DONNER TRAIL ELEMENTARY SCHOOL
FAMILY HANDBOOK

DONNER TRAIL ELEMENTARY

52755 Donner Pass Road
Kingvale, California 95728
Phone: 530-582-2720
Donner Trail Website: dte.ttusd.org

Board of Education 2024-2025
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Tahoe Truckee Unified School District
Pathways to Possibilities and Student Success

TTUSD prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, medical information or association with a person or group with one or more of these actual or perceived characteristics. This shall apply to interns, volunteers, and job applicants when applicable. For questions, concerns, or complaints, please contact the District Equity and Title IX Compliance Officer (For Students:) Dr. Annamarie Cohen, Executive Director of Student Services (530) 582-2560 bwing@ttusd.org (For Employees) Mike Shepherd, Executive Director of Human Resources (530) 582-2500 ext. 20432 humanresources@ttusd.org

A hard copy of the SARC (School Accountability Report Card) can be accessed in the school office.

TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT
PATHWAYS TO POSSIBILITIES AND STUDENT SUCCESS

Table of Contents

Principal's Message and Vision Statement	3
Staff Contact Info	4
Daily Schedules	4
Attendance Policy and Independent Study	5
Aeries and Communication	6
PTO, Site Council, Volunteering	6
Health Information	7
Clothing/Dress Code	7
Wellness Policy	8
Food Services	8
Emergency Information	8 - 9
Bus Information	9
Snow Days	10
Personal Property, Cell Phones/Technology	10
Behavior Expectations	11
Behavior Intervention and Discipline	12
Responses to Behavior, Ed Code	13
Refrigerator Pages (Tear off and keep handy)	
Important Donner Trail Dates	14
TTUSD School Year Calendar	15
Frequently Asked Questions	16
PTO Form (Fill out and return to school)	17

Dear Donner Trail families,

Welcome to the 2026-2027 school year! We are looking forward to having our students at school for another magical year! I'd like to especially welcome our first class of TK at Donner Trail! The entire school is looking forward to having these young learners on campus this year. As always, we are grateful to partner with all of you in the education of your child at Donner Trail Elementary!

We believe that communication is key to fostering and maintaining a close school community. This handbook is designed to relay information needed to support our students and families throughout the school year, and lend a framework to provide consistency and certainty in support of student growth. We are always here and available to answer questions and address any student needs. Please reach out any time. You can call us at 530-582-2720, email any one of us, or meet us at school.

Look for additional weekly communication on Sunday nights at 6pm via email. This newsletter will give you current information about the learning happening at school, what your family needs to know about the coming week, and all upcoming projects or events.

Sincerely,
Amy King
Donner Trail Principal

Vision Statement: Donner Trail Elementary

All Donner Trail students will be provided an environment in which there are high expectations for academic, civic, environmental, and social responsibilities. Students will grow in a safe, caring, risk-taking environment which nurtures our students to become independent lifelong learners. This goal will be accomplished through reflection, collaboration, innovation, and communication among a small community of students, staff, and families that come together in a shared culture. Our guiding value is that every child can and will learn through hard work, rigor, and perseverance.

Our Core Beliefs and Practices

1. Addressing the needs of the "whole child" is the focus of all decisions.
2. Students feel confident, appreciated, valued, and connected.
3. Foster character development through accountability, tolerance, acceptance, inclusivity, leadership, and perseverance.
4. A multi-age model maximizes collaboration, flexible grouping, leadership, learning from each other, and community.
5. Strategic instruction addresses diverse learning styles and a broad range of abilities to ensure multiple opportunities for accessibility and mastery.
6. Project based learning embraces real world application through our local environment, stewardship, cross-curricular connections, and scientific inquiry.
7. Literacy is a powerful path to developing 21st century critical thinkers. Donner Trail is committed to balanced literacy that includes embedded technology, reading, writing, speaking and listening opportunities. Research across content areas is evidence based.
8. We reinvent ourselves and our practices by learning from mistakes. We are an innovative, ever-changing community of explorers constantly seeking new habits of mind that are research-based best practices.
9. Schools, families, and the community are partners in helping students develop a sense of ownership for their learning.
10. **All teachers and staff members at Donner Trail believe that each student is "*our*" student**.

Donner Trail Staff:

Amy King	Principal	aking@ttusd.org	582-2720 x21310
Amanda Richardson	Administrative Secretary	arichardson@ttusd.org	582-2720 x21301
Stephanie Blume	TK	sblume@ttusd.org	x21002
Crystal Bailey	Kinder/Grade 1	cbailey@ttusd.org	x21001
Megan Schwartz	Grades 2/3	mschwartz@ttusd.org	x21003
Erica Allstadt	Grades 4/5	eallstadt@ttusd.org	x21004
Holly Williamson	PE/Reading Intervention	hwilliamson@ttusd.org	x21302
Claudia Waters	Music	cwaters@ttusd.org	x21301
Molly Harrison	STEAM/Enrichment	mharrison@ttusd.org	x21301
Katie Rosman	Speech Pathologist	krosman@ttusd.org	582-2650 x26353
Angelica Stone	Special Ed Aide	astone@ttusd.org	x21006
Hannah Hargrave	School Psychologist	hhargrave@ttusd.org	
Josh Richardson	District Maintenance	jrichardson@ttusd.org	

Daily Schedules

K - 5 Daily Schedule	**TK Daily Schedule**
9:00 Start time for all scholars **9:00 - 10:30** Academic Block 1 **10:30 - 11:05** Snack/Recess **11:05 - 11:50** Academic Block 2 **11:50 - 12:35** Academic Block 3 **12:35 - 1:10** Lunch/Recess **1:10 - 1:45** Academic Block 4 **1:45 - 2:30** Academic Block 5 **2:30 - 3:15** Academic Block 6	**9:00 Start time for all scholars** **9:00 - 10:20** Academic Block 1 **10:20 - 11:05** Snack/Recess **11:05 - 11:45** Academic Block 2 **11:45 - 12:25** Academic Block 3 **12:25 - 1:10** Lunch/Recess **1:10 - 1:40** Rest Time **1:40 - 2:30** Academic Block 4 **2:30 - 3:15** Academic Block 5
Minimum Day Schedule	**Delayed Start Schedule**
9:00 Start time for all scholars **9:30 - 10:00** Academic Block 1 **10:00 - 10:30** Academic Block 2 **10:30 - 111:05** Snack/Recess **11:05 - 11:35** Academic Block 3 **11:35 - 12:05** Academic Block 4 **12:05 - 12:35** Academic Block 5 **12:35 - 12:50** Lunch **12:50** Dismissal	**11:00 Start time for all scholars** **11:00 - 12:15** Academic Block 1 **12:30 - 1:10** Lunch/Recess **1:10 - 1:55** Academic Block 2 **1:55 - 2:40** Academic Block 4 **2:40 - 3:10** Academic Block 5

ATTENDANCE/PUNCTUALITY

Regular attendance and punctuality are expected every day.

Absences:

There are two kinds of student absences from school: Excused and Unexcused.

- **Excused Absence:** illness, death in the immediate family, medical or dental appointments, appearance in court, observance of a religious holiday, or school related activity, such as an athletic event
- **Unexcused Absence:** any other absence is considered unexcused.
- *When students have **three unexcused absences** or **five excused absences,** district attendance letters will be sent to the parents according to California Attendance Laws.*

Please call the office whenever your child is not in school:

- Call the school before 9:00 a.m. at 582-2720 and give your son/daughter's name, and reason for the absence. Absences may also be cleared by a parent writing a letter that includes the date(s) of absence.
- If your child has a chronic illness and/or is missing more than 10 days of school, you will need to turn in a form completed and signed by your physician.
- If a student arrives at school after school has started, he/she is considered tardy. Tardies over 30 minutes without a valid excuse (e.g., medical appointment) are considered unexcused absences under California State Law. Student Attendance Review Team (SART) meetings will be scheduled to support students with excessive tardies.

Independent Study

We believe that students need to be at school for optimal learning. Short-Term Independent Study is available by request for extenuating circumstances, and can be an option for students who demonstrate the motivation, commitment, organizational and academic skills necessary to work independently and whose parents/guardians demonstrate a level of commitment to assist their child. *Only parents, legal guardians, or legal caregivers may sign independent study contracts for minors. An Independent Study Contract is **subject to approval and not automatically guaranteed.***

Important Information

- Requests for Independent Study must be made at least **2 weeks in advance** of the first day of the absence through InformedK12. More Info here, Spanish Info here.
- Short Term Independent Study is for *necessary* student absences of 3 - 15 school days.
- Short Term Independent Study is also for absences related to an extracurricular program or competitive sports. ***This agreement replaces the "Sports Contracts."***
- Students with IEPs must have independent study noted as an instructional option in order for the independent study to be approved. This may require scheduling an IEP team meeting.

A student's participation can be denied or revoked if:

1. The participation criteria above are not met **or**
2. The student has a history of inconsistent attendance **or**
3. The student has a history of incomplete independent study contracts **or**
4. The student has an IEP or 504, and independent study is not included as an instructional option.

HOME & SCHOOL CONNECTION AND COMMUNICATION

Student Data for AERIES:
It is the responsibility of parents to provide the school with up-to-date information (phone numbers, mailing address, physical address) so that Donner Trail can contact you in the event that your child becomes ill or is involved in an accident at school. Any special custody information should be brought to the attention of the principal and/or office staff, and supported by written documentation. ***Please notify the school immediately if changes occur with your phone number and/or address during the school year.***

Visitors and Student Sign Out:
Campus safety is very important to Donner Trail, and parents are always welcome at school! When visiting our campus, please check in and out at the office. If you are volunteering, you will sign in/out using the Raptor system in the front lobby, and wear a visitor badge to show our students and staff that you are a visitor. If your child is leaving school early, you will sign him/her out in the front lobby and a staff member will alert your child. *If an adult other than the parent/guardian is picking up your student, please send a note or email the front office to give written permission for the alternate pick up.* ***For day-of requests, an email must be sent by 2:00pm in order to give staff time to receive the information.***

Connections and Communication
Teachers communicate with you regularly through emails, phone calls, and report cards. If you need to contact a teacher, please email or call her directly. It is our practice to respond to all communication within 24 hours. If you have an urgent message, please call the front office so we can direct the call appropriately and in a timely manner.

School Site Council
The School Site Council is the decision-making body for our discretionary funding sources and our state Site Accountability Plan. The council reviews our school plan and allocates funds generated through the State of California's School Improvement program to meet the goals and objectives established in the school plan. Members of the team are comprised of staff and community members, and are elected positions. We hold elections at Back to School Night. You are welcome to come to meetings to listen and learn!

PTO
The PTO (Parent Teacher Organization) is a group of parents and staff that gathers to build a community to support our amazing school. We volunteer our time and talents to coordinate and fundraise to provide special events for our students and/or school. We encourage all of our families to join us in our endeavors at our monthly meetings! If you have a question specific to PTO, please contact Kim Brown or Erica Allstadt at PTODonnerTrailSchool@gmail.com. More information can be found in the Refrigerator Pages at the back of the handbook.

Classroom Volunteers and Volunteer Drivers
We are incredibly grateful for our volunteers - we cannot run our amazing program without you! In order to volunteer in the school or as a driver for a field trip, you must be cleared through the district's Human Resources department with an application process. Volunteers are not approved at the school site. If you have any questions about the process, please contact Human Resources directly. The clearance process is confidential and clearance times vary. If you are considering volunteering, it is our suggestion that you apply early to ensure participation.

HEALTH AND SAFETY

Health and Student Care
We want our scholars to be healthy and happy. It is very important for the school to have correct, current information in AERIES about every child regarding health concerns. Please keep your child home if they have a fever or other symptoms that indicate they are contagious.

Student Supply Needs
- Students may need various supplies or clothing throughout the day. Each student has their own cubby to store: a water bottle/snacks, extra clothes/shoes for cold days/snow play, or additional supplies.

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

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

Injury at School
- Minor scrapes or bumps that can be treated with a Band Aid or ice are typically addressed in the classroom, on the playground, or with a quick visit and check-in with office staff.
- It is our practice to notify parents/ guardians in the event of an injury when the treatment is beyond a quick check-in. We will also contact parents if there is any injury to the head/face or the injury was not accidental (such as another student being unsafe).

If necessary, staff will call 911 directly and then immediately inform the family. In the rare and unfortunate event that an injury is more significant, it is our practice to complete an incident report in accordance with district policy.

Clothing/Dress Code:
Donner Trail is a community that values time outdoors, and our campus has many options for play and exploration. **Students should dress in comfortable clothes that allow safe play in a variety of weather and terrain, including snow, rain, and muddy conditions**. Each student is provided an open locker/cubby to store clothes as needed, daily or long term. Please be aware that Summit weather can be unpredictable, and is often different than weather in Truckee.

Please make sure ALL clothing is labeled.
- Hats are encouraged and allowed outside only (no hats in the classroom)
- Closed-toed shoes are required for outside play
- Snow clothes (coat, hat, gloves, snow pants, boots) are required for snow play
- For PE: athletic shoes and snow clothes (including wicking layers for spring) are required

If you are unable to provide an article of clothing listed above, please contact Mrs. King for support!

TTUSD Wellness Policy
A healthy school environment is important for student academic success, long-term health and well-being. This document outlines TTUSD's goals for nutrition education, physical activity, and other school-based activities that promote student wellness. At Donner Trail, we uphold the TTUSD policy. **Students may not bring soda, candy, and Prime energy drinks (including in water bottles) to school. We ask that you send only water in water bottles.** Students are welcome to bring class treats for birthdays! Please let your child's teacher know a week ahead of time to coordinate and ask about any allergies that need to be considered.

Food and Nutrition Services
ALL SCHOOL MEALS ARE FREE!

TTUSD continues to offer free meals for students attending TTUSD through June 30, 2025 regardless if a meal application has been submitted. ***However,*** we ask that you fill out a new meal application every school year in order to be considered for the many benefits below for your student/family.

These benefits may include but are not be limited to:

- Summer Sun Bucks EBT, CalFresh food card per child, up to $120 per household - Info here
- Waived or reduced AP & College Application fees, PSAT/SAT application fees
- Specific scholarship opportunities for those who are eligible for free or reduced meals

HOW TO APPLY FOR FREE MEALS

Complete one application per household. Prior meal applications do not carryover, a new application for the 2025-2026 school year must be submitted. **The school bus application does not qualify as a meal application.**

Visit www.linqconnect.com**, register for an account and fill out an application. Registering for an account allows you to print an eligibility letter.**

Request a paper application and/or contact the TTUSD Food Services Department by phone 530-582-2528 or email food@ttusd.org

Emergency Safety Information

Safety Drills - "I'm not scared, I'm prepared!"
Safety Drills are conducted with students' safety and sensitivities in mind. We prepare students, especially our youngest learners, ahead of time for many of our drills, and we follow protocols so that they know what to expect and can remain calm and thoughtful. The ALICE protocol is taught by each classroom teacher using an age-appropriate children's book titled, "I'm not Scared... I'm Prepared" by Julia Cook. You can find information about the book here, and we have copies in our school library that families can check out.

At Donner Trail, we participate in a safety drill each month. Safety drills include:

- Shelter in Place
- Evacuation - Fire,
- Drop, Cover and Hold (Earthquake)

- A.L.I.C.E

Nevada County Sheriff Connection

Our school is served by the Nevada County Sheriff, Damien Norden. Officer Norden has been investing time in getting to know our school and students, and is excited to partner with us in our Safety initiatives!

Thank you for being partners with us in keeping Donner Trail safe. We encourage you and your family to have the "see something, hear something, say something" mindset. Please call or email us about any concerns you have or you can call the district "We Tip 1-800-78-CRIME" line. With all of us working together, Donner Trail will continue to be an amazing place to be and learn. All students are encouraged to reach out to their safe and caring adults to report any concern.

SCHOOL OPERATION INFORMATION

Busing:

District provided transportation is a privilege, not a right. Students who ride the school bus have certain responsibilities for the comfort and safety of other students, as well as for themselves. It is important that students conduct themselves in an orderly manner at the bus stop and on the bus. The bus driver has complete authority over any circumstances arising on the bus and will give a bus referral when necessary. Students who vandalize buses in any manner will be subject to loss of bus privileges and be required to pay for damages.

Donner Trail is fortunate to have a designated bus for all students. **Students who ride the school bus are required to have a bus pass.** Students may only ride on their assigned bus. To apply for a bus pass please fill out an application online BY JULY 31st: bus pass application or call 530-550-0745.

Any student who uses a different stop than normal (such as when going to a friend's house) must bring a note from a parent and have it approved by the office or email tmodispatch@ttusd.org before getting on the requested bus.

PLEASE INFORM MS. AMANDA OR MRS. KING ABOUT ANY BUS STOP CHANGES AS EARLY AS POSSIBLE, AND BY 2:00PM LATEST. ***Any communication after that time may not be honored.***

Bus Rules: Don't Lose Your Riding Privilege!

1. Be courteous and respectful and follow the drivers/attendants directions.
2. Students shall be required to scan their bus pass upon entering and exiting the bus.
3. Fasten seatbelts and remain seated at all times. Keep hands & head inside the bus.
4. No eating, drinking or chewing gum.
5. No hazardous and oversized objects (Ex: skateboards, skis, snowboards, weapons, glass, matches, etc).
6. No unauthorized exits/entrances off the bus. (Emergency doors or windows)
7. Respect the personal space of others. Keep hands and feet to yourself.
8. Keep aisles and exits clear.
9. Keep the noise level down. Profane language and/or gestures are prohibited.
10. No vandalism, parents are liable for any and all willful vandalism and/or destruction to the school bus.
11. Do not throw any objects.
12. No pets allowed in the bus or at the bus stop.
13. Taking pictures or videos is prohibited.

Snow Days and Delayed Opening:
With our location on Donner Summit, we are bound to get snow days! *This decision is made by a team made up of the Superintendent, Director of Transportation, Director of Facilities, Caltrans, NOAA (National Oceanic Atmospheric Administration), and principals in order to consider district-wide weather and road conditions.* Donner Trail occasionally needs to consider more significant weather and a separate decision will be made. If Donner Trail has a snow day when the rest of TTUSD does not, we will provide Independent Study work to complete in order to fulfill state required days of school. You may access snow day information on the District website, district app, the snow phone (582-2510 or 581-7020), and/or local radio and/or television stations.

Personal Property:
Students assume sole responsibility for loss or damage of any school or personal property issued to or belonging to them, such as garments, play equipment, books, technology or musical instruments. The school will endeavor to protect such properties, but is not responsible for them. ***Please do not allow your student to bring non-educational items such as toys, electronic games, animals, skateboards, cameras, or excessive money to school.*** We are not responsible for personal items brought to school.

- **All cell phones and smart watches will be kept in backpacks during the school day, and students will not have access to devices during school hours.**
- All books should bear the owner's name on the inside cover.
- All personal property should bear the student's name or other identification mark.
- All backpacks are to be kept in locations that are specified by the teacher.

Cell Phones/Personal Technology/SmartWatches:
Cell phones are not necessary tools for school, and negatively impact learning and social connections. Donner Trail follows the TTUSD Technology Use Agreement in regards to all technology, including personal devices. **At Donner Trail, all cell phones and smart watches will be kept in backpacks during the school day, and students will not have access to devices during school hours.** If you need to get a message to your student, please call the front office and we will relay the message. Students can also access messages before or after school.

Videos and pictures on school grounds are a violation of personal privacy and are prohibited without immediate staff authorization and supervision. Please recognize that families have the right to decide whether pictures of their child are posted on public sites.

PARENTS CAN HELP THEIR STUDENT BY:

- Talking with your student about appropriate and safe technology use
- Monitoring your child's technology (Social Media apps require users to be 13 years old)
- Making after-school arrangements before the beginning of the school day
- Calling the office to deliver emergency messages during the school day **(530) 582-2720**
- Refraining from texting, emailing, chatting, etc with your student on their cell phone during the school day
- Reminding your child to keep their phone and smart watch off and in their backpack every day

School-Wide Student Behavior Expectations and Consequences

We believe that every child has the right to be educated in a safe, responsible, and respectful environment that will both protect them and provide a school atmosphere that fosters learning for everyone. Our multi-age school provides excellent practice for students to interact meaningfully with others, and learn new skills along the way. We expect our scholars to: **Be Safe, Be Respectful, Be Responsible!**

	Safe	Respectful	Responsible
School-wide Expectations	• Stay where adults can see you • Keep your hands to yourself • Report problems to an adult • Wear appropriate clothing for playing outside	• Respect school property and others' belongings • Listen to and respond appropriately to what others say • Walk quietly in the hallways to respect others' learning • Offer help to others	• Stay within boundaries • Leave toys and other distractions at home • Put all trash in garbage can or recycling bin • Keep your cubby neat and organized
Classroom	• Keep hands, feet and objects to yourself • Follow Class Procedures • Push chair in • Use walking feet	• Foster a positive learning environment • Follow teacher's requests • Respect other people's belongings • Remember your impact on the room • Make eye contact with others	• Use classroom norms • Follow directions • Take ownership over your education • Communicate clearly
Outside	• Be aware of other people in the space • Be careful when throwing balls • Keep equipment within your game and in control • Stay where adults can see you • Report incidents to yard duty	• Everyone gets to play • Share the equipment fairly • Everyone puts equipment back • Communicate clearly with others	• Stay in the play boundaries • Balls and equipment are used for their intended purpose • Stop playing and bring equipment to the wagon at the whistle • When the whistle blows twice, stop and listen
Winter	• Be aware of others in the space • Sledding or sliding feet first, one at a time • Shovels stay in one piece • Use snow equipment for intended purpose • Regular clothes should stay dry for learning	• Look out for others when sledding or sliding • Space and snow creations are shared by all	• Learn and respect new boundaries and conditions • Snow clothes (hat, coat, snow pants, boots, gloves/mittens) are required to play or climb in snow
Cafeteria	• Walk at all times • Keep hands, feet, objects and food to yourself • Eat while sitting at a table • Ask permission to be excused from your table	• Listen to any announcements or directions • Use conversational voices • Touch only your food • Say please and thank you • Use the same manners you would at a restaurant	• Throw away all trash • Clean up and report spills when possible • Use hand signals to communicate • Raise hand and wait patiently to be dismissed as a table group • Follow the 2 minute quiet time at the end of lunch
Chromebooks/ Technology	• Follow instructions to ensure proper functions of device • Only access teacher approved educational sites • Tell a parent or trusted adult if someone you don't know is trying to contact you online	• Only use your designated device; do not use or play with devices that are not yours • Type only what you would say in person • Settings should remain as default district settings	• Create a positive online reputation • Handle Chromebook with care to avoid damage • All devices (phones/smart watches) in backpacks during school hours

PBIS (Positive Behavior Intervention Systems)
Learning at Donner Trail includes teaching school rules and social and emotional skills in a variety of formats: classroom and schoolwide procedures and routines, reinforcing appropriate student behavior, using effective classroom management and positive behavior support, and programs such as Warm Fuzzies, Class Dojo, Student Badges, and Classroom Store.

Students who follow school rules will earn:
- Learning, respect from others, and positive habits for success
- Verbal and/or non-verbal positive reinforcement
- Positive notes or phone calls home
- Classroom rewards
- Individual rewards

School wide recognition and awards (Principal's Character Awards)

Disciplinary Policy and Behavior System:

Donner Trail's discipline system is a progressive system. We view disciplinary situations as learning opportunities. The purpose of the discipline system is three-fold:

1. To help students learn to take accountability by making positive choices and practicing positive problem-solving strategies.
2. To provide fair and consistent corrective action so all students feel safe
3. To build and maintain healthy relationships through restorative practices.

Non-Recorded Minors	Minor	Major
● Gum chewing ● Profanity not directed at a person ● Rough Play without no injury ● Running ● Tattling ● Toys or other distractions ● Wandering	● Attendance/Tardy ● Cheating ● One-time/Minor Disrespect ● One-time/Minor Disruption ● Lying ● One-time/Minor Harassment ● One-time/Minor stealing ● Name calling ● Non-compliance / Defiance ● Rough Play with injury ● Technology Violation	● Ongoing Disrespect* ● Ongoing Disruption* ● Deliberate Defiance* ● Major ED Code Violations ● Fighting* ● Gang Related Activity* ● Harassment (including sexual, racial, or abusive)* ● Inappropriate Display of Affection* ● Major stealing ● Profanity directed at others ● Substances* ● Vandalism* ● Verbal/Physical intimidation ● Weapons*

***California Ed Code**

Progression of Responses to Behavior

1. Reminder and verbal redirection/reteaching for student
2. Student meets with staff member
    a. Student shares reflection (may be written)
    b. Review of behavior expectations, problem solving solutions
    c. Parent may be notified
3. Student/Staff conference to possibly include: phone call conference home, restorative meeting, counselor referral, small group intervention, meeting with principal, targeted behavior education.
4. Student/Parent/Staff conference to develop corrective plan
5. Ongoing, Major Behavior Responses are Ed Code based and may include, but not limited to; Loss of multiple lunches or extracurricular privilege, In-house Suspension, Home Suspension, referral to district and/or law enforcement

***Ed Code Violations:**

Ed Code violations are typically considered to be serious breaches of school rules, district policies and/or California state law. Examples include fighting, bullying, harassment, bringing alcohol, drugs, vape pens, e-cigarettes, or tobacco on campus, or stealing. Should a student violate a rule that falls under California Education Code 48900, they will be disciplined under the law and according to Tahoe Truckee Unified School District Board Policy. Please see link here.

Williams Complaint Notice
2026–27
California Department of Education
Tahoe Truckee Unified School District

Notice to Parents, Guardians, Pupils, and Teachers

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.

3. There should be no teacher vacancies or misassignments.

- There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers.
- The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.
- Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
- Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's website.

CALIFORNIA DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

CONSUMER ALERT

KNOW YOUR IMMIGRATION RIGHTS AND PROTECTION UNDER THE LAW

You have the right to apply for and secure housing without sharing your immigration status. California law prohibits housing providers from asking about your immigration status unless you are applying for affordable housing funded by the federal government. Additionally, housing providers cannot harass or intimidate you by threatening or sharing information about your immigration status to ICE, law enforcement, or other government agencies.

You have the right to access emergency medical care. Federal laws and regulations ensure the rights of all people, including undocumented immigrants, to access emergency medical care.

You have the right to a workplace free of harassment and discrimination. Under California law, you are protected from harassment and discrimination based on your national origin, ancestry, race, ethnicity, and other protected characteristics. Your employer cannot threaten to call immigration authorities as retaliation for reporting harassment or discrimination on the job. Your employer is also not allowed to ask about or look into your immigration status, unless they must do so to comply with federal immigration law and regulations, and you are not required to share this information.

You have the right to ask companies to stop selling your data or to delete your data. It is important to understand your data privacy rights, and it can be helpful to reduce the number of companies that are storing or selling data about you. For information on these rights and how to exercise them go to **oag.ca.gov/privacy/ccpa**.

You have the right to an attorney. If you are arrested by police, you have the right to a government-appointed lawyer. If you are detained by ICE, you have the right to consult with a lawyer, but the government is not required to provide one for you. You can ask for a list of free or low-cost alternatives. To find a legal aid organization near you, go to lawhelpca.org.

You have the right to access your police report. State and local law enforcement agencies cannot deny a victim of a crime access to their crime report because the victim cannot prove lawful presence in the country.

Your child has a right to a free public education regardless of immigration status. They also have a right to be in a public school learning environment free from discrimination, harassment, bullying, and intimidation. Schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of age and residency. Information about citizenship/immigration status is never needed for school enrollment. You do not have to share information regarding passports or visas, or regarding the immigration status of a child, parent, guardian or other family member. And you do not have to provide a social security number or other card for either enrollment or for free or reduced-price school breakfast and lunch.

State and local law enforcement cannot ask for your immigration status for immigration enforcement purposes. California law expressly prohibits law enforcement from inquiring about a person's immigration status for immigration enforcement purposes.

State and local law enforcement cannot share your personal information for immigration enforcement purposes. This includes your home or work address for immigration purposes, unless that information is available to the public or unless that information involves previous criminal arrest, convictions or similar criminal history.

State and local law enforcement cannot assist ICE with immigration enforcement, with very limited exceptions. This means state and local law enforcement cannot investigate, cannot interrogate, cannot arrest, and cannot detain you unless they are part of a joint federal task force where the primary purpose of the task force is not immigration enforcement.

REPORT A COMPLAINT:

- If you believe your rights have been violated, report it to the California Dept of Justice at oag.ca.gov/report.
- If you believe you were subject to discrimination, harassment or retaliation, report it to the California Dept of Civil Rights at calcivilrights.ca.gov/complaintprocess/

IMMIGRATION HELP RESOURCES:

- Law Help CA: lawhelpca.org
- Immigration Law Help: immigrationlawhelp.org

McKinney-Vento Act: Quick Reference

The McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11431 et seq.) is a federal law that provides important educational rights and services to PreK-12 children and youth experiencing homelessness. The U.S. Department of Education has published guidance to help state and local educational agencies implement the law. This document summarizes the McKinney-Vento Act's key provisions and provides corresponding legal citations.

Eligibility

"Homeless children and youth" means children and youth who lack a fixed, regular, and adequate nighttime residence, including those who are sharing the housing of others due to loss of housing, economic hardship, or a similar reason; staying in motels, trailer parks, or camp grounds due to the lack of an adequate alternative; staying in shelters or transitional housing; or sleeping in cars, parks, abandoned buildings, substandard housing, or similar settings. 42 U.S.C. §11434a(2). "Unaccompanied youth" includes homeless children and youth who are not in the physical custody of a parent or guardian. 42 U.S.C. 11434a(6).

Office of the State Coordinator for the Education of Homeless Children and Youth

Every state educational agency (SEA) must designate an Office of State Coordinator that can sufficiently carry out duties in the Act. 42 U.S.C. §11434a(2). Some key duties include:

- Responding to inquiries from homeless parents and unaccompanied youth. 42 U.S.C. §11432(f)(7).
- Providing professional development programs for liaisons and others. 42 U.S.C. §11432(f)(6).
- Conducting monitoring of local educational agencies to enforce compliance. 42 U.S.C. §11432(f)(5).

Local Educational Agency Homeless Liaisons

Every local education agency (LEA) must designate a liaison for students experiencing homelessness who is able to carry out the duties described in the law. 42 U.S.C. §11432(g)(1)(J)(ii). Some key duties include:

- Ensuring that homeless children and youth are identified and enrolled in school, and have a full and equal opportunity to succeed in school. 42 U.S.C. §§11432(g)(6)(A)(i)-(ii).
- Participating in professional development and other technical assistance offered by the state. 42 U.S.C. §11432(g)(1)(J)(iv).
- Ensuring school personnel receive professional development and other support. 42 U.S.C. §11432(g)(6)(A)(ix).
- Ensuring that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid. 42 U.S.C. §11432(g)(6)(A)(x)(III).
- Ensuring that homeless children, youth, and families receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate services. 42 U.S.C. §11432(g)(6)(A)(iv).
- Disseminating public notice of McKinney-Vento rights in locations frequented by parents and youth, in a manner and form understandable to them. 42 U.S.C. §11432(g)(6)(A)(iii).

School Stability

- Children and youth experiencing homelessness can remain in their school of origin for the duration of homelessness and until the end of an academic year in which they obtain permanent housing, if it is in their best interest. 42 U.S.C. §11432(g)(3)(A).
- LEAs must make best interest determinations that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if the LEA determines that school stability is not in the best interest of the child or youth. 42 U.S.C. §11432(g)(3)(B).
- The definition of school of origin includes both the designated receiving school at the next grade level (if there is a feeder school pattern), and preschools. 42 U.S.C. §11432(g)(3)(I).
- Transportation to the school of origin is required, including until the end of the academic year when a student obtains permanent housing. 42 U.S.C. §11432(g)(1)(J)(iii).

School Enrollment and Participation

- Homeless children and youth must be enrolled in school immediately, even if they lack documents or have missed application or enrollment deadlines during any period of homelessness. 42 U.S.C. §11432(g)(3)(C).
- "Enrollment" is defined as attending classes and participating fully in school activities. 42 U.S.C. §11434A(1).
- SEAs and LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless students in school, including barriers due to fees, fines, and absences. 42 U.S.C. §11432(g)(1)(I).
- States must have procedures to ensure that homeless children and youth do not face barriers to accessing academic and extracurricular activities. 42 U.S.C.§11432(g)(1)(F)(iii).

Disputes

● If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seeks enrollment, pending resolution of the dispute, including all available appeals. 42 U.S.C. §11432(g)(3)(E)(i).

● The school must refer the student, parent, or guardian to the LEA's homeless liaison to carry out the dispute resolution process as expeditiously as possible. The homeless liaison must ensure that the dispute resolution process is also followed for unaccompanied youth. The homeless liaison should assist the student, parent, or guardian in preparing the dispute and make available school resources including copying, mailing or obtaining records.

● A written explanation of the LEA's decision regarding eligibility, school selection, or enrollment must be provided, including the right to appeal to the COE. The written explanation shall be complete, as brief as possible, simply stated, and provided in a language that the parent, guardian, or unaccompanied youth can understand.

● If the decision is appealed by either party (LEA, parent, guardian, or unaccompanied youth), then the homeless liaison shall forward all documentation to the COE's homeless liaison. The COE homeless liaison should have only five (5) working days to resolve the dispute decision. A written explanation of the COE's decision must be provided to all parties involved with a right to appeal to the CDE.

● If the decision is appealed by either party (LEA, parent, guardian, or unaccompanied youth), then the COE homeless liaison shall forward all documentation and related paperwork to the CDE Homeless Education Program. Upon review of all parties information, the CDE will notify all parties of the final determination of eligibility, school selection, or enrollment decision withing ten (10) working days of receipt of the appeal. CDE Homeless Education Program: 866-856-8214 or HomelessEd@cde.ca.gov

Preschool Children

● The definition of school of origin includes preschools. 42 U.S.C. §11432(g)(3)(I).

● Liaisons must ensure homeless families and children can access Head Start, Early Head Start, LEA-administered pre-school programs and early intervention services under IDEA Part C, if eligible. 42 U.S.C. §11432(g)(3)(C).

Financial Aid, Credit Accrual, and College Readiness

● Liaisons must ensure that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid. 42 U.S.C. §11432(g)(6)(A)(x)(III).

● States must have procedures to identify and remove barriers that prevent students from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school. 42 U.S.C. §11432(g)(1)(F)(ii). Liaisons must implement those policies. 42 U.S.C. §11432(g)(6)(A)(x)(II).

● State plans must describe how homeless youth will receive assistance from school counselors to advise, prepare, and improve their readiness for college. 42 U.S.C. §11432(g)(1)(K).

Reserving Funds from Title I, Part A to Serve Students Experiencing Homelessness

● All LEAs that receive Title I Part A funds must reserve funds to support homeless students. 20 U.S.C. §6313(c)(3)(A).

● Reserved funds may be used for services not ordinarily provided by Title I, including local liaisons and transportation to the school of origin. 20 U.S.C. §6313(c)(3)(C)(ii).

● State report cards must include disaggregated information on the graduation rates and academic achievement of homeless children and youth. 20 U.S.C. §§6311(h)(1)(C)(ii) and (iii).

Contact Information:

Tahoe Truckee Unified School District **Annamarie Cohen, Ph.D** **Executive Director Student Services** **11603 Donner Pass Road** **Truckee, CA 96161** **530-582-2560** **acohen@ttusd.org**	**Placer County Office of Education** **Alicia Rozem** **Coordinator, Foster/Homeless/CSEC** **1400 W. Stanford Ranch Rd** **Rocklin, CA 95765** **279-253-0795** **arozum@placercoe.org**	**California Department of Education** **State Homeless Education Coordinator** **1430 N Street, Suite 6208** **Sacramento, CA 95814** **866-856-8214** **HomelessEd@cde.ca.gov**

REFRIGERATOR PAGES

Important Dates

- **August 25, 2:30pm** TK/Kinder Meet & Greet
- **August 26, 9:00am** First Day of School
- **September 7** *Labor Day, NO SCHOOL*
- **September 15, 5:30** Back to School Night & Potluck
- **September 16** Minimum Day, 12:50 Dismissal
- **October 19 - 23** Conference Week, 12:50 Dismissal *all week*
- **November 11** *Veteran's Day, NO SCHOOL*
- **November 15** Thanksgiving Day Dinner!
- **November 21** Last Day of Trimester 1
- **November 25 - 27** *Thanksgiving Holiday, NO SCHOOL*
- **December 9** Minimum Day, 12:50 Dismissal
- **Dec 21 - Jan 3** *Winter Break, NO SCHOOL*
- **January 18** *MLK Jr Holiday, NO SCHOOL*
- **February 10** Minimum Day, 12:50 Dismissal
- **February 15 & 16** *MidWinter Holiday, NO SCHOOL*
- **March 4** TK/Kinder Preview Night
- **March 5** Last Day of Trimester 2
- **March 10** Minimum Day, 12:50 Dismissal
- **April 12 - 16** *Spring Break, NO SCHOOL*
- **May 5** Minimum Day, 12:50 Dismissal
- **May 31** *Memorial Day, NO SCHOOL*
- **June 7** Last Day of School (with NO Snow Days used)
- **June 16** Last Day of School (with ALL Snow Days used)

2026-2027 School Calendar

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						0

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					4

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			21

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						22

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					17

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		14
August through December						78

HOLIDAYS

Fourth of July (Observed)	07/03/26
Labor Day	09/07/26
Veteran's Day	11/11/26
Thanksgiving Day	11/26/26
Christmas Day	12/25/26
New Years Day	01/01/27
Martin Luther King Day	01/18/27
Presidents Day	02/15/27
Lincoln's Birthday (Observed)	02/16/27
Memorial Day	05/31/27
Juneteenth (Observed)	06/18/2027

LOCAL HOLIDAYS

Thanksgiving Break	11/25/26 - 11/27/26
December Break	12/21/26 - 01/01/27
Spring Break	04/12/27-04/16/27

New Educator's Acadamy - August 19

TEACHER CONTRACT DAYS (NO SCHOOL)
August 20-25

ALL SCHOOLS MINIMUM DAY

Conference Week - TK-8 MINIMUM DAYS

MIDDLE SCHOOLS MINIMUM DAY

MIDDLE/HIGH SCHOOLS MINIMUM DAY

HIGH SCHOOL FINALS: JANUARY 21-22 AND LAST 2 DAYS OF SCHOOL

Board Approved: June 11, 2025

FIRST DAY OF SCHOOL August 26

The last day of school is June 16, which has Seven Snow Days built in. Unused snow days will deducted. Additional snow days will be added as necessary.

TOTAL NUMBER OF STUDENT DAYS

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						18

MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			23

APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						17

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			5
January through June						102

Frequently Asked Questions

What is my child's schedule?

9:00am - 3:15pm
Summit Families, please arrive in time to have your child ***in the classroom by 8:55am!***
TK/K/1 Morning Break 10:20-11:05
2 - 5 Morning Break 10:30 - 11:05
TK Lunch 12:20 every day
K - 5 Lunch 12:35 pm every day

What is the protocol for absences?

Please call the attendance line before 9am: 530-582-2720
Excused absence: illness or medical appointments
When students have ***three unexcused absences*** *or* ***five excused absences,*** *district attendance letters will be sent to the parents according to California Attendance Laws.*

What is the protocol for picking my child up early?

Please email your child's teacher as soon as possible, preferably the day before.
Call or email Ms. Amanda or Mrs. King as soon as possible, and **BEFORE 2:00PM** the day of.

What is the protocol for changing pick up arrangements?

Call or email Ms. Amanda or Mrs. King as soon as possible, and **BEFORE 2:00PM** the day of.
Any communication after 2:00pm may not be able to be honored; office may be busy and not get the message in time. Please wait for confirmation to act on any changes.

How do I know what's happening at school?

The best way to keep up to date is to read the weekly email your child's teacher sends and the weekly Tracker News. Upcoming important dates are at the top, and pertinent information is throughout, with common links at the bottom of every newsletter.

How do I volunteer at school?

We would love to have you support our school endeavors! Volunteers must complete a screening in order to volunteer in the classroom or drive on a field trip. Please visit our website (Parents & Students tab, then Volunteer at TTUSD) to sign up - *early sign up is encouraged to be available last minute!*

My child needs to be absent for more than 3 days. How do I request an Independent Study?

Independent Studies are available for *extenuating circumstances*, and must be requested TWO WEEKS IN ADVANCE. We ask that you are judicious with this request, as absences impact academic and social dynamics. Please visit our website (Parents & Students tab, then Forms) or link through the Tracker Newsletter on Sundays.