

***Two Rock Union
School District
Parent/Student
Handbook***



2017-2018

Two Rock Union School District

5001 Spring Hill Road

Petaluma, CA 94952

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Website: www.trusd.org

Facebook Page: Two Rock Union Elementary School

Board of Trustees

Kathy Wilson, President

Gayleen Maas , Clerk

John Silvestrini, Member

Julie Jacobsen, Member

Ken Mazzetta, Member

District Administration

Toni Beal, Superintendent/Principal

Elizabeth Wickersham, District Secretary

Helen Mainaris, Bilingual School Secretary

A Message from the Superintendent/Principal

Dear Parents and Guardians,

Welcome to the 2017-2018 school year at Two Rock School! No matter the grade level of your child, we offer a high quality educational program. The beginning of the school year constitutes a pledge of continued efforts to provide the best possible education for our students.

The elementary school years serve as the foundation upon which all future education rests. Our staff takes great pride in the program we offer to all students. With well-trained and highly qualified teachers, assisted by a caring and dedicated support staff, high expectations are met in a safe, caring and nurturing environment.

Here at Two Rock we maintain a school climate which focuses on respect, responsibility and safety. Students are expected to respect themselves, their fellow students, all adults on campus. They are expected to 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 ask that you help us to maintain this successful learning environment by being actively involved in your child's education. Students who have the adults in their lives involved in their education perform better in school. Volunteers are very important. Whether it is as a classroom volunteer, an occasional contributor to school programs, a field trip helper or an active member of the Two Rock School Education Foundation (TRSEF) or Site Council/LCAP Committee, we ask you to be a part of our school life. You can also be active in your child's school success by offering to do volunteer projects while at home and by providing an appropriate work/study atmosphere.

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, that you sign and date the enclosed form and return to your child's teacher.

All of us at Two Rock Elementary School look forward to working with you to help your child be successful. Please be sure to contact me at any time if you have any questions, comments or concerns about the handbook material or our school program.

Sincerely,

Toni L Beal
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.

The History of Two Rock School and the Two Rock Valley

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)

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 tribal 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

Kathy Wilson, President, (2015-2019)

kwilson@trusd.org

Gayleen Maas, Clerk, (2016 - 2020)

gmaas@trusd.org

Julie Jacobsen, Member, (2014 - 2018)

jjacobsen@trusd.org

Ken Mazzetta, Member, (2014 - 2018)

kmazzetta@trusd.org

John Silvestrini, Member, (2016 - 2020)

jsilvestrini@trusd.org

Coast Guard Representative:

Brandy Campbell

bcampbell@trusd.org

English Language Learner Representative:

TBD

THE STAFF OF TWO ROCK UNION SCHOOL

Superintendent/Principal

Toni L Beal

tbeal@trusd.org

District Confidential Secretary

Liz Wickersham

lwickersham@trusd.org

Bilingual School Secretary

Helen Mainaris

hmainaris@trusd.org

Teachers

Alexandra Steffen	Transitional Kindergarten	Room 2	asteffen@trusd.org
Jan Brogan	Kindergarten	Room 3	jbrogan@trusd.org
Amy Jones	1 st grade	Room 6	ajones@trusd.org
Pat Godoski	2nd Grade	Room 7	pgodoski@trusd.org
Erin Fleming	3rd grade	Room 8	efleming@trusd.org
Gina Dentoni	4 th Grade	Room 9	gdentoni@trusd.org
Perry Gray	5th Grade	Room 11	pgray@trusd.org
Maggie Dezendorf	6th Grade	Room 13	mdezendorf@trusd.org

Support Teaching Staff

Kim Lloyd	Special Education	Room M1	klloyd@trusd.org
Karin Beddow	Eng Lang Development	Room 10	kbeddow@trusd.org
Christa Durand	Music, Band and Chorus	Room 12	cdurand@trusd.org
Ann Dezendorf	Art	Room 12	adezendorf@trusd.org

Support Staff

Jose Reyes	Custodian/Facilities Manager	jreyes@trusd.org
Lori Frost	Instructional Assistant/Librarian	lfrost@trusd.org
Robin Causbrook	Instructional Assistant	rcausbrook@trusd.org
Elvia Ruiz	After School Care/ASES Coordinator	eruiz@trusd.org
Janice Mackinnon	Instructional Assistant	jmackinnon@trusd.org
Marilee Gatlin	Instructional Asst/Before School Care	mgatlin@trusd.org
Mariela Lozano	Bilingual Instructional Aide	mlozano@trusd.org
Brian Dooley	Technology Director	bdooley@trusd.org
Kristin Bianchi	School Nurse	kbianchi@trusd.org
Joseph Heil	School Psychologist	jheil@trusd.org
Patricia McIntyre	Speech/Language Specialist	
Erica Schabtka	School Counselor	eschabtka@trusd.org
Rachael Kobe	School Counselor	rkobe@trusd.org

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:

Brandy Campbell, President

Lindsey O'Connor, Vice President

Reya Grossman, Secretary

Elena Craig, Treasurer

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

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

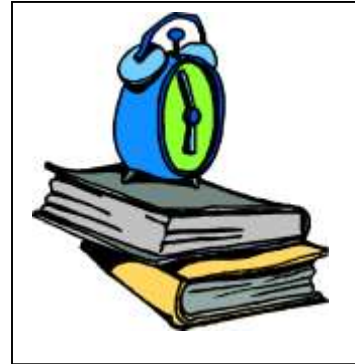
The Two Rock Union School Site Council and LCAP Committee is a committee composed of parents and staff members. As part of the Local Control Funding Formula (LCFF), enacted in 2013 as the new funding system for public schools in California, school districts must develop a Local Control and Accountability 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 Helen Mainaris, Bilingual School Secretary.

Daily Schedule and Attendance

8:30-10:10	Class Time
10:10-10:30	Snack/Recess
10:30-12:00	Class Time
12:00-12:40	Recess/Lunch
12:40-2:00	Class Time (Transitional Kindergarten and Kindergarten)
2:00	Dismissal (TK and K – M,T,Th,F)
12:40-3:00	Class Time (1 st -6 th)
3:00	Dismissal (1 st -6 th - M,T,Th,F)
1:45	**Wednesday Dismissal all grades



Arrivals: Students are to arrive on campus between 8:15-8:30 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. 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, a remedial plan will be implemented. Habitual unexcused tardies are unacceptable and could be considered truancy.

Dismissal: Students are to go directly home after school is dismissed. If you must be late in picking up your child, please call the school office. Students who are not picked up by 10 minutes after dismissal are escorted to the front office and must be signed out by a parent. After 15 minutes after dismissal, students are checked into afterschool care and the parent will be charged for the time. We do 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 become a good student. Parents play a vital role by helping your child attend school every day. The ONLY excused absence is for an illness. 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 offer Independent Study Plans for absences that exceed 5 days throughout the year. Please talk to your child's

teacher regarding these plans. Please help us insure 100% attendance at all times. Students will receive recognition for good attendance.

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, car pools, 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.

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: November 13-17

Spring Conferences: March 13-15

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

Parent/Teacher Communication: We encourage open 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 trimester 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 will be held on Thursday, August 24 from 6 pm – 7:30 pm 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 message are posted regularly on these pages.

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

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 food 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. Half-shirts, halter tops, spaghetti straps and shirts with inappropriate sayings, pictures, or advertising should not be worn to school. Flip flops, sandals or high heeled shoes are also not safe to wear at school. If you have questions regarding appropriate dress, please discuss them with your child's teacher or the superintendent/principal.

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 seat belt 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 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 insure 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 provide prior notice to teachers and staff to arrange appropriate times and days.
4. Avoid undue disruption to the classroom program.
5. Due to liability issues and possible disruptions, young children and older siblings are not allowed in the classrooms during school hours.

Volunteers: Volunteers are VERY important to the on-going success of our school programs. If you did not complete the TRSEF volunteer form from our Ice Cream Social, Back to School Night or the first day packet, please drop by the school office to complete one. 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 and 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 take walking field trips during the year and we need help on those too.



We love our VOLUNTEERS!!

Information Regarding the School Program

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 may apply for the free lunch program offered by the state and federal Hot Lunch Program. Families must submit an application to the school to be reviewed.
2. Families may apply for the reduced lunch program. Again, an application should be submitted to the school office. Reduced lunches cost 40 cents.
3. Families may purchase hot lunches by the week. A check made out to Two Rock Union School for \$18.75 (\$3.75 per lunch) and the lunch orders are due each Friday by 9:00 a.m.

Milk and chocolate milk are also available to students. Milk orders go out every six weeks and will have a due date on them. The price for low fat white and chocolate milk is 35 cents per half pint. All lunches come with low fat white milk.

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. **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 week of school.

Lost and Found: Lost and found items are kept in the hallway outside the school office. The items in the Lost and Found accumulate rapidly during the school year. Please check the Lost and Found regularly. Unclaimed clothes left will be donated to charity in December and June.

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. A certificated teacher works with students on a regular basis serving students both in and out of the classroom setting. This teacher also works closely with other classroom teachers to develop techniques and curriculum to best help these students. 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 need of academic support. Students receive assistance in small groups or individually, either during school or before school. The classroom teachers and the principal work together to identify students qualifying for this additional service.

Student Study Team (SST): The Student Study 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.

Special Education Program Teacher: Students who qualify for the Special Education Program receive additional services both in and 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.



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 Study Team.

Speech and Language Pathologist: The speech and language pathologist identifies, assesses, and remediates children with articulation, language delay, and fluency problems. Students are referred to speech and language services through the Special Education process or by the Student Study Team.



School Nurse: The school nurse conducts vision and hearing screening 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 month.

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 Study Team process.

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.

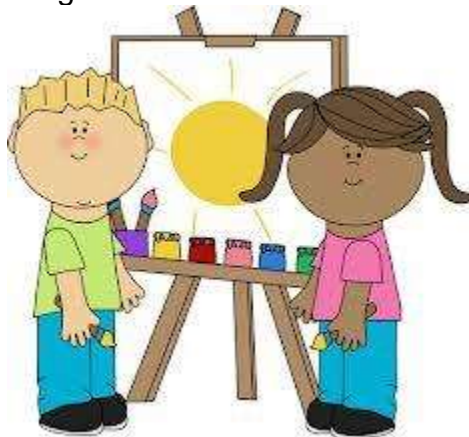
Our library houses over 7,000 volumes of quality literature and resource materials. Children may check books out to be used at home or to use as resource materials in their classrooms. The following guidelines are in place to insure effective implementation of our Library Program:

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.

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): 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.



In addition to the enrichment programs offered during the school day, Two Rock also offers after school enrichment opportunities:

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

Band: Two Rock School offers a band program for upper grade students after school. The band instructor works with students of all ability levels. The band performs at the Winter Performance and at other times throughout the school year. In recent years, students participated in the Butter and Eggs Day Parade and in the West Side Music Festival in Petaluma. There is a charge to families to attend band instruction and students must buy or rent their own musical instruments.



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.

Safe School Behavior Support Plan

School Rules/Discipline Policy:

Students at Two Rock School will be held accountable to the school agreements. All students must allow their teachers to teach, allow other students to learn, and maintain behavior that is safe and conducive to learning. Our behavior support policy is part of a continuing program that seeks to instill independence, self-control and self-awareness in the students.

School-wide Rights and Responsibilities:

We believe all students and staff have the right to

- **Be Safe**
- **Be Respected**
- **Be Responsible**

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 through out 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 Study 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. A parent/teacher conference will be scheduled before the student can return to school:

1. Fighting
2. Harassing 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.

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 insure 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 on-line 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 on-line 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 the 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 insure 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.