish to ride the bus to a stop that is not their designated stop or are picked up by a different person. Certain procedures **MUST** be followed:

1. A note or call to the secretary must come from the student’s parent/guardian requesting the change in bus stop or giving approval for another person to pick the student up.
2. The note or call should specify the stop where the student is to leave the bus and give the name of the responsible adult that will pick the student up.

SCHOOL LUNCH PROGRAM

Twin Ridges Elementary School District provides students with breakfast and lunch daily. 2021-2022 school prices will be announced on our website by August 16th.

Children from families whose income is at or below levels established each year by the State of California Department of Education are eligible for meals free or at a reduced price. A copy of the eligibility scale is attached at the back of this document. We encourage you to apply even if you are not sure your family qualifies. A copy of the application will be available on our website. You may also contact Sunshine Bender at the District Office at any time during the school year for this application.

Information given on the application is confidential and will be used only to determine eligibility for the food program; no child will be discriminated against because of race, sex, color, or national origin.

SCHOOL SUPPLIES AND SCHOOL PROPERTY

School property belongs to all of us and must be treated with respect by individuals. Any damage to books, building, furniture, grounds, or other school supplies will be charged to the involved student, and appropriate restitution or legal action will be taken. Students who misuse school materials or property will be referred for disciplinary action or asked to pay for the replacement of the items. Conservation and recycling efforts are encouraged for and all staff and students.

SEXUAL HARASSMENT

It is the intent on Twin Ridges Elementary School District to follow the policy of the State of California as outlined in Education Code 212.6 "that all persons, regardless of their sex, should enjoy freedom from discrimination of any kind in the educational institutions of the state."

Sexual harassment is deliberate or repeated sexual attention that is unwelcome, unwanted, and not returned. Examples of this include but may not be limited to joked, teasing, suggestive looks, gestures, touching, obscene or offensive materials or graffiti, remarks, and letters.

Harassment is not limited to specific grade levels. Nor is it always between members of opposite sex. It can even be from a student directed toward a teacher. If a student feels that he or she has been harassed, the student should report this to a staff member or another adult who can communicate with school staff.

The determination whether something constitutes "sexual harassment" is made by the victim, not the person accused of the act or event.

A California law that took effect January 1, 1993, authorizes school officials to either suspend or expel students in grades 4-12 for sexual harassment.

STUDENT ASSESSMENT

Students are regularly evaluated in all classes. Student progress may be assessed by conventional examinations or by the completion of certain “benchmark products” that lead to a final project for the course. Typically, a combination of these and other assessment tools are used. The student is made aware of his or her progress and grades. Student progress is shared with parents/guardians on a regular basis by mail or by phone.

Students will take district administered standardized tests (STAR).

STUDENT COUNCIL

A president, vice president, secretary/treasurer, and advisor govern the Student Council. The student council general membership consists of a representative from each grade 5-8. The student council is alert for possible ways of improving the school. The council is governed by a constitution and advised by a member of the staff. The election of student council class representatives occurs early in September.

Student council candidates must have (and maintain) a “C” grade average. Elections will be held immediately after the end of a quarter if a council member needs to be replaced due to declining grades.

STUDENT ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Students shall maintain a “C” average with no “F’s” in their overall program during the trimester prior to their participation in extra-curricular and co-curricular activities including sports. Such previous grading period shall not include any grading period in which the pupil was not in attendance for all or a majority of that grading period because of absences excused by the school for such reasons as illness or injury, approved travel, or work. The student must also be maintaining at least minimum progress toward graduation.

The period of academic ineligibility shall be a maximum of one grading period in length.

Any exemptions must have the principal’s approval.

All students who participate in extra-curricular activities including athletics shall have maintained 90% attendance in all classes the previous trimester prior to and during their participation. All students must be in attendance on the day of participation in the activity. In the case of illness, the principal will determine eligibility.

All students who participate in extra-curricular activities including athletics shall maintain good citizenship at the school. Students who fail to maintain this citizenship requirement shall be declared ineligible by the school site principal until the citizenship of the participant has improved to the satisfaction of the principal.

Rules of student conduct that apply during the regular school day shall apply to all school activities.

SUBSTANCE ABUSE AWARENESS

Substance abuse awareness is an important part of any school program. In addition to educating students as to the results of illegal substance use, it is the policy of Twin Ridges Elementary School District to notify parents and police of any incident involving illegal substances (including alcohol). There are NO exceptions. (See discipline policies for further sanctions.)

TIME OF ARRIVAL

Parents are asked to send their children to school NO EARLIER than 8:10 a.m. Breakfast begins at 8:15 a.m. Classes start at 8:30 a.m.

TIME OF DISMISSAL

On Monday, Tuesday, Thursday, and Friday, dismissal is at 3:00pm. On Wednesday, dismissal is at 1:30 pm.

WITHDRAWAL

Should a student leave Grizzly Hill School, certain procedures should be followed to ensure that the transition to another school is carried out as quickly and effortlessly as possible. The parent should begin the checkout process at least two days in advance to the final day of attendance. Students will receive check-out grades, turn in all books and materials, settle all debts or fines and be officially signed out for the school by their last day of school attendance. Without completing this procedure, time may be lost in forwarding school records.

COVID-19

At this time, masks are to be worn by all individuals on campus when indoors.