

Two Rock Union School District



Parent & Student

Handbook

2022-2023

Two Rock Union School District

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Website: www.trusd.org

Board of Trustees

John Martin, President
Gayleen Maas, Clerk
Ken Mazetta, Member
John Silvestrini, Member
Kathy Wilson, Member

District Administration

Stephen Owens, Superintendent/Principal
Sarah Daugherty, Assistant Business Manager
Mariela Lozano, Bilingual School Secretary
Vacant, School Secretary/Learning Loss Data Clerk

A Message from the Superintendent/Principal

Dear Two Rock Families,

Welcome to the new school year at Two Rock Elementary School! The beginning of the school year represents a renewed commitment to our efforts to provide the best possible education for our students. The elementary school years serve as the foundation upon which all future education rests, and we are honored that you are entrusting your children to us during the school day.

Two Rock is a school that thrives on the dedication of its teachers, staff, and parents, to provide high quality, innovative education in a warm and nurturing environment. I look forward to working with students, teachers, parents, and other members of the school community to ensure that our school maintains a positive, learning-focused culture and environment. It is our desire to engage in inclusive, transparent communication with all members of the community to promote understanding of our educational purpose, build support for our students, and encourage everyone's participation in both student learning and our own growth and development.

Two Rock Elementary maintains a school climate that is focused on respect, responsibility, safety, and kindness. Students respect themselves, their fellow students, and the adults on campus. Students take responsibility for participating positively in class, completing assignments, taking care of personal and school property, and behaving appropriately. We work to recognize students when they do well and guide them to be accountable when they do not. We know that we, the adults on campus, serve as role models and must exhibit respect, responsibility, safety, and kindness ourselves.

This year, our school continues to focus on increasing student engagement, deepening our use of technology in the classroom, continuing our implementation of the Toolbox social-emotional learning curriculum, and aligning our instruction to the Next Generation Science Standards, including the adoption of a new science curriculum. We will continue our work to deliver individualized interventions, and provide rigorous challenges to support student learning. My personal goal is to work with students, teachers, and parents to make sure that every student acquires the skills and understanding needed to meet future challenges so they can be successful, productive and happy members of society. It is also my priority to make our school a joyful place where students look forward to each day.

We are committed to effective and ongoing communication with you. This handbook, designed for you to read and discuss with your child, is a key element in this communication. We ask that after carefully reading all sections with your child, **you sign and date the enclosed form at the back of the booklet and return it to your child's teacher.** The handbook is yours to hold onto and refer back to through the year.

Two Rock Elementary School staff look forward to working with you to help your child be successful. Please feel free to contact me at any time if you have any questions, comments, or concerns about the handbook information or our school program. We look forward to seeing you throughout the year and we welcome your participation wherever possible. No matter what your work or home schedule, there is a place for each and every one of you as part of our Two Rock family!

Sincerely,

Stephen Owens
Superintendent-Principal

Two Rock Union School
Mission Statement

The Two Rock Union School community is committed to a shared responsibility for encouraging creativity while developing every child's academic and social skills as a foundation for lifelong learning.

Vision Statement

All students will be challenged and prepared for rigorous standards in an environment of equity, respect, and responsibility.

In order to realize our vision, we will

- Build upon our community's unique diversity and established traditions
- Guide our students to
 - Meet and exceed academic challenges
 - Become technologically literate
 - Physically fit
 - Exhibit initiative and positive social behavior
- Use data to make informed decisions that enhance learning opportunities for all students
- Develop resilient students with the ability to
 - Problem solve
 - Collaborate
 - Think creatively and critically

Local Control and Accountability Plan (LCAP) goals

Goal 1: All students will be proficient in grade level standards.

Goal 2: Parents will be involved in their student's education.

Goal 3: Provide a safe and secure environment for students.

Goal 4: Students will be engaged in their learning in order to be successful.

Two Rock Union School

Two Rock Union School has a history of change and growth. Originally, three separate schools served the community. Iowa School, the first public school in Sonoma County, was established in 1852; Walker School in 1876; and Two Rock School in 1885. The three schools were unified under one school board of trustees in 1919. In 1952, the present site was chosen for the unification of these schools into one location. Two Rock Union School was built on five acres deeded to the district by the U.S. Government at a total cost of \$61,588.00. Additional rooms and property have been added periodically.

Two Rock Ranch (U.S. Coast Guard Training Center or TRACEN)

The Two Rock Ranch Station was established by the War Department in August 1942, after acquiring 876 acres of ranch at a price of \$94,344.00. During WWII, the U.S. Army used the site as a communications station. The Army retained the original ranch structure to camouflage its military status. False furrows were graded around the operations area to make the ranch look like any other ranch from the air. More structures were added by the Army during the 1950's and 1960's. On July 1, 1971, the Army transferred the "ranch" to the U.S. Coast Guard to be used as a training center.

Two Rock Valley

The Two Rock Valley was given its name because of the two prominent grey stones standing a few feet apart on a gentle slope above the Petaluma-Bloomfield highway. Two Rock was originally called "Dos Piedras". A band of Native American hunters first carved a trail between the rocks. The trail was later used by the Russians and Spanish. The rocks became landmarks on the trail from Mission San Rafael to Bodega and Fort Ross. Being a natural landmark, they became "cornerstones" for large Mexican land grants.

Two Rock Union School District Board of Trustees

The Board of Trustees is comprised of five members, each serving a four year term. Trustees are either elected or appointed to the position. The 4-year term of office runs from December to December of each year. Trustees must be citizens of the state of California, registered voters, and live within the school district's boundaries. The Board meets the second Thursday of each month. The agenda is posted prior to the meeting and lists the topics of discussion. Board meetings are open meetings and the public is always welcome to attend. Closed sessions may be held before or after the open meeting. The main functions of the Board are to employ and evaluate the Superintendent, establish and review district policy, monitor and approve the budget, and oversee the facility.

The Board also includes 2 non voting positions that represent the school population. One of these seats is filled by a representative from our Coast Guard families and the other is a representative of our English Language Learner community.

BOARD MEMBERS

John Martin, President	jmartin@trusd.org
Gayleen Mass, Clerk	gmaas@trusd.org
Kathy Wilson, Member	kwilson@trusd.org
Ken Mazetta, Member	kmazetta@trusd.org
John Silvestrini, Member	jsilvestrini@trusd.org
Coast Guard Representative:	Ashley Inham
English Language Learner Representative:	OPEN/TBD

Two Rock Union School Organizations

Two Rock School Education Foundation (TRSEF)

The Two Rock School Education Foundation supports and enhances the school through fund raising activities and events for the students. TRSEF members are parents, staff, teachers, and any other persons interested in supporting the children of the Two Rock Union School District. The foundation funds library, music and art docent programs. In addition, it sponsors a variety of school programs including educational assemblies and the end-of-the year Field Day event. TRSEF meetings are held monthly and all parents are encouraged to attend and support their child's education.

TRSEF Officers:

TBA -- Acting President

TBA -- Secretary

TBA -- Treasurer

Coast Guard Liaison -- Ashley Inman

Non-voting Coast Guard School Board representative--OPEN/TBA

Check out the TRSEF Facebook page – Two Rock School Education Foundation

School Site Council (SSC) and Local Control Accountability Plan (LCAP) Committee

The Two Rock Union School Site Council and LCAP Committee is a committee composed of parents and staff members. As part of the Local Control Funding Formula (LCFF), enacted in 2013 as the new funding system for public schools in California, school districts must develop a Local Control and Accountability Plan (LCAP) that describes the district's vision for students, our annual goals and specific actions we will take to achieve our vision and goals. The LCAP must focus on eight areas identified as state priorities. The plan also demonstrates how the district budget, including State and Federal funds, will help achieve those goals, and assesses each year how well the strategies in the plan are improving our outcomes for students. Members serve a two-year term and meet monthly. All meetings are open to the public. For more information, contact the school office.

English Language Learner Advisory Committee (ELAC)

The English Language Learner Advisory Committee (ELAC) meets monthly to discuss programs, issues or concerns involving the English Language Learner program and services for our English Language Learner students and families. Parent involvement in this program is critical for student success. For more information or to get involved in ELAC, please contact Karin Beddow, ELD teacher or Mariela Lozano, Bilingual School Secretary.

THE STAFF OF TWO ROCK UNION SCHOOL

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Resources & Links:

- Two Rock School & District Website: <https://www.trusd.org/>
- Two Rock School Education Foundation (TRSEF) Contact Information:
- Two Rock School Education Foundation (TRSEF) Facebook Page: [@TwoRockSchoolEducationFoundation.TRSEF](https://www.facebook.com/TwoRockSchoolEducationFoundation.TRSEF)
- Two Rock School Facebook Page: [@TwoRockSchool](https://www.facebook.com/TwoRockSchool)

In this Handbook you will find General Information on the following and other subjects:

Attendance & Absences	Minimum Day Schedule
Bell Schedule	School Playground Rules
Complaint or Concern	Staffing
Dress Code	Tardies
Drop off & Pick up	Traffic Safety & Safety To and From School
Emergency Information	Behavior Expectations & Consequences
Health & Medication at School	Bullying & Harassment

Daily Bell Schedule

8:15 Playground Opens

8:30 Schools Starts

10:10 Recess

10:30 Recess Over

12:00 Lunch Period

12:40 Lunch/Recess Over

2:00 TK/K Dismissal (Except Wednesday)

1:45 Wednesday Dismissal Whole School

3:00 M-T-TH-F Dismissal (Grades 1-6)

Attendance

Arrivals: Students are to arrive on campus no earlier than 8:15 and by 8:30 unless they are in early morning childcare. Yard supervision begins at 8:15. Students are NOT to be on campus before 8:15 (unless enrolled in childcare), as there is no supervision prior to 8:15. Please help us enforce this safety rule by timing your child's departure from home appropriately. We appreciate your support with this important issue.

Class begins promptly at 8:30. Late arrivals are disruptive to the learning environment. However, if your child must arrive late, please have them check into the office before going to class. If your child is chronically tardy, an attendance plan will be implemented. Habitual unexcused tardies have a negative impact on student progress and are considered truancy. Truancy procedures will apply.

Dismissal: Students are to go directly home after school is dismissed. If a caregiver must be late in picking up a child, please call the school office. Students who are not picked up within 10 minutes after school dismissal are escorted to child care in Room 10 and the family will be charged for the time.

We discourage ANY disruptions to the school day. However, if you must pick your child up from school before dismissal time, please send a note to your child's teacher or call the school office. We will call the classroom when you arrive and have your child meet you in the office. Please make an effort to schedule doctor and dentist appointments after 3:00 whenever possible.

School Attendance: Good attendance is the first step in helping your child succeed in school. Parents play a vital role in making sure your child attends school every day. The only absences that may be excused are illness, court appearances, quarantine, visiting active military family members, and attendance at a funeral for an immediate family member. If your child is ill, please call the office before 8:30 a.m. on the first day of the absence period. When your child returns to school, please send a written note explaining the absence. Each child will be expected to make up the schoolwork missed on days of absence.

We are able to offer Independent Study Plans for planned absences that exceed 5 days throughout the year. We encourage families to use independent study if they must travel during the school year, since Independent Study does not count as unexcused absences or truancy, whereas travel without Independent Study does count as truancy. Please talk to your child's teacher regarding these plans in advance so that appropriate plans may be developed prior to departure.

Please help us ensure 100% attendance at all times. Students receive recognition for good attendance.

EARLY DISMISSAL

If a student is to be picked up early, please notify your child's teacher by sending a note which you have signed. The note should state who will pick up your student and the date and time you plan to have them leave school. The person picking your student up must sign the student out in the school office. To minimize disruption of learning for all students, your student will be called to the office once his or her ride arrives.

Communication

We believe that effective communication between home and school is essential to the success of our students. Please feel free to contact us at any time with information regarding your child or with questions, comments or concerns. As described below, we use several different methods to keep you informed about what is happening at school.

Contacting Your Own Child: Please call the school office if it becomes necessary to have a message delivered to your child during the school day. Please make arrangements for lunch, carpools, baby-sitting, etc. with your child BEFORE he/she leaves for school in the morning. In the event of an emergency or change of plans, the office staff will relay messages to your child's teacher. Forgotten lunches brought to school by parents should be left at the school office. Remember, we try to limit disruptions to the educational program during the school day.

Smart phones/watches - Smart phones and watches must be turned off and placed in student's backpack while at school. Parents please do not contact your child on their phone, it is disruptive to the learning environment in the classroom. If a student uses a phone during class or school hours, it may be taken away and returned at the end of the day.

Conferences: Parent/teacher conferences are encouraged and may be arranged at any time throughout the school year. All teachers will hold conferences during conference week.

Fall Conferences: October 3-7

Spring Conferences: March 6-10

During conference weeks, students are dismissed from class at 12:00 each day.

Parent/Teacher Communication: We encourage open, ongoing communication between parents and teachers. Teachers will be using *Remind*, a texting communication system for parents as well as sending home notes and/or newsletter each week. Please contact your child's teacher whenever you have any questions or concerns. If you would like to speak to your child's teacher, call the school office early in the day to leave a message. The teacher will return your call as soon as possible.

Report Cards: Report cards are issued for all students at the end of each semester or at parent conferences. Report cards are just one way of communicating to parents a child's progress. Please feel free to contact your child's teacher at any time to discuss his/her progress.

Back to School Night: This is an evening event, which is held on the second Thursday of the school year, typically from 5:30- 7:00 pm September 2, 2022, for parents to familiarize themselves with their child's classroom and school. Classroom teachers review the classroom curriculum, program, grade level expectancies, and general guidelines and information. Please make every effort to attend this important evening event. More information will be coming in the back to school packets.

Evening of Excellence/Open House: This is an event in the second half of the year that provides an opportunity for both students and parents to visit their classroom together and view some of the work students have completed in the classroom. Students take pride in their work and look forward to sharing their classroom and school with family members.

Website and Facebook page: Check out the school website (trusd.org) and the school Facebook page (Two Rock Union Elementary School). Student activities and school events as well as important messages are posted regularly on these pages.

Notes: Look for notes from teachers, TRSEF officers, and the school office regarding school events, changes, and updates. Please check those backpacks for news and notes! **These notes come home on Fridays.**

Transportation To and From School

Cars: Parents are requested to follow legal parking requirements, common courtesy, and basic safety guidelines when dropping students at school or picking them up. Please be ideal safety models for your children and make every effort to ease the congestion and maintain safety for all of our students.

Specifically, we require you to abide by the following guidelines:

1. Students must be dropped off and picked up in the large parking lot. The small parking lot is for staff and delivery persons ONLY.
2. Use the Drop Off Zone next to the curb. An adult must accompany children if they are dropped off in any other area of the parking lot. Please move along the lane with the flow of traffic.
3. If you are getting out of your car, for any reason or any length of time, you MUST park in a parking space. The Drop Off Zone is only for people who stay in their cars.
4. If you park in the parking lot, please use the crosswalk to get to the sidewalk.
5. DO NOT double park. The drive-through lane must be kept free. Stopping in this lane will encourage children to walk between slow moving cars in the Drop Off Zone. You will be asked to move your vehicle if it is blocking traffic or is a safety hazard.
6. Rainy days tend to be the most congested time. Please be patient, remember to drive extra safely, and allow yourself extra time.

Thank you for supporting our efforts to provide the safest environment for your children. Also, remember that every child should wear a seatbelt at all times while in a moving vehicle. Not only is it safe, it's the LAW!

Bicycles: Children may ride their bikes to school. We discourage bike riding on both Spring Hill Road and Bodega Avenue due to safety concerns. We also discourage TK & Kindergarten students from riding their bikes unless they have adult supervision. Students coming from the Coast Guard Base may ride on the adjoining bike path. Bicycle safety rules should be followed at all times. The Two Rock Union School District is not responsible for damage to or loss of bikes while on school grounds. The use of the bike path is a privilege and failure to follow the rules will result in the loss of that privilege. The following rules apply to all Two Rock School students who ride bicycles to and from school:

1. Bicycle helmets must be worn.
2. Bikes must be walked on school grounds.
3. Bikes must be parked in the racks provided. Locks are encouraged.
4. All bikes should be marked with identifiable markings.
5. Bikes must be taken home each day and over the weekend.
6. Students must adhere to the school rules while on the bike path.
7. Students must wait patiently at the gate in the morning until it is opened.

Walking: Students should walk directly to school and directly home from school. Arrival times must be adhered to and students must follow all school rules to and from school. Students who fail to adhere to the school rules while walking on the bike path will lose the privilege of using the bike path. We encourage children to walk in groups or pairs. Parents may want to walk with their students the first few days of school to ensure that all safety measures are discussed thoroughly.

Parent/Guardian Involvement and Visitation

We encourage every parent/guardian to volunteer and be active and involved in their child's class and around school. Research in this area clearly shows that children whose parents volunteer in the school and are actively involved in their child's education achieve at higher levels than those who are not as actively involved.

Visitations: Adult visitors are welcome at any time. Visitors need to follow the following guidelines:

1. All visitors must register in the School Office (Ed. Code Section 32211) prior to visiting the classroom or playground.
2. All visitors must wear a visitor's badge so all staff members know they have registered.
3. Please sign out in the office when leaving campus. This is an important safety step, and allows us to know who is on campus at any time in case of emergency.
4. Please provide prior notice to teachers and staff to arrange appropriate times and days.
5. Avoid undue disruption to the classroom program.
6. Due to liability issues and possible disruptions, young children and older sibling visitors are not allowed in the classrooms during school hours.
7. All visitors must wear a face covering while on campus.

Volunteers: Volunteers are VERY important to the ongoing success of our school programs. Please drop by the school office to complete one volunteer. Often volunteers work in the classroom or on special programs or projects. Some areas in which we use volunteers include the library, computers, school garden, lunch, after school tutoring, TRSEF projects/events, room parents, field trip drivers, office assistance, and yard work. We also encourage parents to share any special talents, interests, or skills. Volunteers who work in the classroom must have a current TB test on file. Please sign in at the office each time you volunteer at school. Also, please wear your visitor's badge so staff members know you have registered.

Field Trip Drivers: Field trips are taken throughout the year. For trips that require transportation, private vehicles are used. Parents/guardians who are interested in driving on field trips must have seat belts for each passenger and an appropriate amount of insurance, as well as an insurance form, fingerprint copy of their current driver's license on file in the school office PRIOR to the field trip. Precautions are taken to

ensure that all children are safe at all times. We also may take walking field trips during the year and we need help on those too.

Homework Policy: Homework is an important aspect of a child's overall school program. Each teacher assigns homework on a weekly or daily basis. Parents are encouraged to provide a quiet workspace to complete homework assignments as well as a scheduled time each day. Parents should encourage their child to work independently but support them with assignments as needed.

Lunch/Milk Program: Two Rock Union School offers a school lunch program to families who wish to participate. There are three options available to families:

1. Families please complete the lunch form application, the school receives lunches based on the applications.
2. For the 2022-2023 school year there is no fee for lunches and breakfast is provided for students in before school care at 8:00 and 10:10 for any student. Each student may receive one breakfast and lunch daily.
3. If families choose no-cost lunches, contact the front office the day before turn in lunch program forms to the front office. No "morning of" orders can be accepted.

Birthday Party Policy: We know that celebrating birthdays is an important topic. If you wish to celebrate a child's birthday at school, please be sure to contact the teacher well in advance so that appropriate arrangements can be made. Birthday treats must be individually wrapped if brought to school.

Please do not plan to distribute birthday party invitations at school. If you have no other alternative than to distribute them at school, please know that each child in the class must be included.

Before and After School Child Care: Child care is offered before school each morning from 7:00 – 8:15 am and after school on Mondays, Tuesdays, Thursday and Fridays from 3:00 – 5:30 (2:00 - 5:30 for TK and K students). On Wednesdays, child care begins at 1:45. More information on cost and sign ups is found in the office. Both programs begin the first day of school.

Information Regarding the Instructional Program

Academic Support Programs

English Language Development (ELD) Program: Two Rock Union School District provides services to students who qualify as non-English speaking or limited English speaking. These services are designed to assist students in learning English and in making the core curriculum accessible to them. Certificated teachers work with students on a regular basis serving students both in and out of the classroom setting. Monthly parent meetings are held during the school year to increase the home-to-school communication and to provide parents with ideas to help support their students at home.

Intervention/Support: The school provides additional assistance to those students in need of academic support. Students receive assistance in small groups or individually, either during school, before, or after school. The classroom teachers and the principal work together to identify students qualifying for this additional service.

Student Support Team (SST): The Student Support Team (SST) is a school site team that reviews individual student strengths and areas of concern. The SST plans strategies and organizes resources for addressing problems and concerns. The SST is a process of regular education. The team will always include the teacher referring the student to the SST, the parents, and sufficient staff to review the student's needs.

Specialized Academic Instruction (SAI)-(Special Education/Resource Specialist/Education Specialist Teacher): Students who qualify for the Special Education services receive SAI in and/or outside of the classroom. The Special Education teacher works with students in the classroom to accommodate and/or modify curriculum based on identified student needs outlined in the student's Individual Education Plan (IEP). Students needing targeted support not available in the classroom are served individually or in small groups in the Learning Lab.

Professional Services

School Psychologist: The school psychologist provides psychological-educational services to children regarding their social, emotional, and education needs in the school setting. This is conducted through consultation, assessment and intervention. The psychologist services include a comprehensive evaluation, which can include observation, interviews, review of records, and individual assessments. Referrals for consultation or assessment for School Psychologist services are made through the Special Education process or by the Student Support Team.

Speech and Language Pathologist: The speech and language pathologist identifies, assesses, and provides services to students with articulation/phonology, receptive and expressive language, as well as fluency and voice disorders. Students are referred for speech and language services through the Special Education process or by the Student Support Team.

School Nurse: The school nurse conducts vision and hearing screenings and general health assessments on students as mandated by the state. The nurse conducts scoliosis screening in grades five and six and provides Family Life Education for the upper grades. The school nurse is also responsible for maintaining health records and verifies that all students are in compliance with the state immunization requirements. The nurse works in our school once a week.

School Counselor: The school counselor offers classroom guidance activities, small group skills development and individual counseling services. Referrals for services can be made through the classroom teacher, principal or Student Support Team process.

Bilingual Community Liaison

A Spanish speaking liaison is available for IEP and other parent conferences as needed.

Enrichment Programs

Thanks to the funding and support of the Two Rock Educational Foundation (TRSEF), Two Rock is proud to offer the following 3 programs:

Library program: The library is an extremely important place for children to learn and to grow. Our program is designed to inspire and motivate children to become life-long learners and to love reading. Feel free to visit the Parent Resource Corner in the library to check out books with community information, self-help on the development of children, and at home tutorial aids.

Our library houses over 7,000 volumes of quality literature and resource materials. Children may check books out to be used at home or to use as resource materials in their classrooms. The following guidelines are in place to insure effective implementation of our Library Program:

1. A child (depending on grade) may check out up to three books per week. When these are returned more checkouts are allowed.
2. There are no fines for overdue books, but we encourage their immediate return so others may also enjoy them. Each class has a weekly library visitation day. Please take note of this day and help your child gather his/her library books the night before.

3. In the event that a book is lost or damaged, the replacement cost of the book is the parent's responsibility.

LIBRARY VOLUNTEERS ARE NEEDED AND WELCOME! Please visit the library and begin your rewarding volunteer experience TODAY!

Music Program: Each class attends music for a ½ hour each week. The music teacher provides music enrichment to the students in a variety of ways including singing, music appreciation, dancing, and music education. There is an all-school holiday performance in December of each year.

Art Program: The Art program provides every student with instruction in drawing, painting and ceramics on a weekly or monthly basis. This year there will be an art showcase at our Fall fundraising event.

Physical Education (PE): Currently there is not a PE program at Two Rock. Students participate in activities that aid in the development of various skills including motor development, social-skills development, games, sportsmanship, and physical endurance and strength. Fifth grade students participate in the California State Physical Education Testing Program. Fifth and sixth grade students participate in the Westside Relays in May.

After School Enrichment Classes (ASES): In addition to the enrichment programs offered during the school day, Two Rock also offers after school enrichment opportunities. Through a state grant program, Two Rock School offers after school enrichment programs to interested students. Programs include Homework Club, yoga, Lego's, Drama and Chess are examples of recent offerings. Details on specific class offerings will be announced as they become available.

Sports Program: Students in grades 4-6 are provided the opportunity to compete in four team sports programs during the school year. The goal of the sports program is to introduce students to the rules and fundamentals with a strong emphasis on skill development and sportsmanship. Teams are co-ed and games are played after school.

Health and Safety

Emergency Cards: Two emergency cards are sent home every year and must be filled out completely on both the front and back. These cards are of VITAL importance in case of an emergency involving your child. Your student can only be released to a person listed on your emergency unless you give prior approval. They are mandatory in order for your child to participate in field trips or other off-site activities. Current information regarding your child's health, allergies, phone numbers, emergency contact persons, etc. should be included. Please contact the school office immediately with details regarding any changes of information.

Accidents/Illness: In the event of a serious illness or injury the staff will follow the procedures below:

1. Contact parents
2. Contact other authorized persons listed on the child's emergency card
3. Contact the child's physician if above cannot be reached
4. In extreme emergencies, an ambulance will be called, and the child will be taken directly to the hospital.

The signed Emergency Card authorizes the school staff to take steps necessary to provide appropriate medical care in the event of an emergency.

Emergency Procedures: Please listen to radio stations KSRO, KZST, KRPQ, KRRS or KBBF for school closure information. In the event of a school closure before school opens, the superintendent will inform the county authorities who will in turn inform radio stations and the closure will be broadcast regularly. We will also contact the Coast Guard Base security and they will transfer the information by base e-mail or text. In

the event of a major disaster during school hours, our disaster plan will be put into effect and children will be kept at school. Parents will be contacted and students will be released to parents or individuals authorized on the Emergency Card. Again, it is imperative that Emergency Cards be updated regularly. The Two Rock School staff is trained to handle emergencies and we practice fire and earthquake drills throughout the school year.

We ask that parents provide an emergency supply kit for each of their children in the unlikely event that we have to keep students at school for more than the length of the school day for emergency purposes. More specific information will be coming home in the beginning of the year packets.

Medication: When any medication is required during school hours we **MUST** have a written statement from the child's physician detailing the method, amount, and time schedule by which such medication is to be taken (Education Code 49423) as well as a parent's written statement that the school may assist the child in taking the medication. Forms are available in the school office. Parents may also arrange to give the child the medication at school, if necessary. We encourage that arrangements be made for the child to take the medication at home before and after school or for the child's parent to bring the medication to school to administer. **DO NOT** send medication in the child's lunch box. By law, all medication must come to school in its original container.

Dress Code: Students are expected to dress in a safe and appropriate manner to participate in all school and learning activities. Clothing with inappropriate sayings, pictures, or advertising, and clothes that expose undergarments should not be worn to school. Clothing should cover the torso from shoulder to fingertips when arms are resting at the side (see diagram). Flip flops, sandals or high-heeled shoes (more than one inch) are not safe for students to wear at school. If you have questions regarding appropriate dress, please discuss them with your child's teacher or the superintendent/principal.



EARTHQUAKE & FIRE DRILLS

Earthquake, Fire, Bus and other Safety Drills will be conducted throughout the school year. In some cases, First Responders will participate in drills with the school. A copy of our school safety plan may be reviewed by coming to the school office. It is a living document and is updated regularly

School Rules/Discipline Policy:

The goal of Two Rock staff is to give students clear, fair, and consistent guidelines for safe behavior so that all students can be successful as well as safe. Students at Two Rock School are held accountable to our school agreements: ***Be Safe, Be Responsible, Be Respectful, Be Kind.***

All students must allow their teachers to teach, allow other students to learn, and maintain behavior that is safe and conducive to learning. We strive to create systems that are easy to understand and can become routines that allow students and staff to feel independent, safe, and cared for throughout the day.

Whistle Rules: "STOP & DROP"

As one of our schoolwide safety practices, all students are required to freeze and touch down when the yard supervisors or another adult blows a double whistle. The double whistle is used for transitions back to class at recess, and also for emergencies. When a double whistle is used, students stop, touch down, remain silent and look to an adult for indication of next steps. Yard supervisors & adults will give a verbal release when it is safe to line up. A short, single whistle is intended to get students' attention on the spot but does not require a "drop". A single whistle means stop and look.

REMEMBER - When the release signal is given:

- **Walk** to your class line.
- **Check** to see if you left something behind, such as a lunch bag, sweatshirt, coat or sweater.
- **Kneel or sit** in your line and wait for your teacher to pick your line up.

School-wide Rights and Responsibilities

Our behavior support policies are part of a continuing program that seeks to instill independence, self-control and self-awareness in our students. Teachers establish

We believe all students and staff have the right to

- **Be Safe**
- **Be Respectful**
- **Be Responsible**
- **Be Kind**

Teaching of Expected Behaviors:

1. At Two Rock Elementary School, we believe in our student's innate capacity to find solutions that lead to their success. Our goal is to support students in understanding and managing their social, emotional, and academic needs. To foster this understanding, we utilize *the Toolbox Project*, where all students learn 12 "tools" that empower them to utilize their own inner resilience to master situations.
2. All teachers will develop a *Classroom Bill of Rights* at the start of the school year that outlines agreements that must be upheld for an optimal classroom environment. The principal and support staff will be informed of the classroom agreements and parents will receive a copy of the *Classroom Bill of Rights*. These agreements will be reviewed and referred to throughout the year.
3. Students will be taught the agreements that govern behavior on the playground, in the lunchroom, and throughout the school. Agreements will be prominently displayed and reviewed throughout the year.
4. The teaching and reinforcement of the 12 tools of *the Toolbox Project* and the school and classroom Bill of Rights will be continuous throughout the year. We will also teach conflict management skills and Win-Win Problem Solving techniques and utilize classroom meetings.

Reinforcement of Expected Behaviors:

Good planning, a good understanding of each child, the use of the 12 "tools" and parent involvement minimize the need for discipline. Teachers and staff use positive conflict resolution techniques and avoid unnecessary confrontations. When misconduct occurs, teachers and staff make every effort to work with students to identify the causes of the student's behavior. Teachers and staff use a variety of strategies to reinforce appropriate behaviors. Students who consistently display appropriate behavior are recognized in positive ways.

Responses to Behavior Mistakes in the Classroom and on the playground:

1. Warning/Verbal inquiry
2. Self Reflection paper, Time Away from Activity
3. Self Reflection paper, Time Away, Reflection paper sent home for parent signature. Parent contact.
4. Self Reflection paper and conference with principal. Parent contact.
5. Referral to Counselor for skills development. Parent contact.

Responses to Repeated Behavior Mistakes may include:

1. Referral to Principal
2. Recess or After school reflection time
3. Individual counseling referral
5. Behavior Intervention Plan
6. Principal/Teacher/Parent Conference
7. Student Support Team meeting

The following offenses are considered serious and will not be tolerated. Parents will be contacted and the child will be asked to leave school for the remainder of the day. If the behavior is extreme or

recurring, students may be given in-school suspension or suspension outside of school. In extreme cases, students may be expelled. A parent/teacher conference will be scheduled before the student can return to school:

1. Fighting
2. Harassing, bullying, or threatening another person
3. Offenses that affect the safety or well being of others

California Education Code #48900:

A student can be suspended from school or recommended for expulsion if the student is involved in the following (either during school hours or going to or coming from school):

1. Harassed, threatened or caused physical injury to another person.
2. Possessed, sold, or furnished a firearm, imitation firearm, knife, explosives, or other dangerous object.*
3. Unlawfully possessed, used, sold, or furnished a controlled substance or drug paraphernalia.
4. Committed or attempted to commit robbery.
5. Caused or attempted to cause damage to school or personal property.
6. Stolen or attempted to steal school or private property.
7. Possessed or used tobacco or any products containing nicotine.
8. Committed an obscene act or engaged in habitual profanity.
9. Disrupted school activities or willfully defied school authority.
10. Knowingly received stolen school or private property.

*If a student speaks of using a weapon and/or threatens the use of a weapon to another student or adult, the local authorities will be notified and you and your child will be contacted by the authorities. The local authorities may also be notified if other dangerous situations arise that warrants their intervention.

BULLYING

Two Rock Elementary School strives to provide a safe school environment that protects students from physical and emotional harm. Student safety is our highest priority and the school shall not tolerate bullying of any student. Bullying is something that we take very seriously, but it is also a term that needs to be clearly understood and applied.

The definition of bullying is as follows: *The use of force, threat, or coercion to abuse, intimidate, or aggressively impose domination over others. The behavior is often repeated and habitual. One essential prerequisite, by the bully or others, is an imbalance of social or physical power. Behaviors used to assert such domination include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.*

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person. Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

While the following experiences and behaviors are things we strive to minimize and address, these incidents are NOT typically considered bullying (adapted from the <http://www.safefrombullies.com> website):

- **Not liking someone** — It is very natural that people do not like everyone around them and, as unpleasant as it may be to know someone does not like you, verbal and nonverbal messages of "I don't like you" are not acts of bullying.

- **Being excluded** — Again, it is very natural for people to gather around a group of friends and we cannot be friends with everyone, so it is acceptable that when kids have a party or play a game at the playground, they will include their friends and sometimes exclude others. It is very important to remind children that they do the same thing sometimes too and, although exclusion is unpleasant, it is not an act of bullying.
- **Accidentally bumping into someone** — When people bump into others, the reaction depends mostly on the bumped person's mood. If they have had a bad day, they may think it was an act of aggressive behavior, but if they are in a good mood, they may smile back and attract an apology. This is also relevant for playing sports, like when kids throwing the ball at each other and it hits someone on the head. It is very important for teachers and parents to explain that some accidents happen without any bad intention and it is important not to create a big conflict, because it was NOT an act of bullying.
- **Making other kids play things a certain way** — Wanting things to be done our way is a normal human experience and is not an act of bullying. To make sure that children do not see it as an aggressive or "bossy" behavior, we need to teach assertiveness and self-advocacy. Again, although it is not fun or pleasant, this is not bullying.
- **A single act of telling a joke about someone** — Making fun of other people is not fun for them and isn't compassionate or kind behavior, but the difference between humor and making fun of someone is very fine, and sometimes children don't understand the difference. It is important to teach that things we say as jokes should also be amusing for others and must not be at the expense of individuals or groups of people. If not, we need to tell each other and we need to stop. Unless it happens over and over again and is done deliberately to hurt someone, telling a joke about someone is not bullying.
- **Arguments** — Arguments are heated disagreements between two (or more) people (or groups). It is natural that people have different interests and ideas. It is very understandable to have disagreements with others. An argument, itself, is not a form of bullying, although some people turn arguments into bullying. When we want to win an argument so much that we use every means to get what we want, including finding a weakness in the other person, abusing knowledge or trust we have gained and using it against the other person, we can turn into a bully. It is very important to distinguish between natural disagreements and bullying during an argument.
- **Expression of unpleasant thoughts or feelings regarding others** — Communication requires at least two players. Although it may be unpleasant to hear what someone thinks about us, it is not a form of bullying. In every communication, there are disagreements and some form of judgment about each other's attitude and behavior. If someone says, "I think this was not a nice gesture" or "You insulted me when you said this," this is not bullying but an expression of thoughts and feelings.
- **Isolated acts of harassment, aggressive behavior, intimidation, or meanness** — The definition of bullying states that there is repetition in the behavior. Bullying is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or gain real or perceived power. Therefore, anything that happens once is not an act of bullying. As parents and caregivers, it is important that we all pay attention to what children are telling us and that we find out if things are happening more than once or if the behavior is reciprocal. A power imbalance is a key component of bullying behavior.

The 12 Toolbox Tools: Creating a Positive School Climate and Culture

1. Breathing Tool: I can take a breath; I calm myself – Calming ourselves—checking in. When we breathe deliberately, it calms and slows us down, and brings our attention inward. We become more self-aware and reflective about our bodies, minds, emotions, and reactions. We are more likely to have the insight and time to act in our own best interests and in the best interests of others.

2. Quiet/Safe Place Tool: I remember my quiet/safe place – There is always my quiet/safe place. It is there for me. This is a place of rest and peace where we can gather ourselves together and feel safe and comforted. It can be an

actual place, or a place that exists in our imaginations. In quietness, we can hear the soft, small voice in our hearts and minds, and allow creativity, imagination, and self-expression to emerge naturally.

3. Listening Tool: I listen with my ears, eyes and heart – When I listen as well as hear, I can really understand. When we listen with our ears, our eyes, and our hearts, we become deep listeners who can “hear between the lines.” Our ears bring us the words and intonation; our eyes bring us body language, gestures, and facial expressions; and our hearts bring us empathy—allowing us to walk in someone else’s shoes.

4. Empathy Tool: I care for others, I care for myself – When I walk in someone else’s shoes, it opens my heart. Empathy is the root of understanding, kindness, and forgiveness—both for others and for ourselves. When we empathize, we let go of our own perspective long enough to acknowledge the feelings, situation, and motives of others. Through this, we develop compassion, and learn to care.

5. Personal Space Tool: I have a right to my space and so do you – Whether we feel safe or threatened, secure or on our guard depends on how we experience others in relation to our personal boundaries. Every day, we experience the joy of sharing our personal space, as well as hurt or anger when that space is violated by unkind words or hurtful actions. By using this Tool, we come to appreciate the importance of respecting each other’s physical, emotional, and social boundaries.

6. Using Our Words Tool: I ask for what I want and need – The right words, at the right time, for the right reasons. Careful words encourage understanding, connection, and closeness. Careless words divide and offend. Once we understand and can name our own and others’ feelings, our words can resolve conflicts and mend relationships. Using the best words, in the best way, at the best time, for the best reasons, requires practice, practice, and more practice.

7. Garbage Can Tool: I let the little things go – Put it in the garbage can and walk on by. By discarding unkind words and actions instead of taking them into our personal spaces, we free ourselves to be actors—not re-actors—in our own lives. We take responsibility for our own well-being and what we do with other people’s words and actions.

8. Taking Time Tool: I use time wisely – Time-in and time-away. Understanding that we can make choices about how we use time is empowering. Pushing the pause button and taking time-away to breath renews our strength and resolve. Taking time-in to reflect leads to better self-understanding and more empathy for others.

9. Please and Thank You Tool: I treat others with kindness and appreciation – Words that Open. These “magic words” work to appreciate, invite, and include others. Saying “Please” shows respect, and encourages others to want to be helpful and kind. “Thank you” lets people know we value them and their actions, and reminds us that we need each other.

10. Apology and Forgiveness Tool: I admit my mistakes and work to forgive yours – Words that transform and repair. Apology can restore trust. The act of sincere apology can resolve problems in relationships. This takes self-reflection and emotional strength. Forgiveness takes a willingness to let go of blame or resentment and move forward.

11. Patience Tool: I am strong enough to wait – Quiet waiting. With patience, we allow existing conditions to unfold as they will—physically, mentally and emotionally. Patience is the ability to let go of our need to control how and when things happen. This brings us peace, and reminds us that things usually work themselves out in their own time.

12. Courage Tool: I have the courage to do the right thing – Using your Tools when others are not using theirs. Courage from the Latin “cor” means heart, inner strength, bravery, and confidence. When we use courage, it empowers us to stand up for what we believe in. Courage is being willing to do the right thing even when it is difficult.

Two Rock Union School District Policies

Uniform Complaint Procedure: Every member of the community shall have the right to petition the Board for redress of a grievance. All complaints shall be referred through the proper administrative channels for solutions before the Board takes action. Schools are to ensure that due process is followed in every case. Adequate opportunity will be given for parent involvement. To this end, the following procedure will be followed:

1. Complaints are to be directed first to the individual against whom the complaint is being made.

2. If the complaint is not solved at this level, a conference shall be called with all parties involved by the Superintendent/Principal.
3. If the complainant disagrees with the outcome of the conference, the case can be appealed to the Board of Trustees in writing.

Non-Discrimination Policy: The Two Rock Union School District does not discriminate on the basis of sex in the education programs, employment, or activities which it operates. Such requirements not to discriminate are contained in Title IX, Sections 901, 902 of the Educational Amendments of 1972, 86 Stat., 373, 374, 20 USC 1681, 1682;. Two Rock Union School District has designated Corinne Muelrath, an employee of the district, to coordinate the District's efforts to comply under said law. Any person having a complaint under said law should notify Corinne Muelrath, District Superintendent, at 5001 Spring Hill Rd., Petaluma, CA 94952, telephone number 707-762-6617.

Equal Opportunity Employer: Two Rock Union School District is an equal opportunity employer. District policy prohibits discrimination regarding race, color, religion, sex, age, marital status, physical handicap, national origin or national ancestry.

Student Use of Technology/Board Policy 6163.4: Two Rock Union School District Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem solving abilities. Every effort shall be made to provide equal access to technology throughout the school and classes.

The Board intends that the Internet and other online resources provided by the district be used to support the instructional program and further student learning. Regulations governing student access to technology are age appropriate and prohibit access to harmful matter that may be obscene or pornographic and preclude other misuses of the system. District staff will examine all system activities to ensure proper use of the system. Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.

Because the Internet contains an unregulated collection of resources, the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the district's online resources, each student and his/her parent shall sign and return an Acceptable Use Agreement. This agreement shall specify user obligations and responsibilities and shall indemnify the district for any damages. The parents shall agree to not hold the district responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes, or negligence or any costs incurred by users.

Tobacco/Drug/Alcohol Free Campus: Two Rock Union School is a tobacco, drug and alcohol free campus. The use of tobacco, drugs, alcohol by students, employees, visitors or community members is strictly prohibited at all times.

Sexual and Racial Harassment: The Governing Board of the Two Rock Union School District, Administration, Faculty and staff strictly enforce a policy of no sexual or racial harassment. Any student who engages in sexual or racial harassment of anyone in any form will be subject to immediate disciplinary action.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical contact of a sexual nature. Examples of sexual harassment that are prohibited include sexual jokes, touching others inappropriately, graphic verbal comments about body, an individual's or derogatory comments.

Any student who believes he or she has been the subject of sexual or racial harassment shall immediately inform his or her teacher or the school principal.

Annual Notification Requirements: Two Rock Union School is required to notify each parent in writing regarding compliance with the Asbestos Hazard Emergency Response Act, (AHERA). Two Rock Union School has asbestos containing building materials in various areas of the school. Detailed annual inspections are made to ensure that these materials are not exposed or dangerous to students and staff. The inspection results are kept in the Asbestos Management Plan. All information may be made available to you by contacting the school secretary or superintendent/principal in the school office.