

TWIN LAKES ELEMENTARY

2021-2022 Parent/Student Handbook



Twin Lakes Elementary School
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Welcome Letter

Dear Twin Lakes Family,

Welcome to the 2021-2022 school year at Twin Lakes Elementary. Our Twin Lakes staff works closely with students and families to build trusting and valued relationships which lead to a positive and collaborative school culture where everyone belongs. We recognize the unique learning and social needs of all our students, and provide structure and support for students to learn academic and social skills, problem solving techniques, and empathy for others within our community.

Parent involvement is essential for a positive and collaborative community. We hope to engage you in many opportunities throughout the year, including the PTA, School Site Council, and field trip volunteers, and classroom help once it is allowed. We also recognize that not all parents/guardians can lend support during the school day, and appreciate the support and guidance you provide your child at home, from helping your child be prepared, on time, and well rested each day, reading with your child, and engaging them in conversation about their day, including what they learned and what problems they solved. There are endless ways that you can be involved here at Twin Lakes and we look forward to collaborating with you.

Communication is also important for a collaborative and successful school year for both your family and our school staff. In our quickly advancing technological age, many of our teachers use online platforms such as Shutterfly or Remind, email, and online newsletters. Information from the office staff is also sent via email, School Messenger calls/emails, and online newsletters. Our school and our PTA also have social media pages to help keep us all informed of upcoming events and school activities. Please follow us on Instagram at [twin.lakes.elementary](#) & [twinlakespta](#) and/or on Facebook: Twin Lakes Elementary PTA. It is very important to us to cultivate our culture of belonging, so please tag us to share your wonderful stories and experiences at school as well. If you are in need of translating, please let your teacher and our office staff know so we may provide you with as much information in your home language as possible.

We have created this handbook for you to keep throughout the school year. Please use it as a reference guide to help you better understand the culture, opportunities, and procedures of our school.

We learned so much from the past year, which reaffirmed our commitment to our positive and connected community. Our Twin Lakes staff is thankful for the partnership with our families and look forward to a positive school year.

Sincerely,
Dr. Jennifer Lawson, Principal

Teacher & Office Staff Contacts

Classroom Teachers	TK	Andrea Hostetter	3	Melanie Dillie
	K	Stacy Costas	3	Delaney Foote
	K	Tracy Hofmann	4	Ann Dobek
	K/1	Diana Nordin	4	Raquel Quaid
	1	Rebecca Dumford	5	Josie Black
	1	Jennifer Semeniuk (formerly Zagiba)	5	Lisa De La Torre
	2	Shawna Bailey	5	Karyn Thompson
	2	Vicky Ocsenas	6	Maggie Borkovich
	2	Mandy Wilson	6	Michelle Wolenberg
Specialists	Art	TBD	Intervention	Tricia Lakey
	Music	Katherine Laurente	RSP	Emily Ramos
	PE	Lindsay Penning	Speech	Ursula Penner
	Intervention	Grace Guthrie		
Office Staff	Principal	Jennifer Lawson	Social Worker	Alison Webster
	Secretary	Kathy Strout	ICT/ Librarian	Amy Clarke
	Clerk	Shannon Cutts	Head Custodian	Miguel Venegas

Twin Lakes Mission and Beliefs

Twin Lakes Mission Statement

“The mission of Twin Lakes Elementary, dedicated to developing creative and innovative thinkers, is to ensure all students become collaborative, confident problem solvers through a high quality, balanced academic program, integrating fine arts and fitness, while developing compassionate life-long learners in partnership with our community.”

Shared Beliefs

- Every person is unique and has equal worth
- Everyone can and will learn
- People learn in different ways and at varied paces
- Education is the shared responsibility of students, families, teachers, staff, and community
- Quality education expands opportunities throughout a person’s life

- Challenging people to meet high expectations leads to exceptional learning and remarkable results
- Nurturing relationships and healthy environments are necessary for individuals to thrive
- Diversity is a valuable asset that strengthens and enriches our community
- Personal development and community well-being depend on individual responsibility
- Everyone benefits when people willingly contribute to the well-being of others
- Honesty and integrity are essential to build trusting relationships
- Access to a quality public education is essential to our democracy

Goals

In order to achieve our goal of student learning as outlined in our Mission Statement, we will have two goals for academic achievement and two goals for social/emotional learning. These LCAP (Local Control Accountability Plan) goals will be shared and discussed with all stakeholders at our various parent and staff meetings. For more information on these goals, you are encouraged to attend one of our Site Council meetings or speak with Dr. Lawson.

Important School Information

Useful Information	
SJUSD Website	www.siusd.edu
SJUSD Menus	http://www.sanjuana.edu/lunch_menus.cfm
Twin Lakes Website	www.sanjuana.edu/TwinLakes/cfm
Twin Lakes Address	5515 Main Ave., Orangevale 95662
Twin Lakes Phone	916-986-2243
Twin Lakes Principal's Email	Jennifer.lawson@sanjuna.edu
Twin Lakes Absence Phone	916-986-2247

School Hours	
K - 6: 8:35am – 3:05pm, TK: 8:35 – 12:00pm	Monday, Tuesday, Wednesday and Friday
K – 6: 8:35am – 1:45pm, TK: 8:35 – 12:00pm	Thursday

SJUSD/Twin Lakes 2021-2022 School Year Calendar	
August 10 - Back to School BBQ (5:30-7:30)	February 21-25 – Presidents' Week
August 12 - First Day of School	March 8-11 – Parent Conferences (min. days 11:45 dismissal)
August 25 – Back to School Night (min. day dismissal 12:25)	March 18 - No School
September 6 - Labor Day	March 21 - No School
October 8 - No School	April 11-15 – Spring Break
November 11 – Veteran's Day	May 18 – Open House (min. day dismissal 12:25)
November 12 – Teacher Work Day	May 30 – Memorial Day
November 15-19 – Parent Conferences (min. days 11:45 dismissal)	June 7 – Last Day of School (min. day dismissal 12:25)
November 22-26– Thanksgiving Break	June 8 – Teacher Work Day
December 20 - January 3 – Winter Break	
January 17 – Martin Luther King Holiday	

Attendance

All students are to attend school unless they are ill. If your child is absent for any reason, **please call the school attendance line at 986-2247 by 9:30am.** Homework assignments may also be requested on the phone message system. All absences must be cleared by a parent/guardian within 5 business days. After that time, the absence becomes a truant. If your child is sick, please provide a doctor's note so as not to create a negative absence for the month.

Excused absences

- Illness
- Medical appointment for the student
- Funeral for a member of the immediate family (3 days in town; 5 days out of town)

Unexcused absences

All absences not listed above are considered unexcused. Attendance letters are computer generated at the district office and automatically sent by the Attendance Improvement Office. Letters are sent for the equivalent of 3 days unexcused absences for the first truancy letter, equivalent to 2 additional days for the second truancy letter, and equivalent to 1 additional day for the third letter. The third letter results in a student being classified as habitual truant.

The district allows 10 days of "excused sick" absences during the school year without verification of illness from a medical professional. An attendance letter will be mailed from the Attendance Improvement Office at 5 days as a reminder to you of the 10-day rule. At 10 days, a second letter requiring verification of illness (Doctor's note) will be mailed. Without verification, absences after 5 days will be considered unexcused.

Lice: District policy allows 3 days of consecutive absences for head lice. If a student returns to school with lice within 10 calendar days, additional absences are unexcused.

Daily attendance is extremely important to your child's educational success. The habits started in elementary school can have an impact for the 13 years of your child's K-12 education.

If your child misses...	That equals...	Which is...	Over 13 years, that equals..
1 day every 2 weeks	20 days a year	4 weeks per year	Nearly 1 ½ years of school
1 day per week	40 days a year	2 months a year	Over 2 ½ years of school
2 days per week	80 days a year	4 months a year	Over 5 years
3 days per week	120 days a year	6 months a year	Over 6 years

Tardies

It is very important for a student to arrive at school on time. It is very difficult for a child to come into the classroom late. He/she misses important instruction and the late entry draws unwanted attention. Students are expected to be on campus and ready to report to the classroom when the bell sounds at 8:35am. Students arriving after the bell rings **MUST** report to the office to receive a tardy stamp before heading to class.

Independent Study

Twin Lakes expects students to attend school every day that we are in session during the school year. We encourage our families to take their vacations during the breaks. From time to time, we understand that family emergencies may require a student to miss a week of instruction. In these situations, Independent Study is a positive option for student who will miss out on the teacher's direct instruction. A variety of factors determine whether a contract will be granted. Below are factors taken into consideration when approving or denying an independent study contract:

1. Is it in the academic best interest of the child? Factors include, but are not limited to, the level of student academic achievement, ability of student to work independently, as well as successful completion of past IS contracts.
2. Are there attendance or behavioral issues that make IS inappropriate? If a student is excessively absent or having other behavioral issues, additional time from school may be counterproductive to academic success.
3. Was the request for IS made at least five business days prior (2-3 weeks is preferred) to requested student leave? Sufficient time must be allowed for teachers to gather the materials.
4. Does the timeframe requested conflict with testing or other important educational activities? Independent Study contracts will not be approved for student leave during state-testing administration.

In order to receive credit for attendance, the work must be completed and submitted to Twin Lakes by the deadline indicated on the contract. Failure to submit work could prevent approval of future requests for Independent Study.

Parking Lot Safety

To ensure the safety of our students, parents are welcome to take advantage of the available street parking and walk their students to and from school. Parents are responsible for assisting their child(ren) to cross the crosswalk safely. Parents may also utilize the driveway during arrival and dismissal for quick drop off and pick-ups only. **During this time, do not park or leave your car unattended in the pick-up lanes.** The county will ticket drivers who park in red zone or in crosswalks. Staff will be in the parking lot to assist students during arrival and dismissal.

Arrival

Students should arrive on campus between 8:25 – 8:35 am, as there is no supervision to ensure their safety prior to these times. Students should wait in the designated area in front of the office just inside the blue entry doors until 8:25 am bell rings and then walk to their classrooms.

Dismissal

School release time is at 3:05pm M-Wed. and Fri. Thursday release time is at 1:45pm. Students are to go directly to the front or side of the school where they will be picked up by a parent or head

directly home if they are walking/riding their bike. Only students enrolled in a supervised activity are permitted on the school grounds after school hours. Students and families should leave school grounds in a timely fashion so not to disrupt after school programs and/or activities.

Release during school hours

For the welfare and protection of your children, your cooperation in the following procedures will be appreciated:

- If your child needs an early dismissal please come to the office to sign your child out and we will call the student out of class. Please plan ahead to allow enough time for us to get your child ready for an early dismissal
- Only adults that are on the emergency card will be permitted to pick up your child unless you call the office in advance.

The school must have an up to date home address, home phone number, cell phone numbers, and emergency numbers on file. Please keep the office informed of all changes during the school year.

Interruptions to Instruction

In Twin Lakes' continuing effort to provide the best possible instructional program for students, the staff will continue to limit interruptions to teaching and learning time. We are aware that every minute in a school day is valuable to the learning of our students – the more time spent on a subject, the more learning takes place. An interruption to a classroom causes distractions in learning for students and teachers. We are asking parents to help by supporting the following:

- Do not visit your child's classroom with lunches, lunch money, notes, messages, books, etc. Bring these to the office; we will see that your child receives them.
- Make sure that your child arrives at school on time with all of his/her books and equipment. When your child is late, he/she not only interrupts their own education, but usually 30 other children's as well.
- Try to schedule doctor and dentist appointments before or after school.
- Do not schedule vacations, etc. during school time.
- Please do not visit the teacher for a conference during school hours. Instead, call or email the teacher after school hours and schedule an appointment.
- Parents waiting for dismissal time need to wait either in the front of the school or in the designated area in front of the office, NOT in front of classrooms

Visiting School

Due to COVID restrictions, we are only able to welcome families at drop off and pick-up times & in the school office.. When COVID restrictions lift, we hope to move back to the following:

We welcome your visits to school. For the safety of the Twin Lakes community, all visitors must

sign in at the office and obtain a visitor sticker before going to the classrooms. Informal and formal classroom visits with teachers are not possible during class time as teachers are teaching and should not be interrupted. Please schedule appointments, when needed, with your classroom teacher.

Before and After School Program

Discovery Club

The San Juan Unified School District's Early Childhood Education Discovery Club and School age Children's Center programs were created to provide a safe, caring, and educational place for children. Discovery Club is available on a fee-based scale, serving students before and after school. For more information, call 971-5980, 967-2140, or go to the San Juan Unified School District website – www.sanjuan.edu - and use the "Services" tab.

Special Programs

General Academic Program

Twin Lakes is focused on providing a high quality Common Core aligned education to all of our students. We pride ourselves in our ability to integrate fine arts and fitness into our rigorous academic program. Students are challenged with the daily task of applying the knowledge they gain to real-world, hands-on situations. Staff regularly review data to provide interventions when needed. Most intervention occurs within the general education classroom, while students also receive out of classroom intervention by our intervention and/or resource staff.

P.E., Music, and Art

Each week, students receive P.E, Art and Music from a specialized teacher. In addition, classroom teachers provide additional P.E. minutes for their classes in order to meet the state requirement for physical education (200 minutes every 10 days).

Visual and Performing Arts (VAPA)

There are multiple music opportunities available to Twin Lakes' students in addition to receiving music each week from our specialist. We hope to once again offer Band to grades 5 and 6 and Choir for grades 4-6, usually with practices two times per week before school. More info will follow as these programs become available.

Technology

Integrating technology into the classroom is important to Twin Lakes. We are able to provide daily opportunities for students to access technology throughout all curricular areas. Technology is used in daily instruction to allow students to research, produce, display knowledge as well as be assessed of their knowledge.

Instructional Supports

Our teachers differentiate instruction for all students in order to meet their individual needs. When a student is struggling in a particular area, we put specific interventions in place to assist in raising that student's academic progress back up to proficient levels. In addition, students exceeding proficiency are provided with opportunities for more challenging material/instruction. If you are concerned with your students' progress, ask your student's teacher about the specific programs that are in place to support him/her.

Library

Our school library is open and accessible to all students during the school day. For primary grades, books will be overdue after 1 week. For intermediate grades, books will be overdue after 2 weeks. Books can generally be renewed. Overdue notices will be sent home as needed. If a book cannot be found, it can be replaced or purchased. It is the district policy to hold a student's final report card until the library record has been cleared.

Student Behavior

Student Expectations

- Be Kind, Safe, and Mindful
- Follow school rules
- Follow directions of all school staff
- Show respect for all staff and all students

Positive School Approach to Discipline

Twin Lakes follows a positive behavior approach to discipline in which progressive consequences are provided, as needed, to reinforce a positive school culture and productive learning environment.

Remaining Impartial

As a general rule, we recommend parents listen carefully to their child's description of a problem. Additionally, communicate with your child's teacher and/or school staff. We recommend the following responses to a child's concern.

1. Help the child clarify the problem
2. Help the child clarify their role in the problem and solution
3. If additional information is needed from the teacher, call or email the teacher first before contacting administration

Issuing of Behavior Notices

If a student has recurrent or serious behaviors, they may receive a behavior notice. This notice is a form that can be issued by any staff member. At the end of the day, the student who received the notice must take the form home and show it to his or her parent. The form must be signed by the parent and sent back to school the next day. Comments from either the teacher or the parent may be written on the form.

Rights and Responsibilities

Student Rights

All students have the right to attend a school where they will be free of the threat of stealing, fighting, name calling, racial slurs, threats and harassment of any kind. Additionally, all students have the right to pursue their education without unnecessary interruptions. Yelling, swearing, and other disruptive behaviors will not be tolerated. Furthermore, the school reserves the right to expect behavior which is conducive to the instructional program and to establish and enforce rules which they deem necessary for the orderly operation of the campus/classroom.

Student Responsibilities:

- Respect the rights, properties, and feelings of others
- Use acceptable language (NO bullying, name calling, and/or sexual and/or ethnic slurs)
- Keep hands feet and objects to yourself
- Stay in designated areas
- Play in designated areas – not in restrooms, hallway, or instructional areas
- Be in classroom ONLY with adult supervision
- Walk quietly in the hallway.
- Food is to eaten in designated areas only
- Help maintain a clean and safe school environment

Family Responsibilities

- Assure regular attendance and the prompt arrival and departure of child
- Respond promptly to communications sent by the school
- Notify the school the reason for a child’s absence
- Attend parent meetings
- Help in correcting discipline problems
- Provide homework support
- Schedule vacations during regular school holidays
- Support the dress code
- Monitor your child’s screen time
- Encourage and model a positive attitude towards school

Twin Lakes Common Area Behavior Expectations

	BE SAFE	BE KIND	BE MINDFUL
All Common Areas	<ul style="list-style-type: none">● Keep hands, feet, and objects to yourself.● Get adult help for accidents and spills.● Use all equipment and	<ul style="list-style-type: none">● Use kind words and actions.● Wait your turn.● Clean up after yourself● Follow adult directions.	<ul style="list-style-type: none">● Remind others to follow school rules.● Take proper care of all personal belongings and school equipment.

	<ul style="list-style-type: none"> materials appropriately. Stay in assigned areas. 	<ul style="list-style-type: none"> Use appropriate voice level and language. 	<ul style="list-style-type: none"> Be honest. Follow school rules and the dress code. Help others if they are sad or hurt.
Playground/ Recess	<ul style="list-style-type: none"> Stay within your boundaries. Be aware of activities/games around you. No play fighting. Use equipment properly. 	<ul style="list-style-type: none"> Play fairly & include everyone. Play away from classrooms. Wait your turn. Use kind words and actions. 	<ul style="list-style-type: none"> Follow the rules of the game. Snacks may only be eaten in designated areas. Put all trash in garbage cans. Replace equipment to cart when the bell rings. Show awareness of your and others' personal space.
Hallways	<ul style="list-style-type: none"> Keep hands and feet to yourself. Hold all equipment. 	<ul style="list-style-type: none"> Hold the door open for the person behind you. Use quiet voices. Quiet voices when walking by other classrooms. 	<ul style="list-style-type: none"> Do not leave personal items on the floor in the hallways. Keep backpacks on the hooks.
Bathrooms	<ul style="list-style-type: none"> Keep the water in the sink. Keep feet on the floor and body off the ground. Put paper towels in the garbage can. 	<ul style="list-style-type: none"> Knock on the stall door before entering. Give people privacy. Use quiet voices. 	<ul style="list-style-type: none"> Flush toilet only once after use. Wash hands before returning to class. Return to the classroom promptly.
Arrival & Dismissal Areas	<ul style="list-style-type: none"> Supervision begins at 8:25. If you arrive prior, wait in office courtyard until bell. Use sidewalks and crosswalks. Keep hands and feet to yourself. Walk your bike or scooter on sidewalks. 	<ul style="list-style-type: none"> Quietly and kindly say hello and goodbye with your Twin Lakes peers. Follow adult directions. 	<ul style="list-style-type: none"> Turn cell phones off and keep them in your backpack before arriving on campus.

General School Rules

Dress Code

Twin Lakes School endeavors to create and maintain a very positive, appropriate school culture. We know that parents appreciate and support this approach. To that end, we ask that parents monitor and evaluate student's choice of clothing and encourage and/or modify clothing choices, if needed. Students should wear clothing that is appropriate for all school activities, and will enable them to participate in our excellent education program without possibility of injury (e.g. close-toed

shoes for PE).

Playground Rules

- Be respectful to ALL people and equipment. Listen and follow directions of all staff members.
- Stay in supervised areas only-- that is where an adult can see you, and where you can see an adult.
- The restrooms are for personal use only. The playground is for all play-like activity and for hanging out.
- Inside the blue fence is a WALK ONLY zone.
- All games and activities on the playground are “open” and school rules are to be followed. Practice good sportsmanship and safe controlled behavior during games and activity.
- Balls are to be kicked on the field ONLY; only touch or flag football is allowed and only on the field. Kick the balls away from all fences.
- When the field is wet, it is off limits.
- Return all playground equipment back to their containers after recess.
- Tetherballs are to be hit with the hand/s only.
- Use playground equipment only. Items brought from home must be appropriate for playground use. School will not be held responsible for lost or stolen personal items.
- Show respectful behavior towards trees, bushes, and other living plants. Enjoy their beauty and save them for others to enjoy as well. Use your climbing and swinging skills on the bars.
- While on the playground, if you need to go to the office for ANY reason you need to get an office pass from the yard duty or teacher.

Kindergarten playground structures:

- ‘Slides’
 - Only go DOWN the slide, on your bottom, feet forward, without stopping
 - One student at a time
 - Wait until the slide is clear before going down the slide
 - Do not push or shove others down the slide
 - Leave the bottom of the slide quickly to avoid being hit by next person
 - No running or jumping starts
- ‘Track’

- Scooters must be driven counter-clockwise only
- Students must begin and start at designated areas
- Students may only go around twice if another student is waiting
- Scooters must be kept inside the track area

Primary side playground structures:

- ‘Single Bars’
 - Maximum of three students at a time
 - No standing on the bars
 - No cherry drops.
 - Suggested time limit: Students should count to 60 for each turn.
- ‘Monkey Bars’
 - Form a line
 - One direction only
 - Use the middle of the bars
 - No standing or sitting or climbing on top the bars
 - No cherry drops
- ‘Slides’
 - Only go DOWN the slide, on your bottom, feet forward, without stopping
 - One student at a time
 - Wait until the slide is clear before going down the slide
 - Do not push or shove others down the slide
 - Leave the bottom of the slide quickly to avoid being hit by next person
 - No running or jumping starts
- ‘Climbing Structure’
 - Climb up on the outside of the structure
 - No more than 6 students at one time
 - Exit using the corkscrew in the center
- ‘Merry-go-round’
 - 5 students at a time. Sitting only on the inside in specified sitting areas. Standing only on the outside.
 - Outside “runner” positions ensure that all students are sitting before starting
 - Students in line count to 20 for each turn
 - Exit when turn is done
 - All body parts must remain inside the equipment at all times, with exception of the runners, until the merry-go-round stops

Middle Playground Structure

There are three starting points: two on the lower playground side and one on the field side.

- ‘Obstacle Course’
 - Starting point is on the playground side of the structure
 - When the first student has completed the “pods,” the next student may start
 - There should be a continuous flow of movement through the course
 - No skipping of bars or jumping to the end
 - Exit when your turn is done
- ‘Corkscrew’

- Starting point is on the playground side of the structure
- Only one student at a time is allowed
- Suggested time limits: Students should count to 40 for each turn
- Once a turn has begun, hands and feet must stay on the structure
- Standing only
- Exit safely off of the equipment when your turn is done
- ‘Maypole’
 - Starting point is on the field side of the structure
 - Up to three students at a time are allowed
 - Suggested time limits: Students should count to 60 for each turn
 - Once you drop off your turn is done
 - Do not stand inside the structure
 - You need to get up to the bar on your own. If you cannot reach, then you will not be allowed to use it
 - No standing or sitting or climbing on top of the bars
- ‘Rock Wall’
 - Stay on sides of the wall. Do not climb over the wall
 - Hands and feet stay on wall
 - Look out below when climbing down

Grass Area:

- Field games such as soccer, football, kickball, etc. can be played on the field
- Tag/Chasing games are allowed on the field in an open space.
- Primary students are allowed to use the field space from the corner of the building by room 23 straight out to the fence.
- If Mrs. Penning is teaching a physical education class, please stay out of her space.

When Recess is over:

- When the recess bell rings or teacher blows the whistle:
 - Stop playing
 - Return the equipment to the proper ‘buckets’ and go directly to your line
 - If using classroom equipment, hold it as you go to your line
 - If out on the field, return to your line as quickly as possible
 - Line up in a straight and orderly line.

Conflict Resolution

- If you are having a problem use one of the conflict resolution options:
 - Walk away from the problem
 - Talk (e.g., with an “I Message”) with whom you are having the problem, until you reach an agreement
 - Rock, Paper, Scissors
- If the problem is not able to be resolved or continues, seek adult help (yard duty or teacher)

Items from Home

Items may be brought from home for the students’ use during the appropriate time (e.g., balls, books, etc. played during recess). Twin Lakes School and staff are not responsible for any damaged or lost items, so we discourage bringing any items that may be of monetary (other than lunch

money) or sentimental value.

School-Home Communication

The staff at Twin Lakes recognizes the importance of family communication. Families will receive communications from the school in a variety of ways: emails, phone messages, newsletters, and our website. To ensure you receive this important information, please make sure your information is up-to-date and check our online calendar regularly.

Opportunities for Parent Involvement

PTA

Twin Lakes Parent Teacher Association (PTA) is a group of parents and teachers who coordinate efforts to enrich our children's school experience. The PTA provides a support system for the school, the teachers, and students.

The PTA sponsors many school events and programs including welcoming parents at the back to school BBQ. The PTA also organizes a variety of other activities, provides funds for assemblies, technology, books for our library, and general school-wide needs.

Parents participate in the PTA as members, officers, committee members, and room parents. Each fall the PTA holds a membership drive and encourages parents and teachers to join and participate in planning for a great school year.

We hope that you will choose to become a member of the Twin Lakes PTA and support various special events held throughout the school year.

School Site Council

School improvement decisions are made through the School Site Council which is legislated (by AB65) to provide an ongoing analysis of Twin Lakes programs. It is this group, the (SSC) School Site Council, which plans and evaluates new programs, evaluates and revises existing programs, reviews test scores, and determines curriculum as well as budget priorities. The School Site Council is composed of staff members and an equal number of parent or community members who are elected each year.

Safety Committee

The site safety team is responsible for making Twin Lakes a safe and secure learning environment for children. The team consists of parents, teachers, the principal, secretary and school head custodian. The team meets monthly and plans for how to best prepare for and handle emergency situations, as well as day-to-day procedures. If you are interested in being a part of the team, please contact the school principal.

Field Trips

All students must have an updated emergency card on file to attend field trips.

Parents who attend or participate in field trips, who volunteer on a regular basis, and who work with students one-on-one **are required to be fingerprinted**. In addition to fingerprint clearance, parents who transport students in a private vehicle will need to provide **proof of current insurance coverage amounts (declaration page)**. Please see the office staff for the appropriate forms. If a parent volunteers to accompany the class on a field trip, we ask that they adhere to the following guidelines and responsibilities:

1. **Complete the required Volunteer Vehicle Usage Form, listing a minimum of liability and damage insurance at least one week before the field trip. All information must be current and your driver's license must be valid. Be sure to drive the car you've identified on the insurance form.**
2. **All adults attending a field trip must be fingerprinted. This often takes at least ten days to complete and clear through the Department of Justice.**
3. Other children are not allowed to accompany parent volunteers on field trips, so please make arrangements prior to the trip.
4. Arrive at school on time and ready to go!
5. Each driver should have a copy of the permission slip/emergency numbers for each student in his/her vehicle. These should be returned to the teacher at the end of the trip. Please exchange cell phone numbers with the teacher and/or other drivers in case of an emergency. First aid kits are recommended, but not required.
6. Keep your assigned students with you at all times
7. You are encouraged to control the behavior of each student in your group. Notify the teacher if there is a problem or an uncooperative student.
8. We expect the students to be good listeners during the trip. Tour guides and docents need to be heard. Please curtail any talking during the presentation.
9. Following the current laws, all riders must be in a separate seatbelt, have their seatbelts fastened at all times, and use car seats if applicable.
10. Follow the designated route and do NOT make any unplanned stops along the way to or from the field trip destination
11. Talk to the students about what they are seeing and hearing. Help them learn about the topic.
12. Please follow the teacher's rules and guidelines exactly (for example, "no shopping at the gift shop or snack bar" if that's the teacher's rule).
13. When returning to school, walk your group to the classroom and wait there for the teacher. Please do not leave students unsupervised.

We appreciate your support in making these events positive and valuable learning opportunities.

Classroom Help

Due to COVID restrictions, we are only able to welcome families at drop off and pick-up times & in the school office. When COVID restrictions lift, we hope to return to the following:

Parents and community volunteers are encouraged to be an integral part of the educational program at Twin Lakes. Each teacher has specific volunteer needs, which may include working in small reading groups, assisting with seat work, clerical work and materials preparation. In addition, when COVID restrictions allow, volunteers are needed to serve as room parents or drivers for field trips.

Siblings are not allowed to accompany parents during their volunteer time. Volunteers should make their arrangements directly with their child's teacher. Please be sure to check in at the office each time you are on campus, and be sure to wear a visitor sticker at all times. Volunteers must be fingerprinted.

Policies and Procedures

Cell Phones

Cell phones may be brought to school, according to state law. However, they may be used for emergencies only. They must be turned off during all school hours and out of sight at all times while on the school campus, including before and after school unless you are participating in an educational activity that is directed by a teacher. If you would like for your child to have a cell phone at school, please fill out the cell phone permission form and turn it in to the office.

Textbooks

Textbooks are checked out to individual students for their use during the school year. Textbooks are to be kept clean and handled carefully. Lost or damaged books may result in a fine.

Sickness or injury at school

If your child becomes sick or injured at school, we will assess the situation and call you if it appears that the child may require medical attention or needs to go home. Please respond as quickly as possible in the interest of your child's well-being and comfort. We are not equipped to take care of sick children in the office for extended periods of time. For the safety and comfort of your child, and in the interest of the health of students and staff, please do not send your child to school if he or she is ill. A child who is absent due to a contagious disease or a fever should be fever free for 24 hours before returning to school. This is very important to the health of students, staff and volunteers at Twin Lakes.

In the event of what we consider to be a serious medical emergency, we will call 911. Please make certain that your emergency card information is up-to-date. Your child could be denied emergency medical treatment if we do not have current information.

COVID Guidelines

Our goal is to keep students in school full time, 5 days a week, all year. To accomplish this, the San Juan Unified School District is following the CDC & CDPH guidelines. The following are some of the current regulations for the start of the 2021-2022 school year:

- masks must be worn by all students and staff while inside.
- masks are not required while outside, but speak with your child should you wish them to wear their masks at all times.
- mask exemptions require a written notice from a doctor with a valid reason.
- physical distance will be encouraged

More information will be shared from the district and found on their website.

Head Lice

Head lice can be a recurring health problem. Parents are advised to contact the school if they find head lice on their child's head. The school must send the student home if they are found to have head lice.

Medication

Any medication, prescription or non-prescription, (aspirin, etc.) will NOT be dispensed by school personnel without proper permission. A form, available in the school office, must be signed by the physician and parent before the medication can be administered. The medication bottle must contain a pharmacy label and be clearly marked with the child's name. Children may NEVER have even non-prescription medication in their desks or backpacks. All prescription medication must be kept in the school office.

Lost and Found

Each year we collect an enormous amount of items left by students. Please label everything with permanent ink with student's name. Check for missing items on the lost and found rack in the Multi-Purpose room. Unclaimed missing items will be donated to charity at the end of each month.

Emergency Cards

Each year, we ask that parents complete an emergency card for each child in the family attending Twin Lakes. SJUSD requests that parents/guardians complete their emergency cards online via the Parent Portal or following website: <http://www.sanjuan.edu/emergencycard>. In an emergency situation it is vital we be able to contact the parents or designated adult immediately. It is important for this reason that the information provided on these cards (home, work, cell phone, parent or guardian's place of employment, etc.) be kept current. Please notify the school office immediately of any such changes so that the emergency cards can be updated. **All students must have an updated emergency card on file to attend field trips.**

Homework

We at Twin Lakes School encourage parents to:

- Show positive interest in their children's homework as well as their school work.
- Cooperate with the teacher to make homework more effective.
- Provide children with a suitable place to do homework, away from TV or other distractions
- Serve as consultants about assignments, but not to do the assignments for the child.
- Encourage but not pressure children.

Contact your child's teacher for his/her homework policy.

Legal/Custody Agreements

If needed, please provide the Twin Lakes office staff with the most current legal documentation regarding your child.

Lunches

School Lunch Program

California is offering school lunch to all students regardless of economic status. Children will indicate their interest in getting lunch daily. Please support your child by talking through this option. The lunch menu will be posted on our school and district websites.

Reporting to Parents

Parent/Teacher Conferences

At the end of the first trimester, teachers will conference with all parents. The report card will be discussed, in addition to any other areas that are deemed necessary. It is vitally important for parents to attend this conference. The school and the home working together is the optimum scenario for students' success. At the end of the second trimester, teachers generally conference with those parents whose students are not meeting standards (either behaviorally or academically) in some area or if the parent specifically requests a conference. Naturally, a parent may request a conference at any time during the school year. Parents are also encouraged to communicate with the teachers through personal notes, e-mails, and/or phone calls.

Report Cards

Our report cards are Common Core aligned and report the progress of our students throughout the trimester. Report cards are completed at the end of each trimester; about every 12 weeks. Assessments are administered near the end of the trimester to determine students' progress in the areas of English Language Arts and Mathematics. Grades are based on multiple assessment measures. Please ask the individual teacher for more information.

Progress Notices

At the mid-point of each trimester, progress reports are sent out to parents of students who are not yet meeting grade level standards.

Parent Connect

Every parent of a student at Twin Lakes has a log in to our Parent Portal. With this access you will find information about your child's attendance and grades.

Student Study Team

The Student Study Team meets regularly to provide recommendations, support, and program modifications for students experiencing academic or behavioral difficulties. Parents/Guardians are a vital member of this team and invited to attend the meeting so that the entire team can work together to do what is necessary to help the student be successful. This might include putting specific interventions in place or moving forward with special education testing, if appropriate.

Appropriate use of Technology

Use of technology is an important piece of our educational program. When students use technology, they must abide by the rules as outlined in our technology agreement. This document is sent home to families at the beginning of the school year for review and signature.

Counseling Services

Twin Lakes has a part-time school counselor who is available to meet with students throughout the week for their social/emotional growth. Please speak with your child's teacher or school administrator should you feel this is needed.

School Safety

School Emergency Information

Our staff discusses procedures and processes for student safety several times throughout the year. Additionally, we teach students the safety procedures and run drills to practice. We ask all visitors to campus during a drill or actual emergency to report to the nearest classroom and follow staff instructions. In the unlikely event of an emergency, parents/guardians will be contacted via our ConnectEd system with detailed information. Please make sure your contact information is updated in the Parent Portal system.

Monthly Meetings

Our safety team meets as needed on the second Tuesday of each month to ensure that we are current with all of our school procedures in the event of an emergency. We bring any and all concerns to these meetings and address them as a team. We then communicate to our staff and community as to any changes in policy here on campus.

Rec Aides

Each day, we have adults (rec aides) who supervise our students while they eat their lunches and play at lunch recess. They are trained to look for any unsafe situations and ensure that students have an adult to come to if a problem should arise. Our rec aide staff works to allow students to settle minor situations through “I messages” and other means of conflict resolution. If this is not appropriate, they will handle the situation or refer it to the office or teacher for further review. We are always looking for rec aides! Talk with Kathy, school secretary, for an application.

Crossing Guard

Before and after school you will see county employee crossing guards at the corners of Main and Bullion as well as Twin Lakes and Main. Please help your child recognize the importance of crossing the street under the supervision of the crossing guards, who help maintain a safe environment.

Transportation

Students are encouraged to observe every safety precaution on the way to and from school. It is also imperative that students come directly to and go directly home from school. As a kind, safe, and mindful community, we would like to encourage and thank you for demonstrating patience and kindness during pick-up and drop-off times.

By Bus

The bus drivers have the responsibility for the safety and conduct of the students riding the buses to and from school. Instructions and rules for students are posted in each bus.

By Car

If you drop your children off in the morning or pick them up in the afternoon, please remember to follow the rules of the road, such as not blocking lanes of traffic in front of the school, leaving cars unattended in designated loading zones, or using the designated “bus only” lane. If you leave your vehicle, you must use a designated parking space.

By Bicycle/Scooter

Bicycles are used for transportation by a number of students. We do require students obey the law and wear helmets (please notify school if this is a financial difficulty). Parents are asked to review bicycle safety with their child. All bicycles and scooters should be walked while on school grounds and locked in the provided bicycle parking.

Walkers

Please review and discuss traffic laws with your child.