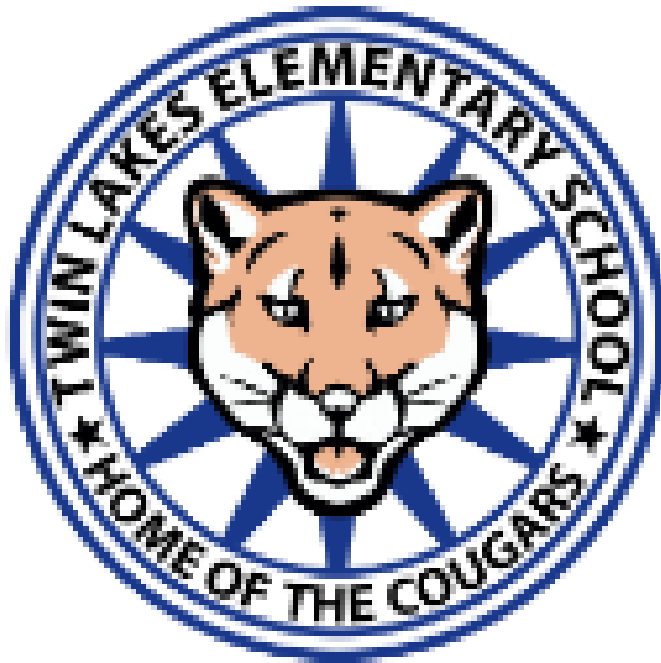


TWIN LAKES ELEMENTARY

Family Handbook



Twin Lakes Elementary School
5515 Main Avenue
Orangevale, CA. 95662
Phone: 916-971-7143
Fax: 916-971-7149

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Useful Information	
SJUSD Website	www.sjUSD.edu
SJUSD Menus	http://www.sanjuan.edu/lunch_menus.cfm
Twin Lakes Website	https://twinlakes.sanjuan.edu/
Twin Lakes Address	5515 Main Ave., Orangevale 95662
Twin Lakes Phone	916-971-7143
Twin Lakes Principal's Email	Teresa.Rowan@sanjuan.edu
Twin Lakes Attendance Line	916-971-7147

School Hours	
K, 1, 2, 3, 4, 5, 6 8:55am – 3:25pm	Monday, Tuesday, Wednesday and Friday
K, 1, 2, 3, 4, 5, 6 8:55am – 2:05pm	Thursday
Transitional Kindergarten 8:55am - 12:20pm	Monday-Friday
Kindergarten ASD 8:55am - 12:55pm	Monday-Friday
Preschool ASD AM 8:55-11:50 PM 12:30-3:25	Tuesday-Friday

Attendance Matters

Regular attendance plays a critical role in student success. Students should attend school every day unless ill or otherwise excused.

Families should notify the attendance line (916-971-7147) by 10:00 a.m. whenever a student is absent.

Whenever possible:

- Schedule appointments outside of school hours.
- Plan vacations during school breaks.
- Ensure students arrive on time and ready to learn each day.

Students arriving after the 8:55 a.m. bell must check in through the office before reporting to class.

Health and Wellness

For the health and safety of all students and staff:

- Students should remain home when ill.
- Students must be fever-free for 24 hours before returning to school.
- Medication may only be administered with completed district medical forms.
- Emergency contact information must remain current throughout the year.

Students may not carry or self-administer medication at school unless specifically authorized through district procedures and medical documentation. This includes over-the-counter medications such as cough drops, ibuprofen, pain relievers, or other medications. Families should contact the school office regarding medication authorization requirements.

If a serious medical emergency occurs, school staff will contact emergency responders and parents immediately.

Food, Treats, and Allergy Safety

Twin Lakes Elementary is committed to maintaining a safe and inclusive environment for all students, including those with food allergies and medical sensitivities.

To support student safety:

- We encourage parents to consider sending non-food treats when possible.
- Families must follow all posted classroom allergy signage and teacher guidance regarding food restrictions.
- Homemade treats or foods are not permitted for classroom celebrations or sharing.
- Any food items brought for sharing by families must be commercially prepared and include the original packaging with a clearly visible ingredient label.
- Food items without ingredient labels will not be distributed to students.*
- Families are encouraged to communicate with classroom teachers in advance before bringing treats or celebration items to school.
- Some classrooms may be designated as allergy-aware or food-restricted environments based on student needs.

** Ingredient information must be available from the original product packaging. Individual items do not need to have nutrition labels printed on each piece if the original packaging with ingredient information is available for staff reference. For example, individually wrapped candies from a labeled package are permitted when the original package is available.*

Treats Brought from Home

To ensure student safety and compliance with allergy guidelines, treats or food items brought from home that do not meet these requirements may not be distributed to students at the discretion of school staff. Non-compliant items may be returned home, held until the end of the school day for distribution at dismissal, or not distributed at all.

Teacher-Planned Food Activities

Teacher-planned classroom celebrations and activities may occasionally include food experiences connected to classroom community-building or special events. Examples may include pizza parties, ice cream parties, edible decorating activities, or other special classroom events or celebrations organized and supervised by staff.

For these staff-led events:

- Teachers will provide families with advance notification whenever food-related activities are planned.
- Staff will work to accommodate known allergies and medical needs whenever possible.

Food and Beverage Expectations

To support student wellness and minimize disruptions:

- Energy drinks and soda are not permitted at school.
- Students may not share personal snacks, drinks, candy, or food items with other students during the school day.
- Gum is not permitted at school unless it is provided or specifically authorized by a teacher for an instructional, behavioral, or school-approved purpose.

These expectations help staff identify potential allergens, support healthy habits, maintain a clean learning environment, and prevent situations where students may feel pressured to share food items. We appreciate your partnership in helping us maintain a safe and respectful learning environment for every student.

Arrival and Dismissal

Arrival Procedures

To ensure student safety and provide appropriate supervision, students may not arrive on campus before 8:40 a.m., unless enrolled in a supervised program.

Beginning at 8:40 a.m.:

- Students in grades 1–6 who are not eating breakfast should report directly to the playground for the morning walk or to the library for quiet reading.
- Transitional Kindergarten and Kindergarten students may report directly to their classrooms at 8:40 a.m., or immediately after breakfast.
- Students and families may not go directly to classrooms prior to the 8:55 a.m. bell unless previously arranged with staff.
- Hallways and playground equipment remain closed prior to school for safety reasons.

School gates remain locked until supervision begins at 8:40 a.m. Students should never be left unattended outside the school gates.

Dismissal Procedures

At dismissal, students should promptly leave campus unless participating in a supervised school activity or enrolled in an after-school program.

To help ensure a safe and orderly dismissal process:

- Parents/Guardians must wait behind the posted signs until the bell rings at 3:25 (Thursday 2:05) so as not to disrupt student learning.
- Playgrounds and playground equipment are closed after school unless students are enrolled in Discovery Club or participating in a supervised school sponsored activity.
- Students and families must use designated crosswalks and follow all parking lot procedures.
- Students riding [bikes or scooters](#) must walk them while on campus.
 - **ONLY** class 1 e-transportation is permitted at Twin Lakes*
- Drivers must remain patient, follow all traffic laws, and avoid stopping in red zones or bus lanes.
- Students and families must exit campus promptly after dismissal to support supervision and after-school programming.

*Learn more about E-Transportation safety at sanjuan.edu/etransportation

School-Wide Behavior Expectations

Expectations	BE SAFE	BE KIND	BE RESPECTFUL
Overall	- Follow school rules - Keep hands, feet, and objects to yourself	- Treat others the way you want to be treated - Use kind words and actions - Use good manners	- Stay calm, settled, & focused - Be aware of how your choices affect others - Apply successful practices
Eating Area (Cafeteria or outside)	- Sit appropriately - Stay in your seat - Shared food from “share table” only	- Use quiet voices - Use table manners - Clean up after yourself	- Wait quietly in line - Listen to adults - Wait to be dismissed - Raise your hand for help
Playground/ Recess	- Stay within your boundaries - Don’t run through other games - Use equipment properly	- Play by the rules - Include everyone - Throw away your trash	- Wait your turn - Listen to the adults - Stop playing at the bell - Put equipment away
Hallways	- Walk - Keep hands, feet, and objects to yourself	Use quiet voices	Don’t interrupt other classes
Bathrooms	- No playing - Wash hands	Keep bathroom clean	- Give people privacy - Use a quiet voice
Arrival & Dismissal Areas	- Use sidewalks and crosswalks - Walk your bike or scooter on campus	Be aware of others	- Follow adult directions - Follow cell phone rules - Make a morning choice and stick to it
GEM room & Cougar Cave	- Wait for adult to enter - Use toys/games appropriately - No eating inside room	- Play by the rules - Share - Include everyone	- Clean-up after you play - Use quiet voice

Playground Expectations

To help ensure recess remains safe and enjoyable for all students:

- Students will use equipment safely and appropriately.
- Games will include good sportsmanship and respectful behavior.
- Students will remain in supervised areas at all times.
- Equipment will be returned after use.
- Students will follow directions from all staff members immediately.
- Students should use conflict-resolution strategies and seek adult support when needed.

We encourage students to include others, solve problems respectfully, and help create a welcoming playground environment.

Technology and Cell Phones

To support student learning and minimize distractions, smartphones or other mobile communication devices must remain turned off and stored in designated classroom storage pockets during the school day.

- Students will not use personal devices from arrival until dismissal
- The school is not responsible for lost, stolen, or damaged devices

To protect student privacy and maintain a positive learning environment:

- Students will not use cameras, video recording, or audio recording features on personal devices during the school day or on the school bus.
- Recording or photographing students or staff without permission is prohibited

Field Trip Expectations:

- Smartphones or other mobile communication devices will only be used with staff permission
- Students are expected to follow all school technology and behavior expectations while participating in field trips and school-sponsored activities

Repeated misuse of devices may result in loss of privileges or administrative consequences in alignment with district policy.

[SMARTPHONE & MOBILE COMMUNICATION DEVICE CONTRACT](#)
[SJUSD Mobile Device Policy](#)
[Board Policy 5131.8](#)

Behavior & Consequences

When minor behavioral concerns arise, restorative conversations, reflection, and progressive support measures are used to help students learn from mistakes and repair relationships. These supportive measures may be used at the classroom, support staff (counselor/social worker, case manager, interventionist), and/or administrative levels.

When extreme and/or repeated behavior concerns arise, consequences including loss of privileges, parent contact and/or meeting, in school or at-home suspension, or referral for expulsion may be used. Consequences may be assigned at the classroom, support staff (counselor/social worker, case manager, interventionist), and/or administrative levels and will be communicated to parents/guardians by the person(s) assigning the consequence within 24 hours.

Visiting Campus

We value family involvement and welcome visitors to our campus. To maintain a safe and secure environment for students and staff:

- All visitors must check in through the front office and wear a visitor badge while on campus.
- Classroom visits must be scheduled in advance with the teacher and/or administration.
- Informal conferences will not be held during instructional time in order to minimize interruptions to learning.
- Volunteers working regularly with students or attending field trips are required to complete fingerprint clearance through the district.

Thank you for helping us prioritize both safety and instruction.

School-Home Communication

Twin Lakes values strong communication between school and home. Families can expect communication through:

- Talking Points
- Email
- School Messenger calls and texts
- Weekly newsletters
- School and PTA social media pages
- Classroom communication platforms

In case of emergency, families must keep emergency contacts, phone numbers, and email addresses current through the Parent Portal.

Family Partnership

At Twin Lakes, we believe education is a shared responsibility between school and home. We encourage families to participate in school events, volunteer opportunities, PTA, School Site Council, and ongoing communication with teachers.

Together, we can create a supportive, engaging, and successful school experience for every child.

We appreciate your partnership and look forward to a fantastic school year.