

TWIN RIVERS CHARTER SCHOOL PARENT & STUDENT HANDBOOK



2023-2024

Office Hours

7:30 a.m. - 4:00 p.m. (Monday-Friday)

School Information

2510 Live Oak Boulevard, Yuba City, CA 95991

Office Phone: (530) 755-2872

Office Fax: (530) 673-1847

Office Email: help@trcs.org

www.trcs.org

Twin Rivers Charter School

Parent & Student Handbook

Vision Statement

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

Mission Statement

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

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

Twin Rivers Charter School students will be School to College, Career, and Community ready.

TRCS School Board of Directors

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

The duties and responsibilities of the Board of Directors include holding a monthly meeting. Meetings are held the 2nd Wednesday of each month (*unless posted) at 4:00 p.m. Special meetings may be added at other times, with notification. Meetings are held in the EK Educational Center at TRCS, 2510 Live Oak Blvd.. TRCS Board of Director Meeting agendas are posted on the TRCS Website www.trcs.org and at 2510 Live Oak Blvd 72 hours prior to each board meeting.

Mr. Mike Paustian, President
, Clerk
Mrs. Inge Karlshoej
Mr. John Jelavich
Mrs. Samantha Geweke
YCUSD School Board of Trustees Representative

2023/2024 TRCS Faculty & Staff

Administration

Co-Director/Principal	Chrissy Jolly	cjolly@trcs.org
Co-Director/Principal	Obie Leff	oleff@trcs.org
Student Services Coordinator	Raj Deol	rdeol@trcs.org

Faculty

TK Teacher	Kendra Hines	khines@trcs.org
	Caroleigh Danna	cdanna@trcs.org
Kindergarten	Jessica Sanchez	jsanchez@trcs.org
	Jordan Pegany	jpegany@trcs.org
First Grade	Tanya Norton	tnorton@trcs.org
	Gina Buchner	gbuchner@trcs.org
Second Grade	Amanda Rose	arose@trcs.org
	Mackinzie Murray	mmurray@trcs.org
Third Grade	Katie Peacock	kpeacock@trcs.org
	Jacklyn Wymore	jwymore@trcs.org
Fourth Grade	Wendy Wilder	wwilder@trcs.org
	Abigail Segobia	asegobia@trcs.org
Fifth Grade	Natalie Moran	nmoran@trcs.org
	Jeremy Nieto	jnieto@trcs.org
Sixth Grade ELA/ Social Studies	Jill Niederholzer	jniederholzer@trcs.org
Sixth grade Math/Science	Melisa Hensgen	mhensgen@trcs.org
Seventh/Eighth ELA	Kassi Kee	kkee@trcs.org
Seventh/Eighth Social Studies	Justin Jodaitis	jjodaitis@trcs.org
Seventh/Eighth Math	Jennifer Clayton	jclayton@trcs.org
Seventh/Eighth Science	Lex Miller	lmiller@trcs.org
PE Teacher	David Wilson	dwilson@trcs.org
Music Teacher	Jim Achilles	jachilles@trcs.org
Education Specialist	Chari Daddow	cdaddow@trcs.org
School Counselor	Natalie Mayfield	nmayfield@trcs.org
School Counselor (SCSOS)	Carly Crandall	ccrandall@trcs.org
School Psychologist	Magali Hernandez-Mejia	mhernandez@trcs.org
ELD Coordinator	Vanessa Lezcano	vlezcano@trcs.org
Speech Specialist	Rocio Leal	rleal@trcs.org
School Nurse	Beckie Kersting	bkersting@trcs.org

Staff

Network & Systems Administrator	Paul Singh	psingh@trcs.org
Chief Business Official (CBO)	Becky Whitaker	bwhitaker@trcs.org
Finance Clerk	Melissa Bradford	mbradford@trcs.org
Personnel Clerk	Lindsay Rhoades	lrhoades@trcs.org
Health Aide/Campus Supervisor	Leslie Triebold	triebold@trcs.org
School Secretary	Cindy Smoot	csmoot@trcs.org
Intervention Specialists	Treni Fairchild	tfairchild@trcs.org
	Rocio Renteria	rrenteria@trcs.org
	Jamie Cole	jcole@trcs.org
TK Aide	Kaitlin DeHart	kdehart@trcs.org
	Allison Paustian	apaustian@trcs.org
Aide	Kathy Saunders	ksaunders@trcs.org
PE Aide	Kersina Nickel	knickel@trcs.org
Campus Supervisor/Tiger Care	Tiamo Sausau	tsausau@trcs.org
	Gabriella Fairchild	gfairchild@trcs.org

Tiger Care	Sofia Delay	sdelay@trcs.org
	Sandra Gutierrez	sgutierrez@trcs.org
	Blanca Burns	bburns@trcs.org
Servery	Parmpreet Sarai	psarai@trcs.org
Servery/Campus Supervisor	Gina Graham	ggraham@trcs.org
Education Specialist Aide	Lori Weaver	lweaver@trcs.org
	Lisa Murphy	lmurphy@trcs.org
Art Specialist	Lila Rivera	lrivera@trcs.org
IT Support/Sub	Ryan O'Toole	rotoole@trcs.org
Campus Supervisor/Custodial	Arcola Maxham-Hook	amaxhamhook@trcs.org
Classroom Aide/Tiger Care Coordinator	Kerrie Kent	kkent@trcs.org
Lead Maintenance	Adrian Borrayo	aborrayo@trcs.org
Custodial	Tristan Long-McGie	tlongmcgie@trcs.org

TRCS School Schedule & School Hours 2023/2024

Elementary Regular Day			Middle School Regular Day		
Grade Levels	Start Time	Dismissal	Period	Start Time	Dismissal
TK	8:25	1:30	1st	8:25	9:18
Kindergarten	8:25	2:45	2nd	9:20	10:10
1st-8th	8:25	2:45	Break	10:10	10:25
Elementary Recess/Lunch Schedule			Middle School Regular Day		
Grade Levels	Recess	Recess/Lunch	3rd	10:25	11:13
TK	9:50-10:10	11:30-11:45/11:45-12:00	4th	11:15	12:03
K-2	9:30-9:45	11:00-11:20/11:20-11:40	5th	12:05	12:53
3-5	9:50-10:05	11:45-12:05/12:05-12:20	Recess	12:55	1:10
			Lunch	1:10	1:30
Elementary Early Release Day			Middle School Early Release Day		
Grade Levels	Start Time	Dismissal	6th WIN	1:30	2:00
TK	8:25	1:30	7th Elective	2:02	2:45
Kindergarten	8:25	1:30			
1st-8th	8:25	1:30			
Bell rings for flag salute at 8:20 a.m. each school day.					
TRCS campus opens at 7:45 a.m. each day.					

TRCS Early Release Days (23/24 calendar)

Wednesday, August 9	Tuesday, October 24	Wednesday, January 17	Wednesday, April 17
Wednesday, August 16	Wednesday, October 25	Wednesday, January 24	Wednesday, April 24
Wednesday, August 23	Thursday, October 26	Wednesday, January 31	Wednesday, May 1
Wednesday, August 30	Friday, October 27	Wednesday, February 7	Wednesday, May 8
Wednesday, September 6	Wednesday, November 8	Wednesday, February 21	Wednesday, May 15
Wednesday, September 13	Wednesday, November 15	Wednesday, February 28	Wednesday, May 22
Wednesday, September 20	Wednesday, November 29	Wednesday, March 6	Wednesday, May 29
Wednesday, September 27	Wednesday, December 6	Wednesday, March 13	Wednesday, June 5
Wednesday, October 11	Wednesday, December 13	Wednesday, March 20	Thursday, June 6
Wednesday, October 18	Wednesday, January 3	Wednesday, March 27	Friday, June 7
Monday, October 23	Wednesday, January 10	Wednesday, April 10	

ACADEMIC ASSEMBLIES

TRCS will host Academic Assemblies three times each school year celebrating our School to College, Career and Community ready students. Awards in academics, citizenship, and attendance achievement will be given. Assemblies are held following the end of each trimester. Families of students receiving individual academic and/or citizenship awards will be invited by your child's teacher. (Note: Students receiving excellence in attendance awards may not have their families notified, you may contact your child's teacher if you have any questions.) Times and dates will be shared via ParentSquare, the TRCS calendar www.trcs.org and in weekly Tiger Tracks.

ACADEMIC TESTING

Depending on their grade level, TRCS students may participate in the following school-wide assessments: **MAP**, **CAASPP**, and **CAST**.

The **MAP** (Measures of Academic Progress) Assessment measures student proficiency and growth in Reading, Math, and Science. MAP is administered 3 times each school year as outlined below:

- Fall: Gr K-8 Reading & Math, Grades 3-8 Science
- Winter: Gr K-8 Reading & Math, Grades 3-8 Science
- Spring: Gr K-8 Reading & Math, Grades 3-8 Science

MAP results are shared with families and are used to improve our educational program for all students. Any questions about your child's MAP scores can be directed to your child's teacher.

The **CAASPP** (California Assessment of Student Performance and Progress) is taken online each spring by all TRCS students in grades 3-8. The CAASPP test measures each student's achievement in Math and English Language Arts and demonstrates our school's overall achievement and growth.

The **CAST** (California Science Test) is taken online each spring by 5th and 8th grade students. CAST measures each student's achievement towards proficiency with the Next Generation Science Standards (NGSS).

Parents may request for their child/ren to opt out of state testing by providing a written request to the school office; this request is due to TRCS one week prior to scheduled testing dates. Student Score Reports from the CAASPP and CAST assessments will be viewable electronically in our school Aeries Parent Portal when the scores become available.

AERIES

TRCS uses Aeries as our Student Information System (SIS) and Parent Portal. Families will need to update contact, health, and other information in the Aeries Parent Portal account each year prior to attending the first day of school. Once complete, you will receive your child's teacher information. Students will not be permitted on campus the first day of school until this is complete as it is a safety concern.

Families will have access to their child's/ren's grades, attendance, and state test scores within this platform. Questions about Aeries can be directed to help@trcs.org.

ARRIVAL / DEPARTURE TIMES

ARRIVAL:

TRCS campus gates will open at 7:45 a.m. Under no circumstances will students be allowed to be dropped off before this time. Parents may choose the location to drop off and pick up their child/ren.

DEPARTURE:

Middle school students and elementary students with School Walk Off Permission may be picked up at Northridge Park gate. Students with younger siblings may stay with their younger siblings on the TRCS School Campus during pick up based on parent preference. Any student remaining on the school grounds longer than 15 minutes after school dismissal time will be taken to the front office and the emergency contact list contacts will be called.

Students who are not on an athletics team and/or enrolled in Tiger Care may not stay after school on campus without parent/guardian and/or club advisor supervision. If one parent/guardian is watching multiple students, the students must have permission from their own guardian before the day of the event. TRCS students must stay with that parent/guardian/club advisor throughout the entire event.

ATHLETICS

Students in grades 6th – 8th are eligible to participate in sports if they meet the following requirements: good academic record, regular attendance and completion of the current TRCS Athletic Packet. Priority will go to the 7th & 8th graders, and open up to 6th graders if room on the roster. TRCS offers: volleyball, flag football, basketball, soccer, and track & field. In the spring, fifth grade students may also participate in track and field.

- Students may not stay after school on early release days for practice or event to begin
- Siblings are not permitted to stay to watch practice or contests without parent supervision
- Practices start at 3:15 and any student who stays on campus until it starts must go to the homework center in Room 205.

ATTENDING ATHLETIC EVENTS

Students who are not on an athletics team may not stay after school to watch a contest without parent/guardian and/or club advisor supervision. If one guardian is watching multiple students, the students must have permission from their own guardian before the day of the contest. Students can join the Pep Club if they want to stay but they have to be in good attendance, and behavior standings.

ATTENDANCE- ABSENCES, ILLNESS & TARDIES

- It is the parent's/guardian's responsibility to ensure that students attend school promptly and regularly. (Educational Code, Article 6, Section 48290). When your child is absent, please call the school absence line at (530) 755-2872 before 9:00 a.m. or complete the absence form on the **TRCS** website ('Students/Parents' Tab) the day your child is absent. Following any absence, the student should bring a signed parent note to school stating their full name, address, reason and date of absence. In addition, parents may call the school office to leave this information on voicemail or with the attendance clerk. Any absence which is unclear will be treated as truancy. The following definitions will be used to classify your absence:
 - Illness - excused - Medical note provided
 - Excused - Parent excused illness, observance of a religious holiday, court appearance, funeral of immediate family member, mental health need, medical appointment, (see full attendance policy for details)
 - Unexcused - truant - Absences not listed in excused or not reported within 5 days of absence

The attendance clerk will keep a record of all absences. Serious attendance problems will be referred to administration for action, and referral to all appropriate agencies will be made. Attendance letters are sent home if the following criteria is met:

- unexcused absences: totaling 3, 5 and 7
- chronic absenteeism: total absences of 10+

Students with excessive absences or tardies will require intervention. The parent or guardian will be referred to administration for a meeting. If the absences or tardies continue, the parent can be referred to the Student Attendance Review Board (SARB) and may be subject to an attendance contract and/or fines.

Children must be fever free and free of the following symptoms for 24 hours before returning to school.

- Fever of 100.4F or higher
- Children with an illness that requires antibiotics must be treated with prescribed antibiotics for 24 hours before returning to school
- Children that have been vomiting and/or have had diarrhea must remain home until the vomiting or diarrhea has stopped for 24 hours
- Children with a communicable illness

Children who have injuries that keep them from participating in PE or activities must have a doctor's note with a start and end date.

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

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

BICYCLES/SCOOTERS/SKATEBOARDS

No bicycle riding, skateboarding, or skating on the school grounds before, during, or after school.

- Bicycles must be walked at all times while on the school campus
- Lock your bicycle at the bike rack
- Helmets are required by state law
- Fold-up and carry and/or walk scooters and skateboards on school grounds. Scooters may be kept in the office and taken home each day
- Heely roller shoes are not allowed at school

BIRTHDAY CELEBRATIONS

With 48 hour prior approval, TRCS students may celebrate

their birthday at the end of the school day. Parents wishing to send healthy and/or two-bite sized treats should include enough for all class members. Treats must be store bought in original packaging and nut-free (see allergy policy) Full sized cupcakes will not be accepted. Please do not send birthday party invitations to school unless the entire class is invited to the party. Balloons will not be permitted in classrooms.

Link to TRCS [nutrition policy](#)

BOOKS, MATERIALS & DEVICES

Each student is issued a set of books and other materials, including a chromebook or iPad at the beginning of the school year. Students are expected to care for the books (including covering books) and materials and return them at the end of the school year in a similar condition. Students may be charged for excessive wear-and-tear or loss of materials.

BREAKFAST PROGRAM

Breakfast will be available for all students free of charge between 7:45 - 8:20 each morning.

BULLYING

TRCS is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying of any kind at our school.

Bullying is the unwanted, aggressive behavior that involves a real or perceived power imbalance. Any student who feels that they are being bullied at school should immediately contact school staff and/or report the incident on our confidential website link on the TRCS homepage.

As many bullying incidents stem from online sources, we fully prohibit outside electronic devices on campus, and expect that all parents are active partners in digital literacy to prevent bullying. Resources can be found on the TRCS website under the Parents Tab.

Bullying [Reporting Link](#)

CALLING HOME

In order to support building student responsibility, students forgetting items (e.g., homework, after school plans, athletic wear, jackets) will be allowed to call home one time (only) during the school year. Please assist TRCS

by ensuring your student is prepared for school and making any arrangements before sending your child to school. Should your student forget their lunch they should take a school lunch for the day.

CATAPULT EMS

TRCS utilizes Catapult EMS (Emergency Management System) as our emergency response plan ensuring parents and families are informed at all times during a campus emergency. This system, in conjunction with real-time student attendance accounting system, staff location check-ins, and threat report management will support keeping our students and staff safe.

CHAIN OF COMMAND

Ongoing and open two-way communication between home and school is essential if we are to maximize each student's academic success. Should a difficulty or problem arise regarding your child, we ask that you use the following chain of command to solve it as expeditiously as possible. Almost all issues and problems can be resolved at the lowest level.

First, request a telephone or personal conference with your child's teacher. Parents may request a conference with any teacher by sending a written note, leaving a telephone message, or emailing indicating the nature of the concern and giving several available times and dates for the conference to take place. All teachers/staff will respond within 48 hours. In a similar manner, TRCS expects that parents will reply to a staff/teacher's request for a conference.

Second, if a resolution of the problem or concern is not reached at this conference, school administration (Assistant Principal or Coordinator) will be advised of the situation and called in to assist as necessary. Administration will only be called in after both of these steps have been completed.

CHILD CUSTODY

When involved with child-custody situations, if TRCS has received a copy of a court order, we will comply with the order directions.

If TRCS does not have a court order (parenting plan or a parent custodial status) on file, we will:

- Release a student to either parent according to our dismissal procedures;
- Share and distribute school materials to both parents; and

- Allow either parent to have decision making authority (e.g., illness, pickup, enrollment).

CIVILITY EXPECTATION

Adults are role models for students, and the manner in which we interact with one another is critical to cultivating and maintaining a mutually respectful and effective intellectual environment that is safe, civil, and free from disruptions. All adult members of the school community are expected to uphold the same policies and procedures as the students. TRCS encourages positive communication and prohibits volatile, hostile, or aggressive actions. It is expected that communication in all forms, and at all times, whether verbal, non-verbal, or written (including email), will be in a professional and courteous manner.

This policy is not intended to deprive any person of his/her right to freedom of expression; the intent is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff, and a safe, harassment-free environment in which parents and community members can participate in school functions.

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of others; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; harasses with frequent and abusive emails; or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed by the Principal or designee to cease the behavior, (Ed Code 44811, Penal Codes 415.5 and 626.7, and BP 3515.2) This expectation promotes mutual respect, civility and orderly conduct among school employees, parents and the public.

COMMUNICATION

TRCS administration and faculty use a wide-range of methods to communicate with parents:

- ParentSquare- Aeries SIS (Student Information System)
- Parent-Teacher Conferences
- Informal communication before arrival/dismissal
- Telephone Calls/Emails/Texts
- Weekly Tiger Tracks Newsletter
- Special Purpose Letters/Teacher Memos
- Progress Reports/Report Cards
- Student Packets/Projects (e.g., assignment folders, binders)
- Behavior Check Ins
- TRCS Student & Parent Handbook
- Website www.trcs.org

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

CONFERENCES

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

TRCS highly values the input of families to ensure each child's success, and can do so through in person, online or phone conferences. If you are requested to be at a meeting to discuss your child's progress, please make sure you attend as many staff members arrange their day to ensure the family voice is represented in the child's success plan at TRCS. Failure to show up to multiple requested conferences could result in further action, including a home visit.

CURRICULUM

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

CYBERBULLYING

TRCS and the TRCS Board of Directors take CyberBullying and all forms of digital harassment seriously. Students who are involved in cyberbullying that affects students and/or the school environment (whether the cyberbullying occurs on or off campus, during the school day, or after) will result in school intervention and consequences. Students may report CyberBullying on the TRCS website.

Cyberbullying [Reporting Link](#)

CYBER SECURITY RECOMMENDATIONS

Technological security risks are a major concern in today's workplace and protecting the privacy and integrity of data and networks is a high priority. Below are some recommendations that employees/students should implement whenever possible.

Be Alert for Hackers and Scammers Trying To Take Advantage

Email scams are becoming increasingly sophisticated and hard to be identified day by day. Never click on links or

open attachments unless you confirm the identity of the sender.

Use Employer/School Issued Equipment When Possible

If you have a laptop or a mobile device provided by TRCS, use it. Security protocols on company technology are typically stronger than what is on your personal devices and it is easier for the Technology Administrator to manage and monitor them.

TRCS Issued Computers

Do not alter or install software or hardware on school owned computer resources without the prior approval from the IT Department. TRCS issued hardware and software may only be used for work related purposes by the individual to whom it was directly issued.

Be Responsible With Your Home Equipment

When employer/school issued equipment isn't provided, ensure that the devices used, such as a home computer, personal laptop, or personal mobile phone are secure and equipped with a commercial-grade security software installed and up to date.

Public Shared Computers

Avoid logging in to work resources from public place computers or someone else's computer. In some cases, computers can save and log-in your login information for various resources and hence someone else can gain access to your work (or personal) resources/information.

Using Free WiFi

Working remotely with a properly updated and secure Wi-Fi system is more secure than going to a place that offers free Wi-Fi, like a local coffee shop or restaurant. Treat free Wi-Fi like someone's looking over your shoulder, knowing every single thing you type and what you click. If you must work elsewhere, use your smartphone to create a mobile hotspot.

Use Only Designated Employer Communication Platforms

TRCS recommends using the current (up-to-date) version of Google Chrome browser to access work resources and Google Apps to access the same resources on your mobile devices. TRCS discourages the use of un-vetted apps to access school resources.

When In Doubt, Contact the TRCS IT Department

If something is unclear or seems suspect, contact Paul Singh at it@trcs.org who can address best practices for our organization.

DETENTION

TRCS believes in teaching children accountability for their actions. In some cases, a student may be given detention

in order to reflect upon his/her behavior. This restorative practice may be assigned by any TRCS staff member and is typically held at lunch or after school. If your child is assigned detention, a parent/family member will be notified and the student will serve it in the office until 3:15.

DONATIONS

TRCS is a non-profit 501(c)3 organization. Donations to TRCS are tax deductible. Donations are greatly appreciated and receipts will be provided for your tax records upon request. Donations are non-refundable.

DRESS CODE

TRCS is a uniform school. TRCS will provide free uniform clothing to any family who qualifies for the Federal free and/or reduced lunch status. The TRCS clothing closet is also a free resource for all families to utilize and is available by appointment and several times throughout the school year.

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

Should your child not be able or willing to follow the TRCS Dress Code requirements we would ask for you to consider enrollment in your local, neighborhood school.

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

SHIRTS/TOPS ALLOWED:

- Shirts may be polo style (no logos), oxford, turtleneck, and/or Peter Pan collar
- Undershirts may not be visible through uniform shirts
- Jumpers (plain/simple design) may be worn, but must be worn with a uniform shirt under

BOTTOMS ALLOWED:

- Navy blue or khaki pants (capris, shorts, skorts, skirts, khaki colored jeans)
- Pants and shorts can either be plain front or pleated

with straight or elastic waists.

- Skorts, skirts, and jumpers are plain with minimal pleats at the waist
- Navy blue or white leggings under skirts and dresses (leggings may not be worn alone)
- Joggers (not athletic material)

BOTTOMS NOT ALLOWED:

- “Cargo pants” or any pants/skirts/shorts/skorts with multiple items (e.g., 3 or more buckles, zippers, and/or pockets)
- Short bottoms where the inside inseam is less than 6” in grades 4-8
- Athletic shorts/pants (pants with an elastic waist)
- Leggings

SHOES/SOCKS:

For safety reasons, only closed-toed shoes with a strap that goes around the heel may be worn at TRCS. Athletic shoes are **required** for P.E. in 4th-8th grades.

SHOES NOT ALLOWED:

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

OUTERWEAR:

Coats and winter jackets worn outside are not subject to the uniform policy but they must be removed when the student enters the buildings, and must be free of any depiction of violence, profanity, advertisements, vulgar terms or pictures, or logos. No oversized jewelry, hair wreaths, and/or headbands. Headbands must sit flat against the head.

Sweatshirts purchased for school sponsored events may be worn on campus (e.g. Shady Creek, Camp Sea Lab, CJSF).

NEW for 23-24: Non uniform sweatshirts will not be allowed on campus, indoors or outdoors. If your child needs a solid blue, white, (red) sweater or sweatshirt, free of logos, then please contact help@trcs.org.

FREE DRESS:

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

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

- No bottoms with an inseam less than 6”
- No leggings
- Tank tops, halter tops, low cut under the arms, chest, or ones that expose the mid-section, shirts with spaghetti straps (thinner than 2 inches)
- T-shirts depicting violence, profanity, advertisements, vulgar terms or pictures, or negative individual and/or group activity
- Clothing such as oversized bottoms, oversized jewelry, or headbands that do not sit flat against the head, and/or hairstyles perceived as a gang symbol or affiliation
- Pants/Shorts/Skirts with holes, ripped, frayed, or patches
- Pajama pants, pajama shirts, slipper type shoes
- Exposed undergarments
- Hats, beanies, mittens and/or scarves may be only worn outside

FRIDAY DRESS / SPIRIT WEAR:

On Fridays, students can wear a TRCS spirit wear shirt with jeans or uniform bottoms. On the last Friday of each month students can choose to wear a college shirt with jeans or uniform bottoms. Students will be given one spirit wear shirt per year at TRCS and can purchase additional spirit wear through King Clothing two times each year.

Students not wearing spirit wear would be required to wear uniforms.

If your child wears something considered inappropriate, you will be called and will need to bring your child appropriate attire. Your child will remain in class until the appropriate attire is brought to them. Your child will miss recess/break time until the appropriate clothing items are brought. If an article of clothing is questionable, then please do not have them wear it. Students that habitually violate the uniform policy will be subject to further discipline.

EARLY DISMISSALS

If a child is to be picked up early, the parent/legal guardian must come to TRCS’s office and sign the child out using the Raptor System. Your child’s teacher will be called and

the student will be sent to the office. Teachers should be notified in advance when possible, when a student is being picked up early. Only the parent/legal guardians of the student, or adults identified in Aeries will be permitted to take the child from the school. TRCS assumes no liability in cases where students leave the premises in violation of the above policy. Excused absences are granted for medical and dental appointments. Official verification of appointment may be required. If possible, appointments should be scheduled after school hours. Early pick up is not available 30 minutes or less prior to dismissal for students. Please plan to pick your child at least 30 minutes early or at dismissal time.

EARLY RELEASE DAYS

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

ELECTRONIC DEVICES

(AIRPODS, PHONES, SMART WATCHES, TABLETS)

TRCS values our students' access and experiences with technology on campus. Staff provide experiences that include integrated technology exploration on a daily basis, however TRCS is a smart device free campus. This includes phones, smart watches, tablets, and AirPods. We ask students who need to contact their parents to come to the office to ensure TRCS is aware of any student needs/issues/illness. Smart watches, phones, tablets, and AirPods should be left at home or remain in student backpacks during school hours. TRCS will not be responsible for these items being lost or misplaced.

ELPAC

The ELPAC (English Language Proficiency Assessments for California) is the required state test for determining English language proficiency. The Initial ELPAC is given in the fall to new students whose primary language is one other than English. The Summative ELPAC is given in the spring to measure the language proficiency of English

Learners and the results are used as part of our language reclassification process. Results of the ELPAC are sent home each year when they become available.

EMERGENCY CARD INFO IN AERIES PARENT PORTAL

We cannot stress enough the importance of TRCS having current and up to date contact information for your children. Families will need to update their Aeries account each year prior to attending the first day of school. Once complete, you will receive your child's teacher information. Students will not be permitted on campus the first day of school until this is complete as it is a safety concern.

TRCS utilizes a Data Confirmation Process in our online Parent Portal. When parents log in to the Parent Portal, you will be prompted to review and confirm the following important information

- Contact Information for Parent / Guardian
- Emergency Contact Information
- Family information
- Income information completed by everyone (which helps determine eligibility for Federal free and reduced lunch eligibility)
- Student information
- Medical information
- School Documents
- Authorizations

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

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

- The name(s) of the persons to whom the student may be released

ENROLLMENT AT TRCS

TRCS is a public charter school that ensures our students are School to College, Career, and Community ready.

Students enrolling in TK -8th grades are placed in a lottery system with priority given for children who are currently enrolled, TRCS employees, enrolled and alumni siblings, and students enrolled in the April Lane School boundary area. A lottery is conducted each year in March to create the priority and wait list, based on available enrollment numbers in 1st – 8th grades.

TRCS Enrollment Windows/TRCS Wait List

When individual class sizes fall below the capped enrollment number the registrar will call the TRCS Wait List. (Note: This TRCS Wait List will be established during the annual lottery process in March each year.) Students who are called by the School Registrar will have one week (5 school days) to enroll before being dropped from the TRCS Wait List.

TRCS will accept enrollment requests all year, but will enroll students during four (4) enrollment windows throughout the school year:

- Summer break through the first two weeks of the academic school year;
- Two weeks before the beginning of the 2nd Trimester;
- Two Weeks before the beginning of the 3rd Trimester; and/or
- The second Wednesday of March (TRCS Enrollment Lottery date).

ENROLLMENT PANEL

Students who are not meeting the minimum attendance behavior, or academic expectations at TRCS will have the opportunity to attend the TRCS Enrollment Panel hearing held in May each school year. This panel of administration and school personnel will discuss the enrollment criteria in jeopardy (Grades, Attendance, and/or Behavior) and determine if a student will be granted continued enrollment conditions at TRCS. Students may also be put on an Enrollment Contract during this panel hearing.

EXTRACURRICULAR ACTIVITIES

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

for behavior, and attendance.

Students attending any extracurricular activities are expected to follow the TRCS Dress Code Policy, TRCS Free Dress Day dress code policy, and/or remain in school uniform.

Students may seek permission from school administration (at least five (5) days prior to the event) to invite a non-TRCS guest to an extra curricular activities and/or special school function (e.g., dance). The student invited must be in the same grade levels (6th-8th grades) to attend school dances. The guest must have the Guest permission slip filled out and signed by their home school and give permission from TRCS administration.

FIELD TRIPS

TRCS is pleased to offer many field trip opportunities during a student's educational experience for grades K-8. The ability to participate in Field Trips is a privilege. Students with school behavior problems or academic issues may be excluded from the field trips at the discretion of the teacher and TRCS administration. Students must return permission slips by the date specified by the teacher in order to participate.

All buses for out of town field trips will be arranged by TRCS's front office. Parent chaperones will not be able to ride on buses due to limited seating. School Administration approves all field trips. In-town field trips will use parent volunteer drivers who have met the minimum requirements: Insurance (minimum liability coverage) and a clean DMV printout, as well as all Volunteer Application requirements. Parents must submit medication forms along with medication to the school nurse at least 3 days prior to field trips.

Parent chaperone requests will be chosen based on class need and teacher discretion.

FLAG SALUTE

TRCS is proud of our daily all school flag salute. It is a wonderful way to engage our students each day and participate in the flag salute and a patriotic song. At TRCS all students & staff stop when the pledge is being recited, no matter where they are on campus. For 2022/2023 flag salute will begin at 8:25. Students are not tardy until 8:30. In order to participate in the flag salute each day your child needs to be on campus by 8:25AM.

FOOD ALLERGIES

Food allergies can be life threatening. We know the risk of accidental exposure to foods can be reduced when we work with students, parents, and physicians to minimize risks and provide a safe educational environment for students with food related allergies. At TRCS we strive to be a Reduced Food Allergy aware environment at school to ensure student safety. Individual classrooms having students with food allergies will be labeled on the classroom door. Teachers will provide additional information to keep students safe on an individual basis.

FUNDRAISING

TRCS relies on the support of our parents to have successful fundraisers. TRCS uses amounts fundraised to provide transportation on charter buses and highly educational outdoor learning opportunities. The first fundraiser of the year will be allocated towards individual field trips. The second fundraiser of the year will be allocated towards the cost of transportation for field trips. Questions on fundraising allocations and uses can be directed to our CBO.

GUM

TRCS does NOT allow gum on campus.

HEAD LICE

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

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

HEALTH SERVICES

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

is in the office. TRCS also has a health aide available every day to work with the daily health needs of our students.

HELP DESK

The Help Desk is available for questions that may not need an immediate response. Email help@trcs.org for any general questions of clarification. Please allow up to 48 hours for a response from the help desk. If you need immediate assistance please call the TRCS office, 755-2872.

HOMEWORK

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

- Help your child create a study schedule;
- Provide a quiet work environment;
- Use the TRCS provided Daily Planner (3rd – 8th grades) to ensure homework assignments are written down and completed; and
- Encourage your child to read every night.

Homework varies by grade/subject level, but a rule of thumb is about 10 minutes of homework per grade level (e.g., 2nd grade X 10 minutes = 20 total minutes of homework).

HONOR ROLL/GOLDEN HONOR ROLL

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

Golden Honor Roll

- Academic Achievement GPA 3.50–4.00
- Academic Habits 100% Consistent

Honor Roll

- Academic Achievement GPA of 3.00 or Higher

Academic Habits Award

- Academic Habits 100% Consistent

HOUSEHOLD INCOME DATA COLLECTION FORM PROCESS

TRCS relies on the completion of the alternate income data collection form by all families in order to determine students who qualify for free Tiger Care fees.

The completion of an alternate household income data collection form assists TRCS in receiving additional funding from the state and federal government based on our

enrollment numbers in this program. We appreciate your attention to completing this process in order to ensure every eligible student and family are eligible.

INDIVIDUALIZED EDUCATION PLAN (IEP)

An Individualized Education Plan (IEP) is a written statement for a child with a disability that is developed, reviewed, and revised in accordance with §300.320 through 300.324. An IEP is a document that is developed collaboratively as by the IEP team for students who have qualified under special education qualifications to receive special education services.

TRCS uses the Student Study Team (SST) process to ensure that students identified as needing additional support have been identified early and interventions have been in place in the general education classroom setting.

INDEPENDENT STUDY (UP TO ONE WEEK)

TRCS knows that learning happens best when a student is at school every day and on time. If your child is going to be absent from school for an extended period of time (3 or more days) please check with the office to see if your student qualifies for Independent Study. Independent Study enables a child to receive attendance credit, and lessen any academic gaps due to these planned absences.

In order to qualify for Independent Study the following areas must be met.

- Your child's attendance must be greater than 90%.
- Independent Study requests must be completed at least five school days before the absence will occur.
- Your request for independent study does not fall during school-wide testing windows published in our Assessment Calendar available on the trcs.org website each year.
- This is your only request for the school year. TRCS will grant **one** excused Independent Study per year per student for up to 5 consecutive school days.
- You agree to all Independent Study requirements including;
 1. Independent Study work is due the day the student returns to school;
 2. Students not completing their complete independent study packet before returning will have their absences changed to unexcused and the school work will not be accepted by the student's classroom teacher(s) for credit.

INJURY INCIDENTS

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

LOST & FOUND

Parents are strongly encouraged to label jackets, sweaters, and lunch boxes with your child's name. "Found" articles will be kept on the "Lost and Found" table located by the outside lunch tables. Families are welcome to come through the office before or after school to look through lost and found items. Unclaimed items will be donated to a charitable organization three times a year. Look for announcements in the Tiger Tracks.

LUNCH PROGRAM

TRCS has continued to partner with Yuba City Unified to provide meals free of charge to all students regardless of family income status. TRCS will require that students request lunch at meal count each morning. Menus will be sent home monthly to help families plan days that their students will take school lunch. Menus and nutritional information will also be available on our website under the nutrition tab. If your child forgets their lunch, they should request a school lunch for the day, there is no need to bring in a forgotten lunch.

MEAL CHARGE POLICY

TRCS will be participating in the community eligibility provision (CEP) through YCUSD which provides free meals to all students regardless of family income status. TRCS will continue to ask all families to complete the Application for Free and Reduced-Price Meals as this application helps generate additional funding to support TRCS.

MEDICATION AUTHORIZATION

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

their medication. Note: Sunscreen requires a signed note from a physician.

MUSIC PROGRAM

TRCS has an active music program providing all students with an opportunity to express themselves through the performing arts.

- TK-5th Grade have weekly Classroom Music lessons and perform in a concert.
- 4th-5th Grade Choir Club meets once weekly, performs in the Talent Show, and sings with the Yuba-Sutter Symphony at their spring Pops concert.
- All 6th Grade students participate in one full year of Beginning Band, with rehearsals twice weekly and an annual concert.
- Our 6th-8th Choir is an elective class which meets four days a week during school. The Choir performs in the Talent Show and puts on a full-length staged musical play in the spring.
- 7th-8th Grade Concert band is a yearlong elective class meeting four days a week during WIN period with performances at school events and an annual concert.

NEWSLETTER - TIGER TRACKS

One of the best ways to stay informed about upcoming events at TRCS is through our weekly newsletter, Tiger Tracks. This newsletter is posted through ParentSquare weekly. This information is timely and updated weekly for our TRCS Families.

NONDISCRIMINATION/EQUAL OPPORTUNITY

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

Administration

2510 Live Oak Blvd. Yuba City, CA 95991
(530) 755-2872

NON-TRCS GUESTS

In order to ensure TRCS provides an educational experience for all students throughout the instructional

day, non-TRCS student guests will not be allowed to visit students.

TRCS middle school students in good academic standing wishing to invite one (1) guest to a TRCS dance may do so with a written request to school administration. The request must include: 1) TRCS student name and grade level, 2) TRCS guest name and grade level, and 3) TRCS guest's current middle school attending.

The request must be received at least 5 days in advance of the school dance. The guest must be a middle school student in good standing at their respective school.

NOTES FROM PARENTS

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

NUTRITION POLICY

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

[Nutrition Policy](#)

OUTDOOR RECESS

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

PARENT AND STUDENT PORTAL

See Aeries

PARENTS AS PARTNERS/ PARENT CODE OF CONDUCT

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

- Set rules, times, and limits so your child gets to bed early on school nights;

- Ensure your child arrives to school on time;
- Ensure you pick up your child on time;
- Assist your child to ensure the completion of class assignments on time, or seek out assistance from their teacher(s);
- Utilize ParentSquare, Tiger Tracks, Nightly Planners (3-8 grades), and/or the TRCS Website to stay informed with school activities;
- Actively participate in school activities, fundraisers, Parent/Teacher/Student conferences, PTO events, and Back-to-School Night;
- Reimburse TRCS for any damage to school books or property due to carelessness or neglect on the part of your child;
- Notify the school with a phone call/note when your child will be absent or tardy;
- Communicate with TRCS any special situations regarding your child's well-being, safety, and/or health;
- Complete and return to TRCS any requested information promptly;
- Support and enforce the behavior and academic policies of TRCS;
- Handle all differences of opinions professionally and in confidence (not in front of your child(ren)/ other students);
- Ensure that drop off and pick up procedures run smoothly by remaining in your car and giving your fellow parents/adults the benefit of the doubt; and
- Uphold and support our TRCS mission statement: *To inspire and prepare students for academic excellence and cultivating responsible, engaged and well-rounded citizens.* TRCS graduates will be School to College, Career and Community ready!

PARENT PARTICIPATION

TRCS believes parent involvement is one of the most important aspects of our school's success. The following is a partial list of programs where TRCS parents can participate:

- Parent Teacher Organization (PTO)
 - Room Parent
 - Staff Appreciation Week (May)
 - End-of the Year Field Day Activities (June)
 - Fundraisers
- School Fundraiser support (e.g., Book Fairs, Fundraisers, Field Day)
- Field Trip Chaperones
- Sports Program Coaches

- School Picture Coordination (Fall)

If you are interested in any of the above programs, the TRCS office can provide additional information.

PARENTSQUARE

TRCS utilizes PARENTSQUARE for all school communication. Your child's/ren teacher will assist you in ensuring your child's class is added and you are able to access teacher, class and school information.

PARENT TEACHER CONFERENCES

Conferences are scheduled for all TK-5th grade students and in grades 6-8 as determined by parents and/or teacher request. Conference days are scheduled on the TRCS Calendar and translators are available by request. If you have any questions or concerns please contact your child's teacher.

PARENT TEACHER ORGANIZATION (PTO)

TRCS PTO meets at 6:00 p.m., the first Monday of each month in the Erik Karlshoej Educational Center on the TRCS campus. Please check the TRCS Calendar and in Tiger Tracks for updates. The general goal of the PTO is to assist TRCS and its education programs through parent engagement and participation. The PTO is an important way for parents and families to support TRCS and share their ideas. The PTO conducts fundraisers to support Twin River Charter School's special and ongoing projects/programs and purchases that are approved by the PTO. PTO works directly with TRCS to maximize the utilization of parent volunteers and enhances the curriculum by supporting TRCS programs.

PARKING LOT DROP OFF

TRCS Drop Off Do's:

- If you arrive early, turn off your engine while you wait to support our Green Schools initiative;
- Continuously drive up as far as possible to the *Loading Zone* (located directly in front of the iron gates or chain link gates);
- Have your child ready to exit the vehicle after you have stopped in the *Loading Zone* (be sure your students are ready to exit the car);
- Help your child, if they need assistance, exit your automobile quickly;
- Have your child exit the vehicle quickly and safely to the right of your automobile at the curb;
- Look around prior to pulling away from the curb to exit the parking lot; and

- Take a deep breath, slow down, and pay attention we are all in this together!

TRCS Drop Off Don'ts:

- **Leave your car unattended in the Loading Zone or along the curb;**
- Store your child's backpack in the trunk;
- Have conversations in the Loading Zone while in the car with other parents or staff members; and
- Mistreat any TRCS parents or staff members;
- Drive faster than necessary or inattentively.

PARKING LOT PICK UP

Our Pick Up procedures have been created to keep TRCS students and families safe. Please assist us by following the following guidelines.

Follow the Parking Lot Drop Off Do's and Don'ts;

- Pick up your child in the Loading Zone area;
- If you are walking use sidewalks or crosswalks;
- Please do not encourage your child to walk down the sidewalk to be picked up;
- Keep the rear view mirror placard visible;
- Vehicles will be loaded in the Loading Zone or area directly in front of the gates;
- All lanes will be loaded in the Loading Zone (or when deemed safe to load your child);
- When you reach the Loading Zone your child will be delivered to your car;
- Keep an eye out for the TRCS staff in yellow vests or TRCS yellow jackets to escort your child to your car and give you directions;
- Encourage your child to pay attention at pick up time, this will expedite TRCS staff in identifying students ready to be picked up. Note: Your name is called as soon as TRCS staff can see your child/ren in their pick up lines;
- If you need to have a conversation with your child's teacher please pull around and park in the parking lot and walk around to the dismissal area

Any student may be picked up at Northridge Park. A signed, Student Walk Off form must be on file in the office. Students must be picked up within 10 minutes of the end of the school day.

PBIS (Positive Behavior Intervention Supports)

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

Students are expected to respect teachers, staff members, peers, and themselves at all times. Failure to act in a way that reflects this expectation will result in restorative practices. If a student engages in an undesired behavior, a Behavior Communication Form will be sent home as a point of contact.

PETS

Pets are not allowed on the school campus during school hours. Any animals of educational interest are allowed in the classroom only with prior permission of the classroom teacher. Please do not walk your dog(s) on school property during school hours. Service animals are acceptable on campus. *Note: TRCS will host our annual Doggies of Drop Off/Puppies of Pick Up in the spring of 2024.*

PHOTOGRAPHY/VIDEO OF STUDENTS

The school may photograph or video students for celebration and award assembly recognition. Any reproduction of the photo or video will only be used only for the purposes of education (e.g., on the TRCS PTO page). If you would prefer your child to not be photographed for these purposes, please mark the do not consent box while completing your child's Aeries online enrollment. Parents and guests on campus, please do not photograph or video any student that is not your own child while on school grounds without prior permission or parent consent.

PLACEMENT PROCEDURE

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

PLAYGROUND RULES

Students are encouraged to play with other students. When the bell rings signaling the end of recess students must stop recess activity, freeze, and then proceed to their class waiting area until the teacher arrives. The Campus Supervisor will perform a quick, visual sweep of the entire playground. Playground rules are reviewed with

students periodically. A copy is located in the front office.

PRIVACY

The privacy of our students and staff is of utmost importance for us, and we take it very seriously. TRCS employs various technologies to make sure our systems are secure and our students' access to the internet is compliant as per CIPA guidelines and policies. While we do filter our students' access to the internet resources to provide them safe and secure access to the internet, understand that no filtering is perfect and we ask for parental monitoring while devices are being used at home. TRCS will not be held responsible should any inappropriate resources or web content be accessed using a TRCS provided electronic device.

In addition to the above, please understand that:

- It is impossible for TRCS to restrict access to all controversial or inappropriate materials, and the TRCS will not be held responsible for materials acquired at school or at home;
- Students will use their Chromebook/iPad for academic purposes only; and
- The Chromebook/iPad is monitored and can be examined at any time by the TRCS.

PROMOTION

In order to attend the Eighth Grade Promotion Ceremony minimum requirements must be met, including behavior, grades and attendance. These will be reviewed with the 8th grade class at the beginning and throughout their 8th grade year, to ensure all students are able to participate in this celebratory event.

RAPTOR

The Raptor database checks all TRCS visitors against custom databases set by our school's Approved Volunteer list and Approved Driver List. Raptor will not only support our staff monitoring of visitors on campus, it will also support in tracking tardy information and early check outs for students. Raptor will be one more tool we have at TRCS to ensure our students and staff are safe on campus.

RETENTION

Educational agencies such as AASA and education experts like Linda Darling Hammond have provided numerous research articles that do not support the retention of school aged children. TRCS agrees that retention should only be used in very unique situations that may best support each child. Should you have questions or

concerns with your child's progress during the school year please contact your child's teacher who will be able to provide more information and additional options.

QUESTIONS, CONCERNS, OR PROBLEMS

In most cases when you need help, the first point of contact should be your child's teacher as they best know your child. If your inquiry is more generalized in nature, the TRCS office staff (procedural matters) or school administration (educational matters) will be pleased to respond. For general inquiries, email help@trcs.org. Please allow 48 hours for any response.

SCHOOL ATTENDANCE REPORTING BOARD (SARB)

The SARB process is utilized by TRCS to ensure TRCS is compliant with California student attendance laws and ensure students are in school. TRCS follows local county protocols for student attendance reporting; families can find additional information about the SARB process on their local Superintendent of Schools (SCSOS, YCOE, or CCOE) website.

SCHOOL PICTURES

TRCS takes school pictures in the fall. The date and picture forms for the fall date are sent home to families prior to taking the pictures. Parents have the opportunity, but are under no obligation, to purchase school pictures.

SCHOOL SAFETY

TRCS's Board of Directors is committed to protecting the academic as well as the safety of all students, faculty, and guests who visit the campus. The Board has adopted the following policy: No children under the age of twelve (12), excluding students enrolled in the school, shall be allowed in the classrooms, back office areas, and teacher work/copy room areas without proper training (e.g., Teacher Assistants) and/or staff supervision. Exceptions to this policy include pre-arranged events, field trips, and/or special classroom activities at the discretion of the classroom teacher.

SCHOOL SAFETY PLAN

The TRCS School Safety Plan covers topics for school protocols and procedures for school safety. The Safety plan is located in the TRCS front office. Evacuation Routes for Designated Student Pick Up Areas is located on the TRCS website. In the event of an emergency situation

TRCS will utilize the TRCS communication routes (e.g., ParentSquare) to contact families. The School Safety Plan is updated annually. Emergency response materials are located within each classroom. Should you have any questions please contact school administration.

SCHOOL SUPPLY LIST

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

SEL PROGRAM

TRCS implements a comprehensive MTSS (Multi-Tiered Support System) program and believes in offering our students a robust Social Emotional Curriculum:

- Zones of Regulation (TK-2)
- Kimochis (TK-K)
- Kelso's Choices (K-5)
- GoZen (3-5)
- School Connect (6-8)
- Counseling groups (Strong Kids, In Focus)
- Individual counseling
- Peer group sessions (lunch bunches)

Signs of Suicide (SOS) prevention program is used in 5th-8th grade. Signs of Suicide (SOS) effectively teaches students about the difficult topic of suicide and encourages them to seek help when needed. Through the program, students learn:

- how to identify depression and potential suicide risk in themselves or a friend
- ACT (Acknowledge, Care and Tell a trusted adult) if concerned about themselves or a friend
- who they can turn to at school for help, if needed.

TRCS provides social-emotional skills development in order to support our students' ability to problem solve, express empathy, and enhance their emotional well-being. Students are identified for the program based on student/teacher screeners, and/or parent referral, etc. Screeners are given two times per school year for teachers to assess all of their students, which allows our school mental health professionals the ability to progress monitor the social and emotional development for each child, and students in grades 3-8 will take self-screeners

two times a year to do the same.

Families of students who are identified as needing additional support will be contacted by the school and provided additional resources and scaffolds to ensure all students are successful, both academically and emotionally. It is imperative to note that the screeners that are administered are not a test for identifying psychological disorders (or disorders of any type). Parent consent will need to be obtained for referral to the counseling programs. Should you have any questions about this program please contact Mrs. Jolly.

SEXUAL HARASSMENT

TRCS is committed to maintaining a school environment that is free from sexual harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored activity. Any student who engages in sexual harassment of anyone at school, or at a school-sponsored or school-related activity, is in violation of this policy and shall be subject to disciplinary action. Prohibited sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Any student who feels that they are being harassed should immediately contact their teacher or School Administration. [Reporting Link](#)

SOCIAL CONTRACT & CLASSROOM NORMS

Each teacher creates a classroom social contract with their students that will identify and communicate the classroom norms, rules and expectations that include topics such as how students act, treat each other, bathroom policy, rewards, goals, and all classroom needs that arise. These will be shared with families the first week of school. If you have any questions, please contact your child's teacher.

STANDARDS-BASED LEARNING AND GRADING

TRCS utilizes standards-based learning and grading for all students. Teacher teams identify essential learning for each grade level and subject. Teachers and students set specific SMART Goals for each unit of study. Our school-wide stretch goal (long-term goal) is for all students to demonstrate mastery of essential learning.

Standards-based grading represents application of student learning at each standard's highest level of rigor.			
Level 1 Emerging (EM)	Level 2 Approaching (AP)	Level 3 Proficient (PR)	Level 4 Mastery (MA)
Student demonstrates <i>initial understanding</i> of the standard.	Student demonstrates <i>partial understanding</i> of the standard.	Student demonstrates <i>competent understanding</i> of the standard.	Student demonstrates <i>in-depth understanding and application</i> of the standard.

Benchmark grades describe student progress mastering the learning goals presented to date.

STUDENT RECORDS

All custodial parents have a right of access to all records relating to their child. To see these records, please submit a written request at least 48 hours prior to viewing. All records must be viewed inside the principal's office and may not leave the building. Parents may request copies.

STUDENT SUPPORT TEAM (SST)

TRCS's Student Support Team (SST) process brings together a team to discuss how to assist individual students in meeting the challenges they are facing. Teachers, as well as parents, can request a SST meeting to discuss student (child) academic and/or behavioral progress. The SST consists of teachers, specialists, TRCS SST coordinator, and parent(s)/guardians of the child.

STUDENT WALK OFF PERMISSION

TRCS families who live by Northridge Park or in the neighborhood may be picked up at the Northridge Park gate. TRCS families who would like their child/ren to walk home must complete a Student Walk Off permission form, in Aeries, in order for students to be able to leave the park gate without a parent/guardian. The TRCS/Northridge Park gate will be open for 10 minutes after the end of the school day. There is no TRCS supervision beyond the gate.

SUSPENSION

In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the administration in charge may remove the student from class, or playground and contact the

parent/legal guardian as soon as possible. TRCS is a school of choice and our expectations for student behavior are high. Therefore, students who are suspended from TRCS more than one time during the school year will be asked to participate in our Enrollment Panel hearing in May.

TECHNOLOGY DEVICES

Each year each TRCS student will be provided a device (iPad/TK-K-1 and Chromebook/2nd - 8th grades) in order to support their learning, and in order to support distance learning if the need arises. As TRCS is an innovative Charter School the access and ability to work on projects remotely and electronically, even when school is in session face to face will support and ensure our students are well-prepared for their future.

By participating in the use of technology and devices provided by TRCS, each TRCS student and student's family understand and agree to the following requirements:

- I will not attempt to modify, reconfigure, take apart, and/or repair the Chromebook/iPad;
- I will keep my device clean. I will not attach stickers (except TRCS labels) or other items that might deface or damage the device finish, screen, or other components;
- In the event of loss or willful damage/destruction, my family may be billed for the actual cost of repair up to the full replacement cost of the Chromebook or iPad;
- If my/my child's Chromebook or iPad is lost, stolen, or damaged I will notify the teacher at my earliest opportunity. TRCS may attempt to find it or permanently disable it;
- I/my child will transport my Chromebook/iPad carefully and securely.
- I (parent) will provide a safe, clean, and dry place for my child to use and store the Chromebook/iPad at home; and
- I/my child will bring their Chromebook/iPad and charger to school each day.

TECHNOLOGY USE POLICY

TRCS uses the Network/Online Services Use Agreement. For this reason, the following agreement is in place. TRCS Students and Parents agree to this contract when they sign the agreement.

- All TRCS network/online services users are required to sign the Authorized Network/Online Services Use Agreement form and to abide by the terms and condition of Board Policy and the corresponding

regulations.

The TRCS Board of Directors does not authorize any use of the network/online service that is not conducted strictly in compliance with this policy. Your signatures on page 23 indicates that you have read the terms and conditions carefully and understand their significance.

- TRCS believes that online services (Internet) offer vast, diverse, and unique resources for students, teachers, and users. The school's goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication
- The school may not be able to technologically limit access to services through the school's online services connection to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Parents/Guardians are advised that a determined user may be able to gain access to services on the Internet which the school has not authorized for educational purposes. Parents/guardians are also advised that communications on the Internet are not censored by the school. By participating in the use of online services, students may gain access to information and communications which they or their parents/guardians may find inappropriate, offensive, or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of online services.
- Users who disregard the school network/online services use policy and regulations may have their use privileges suspended or revoked and may be subject to other disciplinary actions. Users granted access to the Internet through the TRCS assume personal responsibility and liability, both civil and criminal, for use of the Internet not authorized by District policy.

TIGER CARE

Tiger Care is available on regular school days, unless noted on the Tiger Care Calendar. Tiger Care is split into grade level groups based on students in attendance and as determined by the Tiger Care Staff. Families who qualify as income status 1 or 2, english language learner, foster youth or homeless will qualify for free Tiger Care tuition. Completion of an alternate household income data collection form is required to register for Tiger Care.

TIGER TRACKS

Please see Newsletter - Tiger Tracks above

TOBACCO USE

TRCS is a tobacco free zone. We ask our parents, staff and family members to please refrain from using cigarettes, e-cigarettes, pipes, chewing tobacco or other devices that deliver a vaporized liquid while on campus, this includes in private cars in the parking lot while dropping off and picking up students. Any visitor who violates the tobacco use expectation will be asked to leave the TRCS grounds immediately.

TOYS

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

VACATIONS / FAMILY TRIPS

TRCS staff understands the importance of family activities and vacations; however, we also believe in and support the importance of daily attendance and continuity of learning. Our staff has found that extended vacations and absence from school can cause gaps and difficulties in learning, and creates a relational barrier between teachers and their students. Vacations and family trips scheduled during school time are highly discouraged. If a student must be taken out of school, TRCS families must apply for the Independent Study process at least five school days before the scheduled absence. In order to receive credit, all schoolwork and assignments missed during the student's absence are due the day the student returns to campus.

VISITING THE CLASSROOM

To ensure student and staff safety it is paramount that we know who is on campus. All visitors are required, by state law, to check in at TRCS's office. If you are bringing lunch or materials during the day for your child, please bring them to the office and these will be delivered during student breaks to avoid disruption of instruction in the classroom. If you would like to visit your child's classroom outside of volunteering in the classroom, it must be arranged ahead of time with your child's teacher.

VISITORS

In order to ensure the safety of students TRCS does not allow adult visitors on campus during the school day. Parents wanting to visit with their child or have lunch with their child may do so in the office or EK Center.

VOLUNTEER REQUIREMENTS

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

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

TRCS staff will review and approve Volunteer Application packets. Volunteers who are successful will be registered in our new RAPTOR database. Parents, family members, friends, guests, and/or students will not be allowed in TRCS classrooms to work with students or chaperone on field trips without these requirements being met. Volunteers are required to keep a code of confidentiality while on campus and in individual classrooms. Volunteers should refrain from using their cell phones and any other distractions that might interrupt classroom instruction. Non-school age children may not be in the classroom with a parent during volunteer time in the classroom and on field trips.

WALKING OFF CAMPUS

Students are only able to walk off campus through the back gate to Northridge Park or to our north gravel parking lot.

In order for TRCS to allow students to walk off campus the following must occur:

- Students must have a Walk-Off Form completed in the

- student's school information system;
- Student must walk on the sidewalk & use all crosswalks;
- Students must walk facing traffic whenever possible; and
- Students must leave the campus immediately upon dismissal.
- Students must have a walk off pass.
 - These passes are given once a year and replacements can be requested through email to help@trcs.org.
 - TRCS reserves the right to charge replacement costs related to lost walk off passes.

WEBSITE

The TRCS website, www.trcs.org is provided to find information about TRCS policies and programs. A calendar of events and links to access school personnel can also be located on our website. However, ParentSquare is our preferred method of communication where students and families can access up to date information & timely notices.

YEARBOOKS

TRCS creates a wonderful yearbook each year. Yearbooks are sold on pre-order basis only, if you do not pre-order, you will not be able to purchase a yearbook after they are printed. Please watch for notices on how to purchase a yearbook on ParentSquare.

504 PLAN

The 504 Plan is a plan developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment. Students who qualify for a 504 Plan do not require specialized instruction, but may need accommodations to be successful in the educational environment.

TRCS STUDENT & PARENT HANDBOOK SIGNATURE PAGE

I/We have read the TRCS Student & Parent Handbook and reviewed this handbook with my/our child(ren). By signing below we understand the policies and expectations of attending TRCS, specifically in the following areas. Additional information on these policies is located on the TRCS Website, www.trcs.org or by contacting the TRCS office.

- | | | |
|---|---|--|
| <input type="checkbox"/> Attendance/Absences/SARB | <input type="checkbox"/> Dress Code | <input type="checkbox"/> Nutrition Policy/Birthday Celebrations |
| <input type="checkbox"/> Volunteer Requirement | <input type="checkbox"/> SEL Program | <input type="checkbox"/> Health Services/Mandated Screening |
| <input type="checkbox"/> PBIS Handbook (www.trcs.org) | <input type="checkbox"/> Independent Study Policy | <input type="checkbox"/> Technology Device & Technology Use Policy |

TRCS Student(s)

Print Student's Name: _____

Student's Signature: _____

Teacher's Name: _____

Grade: _____ Date: _____

If more than 1 child attends TRCS:

Print Student's Name: _____

Student's Signature: _____

Teacher's Name: _____

Grade: _____ Date: _____

Print Student's Name: _____

Student's Signature: _____

Teacher's Name: _____

Grade: _____ Date: _____

Parent/Guardian

Parent/Guardian Name: _____

Parent Signature: _____

Date: _____