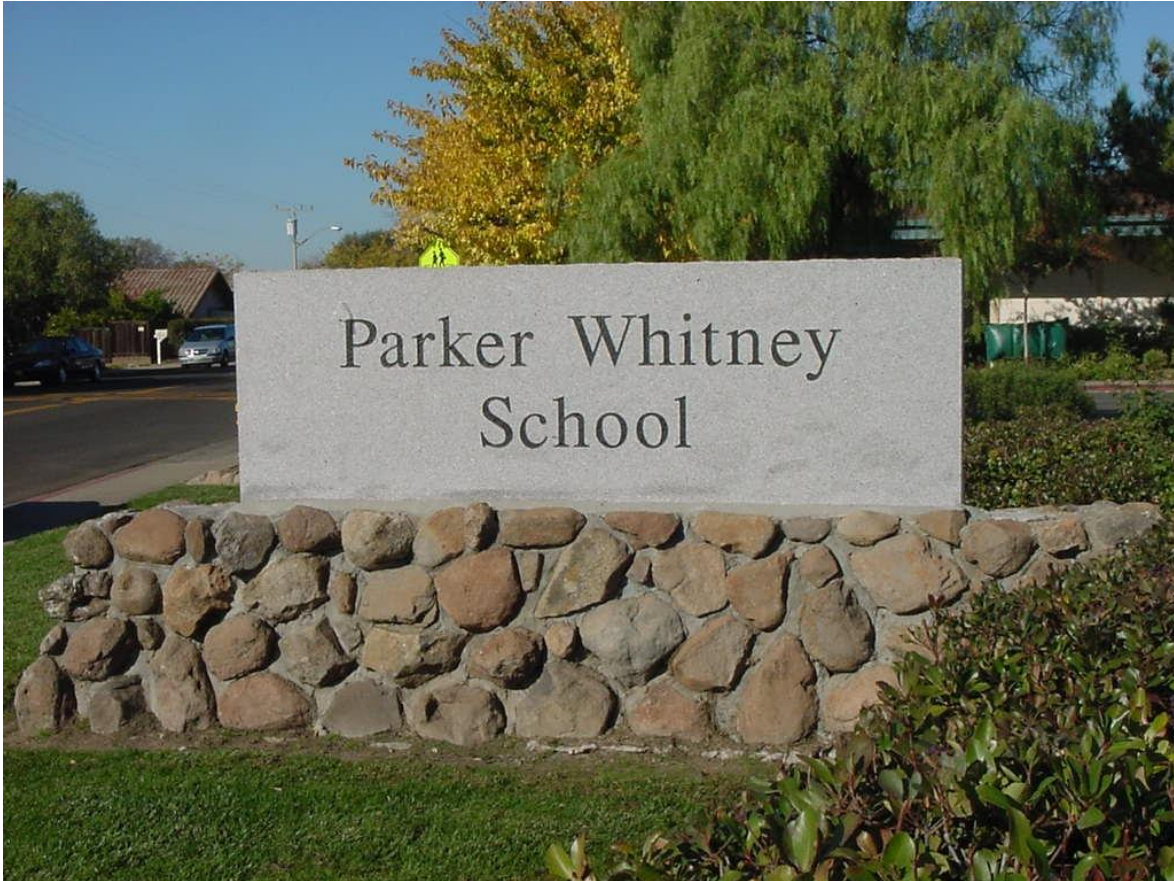


# **Parker Whitney School Handbook**

## **A Community United Around Our Children**



2014-2015

Revised 6/9/14

5145 Topaz Avenue

Rocklin, CA 95677

(916) 624-2491

## **A Reading Renaissance Master School**

<http://pwes.rocklinusd.org>

### **MISSION STATEMENT**

Parker Whitney School is dedicated to providing a safe, caring, educational environment for our students that will foster academic achievement, responsible and respectful behavior, resulting in resourceful, community-minded, self-confident citizens with an enduring desire to be life-long learners.

## Table of Contents

A LETTER FROM OUR PRINCIPAL.....	5
STAFF LIST .....	6
Office Staff.....	6
Special Services Staff.....	6
SCHOOL HOURS/OFFICE HOURS .....	7
SCHOOL CALENDAR .....	7
ATTENDANCE INFORMATION .....	8
Absences .....	8
Missed Work .....	8
Request for Homework.....	8
Notes from Parents .....	8
Tardies.....	8
Independent Study.....	8
Appointments.....	9
PARENT COMMUNICATION / PARTICIPATION .....	9
SchoolMessenger .....	9
School Website- <a href="http://pwes.rocklinusd.org">http://pwes.rocklinusd.org</a> .....	9
Class Web Page- <a href="http://pwes.rocklinusd.org">http://pwes.rocklinusd.org</a> .....	9
School Newsletter- <a href="http://pwes.rocklinusd.org">http://pwes.rocklinusd.org</a> .....	9
School Visitations / Visitor Registration.....	9
Student Records .....	10
Complaint Procedures.....	10
Volunteers-.....	10
Parent/Teacher Club (PTC)-.....	10
SAFETY .....	10
Student Safety.....	10
Emergency Cards.....	11
Accidents .....	11
Emergency Situations.....	11
Office Telephone .....	11
Safety Drills.....	12
Safe Arrival and Departures .....	12
Dogs on Campus.....	12
CAFETERIA.....	12
Lunch / National School Lunch Program.....	12

Lunches from Home and Snacks .....	13
TK and Kindergarten Lunch .....	13
<b>TRANSPORTATION</b> .....	<b>13</b>
Bus Transportation.....	13
Thomas Edward Lanni School Bus Safety Act of 1997 (AB1297) .....	13
<b>HEALTH SERVICES</b> .....	<b>13</b>
Health Office Information .....	13
Medications.....	14
Health Screening .....	14
Immunizations.....	14
Health Services Webpage .....	15
<b>ACADEMIC INFORMATION</b> .....	<b>15</b>
Smarter Balanced Assessments .....	15
Homework.....	15
Standards Based Grading .....	15
Promotion / Retention Information.....	15
Teacher Training / Planning Time .....	16
Student Success Team.....	16
Special Resources .....	16
Special Programs .....	17
<b>STUDENT INFORMATION</b> .....	<b>19</b>
Bicycles / Skateboards / Scooters .....	19
Big Buddies .....	19
Birthdays .....	19
Books and Materials.....	19
Cell Phones on Campus .....	19
Gum .....	20
Lost and Found.....	20
Library Usage and Behavior .....	20
Library Book Damage or Loss .....	20
Personal Property.....	20
Student Clubs and Extra Curricular Activities.....	20
Student Council .....	20
Student Dress and Appearance.....	21
Textbook and Library Book Refund Information.....	21

STUDENT CONDUCT .....	21
Parker Whitney Rules - .....	21
Discipline Procedures.....	23
Internet Safety / Social Networking.....	23
Sexual Harassment.....	24
Suspension and Expulsion .....	24
COMMUNITY ORGANIZATIONS .....	25
BEFORE AND AFTER SCHOOL CARE – CLUB ROCKLIN .....	25
APPENDIX .....	26
1. VOLUNTEER ASSISTANCE (Board Policy/Administrative Regulation 1240) .....	26
2. SCHOOL VISITOR REGISTRATION (Board Policy/Administrative Regulation 1250).....	27
3. STUDENT CLASS ASSIGNMENTS (Board Policy/Administrative Regulation 6152) .....	29
4. GROUNDS FOR SUSPENSION AND EXPULSION (Board Policy/Administrative Regulation 5144.1) .....	29
5. UNIFORM COMPLAINT PROCEDURES (UCP) .....	32
6. ANNUAL NOTIFICATION OF TITLE IX / GENDER EQUITY.....	33

## A LETTER FROM OUR PRINCIPAL.....

Dear Parents,

Welcome to Parker Whitney School, a California Distinguished School and Reading Renaissance Master School! We are very proud of our school. Throughout the school year, ask your child to share his or her "TOPS" reports with you and share in celebrating your child's learning successes. The Rocklin Unified School District and the Parker Whitney School staff are dedicated to providing the best possible education for our children.

I encourage you to become actively involved with your child's learning. One great way to get involved is to join our Parker Whitney Parent Teacher Club. I would be honored to introduce you to this group.

It is our sincerest desire that communication between home and school will be open and effective. Please feel free to contact me or your child's teacher if you have any questions or concerns that are not addressed in this handbook.

Sincerely,

*Danny Rush*

### **Board of Trustees**

Greg Daley, Clerk	<a href="mailto:gdaley@rocklin.k12.ca.us">gdaley@rocklin.k12.ca.us</a>
Wendy Lang, Member	<a href="mailto:wlang@rocklin.k12.ca.us">wlang@rocklin.k12.ca.us</a>
Todd Lowell, President	<a href="mailto:tlowell@rocklin.k12.ca.us">tlowell@rocklin.k12.ca.us</a>
Camille Maben, Member	<a href="mailto:cmaben@rocklin.k12.ca.us">cmaben@rocklin.k12.ca.us</a>
Steve Paul, Vice President	<a href="mailto:spaul@rocklin.k12.ca.us">spaul@rocklin.k12.ca.us</a>

### **Rocklin Unified School District Administration**

<b>Roger Stock</b>	Superintendent	630-2230	<a href="mailto:rstock@rocklin.k12.ca.us">rstock@rocklin.k12.ca.us</a>
<b>Deb Sigman</b>	Deputy Superintendent	630-2227	<a href="mailto:dsigman@rocklin.k12.ca.us">dsigman@rocklin.k12.ca.us</a>
<b>Barbara Patterson</b>	Deputy Superintendent, Business and Operations	630-2234	<a href="mailto:bpatterson@rocklin.k12.ca.us">bpatterson@rocklin.k12.ca.us</a>
<b>Colleen Slattery</b>	Assistant Superintendent, Human Resources	630-2240	<a href="mailto:cslattery@rocklin.k12.ca.us">cslattery@rocklin.k12.ca.us</a>
<b>Sue Wesselius</b>	Senior Director of Facilities and Operations	630-3188	<a href="mailto:swesselius@rocklin.k12.ca.us">swesselius@rocklin.k12.ca.us</a>
<b>Janna Cambra</b>	Director of Special Education/Support Programs	630-2232	<a href="mailto:jcambra@rocklin.k12.ca.us">jcambra@rocklin.k12.ca.us</a>
<b>Karen Huffines</b>	Director of Elementary Programs	630-3187	<a href="mailto:khuffines@rocklin.k12.ca.us">khuffines@rocklin.k12.ca.us</a>
<b>Marty Flower</b>	Director of Secondary Programs	630-3311	<a href="mailto:mflowers@rocklin.k12.ca.us">mflowers@rocklin.k12.ca.us</a>
<b>Mathew Phillips</b>	Director of Fiscal Services And Purchasing	630-2236	<a href="mailto:mphillips@rocklin.k12.ca.us">mphillips@rocklin.k12.ca.us</a>
<b>Juanita Fahnestock</b>	Director of Food Services	624-1112	<a href="mailto:jfahnestock@rocklin.k12.ca.us">jfahnestock@rocklin.k12.ca.us</a>
<b>Matt Sanchez</b>	Director of Transportation	624-9106	<a href="mailto:msanchez@rocklin.k12.ca.us">msanchez@rocklin.k12.ca.us</a>

## STAFF LIST

### Office Staff

Principal  
Secretary  
School Clerk  
Volunteer Coordinator  
Cafeteria Cashier

Denny Rush  
Christine Payne  
Sheryl Murphy  
Patricia Chatelain  
Teresa VonSavoye

[drush@rocklin.k12.ca.us](mailto:drush@rocklin.k12.ca.us)  
[cpayne@rocklin.k12.ca.us](mailto:cpayne@rocklin.k12.ca.us)  
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[pchatelain@rocklin.k12.ca.us](mailto:pchatelain@rocklin.k12.ca.us)  
[tvonsavoye@rocklin.k12.ca.us](mailto:tvonsavoye@rocklin.k12.ca.us)

### Special Services Staff

Health Services Supervisor  
School Psychologist  
Speech/Language Pathologist  
English Language Learner Teacher  
Visual and Performing Arts Teacher  
Music Teacher  
Computer Tech  
District Elementary Librarian  
Library Techs  
  
P.E. Teachers  
K-3 Special Day Class Teacher  
4-6 Special Day Class Teacher  
Resource Specialist Teacher

Melissa Locketz  
Amber Boyd  
Jaylyn Gregory  
Amanda Withers  
Linda Donohue  
Amy Adam  
Kathy O'Keefe  
Lorraine Littlejohn  
Cindy Chisum  
Heidi Dozier  
Joann Farren  
Janeen Streeter  
James Durgin  
Nicky Strong

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[awithers@rocklin.k12.ca.us](mailto:awithers@rocklin.k12.ca.us)  
[ladonohue@rocklin.k12.ca.us](mailto:ladonohue@rocklin.k12.ca.us)  
[aadam@rocklin.k12.ca.us](mailto:aadam@rocklin.k12.ca.us)  
[kokeefe@rocklin.k12.ca.us](mailto:kokeefe@rocklin.k12.ca.us)  
[llittlejohn@rocklin.k12.ca.us](mailto:llittlejohn@rocklin.k12.ca.us)  
[cchisum@rocklin.k12.ca.us](mailto:cchisum@rocklin.k12.ca.us)  
[hdozier@rocklin.k12.ca.us](mailto:hdozier@rocklin.k12.ca.us)  
[jfarren@rocklin.k12.ca.us](mailto:jfarren@rocklin.k12.ca.us)  
[jstreeter@rocklin.k12.ca.us](mailto:jstreeter@rocklin.k12.ca.us)  
[jdurgin@rocklin.k12.ca.us](mailto:jdurgin@rocklin.k12.ca.us)  
[nstrong@rocklin.k12.ca.us](mailto:nstrong@rocklin.k12.ca.us)

## **SCHOOL HOURS/OFFICE HOURS**

**Monday-Friday 7:30-4:00**

**Closed All School Holidays**

## **STUDENT HOURS**

**Monday 1<sup>st</sup> – 6<sup>th</sup> grade 8:25-1:55**

**Tuesday-Friday 1<sup>st</sup> – 6<sup>th</sup> grade 8:25-2:55**

**Monday-Friday Kindergarten 8:25-1:55**

## **SCHOOL CALENDAR**

August 18	Meet the Teacher
August 19	First Day of School
September 1	Labor Day~ No School
November 4	End of Trimester 1
November 7	Minimum Day ~ 12:55 Dismissal
November 10	Staff Development Day ~ No School
November 11	Veterans' Day ~ No School
November 17 - 21	Parent Teacher Conference Week ~ Minimum Days, 12:55 Dismissal
November 24 - 28	Local Holidays and Thanksgiving ~ No School
December 22 - January 2	Winter Break ~ No School
January 19	Martin Luther King Day ~ No School
February 13	Presidents' Day ~ No School
February 16	Presidents' Day ~ No School
February 27	End of Trimester 2
March 2	Minimum Day ~ 12:55 Dismissal
March 9-13	Parent Teacher Conference Week ~ Minimum Days, 12:55 Dismissal
March 30- April 3	Spring Break~ No School
April 6	Staff Development ~ No School
May 14	Open House ~ Minimum Day, 12:55 Dismissal
May 18	Minimum Day ~ 12:55 Dismissal
May 25	Memorial Day ~ No School
June 4	Last Day of School! Minimum Day~12:55

## ATTENDANCE INFORMATION

**Absences** – Daily school attendance is essential for student success. By law, parents are required to send their child to school daily. **Parents are strongly encouraged to schedule medical appointments during non-school hours.** Whenever possible, a student who is absent for a reason other than illness should attend at least part of the school day.

When students are absent from school, it is important that their absences be cleared on their first day back to school. If the student does not have a note, it will be necessary to call the parent at home or at work in order to clear the absence. Any absence not cleared within 5 days will be marked as truant. According to California law, there are **NO** legally recognized absences. A student may be excused from school for justifiable personal reasons, including but not limited to illness or injury, medical or dental appointments, bereavement, funeral/memorial services, court appearances, or religious holidays, or an employment conference, when the student's absence has been requested in writing by the parent/guardian and approved by the principal or designee. A student shall be excused when he/she is the custodial parent of a student who is ill or has a medical appointment during school hours.

Parents will be asked to conference about continual non-illness absences and to improve their child's attendance. Failure to do so may result in a referral of the student and parent to the Rocklin Unified School District Attendance Review Board for further action.

**Missed Work** - A student absent from school shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and, upon satisfactory completion, shall be given full credit. The teacher of any class from which a student is absent shall determine what assignments the student shall make up and what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent.

**Request for Homework** – If your child is ill two days or more, parents may request homework. Call the office at least one day before the day you wish to pick up the assignments. The teacher(s) will have the work ready to pick up in the office after school or the next day.

**Notes from Parents** – Please use **both the first and last name** on all correspondence from home. This is especially important when the parent and the student do not have the same last name.

Notes are still required to satisfy the compulsory education law. Please call the school to report an absence or leave a message. Please state your child's first and last name, reason for absence, and dates of the absence.

**Tardies** – An emphasis is placed on students arriving to school on time. Late students often miss the focus of the day or lesson and disrupt the flow of the lesson for other students. When students are late for school, please check into the office before going to class. Parents will be notified if a student has continual tardies and will be asked to follow through with a program to increase punctuality. Repeated tardiness can be grounds for revocation of intra or inter district transfer requests. Repeated tardies may result in a referral of the student and parent to the Rocklin Unified School District Attendance Review Board for further action.

**Independent Study** – When a student knows he will be away from school **for at least 5 days**, the school can assign work through an Independent Study Program. If the work is completed and the Independent Study Contract is fulfilled, the student will receive credit for being in school. Parents must inform the office at least one week in advance to receive their child's work unless it is an emergency.



**Appointments** – If your child needs to leave school for an appointment, please send a note with the student in the morning. Sign your child out at the school office before taking him/her out of class.

## **PARENT COMMUNICATION / PARTICIPATION**

### **SchoolMessenger**

Rocklin Unified School District is focused on providing a safe and secure environment for our students and their families. We use School Messenger to keep parents, staff and students informed in both emergency and non-emergency situations. At Parker Whitney School we use SchoolMessenger to deliver most of our home to school information. It is very important that we have current phone and email contact information.

### **School Website-<http://pwes.rocklinusd.org>**

Our school website is an excellent source of information regarding school events, student academic progress, school calendars, lunch menus, student handbook, parent teacher club, and much more. You will also find grade level appropriate academic supports on our interactive school website.

### **Class Web Page-<http://pwes.rocklinusd.org>**

Each class regularly maintains a class web page where families can check on class specific events, information, and in the 4<sup>th</sup>-6<sup>th</sup> grades individual student progress information is available via the class web page.

### **School Newsletter- <http://pwes.rocklinusd.org>**

Our Parker Whitney Paw Print newsletter is published 3 times each school year. The Paw Print is sent home via SchoolMessenger email and posted on our school website.

### **School Visitations / Visitor Registration** – (Reference Board Policy/ Administrative Regulation 1250)

The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools and view the educational program. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be arranged with the teacher during non-instructional time.

To ensure the safety of the students and staff and avoid potential disruptions, all visitors shall register in the school administration office immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the school may design a visible means of identification for visitors while on the school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission (Education Code 51512).

**Parent/ Teacher Conferences** – Parent/teacher conferences are scheduled twice during the year for all students. In the fall they are held at the end of the first trimester and again in the spring at the end of the second trimester. The Rocklin Unified School District schedules minimum days during conference week so teachers may have sufficient time to meet with parents. The average length of a conference is 20 minutes and involves

reporting progress and creating goals for students. Parents and teachers are encouraged to set up additional conferences as the need arises during the year.

**Student Records** – The Rocklin Unified School District maintains cumulative records for each student as required by law, and any additional records that would be helpful in providing maximum educational opportunities for students. These records are available for parents to review. Please call the school office to set up an appointment with the principal to review your child’s cumulative record.

**Complaint Procedures** – The school follows the procedures outlined below to address parent concerns and complaints. Please use the following steps if you have a concern:

1. Classroom concerns should first be brought to the attention of your child’s teacher. Please call the teacher to explain your concern. Small concerns may be addressed by a phone call; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, please call the school administrator. Small concerns may be addressed by a phone call; larger concerns are better addressed in a conference.
3. If the concern is not satisfactorily addressed with the school administrator, the parent may schedule a meeting with a district representative.

The District assures that students, employees, parents or guardians of its students, school and district advisory committees will not be discriminated against. Unlawful discrimination complaints may be filed using the Uniform Complaint Procedure (UCP). A brief description of the UCP is in the appendix of this handbook. Also, see the appendix for the Annual Notification of Title IX / Gender Equity. A copy of the UCP is available at the District Office from the Human Resources Department.

**Volunteers-** Parents play important roles at Parker Whitney School through their active participation and involvement in School Site Council, Parents’ Club, District Committees, Art Docent Presenters and various annual events and regular volunteering of their services in the classroom. Teachers and the school in general always welcome parent help. Parent assistance is invaluable at our school. We encourage and welcome parents at Parker Whitney School! **For the safety of all our students, parent volunteers must be fingerprinted and have TB clearance.** The procedures are described in the Appendix – Use of Volunteer Services (Board Policy / Administrative Regulation 1240)

**Parent/Teacher Club (PTC)-**

For up to date information about our PTC and contact information please see our PTC website @ <http://parkerwhitneyptc.wix.com/parkerwhitneyptc>

## **SAFETY**

**Student Safety** (Reference Board Policy/Administrative Regulation 5142) – The Board of Trustees places high priority on safety and on the prevention of student injury. Principals and staff are responsible for the conduct and safety of students from the time they come under school supervision until they leave school supervision, whether on school premises or not. The Superintendent or designee shall establish regulations and procedures as necessary to protect students from dangerous situations.

The Superintendent or designee shall ensure that teachers, teacher aides, yard aides, and volunteers who supervise students receiving training in safety practices and in supervisory techniques which will help them to forestall problems and resolve conflicts.

The following visitor regulations shall be in place at each school site:

- All visitors, including parents, must sign in at the office.
- All unknown visitors will show proof of identity.
- Uniform identification badges will be used throughout the district.
- Picture identification badges will be used by District employees who visit campuses (i.e. superintendents, maintenance, and transportation/cafeteria supervisors).

**Emergency Cards** – Student emergency cards must be kept current. If a student becomes ill or is injured at school, we must have a phone number where we can reach the parent, guardian, or a designated substitute. Your child will not be released to an adult unless the adult is on the emergency card.

**Accidents** – If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. It is critical that parents/guardians keep the emergency card up to date. If the accident is serious the school will call 911 and notify the parents immediately.

**Emergency Situations** – The Rocklin Unified School District has plans and preparations for major emergency situations. Our staff has been trained and drills are held regularly to make certain that the students understand emergency procedures.

Please inform your children that they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind and inspections are made regularly to remove possible hazards. Personnel are trained in first aid. Our primary concern in the event of an emergency is the safety and welfare of the students.

Please instruct your children to obey the directions of their teachers and follow the directions of the bus driver if they are on the bus. If walking or riding a bicycle, your child should continue toward their destination when an emergency situation develops.

Your cooperation is asked in any emergency:

- Please avoid calling the school. Telephone lines will be needed for emergency situations.
- Please avoid driving to school. Streets should be as open as possible for emergency vehicles.
- Turn your radio to any of the local Placer/Sacramento County radio stations. Information and instructions for picking up students during or after an emergency will be given over the radio. AM – KAHI 95, KFBK 1530; FM – KHYL 101, KAER 92.5.
- In the event your child's school must be evacuated, your child will be transported to another school. The school of choice will be determined by the nature of the emergency. Specific information will be broadcast on the local radio stations listed above.
- The school will utilize a mass calling system to update you with key information regarding the situation.

**Office Telephone** – The office telephone is for **emergency** use only. Please make after school arrangements with your child in advance. Office staff are not permitted to interrupt classroom instruction to relay messages to students. Emergency situations should be communicated to the principal and necessary actions will be taken to ensure appropriate communication occurs.

**Safety Drills** – In accordance with state law, an emergency evacuation is conducted every month. Students are expected to respond quickly and safely as directed by their teacher. If you are in your child's classroom during a fire drill or a lock-down drill, please stay with your child until the drill is over.

**Safe Arrival and Departures** – The Rocklin Police Department and our school officials work closely to plan for the safe arrival and departure of students. We are asking for your support and help in the safe loading and unloading of children.

- Assist us in teaching your child to use the crosswalks when coming to school and leaving school.
- Do not stop your vehicle in the crosswalk or in front of the driveway to deliver or pick up your child. California State law prohibits stopping in a designated crosswalk. This constitutes a moving violation.
- Teach your child to walk, not run, in the crosswalk.
- Do not leave your vehicle unattended in the loading and unloading zones.
- The bus lane is for buses only. Do not use it for drop off or pick up.

**PLEASE ADVISE ANY DRIVER WHO MAY TRANSPORT YOUR CHILD OF THESE REGULATIONS.**

**Dogs on Campus** – Due to health reasons, dogs are prohibited from being on the school campus during, before, or after school hours. The only exception is when a pet is part of an arranged presentation. In that situation, the pet must arrive shortly before the scheduled time and be removed immediately after the presentation ends.

## **CAFETERIA**

**Lunch / National School Lunch Program** - A quality, nutritionally balanced hot lunch is available in the cafeteria daily. Menus are sent home with the student at the beginning of each month or can be viewed on the school web site. One entrée or a choice between two entrees which include a protein and a bread/grain serving is offered along with a selection of vegetables and fruits. Students must choose at least three out of the five components offered to meet the standards for a healthy meal. One percent milk or one percent chocolate milk is also provided with the hot lunch.

Milk is also available for \$.50 for students who bring lunches from home. Items and prices are subject to change.

Applications for the free and reduced-priced meals are mailed to each family prior to the beginning of the school year. They are also available at the school office any time throughout the year, or by phone request at the Food Service main office at 624-1112. Applications may be submitted at any time during the school day, or mailed to

Rocklin Unified Food Service Dept.  
4090 Del Mar Ave. Suite A  
Rocklin, CA 95765

The applications will be processed in a timely manner but until an eligibility determination is made and a letter is sent to the parent/guardians, the student is required to pay full price. Children participating in the National School Lunch Program will not be overtly identified by the use of any special means.

**Breakfast prices Regular \$1.75 / Reduced \$ .30 / Free \$ .00 / Adults \$2.50**

**Lunch prices: Regular \$2.75 / Reduced \$ .40 / Free \$ .00 / Adults \$3.50**

All students have a lunch account which is accessed by telling the cashier their name. Lunches are served on a pre-paid basis and parent/guardians may purchase any number of lunches in advance at the front office before or after school daily. **In the event of forgotten lunch money, students may charge no more than two lunches to their account before payment to bring the account current is expected.** Parents will be contacted when their child has had to charge a lunch and payment must be received the next day. Students may also bring lunches from home and purchase milk for 50 cents.

**Lunches from Home and Snacks** - We strongly urge parents to incorporate healthy food choices in packed lunches from home. Please save any candy or sodas to be consumed after school at home.

### **TK and Kindergarten Lunch**

TK and Kindergarten students will have a 40 minute lunch each day. Students may purchase a lunch or bring a lunch from home. Money can also be put on account.

For Kindergarten students in a K/1 combo class, typically there is no lunch in their schedule. However, check with the school principal if you would like to make arrangements for your child to have lunch at school.

## **TRANSPORTATION**

**Bus Transportation** - Applications for bus passes may be downloaded from the District webpage or requested from the Transportation Office (624-9106).

2225 Corp Yard Rd. (next door to UPS, off of Sierra Meadows Drive).  
Rocklin, CA 95677

If a student is going home on a different bus, parents must send a note to school stating their approval, bus number, and stop. Buses at full capacity may deny students who do not regularly ride that bus. Temporary bus passes may be purchased at the school office.

### **Thomas Edward Lanni School Bus Safety Act of 1997 (AB1297)**

Prior to the passage of AB1297, school bus drivers were required to activate a buses red flashing signal lights and the stop signal arm only when a student the bus had been carrying was about to cross a public or private roadway. After January 1, 1998, the red flashing signal lights and stop signal arm are required to be operated every time the bus stops for the purpose of loading or unloading students, even if the student does not intend to cross the road.

Vehicle Code 22454 states that the driver of any vehicle, upon meeting or overtaking, from either direction, any school bus displaying a flashing red light signal and stop signal arm, that is stopped for the purpose of loading or unloading students, shall bring the vehicle to a stop immediately before passing the school bus and shall not proceed past the school bus until the flashing red light signal and stop arm signal arm cease operation.

## **HEALTH SERVICES**

**Health Office Information** - The school health office is staffed by a part-time health aide. Please refer to the Annual Parents' Rights Notice for a complete description of pupil health, safety and medical treatment information.

The school health office provides temporary care to students who are sick at school, until the parent can be contacted to pick up the student. Students will only be released to persons listed on the Emergency Card and 911 will be called if the situation could be life threatening.

**Medications** (Reference Board Policy 5141.21) - The school health office also supervises students who are required to take medication during the school day. A written authorization from the student's physician and parent or guardian is required before designated school staff can assist the student in taking any medication, whether prescribed by the physician or over-the-counter (Aspirin, Motrin, cough drops, etc.) These medication forms are available in the school office.

Any medications that will be stored in the Health Office must be signed in by a parent/guardian and staff member. The Health Aide/staff member will verify the medication against the physician's orders, noting the medication's expiration date, quantity, and form (liquid, pills inhaler, nasal spray, eye drops, etc.)

All medication must be in the original container and placed under lock and key in the health office in the administration building for the safety of all students. **Students are not allowed to carry any form of medication (prescription or over-the counter) at any time while on campus** except those medications that a physician requests the pupil be allowed to carry (e.g., inhalant for asthma, Auto-injector Epi-Pen for severe allergies). When on a field trip, the medications shall be monitored by and in possession of a teacher at all times.

Prior to the beginning of school, please notify the school health office in writing of any chronic health issues, such as heart problems, diabetes, severe allergies, hearing loss, vision/glasses, chronic pain, asthma, seizure disorders, etc. This enables the school to communicate the necessary accommodations to appropriate staff to ensure that student health needs and safety are cared for.

**Health Screening** – California schools must conduct vision and hearing screening on all students upon school entry and every third year through eighth grade. (California Code of Regulations, Title 17, Section 2952 (c)(1)). Hearing screening in California public schools must be conducted by a credentialed school audiometrist. Rocklin USD screens all students for hearing in kindergarten/first grade and in second, fifth, eighth, and upon first school entry. Screening for vision is done in kindergarten, third, fifth, and eighth grades. Vision, hearing, and other mandated health screenings are overseen by the school nurse at specific grade levels, for all new students to the District, annually for special education students, or upon teacher or parent request. A screening service (not requiring parent permission) is provided by the Language, Speech, and Hearing Specialist in the areas of articulation and language at specific grade levels or upon teacher/parent request.

**Immunizations** – Under the California School Immunization Law (California Health and Safety Code, Sections 120325-120375), children are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries and developmental centers.

The California School Immunization Law also requires schools, child care centers, and family child care homes to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to the local health department. Starting in 2014, a new California law will modify the process for obtaining exemptions to student immunizations based on personal beliefs. Assembly Bill (AB) 2109 requires documentation that health care practitioners have informed parents about vaccines and diseases.

Source of immunization information: [www.shotsforschool.org/immunizationlaws/](http://www.shotsforschool.org/immunizationlaws/)

**Health Services Webpage** – Please note that all of the information above and more can be found on the Health Services Webpage: [www.rocklinusd.org/Departments/Health-Services/index.html](http://www.rocklinusd.org/Departments/Health-Services/index.html).

## **ACADEMIC INFORMATION**

**Smarter Balanced Assessments** – Each spring students in grades 3 through 6 take the Smarter Balanced Assessment which is aligned to the California Common Core State Standards. Results are sent home with students within 3 weeks of receiving them from the state.

**Homework** - Homework should be an extension or independent practice of what was learned in school. Students are expected to complete and hand in homework when assigned. (See the attendance section for requesting homework after or during an absence.)

**Standards Based Grading** – Instruction is focused around the standards identified for each subject in each grade level. Students are provided with information about how their work will be evaluated and how their level of proficiency will be determined. Teachers modify instruction to meet a wide variety of learning styles and levels of ability.

A student's progress is summarized every trimester on a standards based report card. The report card will indicate the status of your child's work based on mastery of skills for each trimester.

**Promotion / Retention Information** (Reference Board Policy/Administrative Regulation 5123) - The purpose of retaining students is to provide additional opportunities for a student to learn grade level skills. Legislation (AB1639) requires that all school districts establish a promotion and retention policy. AB1639 also requires school districts to offer supplemental instruction to students with low reading, writing, or math achievement.

Students are required to demonstrate that they have mastered grade level expectations in order to be promoted to the next grade. Grade level expectations are based on the following:

- Scores on achievement tests
- Teacher evaluation of student's abilities and effort
- Student's motivation level
- Proficiency assessments
- Parental involvement and family commitment to supporting the student's academic achievement
- Attendance

When a student is identified as being at risk for retention or recommended for retention, the school shall provide opportunities for remedial instruction to assist the student in overcoming the academic deficiencies. Such opportunities may include, but are not limited to, tutorial programs, after-school programs, summer school programs, and/or the establishment of a student study team.

The Superintendent or designee shall communicate in the strongest terms possible, the urgency of the student attending the recommended remedial instruction and learning the necessary skills. To fail to do so shall severely jeopardize the student's opportunity to be promoted.

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other

than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement.

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time.

**Teacher Training / Planning Time** - The District schedules one hour every Monday afternoon for articulation in grades K-12.

Teachers will utilize K-12 articulation days to receive specialized training in a variety of instructional practices including reading recovery, differentiated instruction, guided reading/writing, assessments, and mathematics. District-wide in-services are organized to allow our teachers adequate time to plan curriculum and align our instructional program with state mandates. Additionally, teachers will be able to share what is working well in their classrooms with their colleagues to improve student achievement for all our children. If you have any questions, please contact your child's school.

**Student Success Team** - The Student Success Team is a school-site team, which identifies effective strategies to meet the needs of individual students who are not progressing due to academic, behavioral, medical or other concerns. The Student Success Team process is a collaborative process between the school and the parents on behalf of the student. The parent, teacher or other staff may make requests for assistance to the Student Success Team through the school; student success team coordinator or the principal. The Student Success Team meeting will include the parent, the student (if appropriate), the student's teacher, administrator, team coordinator, general education teachers and other support staff as needed.

**Special Resources** - A variety of special resources and programs are provided for students with unique needs. To qualify for programs, students need to be referred through a meeting of the Student Success Team or demonstrate unique needs on assessments. These programs include:

1. **Special Education:** The district strives to provide an educational program to meet the needs of all school-aged children within the district. The district provides special education services described in Education Code (56000-56001). A student shall be referred for special educational instruction only after the resources of the regular education program have been considered and/or modified. If a student is referred to special education, parents will receive a notification of rights and an explanation of proposed assessments. Following assessments, a report of findings will be written and an IEP team will meet with the parent to develop an Individualized Education Plan. This plan and the student's progress based on the plan will be reviewed with the parent/guardian at least annually. Special education programs include the Special Day Class, Resource Specialist Program, and speech and language services.
2. **Speech and Language:** The speech-language program in the Rocklin Unified School District serves students from three years of age through twelfth grade. Students may be referred to the speech-language pathologist at their school for a speech-language screening by their teacher, parent, and the student study team or other concerned individuals. Students who qualify for the speech-language program may be served in a variety of ways. Students may attend individual or small group sessions, or be served in the regular classroom.



3. **Psychologist:** Psychological services are available to the school as the need arises throughout the year. A psychologist is available on a limited basis for testing children and working with parents and teachers.
4. **English Language Development:** Students who are non-native English speakers are assessed to identify their level of fluency in English. Students who are not fully fluent in English participate in the English Language Development program to increase their English fluency and vocabulary. Teachers use specific instructional strategies to help students learn the curriculum while learning English.
5. **Intervention Classes:** This program helps students who are below standard in reading. Small group instruction may be provided as an extension to the regular school day or occur during the school day.

### **Special Programs -**

1. **Visual and Performing Arts (VAPA):** RUSD provides a balanced curriculum, with arts as part of the core for all students, kindergarten through grade 12. Programs and curriculum incorporate the following four components in alignment with the California State Framework for Visual and Performing Arts: Dance, Music, Theater, and the Visual Arts. The components of the arts education are: (1) Artistic Perception, (2) Creative Expression, (3) Historical and Cultural Context, and (4) Aesthetic Valuing.
2. **Art Docent:** The Art Docent Program has been an important part of visual arts education in Rocklin schools for over eighteen years. Adults (parents, grandparents, and friends) who wish to volunteer their time are provided training in September for the grade level they have requested to teach. They present an art lesson once every three weeks in which six to ten works of art are shared, along with a discussion of artist's lives, art forms, and techniques. The students often get a "hands-on" chance to create their own masterpieces. Being an Art Docent is a very rewarding way to share in your child's classroom experiences. You need not have any previous art or teaching experience, just enthusiasm and a passion for art!
3. **Instrumental Music:** Instruction in wind/percussion instruments begins in grade 5, two days per week.
4. **Gifted and Talented Education – GATE:** (Reference Board Policy/Administrative Regulation\_6172) The Rocklin Unified School District is dedicated to providing the structure, support, training and resources necessary to ensure that students receive the highest quality education to become happy, healthy, productive members of society. As part of a comprehensive array of educational programs and resources, the Rocklin GATE program assists students in developing their unique skills and abilities. The goal is to provide every student with numerous opportunities for extended learning in the regular classroom and at all grade levels.

If you wish to refer your student to the GATE Program, please submit a *Request for Student to be Tested for GATE* form which can be obtained from the school office or the GATE page of the RUSD website. Screening may be initiated at the Grade 1 level. If a student is referred earlier, information will be gathered to support identification at a later time. Screening sessions are typically held in the fall for Grades 2-12 and in the winter for Grade 1. Make-up tests for all grade levels are held in the early spring. After your request form has been received, you will be notified of the next screening date. Please contact Jordan White, 630-3307 for more information on this process or if you are interested in joining the GATE Advisory Committee.

Every school in the Rocklin Unified School District has a GATE program. Self-contained classrooms for GATE students in grades 2 through 6 are located at Rocklin Elementary School. All other elementary schools have programs within the general education classrooms. Both middle schools have GATE Academies and both of our comprehensive high schools offer honor and AP classes (see the Academic Planning Guide on both Rocklin H.S. and Whitney H.S. websites for more information.)

5. **Physical Education:** Physical education is vital to the long-term health and well being of our students. It greatly contributes to the development of physically, mentally, socially, and academically balanced individuals.

Physical education is not interchangeable with recess. It is a sequentially taught, developmentally appropriate program which addresses areas such as body mechanics, social interactions, establishment of personal goals, good sportsmanship, safety, and enjoyment.

A quality physical education program at the elementary school level is essential for the introduction and development of movement skills necessary for successful participation in sport and fitness activities through teen and adult years. Eighty (80) minutes per week of specialized P.E. instruction is provided each student in grades one through six. Another 20 minutes of instruction is provided by the classroom teacher.

6. **School Sponsored Trips** (Reference Board Policy/Administrative Regulation 6153)  
**Minor Field Trip** (Requests will be considered and approved or denied by administrative personnel)
- Travel of students to an activity within 150 air miles from Placer County, inside the states of California or Nevada.

**Major Field Trip** (Requests will be considered and approved or denied by the Board of Trustees)

- Travel of students to an activity located more than 150 air miles from Placer County.
- Travel of students to any location outside the continental United States.
- All overnight field trips regardless of the location/mileage.

**Co-curricular Field Trips** are defined as activities that may be associated with the curriculum in a regular classroom. These are outgrowths of classroom activities and serve as valuable supplements to the regular classroom program. They are designed to encourage and/or reinforce classroom instruction and may be funded by the district. Class trips involving short distances by bus or walking are encouraged, whereas trips involving many miles of travel are discouraged.

**Extracurricular Field Trips** are activities which include, but are not limited to, athletic events, cheerleading, and the variety of events sponsored by school clubs and organizations as approved in writing by the principal. These activities provide students with opportunities to participate in educational, social, and intellectual development of the students.

Students must have written parental permission in order to participate in trips requiring transportation (Education Code 35350). The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip. Students who do not have written permission may not be allowed to participate in a particular field trip. Only students who are members of the class may attend the field trip activity.

All chaperones going on field trips must be fingerprinted (forms are available in school offices; school staff will provide instructions).

Parents who wish to accompany their own student on a field trip and are not a chaperone may do so. However, their student will be assigned to a group and a chaperone, and that parent will need to “buddy-up” with the chaperone assigned to their student. Parents who are not serving as chaperones will need to provide their own transportation on field trips.

## STUDENT INFORMATION

**Bicycles / Skateboards / Scooters** - Bicycles may be ridden to and from school with the understanding that they will be maintained and operated in a safe manner. This includes:

1. Using the crosswalk
2. Locking your bicycle inside the designated bike area
3. After parking your bicycle and locking it, please stay out of the bicycle area
4. Walking your bike while on the playground or school sidewalks
5. Wearing a helmet
6. Parents-make sure your child has capable riding skills and knows the rules of the road before allowing him/her to ride to school.
7. The school cannot be responsible for damaged or stolen bicycles

Skateboards and scooters are not allowed at school.

**Big Buddies** - All classes are matched up with buddy classes. Upper grade students work with students in the primary grades as mentors. This helps provide academic and social support to younger children while reinforcing a leadership role for our older students. This program also helps foster a school-wide family feeling.

**Birthdays** - A child’s birthday is a family celebration. We do not permit the use of instruction time to “celebrate” a child’s birthday. Balloons, presents, etc., should be presented to your child at home. Cake, candy or cookies at school are discouraged. The sugar makes it difficult for our students to focus on learning. To avoid hurt feelings, please refrain from distributing birthday or party invitations at school unless the entire class is invited.

If you wish to prepare a **healthy snack** for your child’s class during recess, please make arrangements with the teacher prior to bringing it in as some children have food allergies. As part of our efforts to promote healthy choices, we strongly encourage bringing in juice, fresh fruits, low sugar nutrition bars, berries and yogurt or other healthful fun snacks. Once again, we would prefer that cakes, cupcakes, cookies, and candy are **NOT** brought to school. We appreciate your support in giving our students healthy choices.

**Books and Materials** - Each student is issued a set of books and math tools at the beginning of the school year. It is recommended that books be covered with book covers. Students are expected to care for the books and materials and return them in June in a similar condition. Student will be charged for excess wear and tear on materials, or lost books and math tools. Report cards will be withheld pending payment.

**Cell Phones on Campus** (Reference Board Policy 5131) - Grades K-12 students are allowed to have cell phones and other electronic signaling devices in their possession while at school. However, cell phones and other electronic signaling devices must be off during school hours, shall not be visible and shall not be used during school hours. At Parker Whitney students who do not comply with this policy will have their property held in the school office until a parent or guardian comes to the school office to retrieve the item. Continued violations may result in additional disciplinary action. School hours are 7:30-4:00

**Gum** - Gum is not allowed at school.

**Lost and Found** - Parents are strongly encouraged to label jackets, sweaters, and lunch boxes with their owner's name. "Found" articles will be kept in the lost and found bins located in front of the office. If items are not claimed, they will be donated to a charitable organization in December and June.

**Library Usage and Behavior** - Students may use the library any time during school hours under the supervision of an adult in charge. This may be a scheduled class visit, or an individual visit by permission of the teacher and the librarian for independent study. Students must have a pass to enter the library during school hours, including lunch, if not accompanied by a teacher or teacher assistant. NO STUDENT may be in the library unsupervised at any time.

While in the library, students will follow school rules and are expected to conduct themselves responsibly. Loud talking, running, eating, and drinking are not appropriate in the library. Students exhibiting these behaviors will be asked to leave.

Students may borrow books for a two week period of time. The number of books a student may have checked out at any one time is determined by grade level. If students have any overdue books, they will not be allowed to check out any more until the overdue has been cleared.

**Library Book Damage or Loss** - Students are expected to pay for excessive damage to library books or for the loss of books. The cost will be determined by the current replacement cost of the book(s). Students who do not meet those obligations lose further borrowing privileges and report cards will be withheld until such obligations have been met.

**Personal Property** - All students should mark personal belongings with first and last name before articles are brought to school. This includes lunch boxes, backpacks, coats, sweaters, umbrellas, gloves, binders, etc.

Valuables, expensive items, radios, iPods, iPads, eReaders, CD players, and other electronic items other than cell phones (see specifics about cell phones on page18) should be kept at home and are also **not allowed on field trips**. All toys, including playground equipment such as basketballs, baseballs, bats, and gloves, etc. should be left at home. An item can be specifically approved to be at school by the teacher and may require an electronics use agreement, but the school or district is not responsible for loss or damage to personal items. If an item is brought to school without permission, it will be confiscated and returned only to the parent.

Dangerous or illegal items are not allowed at school and in some cases suspension or expulsion of the student can occur if such items are brought to school.

**Student Clubs and Extra Curricular Activities** - Each year the school strives to provide a variety of clubs and extra curricular experiences for students to extend their learning and explore other areas of interest. These vary from year to year. Please check with the school for current opportunities.

**Student Council** - Student Council representatives who meet the eligibility requirements are elected from each 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade classroom. Officers are elected by the class representatives and provide school leadership in a variety of ways. A teacher serves as an advisor and works with our student leaders.

**Student Dress and Appearance** (Reference Board Policy 5132) - The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. The major responsibility for dress and grooming is placed upon the student and the student's parents. The administration reserves the right to decide the appropriateness of the student's attire. Inappropriately dressed students will be expected to change clothing. The following guidelines are intended to define appropriate student attire and personal grooming and shall apply to all regular school activities:

- All garments must fit and be worn in the manner in which they are designed. Pants must be worn at or above the hip point and be able to stay up without a belt.
- Footwear must be worn at all times. At all elementary schools, for safety reasons, thongs or backless shoes/sandals are prohibited; however, sandals may be worn if they have heel straps.
- For the safety of our students, Physical Education requires that athletic shoes that stay on during high activity be worn. The following shoes are not allowed in PE: sandals; boots, including Uggs; shoes with wheels or rollers; soft shoes with no support, such as Toms, slippers, and shoes with separated toes; and shoes with uneven or abnormal sole thickness, such as Shape Ups.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, tank tops, torn off sleeves, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
- Inappropriate lettering, printing, message patches, or messages on clothing, hats, backpacks, binders or other personal items are prohibited.
- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, or religious prejudice or the use of drugs or alcohol.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
- Hair color is limited to naturally occurring hair colors.
- Gym shorts may not be worn in classes other than physical education.
- Any apparel, jewelry, accessory, school materials, or manner of grooming which by virtue of its color, arrangement, or any other attribute denoting membership in a gang is prohibited.
- Hats are not allowed to be worn in the classroom (district-wide) with the exception of classroom curriculum activities.

**Textbook and Library Book Refund Information** - Any student, who pays for a lost textbook, a lost library book, or other school material and later finds the item, may return it to the school for a refund until September 30 of the following school year, as long as the item is in acceptable condition and is still being used by the school.

## **STUDENT CONDUCT**

### **Parker Whitney Rules -**

Students are held accountable for their behavior. The expectations listed below are the foundation for our conduct guidelines:

- A student is responsible for his/her actions.
- A student is expected to conduct him/herself in a manner which will not bring harm to him/herself, to others, or to property, either public or private.
- A student is expected to conduct him/herself in a manner which reflects concern for the rights of others.
- A student is expected to use appropriate language and behavior when talking to others.

We appreciate those students who respect others and accept the responsibility of making appropriate decisions regarding school rules. The following guidelines have been set to clearly outline the expectations at Parker Whitney School so that all students can make responsible choices.

### **STUDENTS ARE NOT PERMITTED TO:**

- Fight (real or play)
- Throw or shoot objects that could cause injury
- Play roughhouse games (wrestling, tackling, etc.)
- Possess dangerous objects (knives, firecrackers, caps, matches, lighters, etc.)
- Damage or destroy school property or the property of other people
- Sell items at school
- Swear or use vulgar actions or language
- Spit
- Leave campus without the permission of the teacher or office staff
- Have cell phone on at school- Phones are to be turned off once a student crosses on to campus
- Bring scooters, skateboards, rollerblades, skates or wheels that insert into the bottom of shoes to school\*
- Attend after-hours school events without being accompanied by an identified adult
- Bring play equipment or toys to school
- Wear pajamas or lounge wear to school

**Discipline Procedures** - Students are expected to know and follow all school rules as well as exercise good judgment in making decisions regarding their behavior. Central to this is the need for students to help create an environment in which everyone can learn and interact cooperatively. Safety, respect, and maintaining a positive atmosphere for learning is everyone's responsibility. When a student's behavior is such that these critical elements are jeopardized, disciplinary action is warranted.

Discipline at Parker Whitney is focused on instructing students to learn from their mistakes, teaching students there are consequences for their behavior, and maintaining a positive learning environment. Behavior is best addressed immediately by the adult present when the problem has occurred. In most cases, behavioral concerns are handled by a teacher or by a yard duty supervisor. Repeated problems with behavior or those of a more serious nature may be referred to the school office. The principal or designee will then work in conjunction with the student, parents and referring staff member to resolve the situation in a fair, timely and appropriate manner.

As we believe that the family is key to helping maintain high behavioral expectations, it is important that communication between home and school is emphasized. Parents who have questions regarding their child's behavior or a problem that has occurred at school are strongly encouraged to contact your child's teacher. If questions still remain regarding a situation, school administration may be involved. Similarly, school staff will contact a child's parents in addressing behavioral concerns when something arises beyond what one might normally encounter on a day to day basis.

### **Internet Safety / Social Networking**

Cyberbullying or Harassment Using Social Media – The use of information and communication technologies like social media to send text or images intended to hurt or embarrass others is not allowed.

Cyberslander – Social media defamation or cyberslander, the act of making untrue statements whether by libel (printed or broadcast) or slander (oral), about another person using internet-based applications is not allowed.

Under the California Education Code, students who engage in bullying or cyberbullying face possible suspension and expulsion even if the bullying is happening outside school and/or sent from a computer at home.

Students should:

- Recognize the danger in using personal name, address, phone number, picture, or other personal information online.
- Understand why logon information and passwords should not be shared.
- Understand why not to click on pop-ups and advertisements.
- Know the differences between ethical and unethical use of technology.
- Comply with copyright law when copying and pasting from websites.
- Demonstrate respect for opinions of others posted online.
- Recognize and report cyberbullying.

**Sexual Harassment** – Students in grades 4-12 can be suspended from school for sexually harassing another student. Sexual harassment of a student “as a joke” is also a suspendable offense. (Refer to Board Policy/Administrative Regulation 5145.7 online or in the Parents’ Rights and Responsibilities document.)

**Suspension and Expulsion** – (Refer to Board Policy/Administrative Regulation 5144.1 in the Appendix or on the RUSD website.)



## COMMUNITY ORGANIZATIONS

Boy Scouts/Cub Scouts	929-1417	
Girl Scouts/Brownies	1-800-322-4475	
Camp Fire USA	816-285-2010	<a href="http://www.campfireusa.org">www.campfireusa.org</a>
Five Cities Softball	652-8716	<a href="http://www.Eteamz.com">www.Eteamz.com</a>
Club Rocklin Program	625-5200	<a href="http://www.rocklin.ca.us/depts/parksnrec">www.rocklin.ca.us/depts/parksnrec</a>
Loomis Basin Dolphin Swim Team	652-3719	<a href="http://www.loomisdolphins.org">www.loomisdolphins.org</a>
Rocklin Girls Fast Pitch Softball	315-9102	<a href="http://www.rocklingirlssoftball.org">www.rocklingirlssoftball.org</a>
Rocklin High School Pool	625-5200	
Rocklin Jr. Thunder Football & Cheer	497-1369	<a href="http://www.jrthunder.com">www.jrthunder.com</a>
Rocklin Library	624-3133	<a href="http://www.placer.ca.gov/departments/library">www.placer.ca.gov/departments/library</a>
Rocklin Little League	632-7756	
Rocklin Recreation Dept.	625-5200	<a href="http://www.rocklin.ca.us">www.rocklin.ca.us</a>
Rocklin Wave Swim Team	497-1444	<a href="http://www.rocklinwave.com">www.rocklinwave.com</a>
Rocklin Youth Soccer Club	773-7217	<a href="http://www.rocklinsoccer.org">www.rocklinsoccer.org</a>
Tri-City Little League	773-4454	<a href="http://www.tricitylittleleague.com">www.tricitylittleleague.com</a>
Whitney Jr. Wildcats & Cheer		<a href="http://www.whitneyjrwildcats.com">www.whitneyjrwildcats.com</a>

## BEFORE AND AFTER SCHOOL CARE – CLUB ROCKLIN

### **Club Rocklin Program**

A before and after school child care program is available on our campus. The Rocklin Recreation Department sponsors "Club Rocklin." Call (916) 652-5251 for registration information. The program is located in the back of the Parker Whitney Elementary School campus.

## APPENDIX

1. **USE OF VOLUNTEER SERVICES (Board Policy/Administrative Regulation 1240)**
2. **SCHOOL VISITATIONS (Board Policy/Administrative Regulation 1250)**
3. **STUDENT CLASS ASSIGNMENTS (Board Policy/Administrative Regulation 6152)**
4. **GROUNDS FOR SUSPENSION AND EXPULSION (Board Policy/Administrative Regulation 5144.1)**
5. **UNIFORM COMPLAINT PROCEDURES**

### **Please note:**

Policies indicated with an \* below have been omitted, as they are already included in the *Annual Parents' Rights and Responsibilities*, which is distributed to all students at the beginning of each school year.

\**Sexual Harassment (Board Policy/Administrative Regulation 5145.7)*

\**Open Enrollment/Intradistrict (Board Policy/Administrative Regulation 5116.1)*

All RUSD Board Policies and Administration Regulations can also be accessed online at:

<http://www.rocklinusd.org/school-board/board-policies/index.html>

(username: public / password: rocklin)

## **1. VOLUNTEER ASSISTANCE (Board Policy/Administrative Regulation 1240)**

### **Duties of Volunteers**

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students (Education Code 45343, 45344, 45349) (cf. 4222 - Teacher Aides/Paraprofessionals), (cf. 5148 – Child Care and Development), (cf. 5148.2 – Before/After School Programs).

Volunteers may supervise students during lunch, breakfast, or other nutritional periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities (Education Code 35021, 44814, 44815).

Volunteers may work on short-term facilities projects pursuant to Board policy and the section below entitled "Volunteer Facilities Projects."

### **Qualifications**

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency (Education Code 45344.5, 45349) (cf. 4212 Appointment and Conditions of Employment).

Any volunteer working with students in a district-sponsored student activity program shall obtain an Activity Supervisor Clearance Certificate or criminal background check in accordance with Board policy. The Superintendent or designee shall determine which volunteer positions in the district are subject to this requirement (cf. 4212.5 – Criminal Background Check).

"Student activity programs" include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team,

and marching band. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer nonteaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing noninstructional services (Education Code 49024), (cf. 4127/4227/4327 – Temporary Athletic Team Coaches),( cf.6145 - Extracurricular and Cocurricular Activities).

The Superintendent or designee shall not assign any person required to register as a sex offender pursuant to Penal Code 290 as a volunteer who assists certificated personnel in the performance of their duties; supervises students during lunch, breakfast, or other nutritional period; or serves as a nonteaching aide to perform noninstructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95), cf.3515.5 – Sex Offender Notification).

The superintendent or designee may require all volunteers to disclose their status as a registered sex offender and/or provide the district with sufficient information in order to allow verification of this status on the Department of Justice’s Megan’s Law web site.

No volunteer shall be assigned to supervise or instruct students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406), (cf. 4112.4/4212.4/4312.4 – Health Examinations).

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

### **Volunteer Facilities Projects**

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects also shall be approved in advance by the superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration drilling or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily. (cf.3514 – Environmental Safety), (cf.3514.1 – Hazardous Substances), (cf.7140 – Architectural and Engineering Services)

## **2. SCHOOL VISITOR REGISTRATION (Board Policy/Administrative Regulation 1250)**

Parent/Guardian: Each parent/guardian desiring to schedule a parent/teacher conference is required under normal circumstances to give a 24 hour notice and report to an area designated by the school principal to sign a register before meeting with the teacher for such conference. A parent/guardian wanting to visit the classroom or view his/her student’s participation in a presentation, demonstration, or performance is required to report to a designated area and register

before attending the above mentioned activity. In either case, if the request is approved, the visitor will be announced to the teacher by the office personnel, and the visitation will be coordinated by a school representative. When a parent/guardian comes to the school to attend a prescheduled conference, e.g., week of parent/conferences, such meeting/conference is not considered a school visitation and the parent/guardian is not required to register. The Superintendent or designees shall post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. (Penal Code 627.6) Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

Any person other than the following is considered a visitor and required to register upon entering school premises during school hours: (Penal Code 627.1, 627.2, Evidence Code 1070)

- A student of the school, unless currently under suspension.
- A Governing Board Member or District employee who is required to be on school grounds, or any authorized person who is on school grounds at the district's/school's request. Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board actions.

### **REGISTRATION PROCEDURE**

In order to register, visitors shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

- His/her name, address and occupation.
- His/her age, if less than 21.
- His/her purpose for entering school grounds.
- Proof of identity.
- Other information consistent with the provisions of law.

### **LOITERING/TRESPASSING ON SCHOOL GROUNDS**

Loitering on school grounds in the District is prohibited. Any individual who is present on a school ground in the District who has no apparent lawful purpose to pursue will be directed to leave the school grounds immediately as per California Penal Code requirements.

### **DENIAL OF REGISTRATION**

The following provisions of law shall apply to visitors:

- The principal or designee may refuse to register any visitor if he/she reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke a visitor's registration if he/she has a reasonable basis for concluding that the visitor's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4)
- The principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds and not return within 48 hours (Ed.Code 32211). When a visitor is directed to leave, the principal or designee shall inform the visitor that if he/she reenters the school within seven (7) days, he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

### **APPEAL PROCEDURE**

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or designee by submitting within five (5) days a District complaint form and by following the District's complaint procedure (Administrative Policy 1312). The final segment in the appeal process is for the Board of Trustees to consider the appeal.

*A complete copy of Board Policy and Administrative Regulation 1250 is available in the school office.*

### **3. STUDENT CLASS ASSIGNMENTS (Board Policy/Administrative Regulation 6152)**

When assigning students to specific classrooms, the Superintendent or designee shall strive to provide the best possible learning environment for each student. Insofar as possible, consideration shall be given to:

- Recommendations of the current classroom teacher.
- Gender and ethnic balance.
- Academic balance of high, medium and low achievers.
- Balance of students with social or emotional problems.
- Strengths of individual teachers.
- Student's interests, readiness, behavior and motivation.
- Student/teacher ratios and, if relevant, class size reduction considerations.

The Superintendent or designee may accept from parents/guardians any information which would be helpful in making placement decisions. However, parents/guardians who provide such information shall be informed that requests for a specific teacher shall be used as only one of many determining factors which must be taken into account. During the school year, the Superintendent or designee may make any adjustments in class placement which he/she considers beneficial to the student or the educational program.

Class lists are posted prior to the first day of school for the convenience of students and parents.

If parents have a concern regarding their student's placement, the following procedures must be followed:

- Allow two weeks for student adjustment to class.
- Conference with the teacher following the end of the second week of placement.
- Submit the concern(s) in writing to the principal.
- Meet with the principal to discuss the concern(s).
- The principal will make the final decision as to what course of action will be in the best interest of all concerned.

**At Parker Whitney, parents wishing to give input regarding class placement must submit this information in writing to the principal by May 1<sup>st</sup> each year. Please remember that this is not a guarantee, but one part of the many factors that will be used to determine class placement.**

### **4. GROUNDS FOR SUSPENSION AND EXPULSION (Board Policy/Administrative Regulation 5144.1)**

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person, except in self-defense. (Education Code 48900(a))

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(t))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))
  4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage, or intoxicant. (Education Code 48900(d))
  5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
  6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
  7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
  8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
  9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
  10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
  11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
  12. Knowingly received stolen school property or private property. (Education Code 48900(l))
  13. Possessed an imitation firearm. (Education Code 48900(m))
- Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
  15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
  16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))
  17. Engaged in, or attempted to engage in, hazing. (Education Code 48900(q))
- Hazing means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))
18. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

19. Committed sexual harassment as defined in Education Code 212.5. (Education Code 48900.2)

Sexual harassment means that conduct, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233. (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating another person, interfering with the exercise of a person's civil rights, or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. (Education Code 233; Penal Code 422.55)

21. Intentionally engaged in harassment, threats or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

22. Engaged in an act of bullying, including, but not limited to, bullying by means of an electronic act, directed toward a student or school personnel. (Education Code 48900(r))

The Superintendent or principal shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, or selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code 48915(g), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possession of an explosive as defined in 18 USC 921 (US Code Title 18 – 921)

*A complete copy of Board Policy and Administrative Regulation 5144.1 is available in the school office.*

## **5. UNIFORM COMPLAINT PROCEDURES (UCP)**

UCP Annual Notice  
California Department of Education  
CDE form – 15-Dec-2010

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### *ROCKLIN UNIFIED SCHOOL DISTRICT 2014-15*

#### **ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)**

**For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties**

The Rocklin Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Rocklin Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Consolidated Categorical Aid Programs, Career Technical and Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, and Federal Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Deputy Superintendent or Director of Special Education  
Rocklin Unified School District; 2615 Sierra Meadows Drive; Rocklin, CA 95677  
(916) 624-2428

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The Rocklin Unified School District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the Rocklin Unified School District's Decision to the California Department of Education (CDE) by filing a written appeal within fifteen (15) days of receiving the Rocklin Unified School District's Decision. The appeal must include a copy of the complaint filed with the Rocklin Unified School District and a copy of the Rocklin Unified School District's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the Rocklin Unified School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Rocklin Unified School District's UCP policy and complaint procedures shall be available free of charge.



## 6. ANNUAL NOTIFICATION OF TITLE IX / GENDER EQUITY



### ROCKLIN UNIFIED SCHOOL DISTRICT 2014 – 2015

#### ANNUAL NOTIFICATION OF TITLE IX / GENDER EQUITY

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The preamble to Title IX of the Education Amendments of 1972 states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX requires that each school district have at least one person designated as the Title IX Coordinator. Please see coordinator contact information below.

Rocklin Unified School District (RUSD) shall implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with RUSD, that it does not discriminate on the basis of sex in the educational program or activity which it operates, and that it is required by Title IX and this part not to discriminate in such a manner.

#### **Title IX Coordinator Information:**

Karen Huffines, Director, Elementary Programs  
Rocklin Unified School District, Placer County  
2615 Sierra Meadows Drive, Rocklin CA 95677  
(916) 624-2428 / [khuffines@rocklin.k12.ca.us](mailto:khuffines@rocklin.k12.ca.us)