

Truckee Elementary School School Handbook 2018-2019



“We are Safe, Responsible, and Respectful “

Dr. Robert Leri
Superintendent
Chief Learning Officer

Mrs. Sara Colborn
Principal

Ms. Sarah DiPrinzio
Assistant Principal



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Like us on FaceBook!



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PRINCIPALS' MESSAGE

Welcome back to the start of an exciting school year at Truckee Elementary School! This past year our site had many celebrations and some new beginnings. One new beginning was that the school took on your new principal and new assistant principal. We couldn't be happier and more proud to be in these roles! Sarah DiPrinzio and I are eager to start the school year with an amazing staff that includes many new faces including classroom teachers, our counselor, and our school psychologist.

Some celebrations over the past year include: Our student and parent surveys showed that our Truckee Cubs are extremely happy and feel safe at school and that teachers are one of the top reasons our Cubs love Truckee El. Our school was one of three California schools that received the California Department of Education Global Education Award and grant. Our Physical Education Extravaganza was recognized as a cutting edge practice to integrate physical education, health, music, and fun! These just name a few!

Providing a solid educational foundation is our utmost goal. Truckee Elementary staff members love our neighborhood school and are thrilled to have a community of students, families, and staff members that truly feels like a neighborhood family! At Truckee El, we embrace a "growth mindset" and strive to learn and improve; we commit to stretching our boundaries; like our students, we work everyday to get better and better. Creating a safe, supportive, and collaborative school for our students, staff members, and families is top priority. Students learn better when they are happy and physically and emotionally safe and have meaningful, engaging instruction.

We continue to look closely at the needs of all of our students and implement programs, support, and high levels of enrichment for our students. Our site offers a wide range of enrichment, support, and extension opportunities both within and outside the classroom such as our hands-on science lab; integrated technology in all classrooms to improve learning; our newly reinstated comprehensive TK-5 music program; art classes sponsored by Arts in the Schools; our Green Team supported by Truckee High School students and the Sierra Watershed Education Partnership (SWEP); high achieving and GATE students grouped for project-based learning; as well as our extensive physical Fitness program. These are all in addition to supportive but rigorous language arts, math, science, and social science standards!

At Truckee Elementary we are committed to developing the whole child. Truckee Elementary is the most diverse elementary school in our district and truly represents the diversity of the Truckee community in ethnicity, culture, language, socio-economics, and academic and physical needs and strengths. Our Cubs have a unique opportunity to embrace diversity, build friendships, and practice communication skills with children different from themselves. Our extensive character education program includes materials to directly teach and practice character building skills; monthly, weekly, and daily Cub Character trait lessons and activities; ongoing problem-solving and resolution communication; and increasing our practice of mindfulness to build resilient and empowered children.

As a school we value safety, responsibility and respect. We maintain a disruption free learning environment through positive reinforcement. Please review this packet with your child during the first week of school and refer to these guidelines when you have questions or concerns. This will help maintain our learning culture! We cannot begin to capture all the exciting teaching and learning that will happen this year in this one message! As such, you can expect a weekly Cub News update every Sunday in your email that will include critical information, weekly celebrations, and important dates and events.

Sincerely,

Mrs. Sara Colborn
Principal

scolborn@ttusd.org
www.ttusd.org/truckeeelementary

Ms. Sarah DiPrinzio
Assistant Principal
sdiprinzio@ttusd.org

"Like" us on Facebook @TruckeeElementary and Follow us on Twitter

Links to download the TTUSD mobile app: [Apple iOS](#) or [Android](#)

DISTRICT VISION STATEMENT

All Tahoe Truckee Unified School District scholars will be provided challenging and engaging learning opportunities in order to thrive and be successful in a globally competitive age. This goal will be accomplished through collaboration with students, parents, staff, and the community, united in dedication to our children's futures. Highly skilled, motivated and caring principals and teachers will engage scholars in effective and innovative instruction through a rigorous and relevant curriculum that promotes mastery of meaningful content, creativity, critical thinking, teamwork, problem solving, respect for diversity, the ability to communicate in multiple languages, and the effective use of technology. A culture of quality, accountability, responsibility, and respect shall characterize the school district.

TRUCKEE ELEMENTARY SCHOOL VISION STATEMENT

Within our caring, diverse and inclusive preschool through fifth grade learning environment, **Truckee Elementary School's mission is to empower and inspire students to reach their full potential through engaging and challenging instruction and learning that emphasizes literacy across all content areas, embraces the diversity of our neighborhood, and values what makes each child unique.** In collaboration with our Truckee Community, our students will become safe, responsible, and respectful citizens.

ANNUAL NOTICE TO PARENTS

Right to Request Teacher Qualifications

Our district receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. The type of college degree major the teacher has and the field of discipline for any graduate degree or certificate; and
- d. If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact the school office at (530) 582-2650.

DISTRICT CALENDAR: 2018-2019

2018-2019 School Calendar

JULY							HOLIDAYS		JANUARY						
S	M	T	W	T	F	S	Labor Day 09/03/18 Veteran's Day Observed 11/12/18 Thanksgiving Day 11/22/18 Christmas Day 12/25/18 New Years Day 01/01/19 Martin Luther King Day 01/21/19 Presidents Day 02/18/19 Lincoln's Birthday 02/19/19 Memorial Day 05/27/19	S	M	T	W	T	F	S	
1	2	3	4	5	6	7		6	7	8	9	10	11	12	
8	9	10	11	12	13	14		13	14	15	16	17	18	19	
15	16	17	18	19	20	21		20	21	22	23	24	25	26	
22	23	24	25	26	27	28		27	28	29	30	31		18	
29	30	31				0		FEBRUARY							
AUGUST								S	M	T	W	T	F	S	
			1	2	3	4							1	2	
5	6	7	8	9	10	11		3	4	5	6	7	8	9	
12	13	14	15	16	17	18		10	11	12	13	14	15	16	
19	20	21	22	23	24	25	17	18	19	20	21	22	23		
26	27	28	29	30	31	2	24	25	26	27	28		15		
SEPTEMBER							MARCH								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1						1	2		
2	3	4	5	6	7	8	3	4	5	6	7	8	9		
9	10	11	12	13	14	15	10	11	12	13	14	15	16		
16	17	18	19	20	21	22	17	18	19	20	21	22	23		
23	24	25	26	27	28	29	24	25	26	27	28	29	30		
30						19	31						21		
OCTOBER							APRIL								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
	1	2	3	4	5	6		1	2	3	4	5	6		
7	8	9	10	11	12	13	7	8	9	10	11	12	13		
14	15	16	17	18	19	20	14	15	16	17	18	19	20		
21	22	23	24	25	26	27	21	22	23	24	25	26	27		
28	29	30	31			27	28	29	30				17		
NOVEMBER							MAY								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3				1	2	3	4		
4	5	6	7	8	9	10	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	19	20	21	22	23	24	25		
25	26	27	28	29	30	18	26	27	28	29	30	31			
DECEMBER							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1							1		
2	3	4	5	6	7	8	2	3	4	5	6	7	8		
9	10	11	12	13	14	15	9	10	11	12	13	14	15		
16	17	18	19	20	21	22	16	17	18	19	20	21	22		
23	24	25	26	27	28	29	23	24	25	26	27	28	29		
30	31					14	30						12		
August through December 75							January through June 105								
TOTAL NUMBER OF STUDENT DAYS							180								

Board Meetings

Regular Board Meetings and Board Study Sessions are held twice a month in most cases. The first and third Wednesday is the normal schedule, however, there are exceptions based on vacations and holidays. .

Please see online schedule at http://esb.ttusd.org/public_agendalist.aspx

** NOTE: The Board dates for 2018-2019 are currently tentative dates. The Board sets dates for the new calendar year in December*

18/19 TES SCHOOL SCHEDULE

Regular and Mini Day Schedules

<p>Lunch/ Recess Times (Time in cafeteria) TK/K 11:00-11:56 (11:00-11:30) TK/K teachers walk students to lunchroom at 11:00 and assist with salad bar, behavior. Teachers dismissed at 11:10</p> <p>1 11:20-12:06 (11:20-11:40) 2 11:45-12:31 (11:45-12:05) 3 12:00-12:46 (12:00-12:20) 4 12:15-12:51 (12:15-12:30) 5 12:30-1:06 (12:30-12:45)</p>	<p>Before school 8:45-9:03</p> <p>Afternoon Recesses TK/K1 1:35-1:55 2-3 2:00-2:20 4-5 2:25-2:43</p> <p>Dismissal 3:15</p>
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<p>Minimum Day Lunch Schedule (Time in cafeteria) (Recess) TK/K 11:00-11:20 (11:20-11:40) (K teachers just drop off; cafe will have 1-2 duty members begin at 11:00 as opposed to 11:10. No snack tubs on mini days)</p> <p>1 11:10-11:30 (11:30-11:50) 2 11:30-11:50 (11:50-12:10) 3 11:40-12:00 (12:00-12:20) 4 12:00-12:20 (12:20-12:40) 5 12:10-12:30 (12:30-12:50)</p>	<p>Before school 8:45-9:03</p> <p>No Afternoon Recess</p> <p>Dismissal 12:50</p>
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Before School:

- Students eating breakfast at school are to arrive no earlier than 8:40 a.m.
- Other students are to arrive no earlier than 8:50 a.m. and report to the playground when they arrive (1st-5th)
- For the safety of the younger Kindergarten students, K students are to report to the East Gym when they arrive to school (Beginning in January, Kindergarten students may join the other grade levels on the playground when they arrive to school in the morning)

After School:

- Students will be walked towards the front of the school by their teacher
- Students who are walking home are expected to leave campus immediately unless they are participating in an after school activity supervised by a school staff member or unless they are signed in as members of the Boys and Girls Club
- Students who are riding the bus are expected to report to the bus area after school and to wait safely for their bus

Non-School Days/ Hours:

For the safety of our children, students should not be on the school grounds on weekends, evenings, holidays, and other times without adult supervision.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

General Traffic and Parking:

- Please note that Donner Pass Road construction and school facilities upgrades will impact traffic. Be sure to allow extra time when driving to Truckee Elementary during this period of upgrades and Thank you for your patience and extra attentiveness to keep our children and community safe!
- Vehicles are to pull all the way forward in the pick up lane
- Parking in the back is for staff only (Busses unload/ load in the back and traffic congestion in the back endangers the safety of our students with special needs, so thank you for your cooperation!)
- Parking Lots and driveways are off limits to students at all times, unless they are accompanied by an adult.

Morning Drop Offs:

- If you are dropping off your child at the front of the school, *please* pull all the way forward in the drop off lane.
- To help traffic flow faster, have your child ready exit the car once you are stopped in the drop off lane!
- Please only park in designated parking spaces.
- Staff supervision begins in the front as well as on the playground at approximately 8:45. Students can be dropped off no earlier than 8:40 if attending breakfast and no earlier than 8:50 for reporting to the playground. This is for the safety of our children who deserve a safe and supervised campus.

Afternoon Pick-Ups:

- TK/ K Pick-ups: To reduce congestion in the hallways and ensure campus safety, adults picking up are asked to wait at the front of the school in the foyer. TK-K students will transition to outside pick-up.
- For efficiency and traffic flow, please be ready to share your child's first and last name with supervision staff stationed in the pick up lane of the school (The staff member will notify your child(ren) to be ready to load to the car via a radio with another staff member. If you have a name placard, please have your child's last name clearly visible in the window at pick up.)
- *Please* pull all the way forward in the drop off lane to keep traffic flowing.
- Please do not park in the bike lane on Donner Pass Road or leave your car unattended in the "No Parking" areas.

ATTENDANCE POLICIES AND PROCEDURES

Absences:

Students absent from school are required to have their absence verified by a note, a telephone call, or an office visit by the parent or guardian. Please include the date(s) of absence and the reason for the absence. Students will be marked unexcused if no absence verification is received and will be considered truant.

Each student's attendance is reviewed every month by the school; if there is a concern about inconsistent school attendance, letters are sent to inform parents about their child's attendance. If attendance continues to be a concern, you may be asked to meet with the school administrator and your child's teacher to develop a plan to improve your child's attendance. In alignment with research, district policy, and California Education Code, Truckee Elementary strives to have students at school, on time, all day, every day. [Attendance Works](http://www.attendanceworks.org) is an excellent resource for families! www.attendanceworks.org. It is our goal for *all* students to have 10 or less absences for the *entire* school year!

Perfect and Good Attendance:

Each trimester, students that have had Perfect Attendance (0 absences, tardies, or early-outs) or Good Attendance (2 or less absences, tardies, or early-outs) receive recognition with a Certificate and an Extra Recess!

Independent Study Contracts:

When you know in advance that your child will be absent from school for *at least* three days or more, an Independent Study Contract may be requested from the office *at least TWO WEEKS in advance*. Satisfactory completion of the contract is required to get full attendance credit for the days missed.

Ski Contract or other Athletic Commitments:

If your child will be missing school regularly due to athletic commitments, please contact the school office to obtain an independent study contract. Truckee Elementary and TTUSD honors the active lifestyles and environment of our community and in order to ensure continued rigorous learning, such contracts are essential.

Leaving School Early ("Early-Out"):

When parents wish to pick up their child before the normal dismissal time, it is *required* that they come into the office to sign their child out. Please have identification ready. At Truckee Elementary, it is a top priority to have students at school, on time, all day everyday. Please be advised that, according to district attendance policy and in alignment with California Ed Code, an unexcused early dismissal of more than 30 minutes counts as an absence.

Tardies:

Students should arrive to school no later than 8:55 a.m. every day. If a student arrives later than 9:05 a.m., he/she *must* get a tardy slip from the office. Students with excessive tardiness may be asked to make up their missing time during their recess or lunchtime. At Truckee Elementary, it is a top priority to have students at school, on time, all day everyday. Please be advised that, according to district attendance policy and in alignment with California Ed Code, a tardy of more than 30 minutes counts as an absence.

Missed Classwork or Homework:

It is the responsibility of the student or parent to request any homework or class work missed during absence. Students are allowed an equal number of days to the number of days they were absent to make up work.

COMMUNICATION WITH SCHOOL, ENROLLMENT, AND STUDENT HEALTH

Aeries Portal:

All students in the Tahoe Truckee Unified School District are required to be actively enrolled through the Aeries Student Information System. Multiple workshops are typically provided throughout the year by district and school sites to support families in enrolling, updating enrollment, and navigating the Aeries Portal. A link to the Aeries Portal and significant parent and student information can be found on the [TTUSD website](#). Additionally, our school's office staff and community liaison are able to help; please contact the office to schedule an appointment.

Change of Address/Phone Number/ Contact Information:

To change your address, phone number or other important information, please log onto your Aeries Portal account.

Change of Plans:

Your child's safety and learning are top priorities at Truckee Elementary School and TTUSD. While clear communication between you and your child about after-school routines is important, changes can sometimes be necessary.

- Please contact the school office prior to 10 a.m. if there's a change of pick-up or after school plans for your child. Office staff will notify the classroom teacher.
- Change of plans regarding busses need to be communicated to the Transportation Department directly at least one day prior at (530) 550-0745. For more information, visit the [Transportation Department](#) page on the TTUSD website.

Health Services:

It is very important for the school to have correct, current information about every child regarding health concerns.

Medication

- School staff are prohibited from providing or administering any medication, including aspirin, to any student without a physician's note.
- Students needing medications, such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications at home if possible.
- If medication *must* be given at school, it must be personally delivered by the parent and accompanied by a written authorization that has been completed by the physician.

Illness at School

- If a student has a fever or displays other symptoms of illness, his/her parent will be notified. If the parent cannot be reached, the person listed under emergency information will be contacted. The student should then be picked up as soon as possible.
- *Students must be fever free for 24 hours before returning to school.*

Student Safety and Safe School Plan:

Our school is prepared in case of an emergency such as earthquake, fire, bomb threat, person wielding a weapon, or other emergency. We have regularly scheduled drills to keep our students and staff prepared. A copy of the plan is available in the school office, upon request. Please check out the volunteer's role to help keep students safe during drills at TES here: [TES Volunteer Drill Role](#)

FAMILY INVOLVEMENT AND VOLUNTEERISM

Your child's education is top priority to us. As a team, families and schools work together to ensure the best learning experience possible for your child. All the research supports that strong communication and trusting relationships between home and school have positive impact on student achievement. Truckee Elementary is passionate about our wonderful neighborhood community. Regardless of how much or how little you can "volunteer," there are critically important ways you can be involved in our school and your child's education!

Stay in Touch and Updated:

Teacher Communication

Your child's teacher will communicate with you regularly. This communication looks different across grade levels and classrooms. Please be sure to attend Back to School Night and check-in directly with your teacher to find out communication routines and best ways to contact your teacher.

Administration Communication

Truckee Elementary administration sends out weekly phone calls and emails. Be sure to listen and/ or read for important information on events, tips and resources to support our children and families, celebrations of accomplishments and much more!

Website

<https://www.ttusd.org/truckeeelementary>

Our website has links to teachers, teacher websites, and resources.

Facebook

<https://www.facebook.com/TruckeeElementary/>

A great resource to get the latest news and celebrations for Truckee Elementary! Be sure to "like us" to get updates!

Aeries Portal

<https://aeriesportal.placercoe.k12.ca.us/parent/ttusd/LoginParent.aspx?page=default.aspx>

Your account allows you to update contact information as well as access attendance and grade reports.

TTUSD App

TTUSD has a new free mobile app to access:

- School and District News
 - Calendars
 - Announcements
 - Events
 - Push notifications
 - Aeries
- and much more!

Now available for download on the [Apple App Store](#) and the [Google Play Store](#).

Links to download the TTUSD mobile app:

[Apple iOS](#)

[Android](#)

Parent Organizations:

PTO

The Parent-Teacher Organization is the largest volunteer group in our school! This association creates an opportunity for each parent to be involved with their child's education and school community. This powerful group is responsible for fun events such as the Pumpkin Patch, Spring Event, and for providing school assemblies. Your participation is absolutely critical to make this a productive, fun, and valuable organization!

Student Site Council (SSC)

The School Site Council is an elected group of parents and staff members who meet regularly to plan, implement and evaluate the School Program. Meetings are open to all parents and residents of our community. Meetings are usually held once a month on Friday mornings. Meeting agendas will be posted at least 72 hours in advance. This is an opportunity to have direct information and input for our school community!

English Learner Advisory Committee (ELAC)

The English Learner Advisory Committee is a group of parents and staff members, who meet regularly to plan, implement and evaluate the School Program. Meetings are open to all parents and residents of our community. Specifically, ELAC focuses on the learning and resources centering around students who are English Language Learners. Meetings are held several times a year at school and in our neighborhoods. Meeting agendas will be posted at least 72 hours in advance.

Volunteering:

Classrooms

Many parents and community members are involved at Truckee Elementary School as volunteers. If you have an hour a month, an hour a week, an hour a day, or whatever time you can volunteer, please contact your child's classroom teacher or the school office. When you come to volunteer, please sign in at the office. Please check out the volunteer's role to help keep students safe during drills at TES here: [TES Volunteer Drill Role](#)

Field Trips and Special Events

To maximize real-world learning, build background knowledge, and application, classrooms engage in many field studies throughout the year. We typically need chaperones and drivers to make these experiences happen! Please communicate with your child's teacher regarding dates, insurance requirements, and opportunities to support!

Watch D.O.G.S. (Dads of Great Students!)

This is a new program to Truckee Elementary. Watch D.O.G.S. aims to expand volunteerism with our fathers, male guardians, and male family members. Do you have a little time to come play games at recess with our students? Would you like to help out in a different way? Please contact Sarah DiPrinzio at 582-2600 ext 3711 or sdiprinzio@ttusd.org.

Visiting the School:

Parents are always welcome at school! We encourage parents and guests to visit classrooms in order to develop a better understanding of their child's instructional program. We ask that you:

- arrange your visit beforehand with your child's teacher, and
- that you do not plan to conference with the teacher during the visit (he/she will be busy teaching); instead, arrange for a conference at another time.

State law requires that you check in with the office anytime you are on campus and wear a visitor's badge.

LIBRARY AND MEDIA

Library:

The school library provides a wide selection of materials and books, magazines, and audio-visual aids to students and staff members. Students and teachers use the library individually and in class groups to find books, to learn techniques for gathering information, and to do research. Students may check out books in grades 1-5. The library also has a limited parent section. Parents may check out these books.

Textbooks/Library books:

Textbooks and library books are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss of or damage to textbooks and library books.

Technology:

Truckee Elementary embeds technology to enhance instruction and learning. Along with TTUSD, we incorporate 1:1 Devices such as Chromebooks and iPads; classroom desktop and laptop computers; classroom instructional tools; and all students have access to targeted explicit technology and digital citizenship learning in our wonderful Tech Lab as part of the enrichment schedule.

For more information on Truckee Elementary's and TTUSD's technology endeavors, please visit the [Technology Services Department](#) page on the TTUSD website.

Digital Citizenship and Cyber Safety:

The vision of the TTUSD Educational Technology department is to expand and enhance learning across all grade levels and content areas using technology as a tool. The commitment not only expands student learning within the content areas but also ensures that our students are proficient technology users who have the skills needed to navigate and thrive in a constantly changing world. TTUSD is dedicated to integrating these technology, information literacy, and 21st Century skills into the core curriculum and the content area standards in order to support student achievement, develop lifelong learners, and prepare our students to successfully meet the demands of an increasingly connected society and thrive in the global economy.

Truckee Elementary students participate in explicit digital citizenship and cyber safety instruction and learning as part of our Tech Lab enrichment as well as in regular classroom learning.

www.common sense media.org

An excellent resource for parents, families, and students!

STUDENT BEHAVIOR

“WE ARE SAFE, RESPONSIBLE, AND RESPECTFUL”

School Rules:

In combination with the focus on proactive positive behavior management, character development, and social-emotional support, the staff have established firm and consistent limits for students that we feel will both protect them and provide a school wide atmosphere that fosters learning. These rules apply to the classroom, playground, and the common areas, as well as on the way to and from school.

- Be Safe
- Be Responsible
- Be Respectful

Developmentally, elementary school-aged children require concrete and specific examples of what safe, responsible, and respectful behavior “looks” and “sounds” like. Please see the [Truckee Elementary Safe, Responsible, and Respectful Behavior Matrix](#) (in Appendix) that describes target behaviors in each “zone” at school.

Positive Behavior Reinforcement:

Our school plan includes teaching school rules and social emotional skills through programs such as classroom and schoolwide procedures and routines, Second Step, Cub Character Traits, and mindfulness resources; reinforcing appropriate student behavior; and using effective classroom management and positive behavior support strategies by providing early intervention for misconduct and appropriate use of consequences.

Every student, pre-school through fifth grade, has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. This will be achieved through the implementation of consistent school-wide positive behavior support for every student in our school.

Students Who Follow the School Rules Will Earn

- ★ Learning, respect, and positive habits for success!
- ★ Verbal and/ or non-verbal positive reinforcement
- ★ Positive notes or phone calls home to family
- ★ Classroom rewards (such as Mystery Motivators)
- ★ Individual rewards (such as Cub Bucks)
- ★ School wide recognition and rewards (such as Principal Prides)

Behavior Support and Discipline:

Every student at Truckee Elementary has the right to be educated in a safe, responsible, and respectful environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning.

A safe, responsible, and respectful culture will be achieved through consistent school-wide positive behavior support for every student. Our school plan includes: Teaching and reteaching school rules and procedures, character development, and social-emotional skills; reinforcing appropriate student behavior; and using effective classroom management and positive behavior support strategies by providing early intervention for misconduct and appropriate use of consequences.

If positive behavior support strategies fail to correct disruptive behavior, the following guidelines will be used by all classroom teachers, support staff, and classified staff *prior* to issuing an office referral.*

Truckee Elementary Schoolwide Discipline Guidelines

1st disciplinary infraction	Reminder and verbal redirection/ reteaching
2nd disciplinary infraction	Reset to another class and/or loss of recess or preferred activity time <i>and</i> parent contact
3rd disciplinary infraction**	Teacher-Student conference <i>and</i> parent contact
4th disciplinary infraction	Parent-Teacher-Student conference that includes at least one of the following outcomes:*** -Behavior Contract/ Plan -Referral for Counseling/ Mediation -Recommendation for Tier 2 Support -Another outcome deemed valuable by team
5th disciplinary infraction (when at least all previous consequences have been implemented)	Major Referral to Administration (completed by adult who witnessed or engaged with student)
<p>*A referral for counseling/ mediation can be made at any time in order to provide positive support and strategies to students outside of discipline issues</p> <p>** Minor office referrals can be completed and turned into the office in order to document behaviors, interventions, and supports.</p> <p>*** A timeline will be established by this team in order to ensure sufficient opportunities for learning new, positive behavior are in place before additional further</p>	
<p>If a student’s behavior directly violates Ed Code 48915 (c, 1-5) or 48915 (a, 1-5) the student should be referred directly to the office with a written Major Referral to Administration (completed by adult who witnessed event) without having gone through the above steps when necessary.</p>	

Tahoe Truckee Unified School District Suspension and Expulsion Matrix

In accordance with California Ed Code, Truckee Elementary follows the school district’s guidelines for suspension and expulsion. Truckee Elementary staff works diligently with students and parents to use misbehavior as teaching and learning opportunities. In accordance to Ed Code, district practice, and research, Truckee Elementary implements “alternatives to suspension” whenever appropriate.

[Link to TTUSD Suspension and Expulsion Matrix](#)

Bully-Type Behavior

We strive to ensure a safe, responsible, and respectful culture at Truckee Elementary. We also teach and practice strategies to problem solve and resolve conflict. This includes empowering students to and staff to have a bully-free school. Please contact your child’s teacher or the school administrators if you are aware of bully-type behavior!

[Report crime at WeTip: 1-800-78-CRIME or at http://wetip.com/submit-anonymous-tip-2/](#)
[Stomp Out Bullying Resources for Parents](#)

Personal Property and Toys

Due to possible loss, theft, or distraction, toys, electronic games, sports equipment, cameras, and pets are not allowed at school, except with special permission.

Bus Behavior

Riding the bus to school is a privilege that may be revoked if safety rules are not observed. Students are to go directly to the bus after school. Students who misbehave on the bus may be suspended from riding the bus.

Dress Code:

The dress code is a dynamic document and may be changed or adjusted at any time. Students and parents will be notified regarding changes to the dress code through a school bulletin or newsletter.

- To help maintain the best learning environment, students should come to school ready to be active learners. Truckee Elementary students are active everyday and should wear appropriate clothing and footwear for playing and PE
- Appropriate clothes cover the midriff, are worn at the waist, have straps or sleeves, and appropriate graphics. Inappropriate graphics include writing or pictures or other insignia which are crude, vulgar, profane or sexually suggestive; have drug, alcohol or tobacco company advertising; homophobic/transgender bias or which advocate death, violence, racial, ethnic or religious prejudice. Make-up is not allowed.
- For safety purposes, appropriate shoes must be worn at all times. Closed toed shoes are preferred for safety reasons. Shoes with wheels (Heelys) are not allowed. We encourage the wearing of hats outside, but caps with brims and hoods are not to be worn in the classrooms, library, or assemblies (except for religious/medical purposes). Should students break the dress code, they will be asked to change and families may be contacted to facilitate the change.
- Parents have the primary responsibility for ensuring that their child is appropriately dressed to learn and play at school. Please be aware of the weather and make sure your child has clothes appropriate for the forecast. We play outside in all weather including rain and snow. Please contact your student's teacher to determine if an extra pair of weather clothing can be kept in the classroom.

Cell Phones and Personal Devices

Students may possess cell phones at school; however, they *must remain turned off, and in backpacks during the school day.*

- Cell phones may only be used to contact a parent or guardian, at the end of the day.
- Please remember, by State law, the use of handheld devices is prohibited while driving a vehicle. This is especially important in the school driveways and pick up area.

PROBLEM SOLVING AND CONFLICT RESOLUTION

Truckee Elementary staff works diligently with students and parents to use mistaken behavior or conflicts as teaching and learning opportunities. Empowering students to learn from mistakes, work together to resolve problems, and effectively communicate to resolve conflicts are real-world skills.

The following are examples of strategies we use at Truckee Elementary. We encourage you to practice these strategies with your child at home as well!

“How to Calm Down”

1. Stop-- Use your signal
2. Name your feeling
3. Calm down: Breathe, count, use positive self-talk

“Stop and Breathe”

1. Stop
2. Breathe
3. Think
4. Choose
5. Act
6. Cheer

“I Message” (“Use your words.”)

I feel...
When I...
I need...
Will you...?

Example:

“I feel angry
When I don’t feel like you’re playing fair.
I need you to follow the game’s rules that we learned in PE.
Will you follow the rules please and take turns like we’re supposed to?”

“The Clean Up” (Apology and Restitution)

1. I **know** that I...
2. I **apologize**.
3. What can I do to **make it right**? (The person being apologized to needs to tell what the apologizer can do to make him/ her feel better and/ or move on.)
4. Next time I **will**...
5. Will you **forgive me**?

Example:

“I know that I made you mad when I wasn’t taking turns.
I apologize.
What can I do to make it right?
Next time I will follow the rules and take turns, and you can go first.
Will you forgive me?”

STUDENT WELLNESS POLICY

Food at School

Gum is not permitted. We ask that students not bring canned sodas for lunch. Students must have teacher permission to bring treats for the class.

At Truckee Elementary School, we honor our district's adopted Wellness Policy to ensure the health and well-being of our students! The District's Wellness Policy can be found here: [TTUSD Wellness Policy](#)

Additionally, here are some guidelines to consider in planning celebrations with our students:

- Food will not be used as a reward or a punishment at school or in the classroom.
- Students are not allowed to bring sodas, Takis/Hot Cheetos or candy to school.
- Birthdays may be celebrated in the classroom with non-food items or nutritious foods only. Please prearrange birthday celebrations with your child's classroom teacher. Some ideas that are alternatives to food celebrations are:
 - Stickers, pencils or erasers for each child in the class.
 - Donation of a book to the classroom or school library in your child's name.
 - Planning a special art, science or other activity with your child's teacher.
- Children should bring nutritious foods for morning snack and for their lunch. Snack suggestions: a serving of fruit, vegetable, dairy, or protein.
 - Meal Times: Students shall be provided sufficient time to sit down and eat breakfast and lunch after they have received their meal. Each school shall designate at least 15 minutes for students to consume breakfast; and at least 20 minutes for students to consume lunch.
- Healthy snacks will be the only items offered at the annual Walk-a-thon and special events.
- Per TTUSD Wellness Policy teacher arranged classroom celebrations (holidays, 100th Day of School, etc.) will focus on healthy well balanced food choices. Class celebrations will be held after the lunch period whenever possible
- The school staff (classified and certificated) is encouraged to serve as positive role models in promoting an active and healthy lifestyle for students.
- At Truckee Elementary we want to provide the best possible learning environment for our students. To do so we will strive to provide a school wide environment that supports and reinforces healthy behaviors for all of our students.

Thank you for being part of the Truckee Elementary community. Together we will have a safe, responsible, and respectful school year with lots of engaging and wonderful learning!

PARENT/ GUARDIAN SIGNATURE PAGE

I have reviewed the Truckee Elementary School Handbook. My child and I have read the “Safe, Responsible, and Respectful Behavior Matrix” together.

Please sign and return this page to your child’s classroom teacher.

Student Name

Student Signature

Parent/ Guardian Signature

Parent/ Guardian Signature

Homeroom Teacher’s Name

Electronic Copy of Parent Signature Page here: [Parent/Guardian Signature](#)

APPENDIX

Many links provided in this Handbook can be found here for offline reference.

[TES Safe, Responsible, and Respectful Behavior Expectations Matrix](#)

[Wellness Policy English](#)- Administrative Regulations

[Wellness Policy Spanish](#) -Administrative Regulations

[TTUSD Discipline Matrix English](#)

[TTUSD Discipline Matrix Spanish](#)

[Playground Supervision: A How To Guide](#)