Welcome Letter ........................................................................................................... 5
Twin Lakes Strategic Plan ............................................................................................. 6
  Twin Lakes Mission Statement ............................................................................... 6
  Shared Beliefs: ......................................................................................................... 6
  Objectives: ............................................................................................................ 6
  Tactics: .................................................................................................................. 7
Important School Information ..................................................................................... 7
Attendance .................................................................................................................. 7
  Excused absences ................................................................................................. 8
  Unexcused absences ............................................................................................ 8
  Tardies .................................................................................................................. 8
  Independent Study ................................................................................................. 8
Parking Lot Safety ...................................................................................................... 9
Arrival ........................................................................................................................ 10
Dismissal .................................................................................................................... 10
Release during school hours ..................................................................................... 10
Interruptions to Instruction ....................................................................................... 10
Visiting School ......................................................................................................... 11
  Transfers .............................................................................................................. 11
    Intra-District Transfers ..................................................................................... 11
    Inter-District Transfers ...................................................................................... 11
    Transfers out ..................................................................................................... 12
Before and After School Program ............................................................................ 12
  Discovery Club .................................................................................................... 12
Special Programs ...................................................................................................... 12
  General Academic Program .............................................................................. 12
  P.E., Music and Art ............................................................................................... 12
  Visual and Performing Arts (VAPA) .................................................................... 13
  Gifted and Talented Education (GATE) ............................................................... 13
  Technology ......................................................................................................... 13
  Special Education (Resource, Speech/Language, Special Day Class/LH, Autism
    Inclusion Program) ............................................................................................ 13
Interventions ............................................................................................................ 13
Library ..................................................................................................................... 13
Student Behavior ....................................................................................................... 14
  Student Expectations .......................................................................................... 14
  Negative Consequences ...................................................................................... 14
  Remaining Impartial ........................................................................................... 15
  Issuing of Behavior Notices ................................................................................. 15
Rights and Responsibilities ....................................................................................... 15
  Student Rights .................................................................................................... 15
  Student Responsibilities: ..................................................................................... 16
Family Responsibilities ................................................................. 16

Twin Lakes Common Area Behavior Expectations .......................... 16

General School Rules ................................................................. 18
- Dress Code ............................................................................. 18
- Playground Rules .................................................................. 19
- “New” Playground Structure .................................................. 21
- Conflict Resolution .................................................................. 22
- Items to Leave at Home .......................................................... 22

School-Home Communication ..................................................... 22
- Bi-Monthly School Messenger .................................................. 22
- Monthly School Newsletter ..................................................... 22
- Website .................................................................................. 22
- Staff Email ............................................................................ 23

Opportunities for Parent Involvement ......................................... 23
- PTA ....................................................................................... 23
- School Site Council ................................................................. 23
- Safety Committee .................................................................... 23
- Field Trips .............................................................................. 24
- Classroom Help ....................................................................... 25

Policies and Procedures ............................................................. 25
- Phone Usage ........................................................................... 25
- Cell Phones ............................................................................ 25
- Textbooks .............................................................................. 26
- Sickness or injury at school ..................................................... 26
- Head Lice ................................................................................ 26
- Medication .............................................................................. 26
- Lost and Found ...................................................................... 27
- Facility Usage agreement ........................................................ 27
- Emergency Cards .................................................................. 27
- Homework ............................................................................. 27
- Animals/Pets ......................................................................... 28
- Legal/Custody Disputes ........................................................ 28

Lunches ..................................................................................... 28
- School Lunch Program .......................................................... 28
- Forgotten Lunches .................................................................. 28
- Free and Reduced-Priced Meals ............................................. 28

Reporting to Parents .................................................................. 29
- Back to School Night ............................................................. 29
- Open House ........................................................................... 29
- Parent/Teacher Conferences ................................................. 29
- Report Cards .......................................................................... 29
- Progress Notices .................................................................... 30
- Zangle Parent Connect ........................................................ 30
- Student Study Team ............................................................... 30

Appropriate use of Technology ................................................. 30
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Services</td>
<td>31</td>
</tr>
<tr>
<td>School Safety</td>
<td>31</td>
</tr>
<tr>
<td>Monthly Meetings</td>
<td>31</td>
</tr>
<tr>
<td>Rec Aides</td>
<td>31</td>
</tr>
<tr>
<td>Crossing Guard</td>
<td>31</td>
</tr>
<tr>
<td>Transportation</td>
<td>31</td>
</tr>
<tr>
<td>By Bus</td>
<td>32</td>
</tr>
<tr>
<td>By Car</td>
<td>32</td>
</tr>
<tr>
<td>By Bicycle</td>
<td>32</td>
</tr>
<tr>
<td>Walkers</td>
<td>32</td>
</tr>
</tbody>
</table>
Welcome Letter

Dear Parent/Guardian,

Welcome to this new school year at Twin Lakes Elementary. We look forward to a great experience for you and your student and partnering together to make it a successful experience for everyone. Our dedicated staff believes strongly that every student is unique and learns in his/her own way and pace. This being the case, we work hard to provide personalized and differentiated instruction to all so that students are prepared for the years ahead.

Parent involvement is a key component to the success of our students and our school. We encourage you to take every opportunity possible to be involved in your child’s education. This can be in the form of volunteering in the classroom, helping with PTA events, ensuring that your student is rested, prepared and on time for school each day or driving on field trips. There are endless ways that you can be involved here at Twin Lakes and we look forward to working together with you.

Communication is also important for a smooth and successful school year. You will find important information on our website including dates of upcoming events, articles about exciting things happening in our classrooms as well as resources for you as parents/guardians. You will receive periodic School Messenger calls as well as our newsletter informing you of upcoming events and ways to become involved here at school. We will commit to making every effort to keep you informed about the wonderful things happening here at school.

Safety is of the utmost importance at Twin Lakes. We have a safety committee that meets regularly to ensure that we have the most effective procedures in place in the event of an emergency. We also ask that you help by signing in at the office every time you visit our school. This allows for us to know everyone that is on campus at any given time. We have rec aides that monitor students during lunch as well as staff monitoring during all recess times.

Finally, we are dedicated to helping our students grow to be positive citizens in our community. We will be recognizing those who are exhibiting positive behaviors and helping those who are making poor choices to learn from their mistakes. We want all of our students to thrive in every area of their life.

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

Again, we look forward to another successful year here at Twin Lakes. Thank you for choosing Twin Lakes, home of the Cougars!!

Sincerely,
Jim Walters, Principal
Twin Lakes Strategic Plan

A planning team made up of representative members of the Twin Lakes community came together in December of 2013. In an intense two-day session, they drafted the school’s mission, objectives on how to measure success and tactics on how to achieve it. Action Teams then formed around each of three identified tactics to research and detail specific actions to be undertaken in the next five years. For four months, the teams met to learn, grow and plan. The work of the Action Teams then returned to the Planning Team for review in May of 2014.

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

Objectives:
- By 2017, through multiple measures, all students will demonstrate growth toward proficient and advanced levels in Common Core State Standards in English Language Arts and Mathematics.
- All students will develop and demonstrate consistent positive character traits, as well as, exhibiting leadership skills and personal responsibility to confidently approach problem solving and to be compassionate, productive members in our community.
• By 2017, all students will be equipped with the academic and technological skills needed to demonstrate creative problem solving and innovative thinking for success in the 21st century.

**Tactics:**
• We will implement high quality, research-based instructional strategies with the integration of fine arts, fitness and technology.
• We will actively establish open communication to build a trusting and transparent relationship with families and our community as valued partners, enhancing the learning environment of our school and meeting the needs of all students.
• We will consistently model, communicate and instill positive character traits and social skills in order for our students to be responsible, contributing and compassionate members of our community.

---

**Important School Information**

<table>
<thead>
<tr>
<th>Useful Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SJUSD Website</td>
<td><a href="http://www.sjusd.edu">www.sjusd.edu</a></td>
</tr>
<tr>
<td>SJUSD Menus</td>
<td><a href="http://www.sanjuan.edu/lunch_menues.cfm">http://www.sanjuan.edu/lunch_menues.cfm</a></td>
</tr>
<tr>
<td>Twin Lakes Website</td>
<td><a href="http://www.sanjuan.edu/TwinLakes.cfm">www.sanjuan.edu/TwinLakes.cfm</a></td>
</tr>
<tr>
<td>Twin Lakes Address</td>
<td>5515 Main Ave., Orangevale 95662</td>
</tr>
<tr>
<td>Twin Lakes Phone</td>
<td>916-986-2243</td>
</tr>
<tr>
<td>Twin Lakes Principal’s Email</td>
<td><a href="mailto:Jim.walters@sanjuna.edu">Jim.walters@sanjuna.edu</a></td>
</tr>
<tr>
<td>Twin Lakes Absence Phone</td>
<td>916-986-2247</td>
</tr>
</tbody>
</table>

**School Hours**

| TK – 6: 8:20am – 2:50pm | Monday, Tuesday, Wednesday and Friday |
| TK – 6: 8:20am – 1:30pm | Thursday |

**SJUSD 2014-15 School Year Calendar**

| August 14 - First Day of School | January 19 – Martin Luther King Holiday |
| Nov 10-11 – Veteran’s Day       | February 16-20 – Presidents Week |
| November 12 – Teacher Work Day (no school) | March 30-April 3 – Spring Break |
| November 24-28 – Thanksgiving Break | May 25 – Memorial Day |
| December 22-January 5 – Winter Break | June 4 – Last Day of School |

**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.

**Excused absences**
- Illness
- Medical appointment for the student
- Funeral for a member of the immediate family (3 days in town; 5 days allowed 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 irst 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 excused sick 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.

**Tardies**
It is very important for a student to arrive to 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 8:20am. 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 the instruction that is planned for that week. Given the fact that this absence is inevitable, Independent Study is a positive option for attendance improvement goals and academic progress for the student who will miss out on the teacher’s direct instruction. However, Independent Study (IS) is a privilege and 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 ten business days before the contract is to begin? Sufficient time must be allowed for teachers to gather the materials.

4. Does the timeframe requested conflict with testing, IEP’s, SST’s or other important educational activities? Testing and other important activities might make IS unreasonable, especially with the difficulty to reschedule staff or make up tests.

For students in all types of independent study, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be as follows:

- For students in Kindergarten through sixth grade, **two weeks**

The maximum length of time for independent study at Twin Lakes is two weeks within a given school year. The work must be returned or postmarked by the due date specified on the contract. Credit for the work and daily attendance is dependent upon the office receiving the completed contract in addition to the teacher’s evaluation of the work. Days absent, beyond the independent study contract, will be recorded as unexcused absences subject to the district’s attendance policy. Students that are absent more than 20 consecutive school days will be dropped and they will have to re-enroll with San Juan Central upon their return. Upon re-enrollment, San Juan Central will determine which school has openings. During the student’s disenrollment period, the student’s spot at Twin Lakes, in their former teacher’s classroom, will not be reserved for their return. Enrollment is filled on a first come, first served basis.

When a student fails to complete three independent study assignments during any period of 15 school days, the superintendent or designee shall conduct an evaluation to determine whether the pupil or student should be allowed to continue in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

**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. There are two handicap parking spaces. Visitors must display a handicapped place card to park in these spaces. When they are full, visitors must park on the street. Staff will be in the parking lot to assist student with their safe entry to school.

**Arrival**

Students are not allowed on campus before 8:10am as there is no supervision to ensure safety. When your student arrives to school he/she is to wait in the designated area in front of the office just inside the blue entry doors. Once the 8:10am bell rings, students are welcome to begin making their way to class.

**Dismissal**

School release time is at 2:50pm M-Wed. and Fri. Thursday release time is at 1:30pm. Students are to go directly to the front of the school where they will be picked up by a parent either in the driveway or who has parked and walked to come get them.

**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 students and teachers to be distracted from their lesson. 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, visits to parents, 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

We welcome your visits to school. All visitors must sign in at the office and obtain a visitor sticker before going to the classrooms. This is for the safety of everyone here at Twin Lakes and to ensure that only people with legitimate business are here. 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.

Transfers

Intra-District Transfers
Parents and guardians who reside in the San Juan Unified School District may enroll students in any school, depending on availability (if parents can provide transportation). In some cases, enrollment may be limited to one year. Continued enrollment is dependent on positive student attendance and positive student behavior. If the transfer occurs after the open enrollment period, placement is limited to the end of the school year. Forms for Intra-District transfers may be obtained at the school office. Forms should then be taken to San Juan Central (adjacent to the district office at 3738 Walnut Ave., Carmichael).

Inter-District Transfers
Parents and guardians who do not live within the San Juan Unified School District boundaries may apply for an Inter-District Transfer Agreement from their home school district and request an Inter-District Transfer to San Juan. If accepted, parents and
students must adhere to the requirements of the agreement or it may be revoked. Inter-District Transfers must be renewed each year.

Transfers out
If you plan to move or withdraw your child from Twin Lakes, please let the office know in advance. This will allow for a smooth transition into a new school for your child. Advance notice gives our office staff and your child’s teacher time to prepare reports that are needed by the new school.

At the time of withdrawal from Twin Lakes, students must return all library books, return all classroom textbooks, and it is recommended that he/she check the lost and found for any personal items. If books are lost or damaged, the parent may be required to reimburse the school for the item.

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 its 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 to display their learning technology, plays/productions, assessments and other means of project based tasks.

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 two weeks)
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. Band is offered to grades 5 and 6, usually two times per week before school. Other opportunities include choir for grades 4-6 and Strings for grades 4-6.

Gifted and Talented Education (GATE)
The program for the gifted and talented students is available to all identified students in 2nd-6th grades. GATE students receive an Individual Learning Plan, which details the differentiated instruction your student will receive. This plan is developed by the teacher in consultation with the parent to provide classroom learning opportunities that meet his/her individual needs.

Technology
There are two fully functional computer labs on campus. One designated for the use of our primary (grades TK-3) students and the other for our upper grades (grades 4-6). In addition, we have 4 Carts on Wheels (COW). These COWs contain over 100 chromebooks and 25 iPads. This mobile technology is used in daily instruction to allow students to research, produce, display knowledge as well as be assessed of their knowledge. Teachers sign up for time to share technology each day.

Special Education (Resource, Speech/Language, Special Day Class/LH, Autism Inclusion Program)
Twin Lakes has a full time Resource Specialist, part time Speech/Language specialist and part time Autism Inclusion Specialist to assist to assist students that have been identified with special education needs. In addition, we have a self contained Special Day class for grades 3-6

Interventions
Our teachers work to 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. If you are concerned with the progress of your student, ask your student’s teacher about the specific interventions 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 paid for. It is the district policy to hold a student’s final report card until the library record has been cleared.
**Student Behavior**

**Student Expectations**
- Follow school rules
- Follow directions of school staff, teachers, administrators, noon duty aides, custodian, crossing guards
- Show respect for all staff and all students
- Comply with classroom rules as described by each teacher

In General, students MAY NOT:
- Have any weapon or dangerous object
- Have or sell drugs or drug paraphernalia, tobacco, alcohol, or other control or dangerous substances
- Fight, harm, threaten, harass, or intimidate anyone
- Damage or take (steal) property of others
- Act in a way or carry any item that is obscene, profane, unsanitary, offensive, degrades others, or promotes violation of laws or school rules
- Defy a class or school activity
- Participate in any gambling
- Sell any items to profit on school grounds without administrative approval

**Negative Consequences**
Consequences for violations of school rules will include a progressive approach for minor infractions. However, more serious offenses may result in immediate suspension as determined by the principal. Progressive discipline includes:

1. Warning
2. Recess Detention
3. Time out
4. Buddy Room time out – Being sent to the teacher’s buddy room for a longer time out.
5. Loss of privileges – Such as field trips.
6. On-site suspension – Sitting for a period of time in the principal’s office.
7. Home suspension – Being sent home for a period of from 1 – 5 days depending on the offense.

Parent contact will be made by the teacher for consequences 1-6. At any time the teacher determines necessary, he/she may require a parent/teacher/student conference with a behavior contract to be signed and a copy given to the principal to be kept on file. Violation of the contract may result in suspension. The principal will contact the parent for consequence number 7.

Some examples of more serious offenses which will result in skipping consequences 1, 2, 3, and 4 go right to number 5, 6, or 7 may include:
- Unsafe or dangerous behavior
• Bullying
• Fighting
• Theft or Vandalism
• Drugs / Alcohol or Tobacco
• Extortion
• Defiance of Authority, disobedience or disrespect of adults
• Weapons
• Obscene Behavior
• Sexual Harassment

This list is by no means all-inclusive. Any behavior or activity that is deemed to be inappropriate will be dealt with and result in a consequence.

Remaining Impartial
As a general rule, we recommend parents listen carefully to their child’s description of a problem, but we encourage you not to commit to their version. We encourage you to communicate with the educational 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 disrupts class or other school activities, he or she receives 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 only acceptable language
• Refrain from the use of 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. If you are with your class, walk in a line
• 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 their child
• Respond promptly to communications sent by the school that require parent response and/or signature
• Notify the school the reason for a child’s absence
• Attend appropriate parent meetings
• Help in correcting discipline problems
• Support the homework guidelines
• Schedule vacations during regular school holidays
• Support the dress code
• Monitor the amount of screen time your child uses
• Ensure that homework is completed
• Encourage a positive attitude towards school

Twin Lakes Common Area Behavior Expectations

<table>
<thead>
<tr>
<th>Common Area</th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Common Areas</td>
<td>• Walk facing forward.</td>
<td>• Use kind words and actions.</td>
<td>• Remind others to follow school rules.</td>
</tr>
<tr>
<td></td>
<td>• Keep hands, feet, and objects to yourself.</td>
<td>• Wait your turn.</td>
<td>• Take proper care of all personal belongings and school equipment.</td>
</tr>
<tr>
<td></td>
<td>• Get adult help for accidents and spills.</td>
<td>• Clean up after yourself.</td>
<td>• Be honest.</td>
</tr>
<tr>
<td></td>
<td>• Use all equipment and materials appropriately.</td>
<td>• Follow adult directions.</td>
<td>• Follow school rules and the dress code.</td>
</tr>
<tr>
<td></td>
<td>• Stay in assigned areas.</td>
<td>• Use appropriate voice level and language.</td>
<td>• Help others if they are sad or hurt.</td>
</tr>
<tr>
<td>MP Room</td>
<td>• Keep all food to self.</td>
<td>• Allow anyone to sit</td>
<td>• Choose at least two</td>
</tr>
</tbody>
</table>
| **Playground/Recess** | • Run only on blacktop and grass.  
• Walk to and from the playground.  
• Stay within the boundaries.  
• Be aware of activities/games around you.  
• No play fighting.  
• Use equipment properly. | • Play fairly.  
• Include everyone.  
• Play away from classrooms.  
• Wait your turn.  
• Use kind words and actions. | • Follow the rules of the game.  
• Snacks may only be eaten in designated areas.  
• Put all trash in garbage cans.  
• Hold all equipment when the bell rings.  
• Keep food in the cafeteria. |
| **Hallways** | • Walk.  
• Keep hands and feet to yourself  
• Stay in a straight line when walking with your class.  
• Hold all equipment. | • Hold the door open for the person behind you.  
• Use quiet voices.  
• Quiet when walking by other classrooms. | • Do not leave personal items on the floor in the hallways.  
• Keep backpacks on the hooks. |
| **Bathrooms** | • Keep the water in the sink.  
• Do not climb on the stalls.  
• Put paper towels in the garbage can. | • Knock on the stall door before entering.  
• Give people privacy.  
• Use quiet voices. | • Flush toilet only once after use.  
• Return to the classroom promptly.  
• Wash hands before returning to class. |
| **Arrival Areas** | • Use sidewalks and crosswalks.  
• Use proper greetings.  
• Follow adult | | • Keep backpack on your back until you arrive to class. |
• Go to the designated area to wait for the 8:10am bell.
• Quad is off limits.
• Keep hands and feet to yourself.
• Walk your bike or scooter

Dismissal Areas
• Keep your hands and feet to yourself.
• Walk your bike or scooter.
• Use sidewalks and crosswalks.
• Walk in the hallways.
• Say proper goodbyes.
• Follow adult directions.

• Arrive on time.
• Turn cell phones off and keep them in your backpack.
• Go to the dismissal area promptly. (where you are being picked up)
• Bring all personal items home with you.

General School Rules

Dress Code
The Twin Lakes Dress Code is designed in accordance with the San Juan Unified School District dress code to assure that all students come to school in clothing that is appropriate, that will ensure their safety and not distract them or their peers from the learning process. All clothing must meet the following criteria.

Shirts and Tops
• No logos, pictures, or writing depicting sex, alcohol, drugs, or gangs
• Must cover chest, torso, midriff (belly button)
• Tank tops must be at least two inches wide at the shoulders
• Tank top arm holes must not allow any part of the upper torso to be visible

Pants
• No baggy, saggy, oversized pants or pant legs
• Must fit at the waist and be worn at the waist
• Must be hemmed and free of holes and tears
• Must not trail or touch the ground
• May not be rolled up to expose the legs
• No pajama bottoms or sleepwear

Skirts/Shorts/Dresses
• Shorts and Skirts must be long enough to cover the buttocks while sitting or bending over
• Dresses and skirts must not trail or touch the ground

Belts
• Must thread through belt loops
• End of belt may not extend more than three inches from the buckle

Shoes
• Footwear and socks must be worn at all times
• No bedroom or house slippers
• No flip-flop sandals, clogs, or heels more than one inch high
• Sandals must be buckled at the ankle and must be worn with socks
• No combat type boots or steel toed boots or shoes

Jewelry and Accessories
• Must be safe and free of reference to gangs, cults, drugs, tobacco, sex, or alcohol
• No hanging or hoop earrings, stud ear rings in the ear lobes only
• No nose rings or other body piercings
• No make-up or visible tattoos
• No pocket chains
• No fake fingernails
• No artificial hair coloring
• No unconventional hairstyles

Hat/Headgear/Sunglasses
• Hats are not to be worn inside
• Sunglasses are allowed outside only
• No head covering which is associated with gang affiliation

Playground Rules
• Stay in supervised areas only, that is where an adult can see you, and where you can see an adult. Students are not allowed in unsupervised area without a pass.

Unsupervised areas include:
  o Classrooms with no staff member present
  o Inside the blue fence other than to use restrooms
  o Quad are or hallways
  o M.P. room, Library, Computer lab, or Art room
  o Behind Sixth grade quad rooms
  o Behind or in the bushes
  o Next to windows and inside blue fenced areas by A/C units.

• 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

• Return all playground equipment back to their containers after recess.

• Tetherballs are to be hit with the hand/s only. Do not sit on the tetherballs.

• Use playground equipment only. Items brought from home must be appropriate for playground use and at staff’s discretion. 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.

• If you cannot follow the rules, you may have a consequence ranging from a warning to a visit to the Principal’s Office

**Primary side playground structures:**

• ‘Pull up’ Bars:
  o Form a line
  o One at a time
  o No sitting or standing on the bar
  o No cherry drops.

• ‘Double Bars’:
  o Form a line
  o One student at a time
  o No standing on the bars

• ‘Single Bars’
  o Maximum of three students at a time
  o No standing on the bars
  o No cherry drops.

• ‘Monkey Bars’
  o Form a line
  o One at a time, one direction only
  o Use the middle of the bars
  o No standing or sitting or climbing on top the bars
  o No cherry drops.

• ‘Slides’
  o Only go DOWN the slide, one student at a time
  o Wait until the slide is clear before going down the slide
  o Slide on your bottom with your feet forward
Do not push or shove others down the slide
Slide all the way down the slide in one motion, do not stop halfway down
Leave the bottom of the slide quickly to avoid being hit by next person

“New” Playground Structure
There are three starting points: two on the lower playground side and one on the field side. They are designated by red arrows and words that say ‘wait and ‘start’.

- ‘Obstacle Course’
  - Starting point is on the right hand side of the playground blacktop
  - When the first student has completed the “pods” the next student may start
  - There should be a continuous flow of movement through the course
  - Exit when your turn is done

- ‘Smaller Spinning Disc’
  - Starting point is on the left hand side of the playground blacktop
  - Up to three students at a time are allowed
  - Suggested time limits: one student 20 seconds, two students 40 seconds, three students 60 seconds. Because of dizziness, student do tend to self regulate the time on this apparatus
  - Exit safely off of the equipment when your turn is done

- ‘Maypole’
  - Starting point is on the right hand side of the walkway from the field
  - Up to six students at a time are allowed
  - Suggested time limit is one minute (one Mississippi, two Mississippi, etc).
  - Once you drop off your turn is done
  - Do not push others
  - Older, taller students may help by turning the bar to get it spinning, but they must hold on to the bar, not another student
  - You need to get up to the bar on your own, if you can not reach then you will not be allowed to use it

Use other structures the way they are supposed to be used. Benches and the benches of tables are for sitting only, the drinking fountains are for drinking only, wall ball walls for ball play, and the building and roof areas are for our protection not for ball play.

Grass Area:
- Field games such as soccer, football, kickball, etc. can be played on the field
- Tag 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. Wilson is teaching a physical education class, please stay out of their 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 with whom you are having the problem, until you reach an agreement
  - Rock, Paper, Scissors

- If the problem is a result of name calling or teasing - the students involved will be asked to leave the play area and are reminded that they must work out their disagreement until they return.

**Items to Leave at Home**

Knives of all sizes, guns (or replicas), bullets, squirt guns, radios, headphones, cell phones (unless parents have signed a permission form), iPods, MP3 players, stuffed animals, dolls, trading cards, electrical devices, battery powered objects, and other toys should NOT be brought to school. Prior permission must be obtained from the child’s teacher before any exceptions to the rule can be made (i.e. “show and tell”, sharing, etc.). These items tend to distract students from their learning, often become damaged or lost, and are targets for theft. Individuals are cautioned not to bring money (other than lunch money) or other valuables onto school grounds.

**School-Home Communication**

**Bi-Monthly School Messenger**
Two times per month, administration will send out information via School Messenger. You will receive relevant information about upcoming school related events, PTA events, dates, changes and happenings here at the school. This system has the capability to send the message by phone, email and text.

**Monthly School Newsletter**
Each month a newsletter will be available. You can view it on our website or pick up a hard copy in the office. It will have important upcoming calendar dates, activities and ways you can be involved in your student’s education here at Twin Lakes.

**Website**
Our website is a great resource for you to check regularly to see what is happening here.
at Twin Lakes. It is constantly updated with news items about our academic program, fine arts and fitness activities as well as student created videos and interviews.

**Staff Email**
Every staff member on campus has an active San Juan email account. This is an excellent way to contact your child’s teacher regarding questions or comments you may have regarding his/her education. All staff checks their email regularly and in most cases will respond within 48 business hours.

**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 Fall and Spring carnival, Santa shop, cash drives, 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
Field Trips

Parents can volunteer to accompany the class on a field trip. Teachers especially need assistance when monitoring students away from the confines of the classroom.

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 lease 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 includes drivers. This often takes at least ten days to complete and clear through the Department of Justice.
3. Please make arrangements for other siblings, especially pre-school age children. They are not allowed to accompany parent volunteers on field trips. They provide a distraction from the task of supervising the students on the field 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. All riders must be in a separate seatbelt and have their seatbelt fastened at all times.
10. Follow the designated route and do NOT make any unplanned stops along the way to or from the field trip destination
11. We often have to wait for a presentation to start. Please keep the children from running and climbing on things during this time.
12. Talk to the students about what they are seeing and hearing. Help them learn about the topic.
13. 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).
14. When returning to school, walk your group to the classroom and wait there for the teacher. Please do not leave students unsupervised.
* If you are unable to take on these responsibilities, please do not volunteer to drive or chaperone. However, we would welcome you to volunteer in other ways. We sincerely appreciate the time and effort it takes to drive on a field trip and chaperone our students. We want you to know that we appreciate your support in making these events positive and valuable learning opportunities.

**Classroom Help**

Parents and community volunteers are encouraged to be an integral part of the educational program at Twin Lakes. Volunteers enrich the school environment by bringing with them a variety of backgrounds and talents. 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, 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.

**Policies and Procedures**

**Phone Usage**

It is our goal to offer excellent service. One area that requires tremendous amounts of staff time is answering telephone calls. So that we can accomplish other tasks, we request your assistance in limiting school phone calls to business or urgent situations which cannot be dealt with before or after school.

Please discuss after school babysitting arrangements, lunch arrangements, after school transportation, special schedules such as minimum days, field trips and any other special circumstances with our child prior to school starting. If a call is an emergency, that message will be delivered immediately. The office phone will be used by students only in an emergency. Students’ use of the telephone is limited to calls for lunches, school business and emergency calls. As it is our intent to help them develop organizational and personal responsibility skills, students will not normally be permitted to call home for forgotten schoolwork, books, instruments, etc.

**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. Cell phones are not to be used to call friends, parents, or other relatives in place of school phones.
Cell phones may not be used inappropriately as cameras. If a student fails to follow the rules, the cell phone will be kept in the office during the school day or must be left at home. If there is a second offense then the parents will need to pick the phone up from the office. Any further infractions will follow the SJUSD discipline policy. 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. You will receive this form on the first day of school. They are also available for pick-up on the rack in front of the office.

Textbooks
All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean, covered and handled carefully. You will be required to pay for lost or damaged books.

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.

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. Students will be re-checked before re-admittance to the classroom will be permitted. Twin Lakes has a no nit policy, meaning that if a student is found to have any nits at all, they will be sent home until they are nit free.

Medication
Any medication, prescription or non-prescription, (asprin, 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 behind by students. Please label everything as clearly and as permanently as possible with student’s name. There is a lost and found rack in the Multi-Purpose room, which should be checked for missing items. If the missing items are not claimed within a month, they are sent to San Juan Clothes Closet.

Facility Usage agreement
Use of the Twin Lakes campus for non-school related activities is available upon the approval of the principal and the district office. Outside organizations may be charged a usage fee. A “Use of Facilities” form must be completed for each activity. The district office requires proof of a $1,000,000 General Commercial Liability insurance policy. Additional fees may be required if a custodian or food service employee is needed.

Emergency Cards
Each year, we ask that parents complete two emergency cards for each child in the family attending Twin Lakes. 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 to that the emergency cards can be updated.

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 pre-school children
• Serve as consultants about assignments, but not to do the assignments for the child.
• See that assignments are completed neatly.
• Encourage but not pressure children.
• Talk to their children about their attitudes toward schoolwork and homework.
• Children are responsible for returning homework on time. Homework delivered to school by a parent will be marked “late”.
• Sign and return all behavior reports.

In grades K and 1, your child will have an average of 15 minutes of work per night. In grades 2, 3, and 4 your child will average 30-45 minutes per night. In grades 5 and 6 your child will average 45-60 minutes per night. Some children may need more time and others will accomplish the assigned task very quickly. Classroom work not completed during class time may need to be finished at home. Our school policy is generally not to assign work on Friday, which would be due on Monday. We want to allow students more
time to engage in family activities over the weekend.

**Animals/Pets**
For the safety of our students we enforce a no pet policy on campus. If you have any questions, please feel free to contact the office.

**Legal/Custody Disputes**
If there is a court order stipulating that one parent may not have access to a student at Twin Lakes, a parent MUST notify the teacher and the office and provide the office with a current court order. Otherwise, both biological parents (with appropriate identification) have equal rights to participate in the education of their child, including the right to come to school to see their child, pick up the child from school, and obtain the child’s school records.

### Lunches

**School Lunch Program**
Hot lunch will be served at the district price, which includes milk. It is the parent’s responsibility to see that the student meals are paid for in a timely manner. If a student’s account is out of funds, the cafeteria staff will stamp the student’s hand. This serves as a reminder for the student to inform the parent that additional funds need to be added to the student’s account. Parents may pay for meals directly online through [www.myschoolbucks.com](http://www.myschoolbucks.com) or directly through the cafeteria staff. Food menus can also be found on the school district website at [www.sanjuan.edu](http://www.sanjuan.edu) (calendars).

Students may also bring a sack lunch from home. We strongly encourage students to purchase milk or to bring a healthy drink rather than bringing soda for lunch.

**Forgotten Lunches**
If your child forgets to bring a lunch, we will allow him/her to call you. If we cannot reach you, we will allow the student to have an “emergency lunch” from the cafeteria. You will be responsible for the cost of this lunch. If this occurs again, the student will be given milk and fruit until their account is paid up.

**Free and Reduced-Priced Meals**
To improve student success to healthy school meals, free or reduced priced meals are available to all students who are eligible. Confidential applications for free or reduced price meals are available after July 1st at San Juan Central, at the Food Services office, and at the school or district office. The applications are available in English, Spanish, and Russian. These applications are family applications and it is only necessary to fill out one for all of your students in the district. Foster children need a separate application
for each individual child. You may apply anytime during the school year. Applications are renewed annually and remain effective for the entire school year. Your child will not be overtly identified, and their meal eligibility will remain confidential. More information is available on the San Juan website www.sanjuan.edu Click on “Departments”, and scroll down to “Food Services.”

Reporting to Parents

Back to School Night
The group meeting with parents at Back to School Night is the first important contact that parent and teachers have. Vital information is dispensed at this meeting. Parents often find that the school year gets off to a very positive start when they attend Back to School Night. This is not an evening for an individual conference, but rather an opportunity for the teacher to inform the parent about what will be happening in the classroom, curriculum, rules, etc. It’s also an ideal opportunity for parents to ask questions and for the teacher and the parent to begin to establish the relationship what will lead to student success.

Open House
Twin Lakes’ Open House is held in the Spring. The purpose of Open House is to provide the parent with an opportunity to view their child’s current “work in progress” and to give students an opportunity to show their parents how much they’ve learned and the progress they’ve made during the first two-thirds of the school year. Students are so excited to show parents and families what they’ve been doing. It’s a delightful evening that we hope you’ll chose to attend.

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 student’s 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.

**Zangle Parent Connect**
Every parent of a student at Twin Lakes has a log in to our Zangle Parent Portal. If you do not know your log in, please check with the office and we will give it to you. 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 a student 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**
Except as required, the use of school computers and access to the internet is a privilege. Students who do not follow the rules may be disciplined, and may lose computer privileges. When students use school computers they agree to follow:

1. The directions of teachers and school staff
2. Rules of the school and district
3. Rules of any computer network they access

Students also agree to be considerate and respectful of other users and to follow these rules:

1. Use school computers for school-related education and research only.
2. Do not change any software or documents (except documents you create)
3. Do not produce, distribute, access, use, or store information which;
   a. Is prohibited by law
   b. Violates copyright laws
   c. Is obtained by trespassing in private confidential files
   d. Would subject the district or individual to liability (such as defamatory information)
   e. Is obscene, pornographic, or sexually explicit
   f. Causes delay, disruption or harm to systems, programs, networks, or
Counseling Services

The San Juan District offers counseling through the counseling center located at the “White House” which is on the Carmichael School campus. The center provides individual, group and family counseling on a sliding fee schedule based upon a family’s ability to pay. In many cases, individual insurance will cover this service. Telephone number: 971-7640

School Safety

Monthly Meetings
Our safety team meets 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 for further review.

Crossing Guard
Before and after school you will see a county employee crossing guard at the corner of Main and Bullion. They are there for the safety of our students who walk to and from school. Please help your child recognize the importance of crossing the street under the supervision of the crossing guard.

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.

**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. Students should know the arrival time of the buses and be waiting at the bus stop a few minutes before the slated arrival time. Students waiting for the bus must respect the property of the people who live in the vicinity of the bus stops.

**By Car**
If you drop your children off in the morning or pick them up in the afternoon, please remember not to block lanes of traffic in front of the school. Do not block emergency vehicle access marked by the red curb in front of the school.

**By Bicycle**
Bicycles are used for transportation by a number of students, and we provide racks for bicycle parking. We do require students to wear helmets and that all bicycles are locked. The bicycles are not visible at all times. Parents are asked to review bicycle safety with their child. All bicycles should be walked while on school grounds.

**Walkers**
Parents need to review traffic rules and help their children determine the safest route to school. Students who walk to school must arrive at school on time. Students must observe traffic rules and remember to stay on the side of the road, especially if walking in groups. Students must walk directly home when leaving school, check in before playing or leaving for a friend’s house.