TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT

Our students love to read and read to achieve!

2026 – 2027

Glenshire Elementary

Handbook & Calendar

We are kind, safe, responsible and respectful

10990 Dorchester Drive
Truckee, Ca 96161
(530) 582-3720 (Office)
(530) 582-7676 (Fax)

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 Message from the Principal:

Dear Glenshire Families,

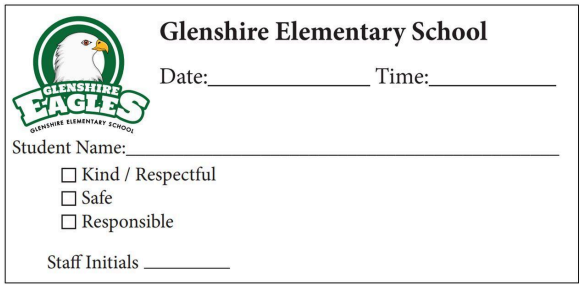
Welcome to the 2026–2027 school year!Thank you for being such an important part of our Glenshire Family. It is truly a joy to partner with you in creating a school where every child feels connected, supported, and inspired to grow. Glenshire Elementary School is a special place because of the strength of our community, and we are so excited to begin another year together.

Mr. Mohagen and I are honored to serve alongside you as we continue building a school rooted in our six core values: Kindness, Achievement, Integrity, Safety, Positivity, and Community. These values are more than words, they guide how we learn, how we treat one another, and how we show up every day. Our goal is that when you walk onto our campus, you can *feel* these values in every interaction.

At Glenshire, we believe in creating an environment that is both academically rigorous and deeply nurturing. We celebrate students for their growth, grit, and positive choices, while also helping them learn and restore relationships when mistakes happen. This balance allows every child to feel safe, capable, and ready to achieve.

We are proud to recognize and celebrate our students in meaningful ways, including:

- **Eagle Tickets** and weekly raffles
- Hallway displays showcasing student learning
- Reading Challenge Celebrations
- AR celebrations and the Million Word Club
- Monthly school wide character trait assemblies



These moments of recognition reflect our commitment to positivity, achievement, and community and help every Eagle feel seen and valued.

We also believe that strong schools are built through shared ownership. Your voice matters, and we warmly invite you to get involved through our PTO, School Site Council (SSC), or English Learner Advisory Council (ELAC). Your partnership strengthens our programs and helps us continue to grow.

To stay connected, please visit our school website, download the TTUSD app, and keep an eye on our weekly e-newsletter and Friday phone calls.

If you ever have questions, ideas, or concerns, please don't hesitate to reach out. We are here to listen, collaborate, and ensure that every student thrives, because at Glenshire, We Love to Read and Read to Achieve.

I am so excited for the year ahead. Together, let's make it our best yet.

Warmly,
Rachael Kuttel
Principal, Glenshire Elementary

Tahoe Truckee Unified School District Strategic Plan Framework 2023-2026

Engage and empower students, educators, and staff to achieve their potential.

Academic Achievement: Provide effective, evidence-based instruction for all students to pursue pathways of personal interest and earn a high school diploma.	1.1 Deliver **evidence-based, meaningful, engaging, and effective curriculum** for data-driven instruction to support individual achievement at all school sites. 1.2 Ensure academic achievement for all students to meet or exceed grade-level standards by **recruiting and retaining educators and staff** and by offering high-quality **professional learning, collaboration, and resources** for their continued growth and long-term development. 1.3 Offer all students (PreK-12) opportunities to **explore areas of academic and personal interests,** including enhancement of current educational programs that prepare students for college, career, technical, trade, and workforce readiness.
Support Systems: Address the needs of our learners through continued enhancements to safety and wellness programs, counseling, resources for academic achievement, effective learning environments, facilities, and infrastructure for students, educators, and staff.	2.1 Implement **multi-tiered systems of support** (MTSS) framework to promote student success and address academic, social-emotional and behavioral / attendance needs of individual students. 2.2 Develop opportunities to **strengthen student voice**, increase engagement, and encourage individual responsibility as a core part of the **student experience**. 2.3 Continue ongoing development of **employees, systems, infrastructure, and facilities** while utilizing financial resources in a fiscally sustainable manner to support effective learning and equitable outcomes.
Community Connections: Proactively support belonging and inclusion for all students, families, educators, and staff and continue to develop strong community connections to each other and to the valuable and precious resources in the Tahoe-Truckee region.	3.1 Partner with students, families, educators, staff, and community to provide an educational experience that is committed to **acceptance, inclusion, and equitable outcomes** to increase belonging for all. 3.2 Enhance **outreach and resources** for TTUSD individuals with the highest needs, from under represented groups, and at transition points. 3.3 Expand **community partnerships** to support student learning and expand opportunities for community-based educational partnerships, immersion in our natural environment, internships, and outdoor education in the area.

Glenshire Elementary follows the district strategic plan and,
Glenshire Elementary students are kind, safe, responsible and respectful.

Our students love to read and they read to achieve!

District Calendar 2026-2027 / Calendario del Distrito Escolar 2026-2027

2026-2027 School Calendar

JULY

S	M	T	W	T	F	S
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AUGUST

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30	31					4

SEPTEMBER

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OCTOBER

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NOVEMBER

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29	30					17

DECEMBER

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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

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31						19

FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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27	28	29	30			5
January through June						102

Calendario Escolar 2026-2027

JULIO

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AGOSTO

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SEPTIEMBRE

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OCTUBRE

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NOVIEMBRE

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DICIEMBRE

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20	21	22	23	24	25	26
27	28	29	30	31		14
Agosto a Diciembre						78

DÍAS FESTIVOS
Día de la Independencia (Observado) 07/03/26
Día del Trabajador 09/07/26
Día del Soldado 11/11/26
Día de Acción de Gracias 11/26/26
Navidad 12/25/26
Año Nuevo 01/01/27
Día de Martin Luther King 01/18/27
Día de los Presidentes 02/15/27
Cumpleaños de Lincoln (Observado) 02/16/27
Día de la Memoria 05/31/27
Juneteenth (Observedo) 06/18/2027
DÍAS FESTIVOS LOCALES
Vacaciones de Acción de Gracias 11/25/26 - 11/27/26
Vacaciones de Diciembre 12/21/26 - 01/01/27
Vacaiones de Primavera 04/12/27-04/16/27
Academia de maestros nuevos - August 19
DÍAS DE CONTRATO DE MAESTROS (NO HAY CLASES)
August 20-25
DÍA MÍNIMO PARA TODAS LAS ESCUELAS
Semana de conferencias - TK-8 DÍAS MÍNIMOS
ESCUELAS SECUNDARIAS DÍA MÍNIMO
SECUNDARIAS / PREPARATORIAS DÍA MÍNIMO
EXÁMENES FINALES DE PREPARATORIA: 22-23 DE ENERO Y LOS 2 ÚLTIMOS DÍAS DE CLASES
Aprobado por la Mesa Directiva - 11 de junio, 2025
PRIMER DÍA DE CLASES 26 de agosto
El último día de clase es el 16 de junio, que tiene incorporados Siete Días de Nieve. Los días de nieve no utilizados se deducirán. Se añadirán días de nieve adicionales según sea necesario.
NÚMERO TOTAL DE DÍAS DE ESTUDIANTES

ENERO

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31						19

FEBRERO

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MARZO

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ABRIL

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MAYO

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30	31					20

JUNIO

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20	21	22	23	24	25	26
27	28	29	30			5
Enero a Junio						102

Schedule and Attendance

Regular Day Schedule
9:00 Start time
10:40-10:50 Grades K-3 Recess/4-5 Snack
11:40-12:20 Lunch/Recess Grades TK/K/5
12:05-12:45 Lunch/Recess Grades 1/4
12:25-1:05 Lunch/Recess Grade 2/3
1:45-2:00 Recess Grades 4-5
2:25-2:40 Recess Grades 1-3
3:15 Dismissal

Minimum Day Schedule
9:00 Start time
10:00-10:10 Grades K-3 Recess/Snack
11:50-12:30 Lunch/Recess Grades TK/K/5
12:10-12:50 Lunch/Recess Grades 2 /4
12:10-12:50 Recess/Lunch Grade 3
12:50 Early Release Day Dismissal for all grades

Regular Attendance and Engagement is Expected Everyday

Report **ALL** absences by calling (530)582-3720 in the morning. As a safety precaution, you will receive an automated call if your child's absence is not cleared before 11:00 a.m.

Excused absences include:

- Illnesses
- Doctor's appointments
- Family emergencies
- If your child has a chronic illness and is missing more than 10 days of school, you will need to turn in a form completed and signed by your physician.

Attendance Policy
The district uses an automated attendance reporting system. The system is set to send attendance letters home for 3 or more unexcused absences, followed by a team meeting if needed. The system also sends Excessive Excused Absence Letters as a way to keep families informed on the number of days their student has missed so far throughout the school year. Excessive Excused Absence letters are sent once a student has 5 then 10 excused absences. Please call the school if attendance or punctuality is a concern and you need our support; we are here to help.

Tardies
Any student arriving after 9:00am must be accompanied by an adult to the office to sign in and receive a late slip.

Before School Recess
Staff are present on recess duty from 8:45 to 9:00am to supervise TK through fifth grade students before school. All students are to drop their backpacks at designated spots and enjoy recess outside regardless of weather conditions.

Drop Off
Please drop off no earlier than 8:45 a.m. This is when supervision begins. Please remind students that they are to be *outside* for the before-school recess or in the cafeteria for breakfast until the whistle blows at 8:55am The hallways are off limits at this time. Once the whistle blows, students may enter the building.

Independent Study Contracts

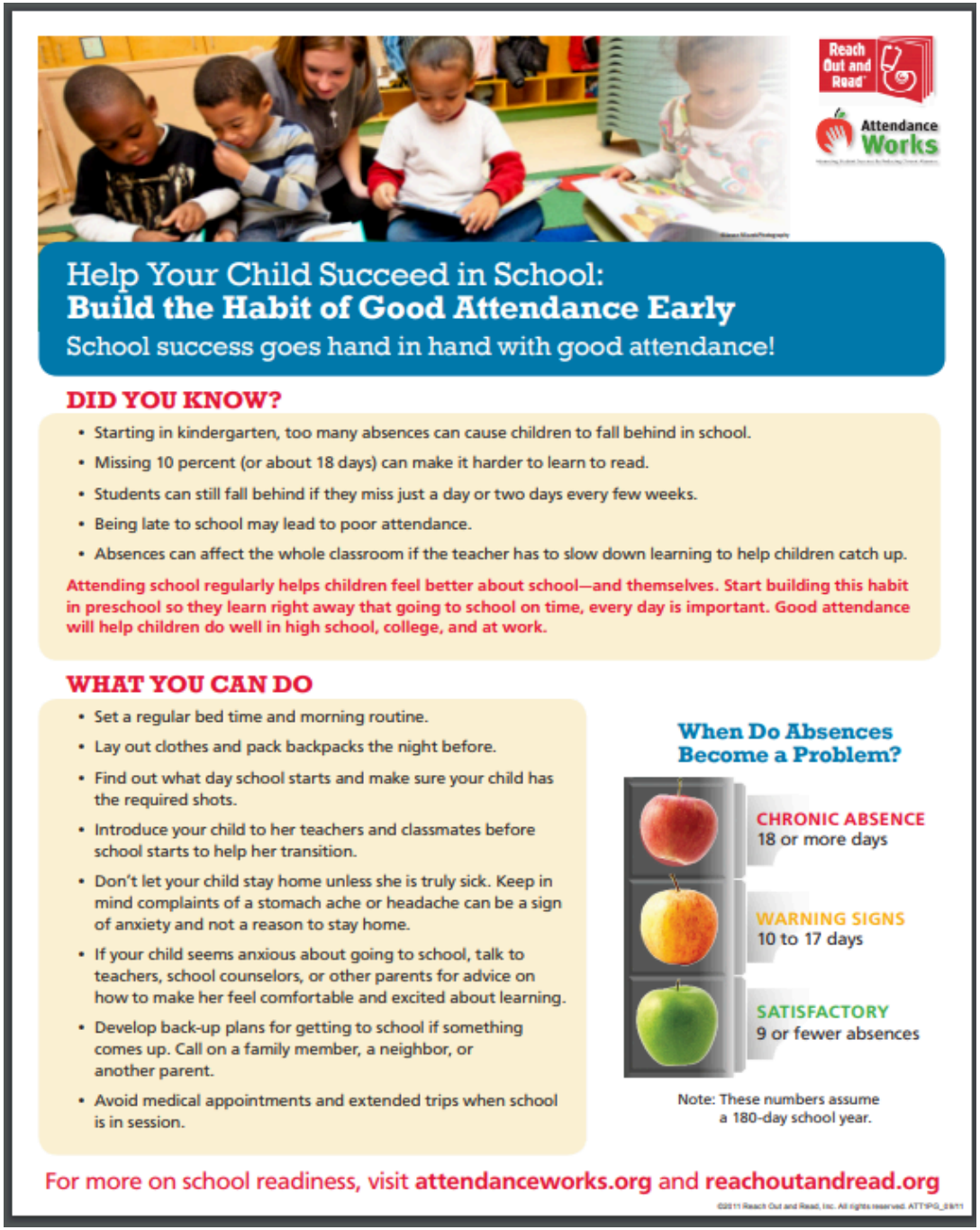
TTUSD accommodates family travel and participation on sports teams through Independent Studies.

Independent Study may be arranged for 3 to 15 days pending principal approval. The form is available online and must be submitted **ten school days prior** to the days missed in order to be eligible for approval. The absences will be cleared when the **completed** Independent Study is returned within five days after arrival back at school. In order to receive credit for the days missed, 100% of the Independent Study must be complete.

Possible reasons for denial of an Independent Study:

1. The Independent Study was not submitted 2 weeks prior to leaving **or**
2. The student has a history of inconsistent attendance **or**
3. The student has a history of incomplete classwork **or**
4. The student has a history of incomplete independent study contracts.

To access the Independent Study Master Agreement online, visit the TTUSD website: ttusd.org



Health Services

Health Services

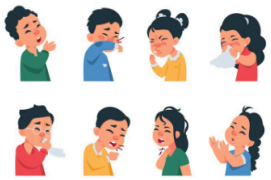
It is very important for the school to have correct, current information about every child regarding health concerns.

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, a doctor's note must be provided to the office. Office staff are trained to administer and log medication.
- Medications such as inhalers and epi-pins are signed out to accompany teachers and students who are in need for field trips.

Illness at School

- If a student has a fever or displays other symptoms of illness, his/her parents will be notified. If the parent cannot be reached, the person listed under emergency information will be contacted. The student should be picked up as soon as possible.



When is sick too sick for school?

A regular attendance routine is important for your child's well-being and learning. These tips can help you decide when to keep your child home when they don't feel well.

SEND ME TO SCHOOL IF….

- I have a **runny nose** or just **a little cough** but no other symptoms.
- I have **NOT had a fever overnight** and **have NOT taken fever-reducing medicine** during that time.
- I have a **mild stomach ache**.
- I have **not thrown up** overnight and can drink liquids without throwing up.
- I have **a mild rash** and no other symptoms.
- I have **eye drainage WITHOUT fever**, eye pain, or eyelid redness.



KEEP ME AT HOME IF….

- I have a **temperature higher than 100.4**
- I have **thrown up two or more times** in the past 24 hours.
- My **stool is watery** and I may not make it to the bathroom in time.





SEEK MEDICAL CARE IF…

- I have a **temperature higher than 100.4 AND any of the following**: ear pain, sore throat, rash, stomach ache, headache, or tooth pain.
- I have **stomach pain and fever**, I have **bloody or black stool**, or I am **dehydrated** (tired and sleepy, dry mouth), and/or I have **not urinated** in the last 8 hours.
- I have a **persistent cough** or **trouble breathing**, or have a fever with the cough.
- I have **eye swelling**, **eye pain**, or an **eye injury**.
- I have a **rash that has blisters**, is draining, is painful, looks like bruises, and/or I have a fever with the rash.

These tips are not meant to take the place of your child's health care provider.

GLENSHIRE ELEMENTARY RULES and EXPECTED BEHAVIORS

Glenshire students are Safe, Kind, Respectful and Responsible

Common Areas and Hallways	● Look at, do not touch work hanging in the hallways ● Stay in your class line ● Be on time	● Walk ● Take care of your school ● Move quietly when passing classrooms	● Go directly to your destination ● Keep your hands and feet to yourself
Cafeteria	● Follow adult directions the first time ● Talk quietly and kindly with your neighbors ● Sit with your knees under the table	● Walk ● Clean up after self and others ● Recycle ● Say, “Please” and “Thank you”	● Eat your own lunch ● Raise your hand for help ● Stay in your seat until dismissed for recess
Playground and Recess	● Use kind words ● Listen to others ● Invite others to play ● Apologize when you make a mistake ● Follow adult directions the first time	● Report incidents to yard duty ● Two hand touch for ball games ● One hand touch for tag ● No throwing sticks, rocks, snowballs	● Stay in the boundaries ● Follow Mr. V’s rules for games ● Drink water and use the bathroom appropriately
Bathrooms	● Give people privacy ● Use a quiet voice ● Put used paper towels into the trash	● Walk ● No standing on toilets ● Keep water in the sink	● Flush the toilet only once ● Wash your hands ● Follow adult directions the first time
Special Events/ Assemblies	● Follow adult directions the first time ● No caps with brims ● Sit still on your bottom ● Be quiet	● Walk ● Exit with your class ● Listen silently	● Remain seated ● Remain silent between songs or sets ● Applaud at the end of the show
Classrooms	● Use kind words ● Share and take turns ● Listen and look at the person who is speaking ● Follow adult directions the first time	● Keep your hands, feet and body to yourself ● Use supplies and equipment for their intended purposes ● Try your best	● Do quality work ● Follow directions and rules ● Follow all rules when there is a guest teacher

Glenshire Elementary School Policies 2026-2027

Dress Code Guidelines:

To support a safe and focused learning environment, students are expected to come to school dressed for active learning each day. Please keep the following guidelines in mind:

- Clothing should be school-appropriate and free from inappropriate graphics or messages.
- Hats are encouraged for outdoor use, but caps with brims should not be worn during assemblies.
- Students should wear closed-toe shoes with backs every day to safely participate in recess and PE activities.
- Heelys (shoes with wheels) are not allowed on campus during school hours.

If a student's clothing does not meet the dress code, they may be asked to change. Thank you for helping us create a positive and active school environment for all students.

Personal Connected Devices (Phones, Smartwatches, Tablets):

Glenshire Elementary is a *connected device-free school.* This means students may not use personal devices such as cell phones, smartwatches, or tablets during the school day. All devices must remain turned off and kept in backpacks from 9:00 a.m. to 3:15 p.m.
If you need to contact your child during school hours, please call the front office at 530-582-3720, and we will make sure your message is delivered. If a student uses a personal device during school hours, it will be confiscated and returned at the end of the day.
*Devices required for medical reasons are exempt from this policy.

Personal Property:

Students are responsible for the care and safety of any personal or school-issued items in their possession. This includes clothing, books, play equipment, technology, musical instruments, and other belongings. While the school will do its best to protect these items, it is not responsible for lost or damaged property.
To help prevent loss, we ask that students do not bring non-educational items to school. These include but are not limited to: Toys, Pokémon cards, Electronic games, Stuffed animals, Skateboards, Cameras, Personal connected devices, Money.
All personal belongings brought to school should be clearly labeled with the student's name and backpacks must be stored in the location designated by the classroom teacher.

Lost and Found:

Please label all your students clothes, supplies and lunch containers. When items are labeled, we are able to return them to their owners quickly. If you are missing an item, check the Lost and Found often. Unclaimed items will be donated at the end of each trimester.

TECHNOLOGY GUIDELINES

At Glenshire Elementary school we promote safe, kind, respectful and responsible behavior while using technology.

TTUSD Issued Devices for In School Use	● Use devices for educational purposes ● Follow class rules for device ● Create a positive online reputation (footprint)	● Treat devices with care to avoid damage ● ***Only access teacher approved sites*** ● Report to a parent or trusted adult if someone you don't know is trying to contact you or is harassing you online	● Use devices for educational purposes ● Be a good digital citizen ● Follow instructions

If you need information in regards to being a good digital citizen, please refer to the following websites:
Safe Smart Social: https://www.smartsocial.com/ Common Sense Media: https://www.commonsensemedia.org/ Home internet security: https://www.opendns.com/home-internet-security/

Parents and Guardians:
The best way to use a device safely is to monitor use: screen time, appropriate apps, and appropriate websites. Talk with your child about what is appropriate. Be clear with your expectations for the use of technology and how to be safe, kind, respectful, and responsible. As always, communication is key. If you have any questions about technology please contact your child's teacher or administration.

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If you need to contact your child during school hours, please call the front office at **530-582-3720**, and we will make sure your message is delivered.
If a student uses a personal device during school hours, it will be **confiscated and returned at the end of the day**.
*Devices required for medical reasons are exempt from this policy.

Transportation Guidelines on Technology:
We understand the need and importance for communication with parents and/or the use of school district devices to work on homework while riding the bus. TTUSD and GES staff ask that you practice good digital citizenship while on the bus**.** Technology can be withheld for the duration of the bus ride if the technology guidelines are not followed. Always follow the school and district guidelines of being safe, respectful, and responsible with technology on the bus.

Family Involvement/Volunteering

We appreciate all of our volunteers!

There are so many ways to get involved at Glenshire Elementary including:

- Supporting events
- Volunteering in the classrooms
- BeFit and Harvest of the Month
- Driving for field trips
- Being a part of our parent groups and committees including PTO, ELAC and School Site Council

All onsite volunteers sign in at our front office using the VisitU system. To sign in, bring your Drivers License to be scanned.

Volunteer Drivers:

Glenshire Elementary uses the **Volunteer Management System (VMS)** through **Be A Mentor** to make volunteering easier and to help keep our campus safe.

What Families Need to Know:

- **Create an Account:** All volunteers must register through the VMS before volunteering.
- **Screening Requirements:** Based on your volunteer role, any necessary steps (like background checks or TB tests) will appear in your VMS dashboard.
- **Check-In & Badges:** Once registered, bring your **driver's license or ID** to the front office to sign in. A **name badge will be printed** and must be worn while on campus.

If you have questions or need assistance, please email **help@voluntasvms.com**. We appreciate your support!

**Drivers who have driven on at least one other field trip during the school year will be given priority to drive on the 5th grade overnight field trip in the spring.

Glenshire Elementary PTO:

The **Glenshire Elementary PTO** is a team of parents, teachers, and staff working together to support our school community. The PTO helps organize special events for students, coordinates fundraisers, and enhances the overall learning experience for all children at our school.

PTO meetings are held **monthly on Tuesdays from 3:30–4:30 p.m. in the GES Library.** Childcare for children 3 and up is provided. Everyone is welcome!

To learn more about how you can get involved or support the PTO, visit:
www.glenshirepto.org

Glenshire Elementary English Learner Advisory Committee (ELAC)

The **Glenshire Elementary ELAC** (English Learner Advisory Committee) provides input on our Site Accountability Plan and supports programs and services for English learners. The committee also helps plan and deliver community building and inclusive events like **Día del Niño** and our **Open House Kermes**.

All families are welcome to attend ELAC meetings!

- We meet **at least five times a year**, usually on **Thursdays from 5:00–6:00 p.m. in the GES Library**
- **Dinner and childcare are provided** at all meetings to make it easier for families to participate

We hope you'll join us!

Glenshire Elementary School Site Council (SSC):

The Glenshire Elementary School Site Council (SSC) is a shared decision-making group made up of elected parents, staff members, and the principal. The SSC helps guide how our school uses certain funding sources and provides input on our Site Accountability Plan.

- The SSC meets at least six times per year
- Meetings are usually held on Tuesdays from 3:30–4:30 p.m. in the GES Library
- All are welcome to attend and observe meetings

This is a great way for families to be involved in school planning and decision-making. All are welcome to attend, although only elected members may vote.

FOOD & NUTRITION SERVICES

ALL SCHOOL MEALS ARE FREE

Menus check out www.ttusd.org/food

TTUSD school meals (breakfast and lunch) are free for all TTUSD students 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 2024-2025 school year must be submitted. **The school bus application does not qualify as a meal application.**

1. Visit www.linqconnect.com**, register for an account and fill out an application. Registering for an account allows you to print an eligibility letter.**
2. Request a paper application and/or contact the TTUSD Food Services Department by phone 530-582-2528 or email food@ttusd.org

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. The TTUSD Wellness Policy applies to all foods and beverages served, sold, or given to students during instructional hours and it sets nutrition standards for meal times throughout the school day.. The policy also includes specific nutrition guidelines for food fundraising (any food or beverages sold) or foods brought on campus/district wide for celebrations or rewards on campus and district wide.

Contact Food & Nutrition Services Dept. at 530-582-2528 or food@ttusd.org

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.

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 <u>cannot</u> 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 <u>cannot</u> 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 <u>cannot</u> 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**

Discipline Guidelines

At Glenshire Elementary School, we approach discipline as an opportunity for learning, growth, and connection. Grounded in our core values of Kindness, Achievement, Integrity, Safety, Positivity, and Community, we strive to create a school environment where students feel safe, supported, and empowered to make positive choices. Our discipline system is progressive and restorative. We believe that when mistakes happen, they are opportunities to learn important social and emotional skills while maintaining a strong sense of belonging within our Glenshire Family.

Purpose of Our Discipline System

Our approach is designed to:

- Help students learn to make positive choices and practice effective problem-solving strategies
- Ensure fair and consistent responses to behavior
- Repair relationships through restorative practices
- Support students in learning and growing from their mistakes

Problem Behaviors & Response

When incidents of misconduct occur, staff respond in ways that are developmentally appropriate and aligned to our values. Corrective actions are determined based on the frequency, severity, and impact of the behavior on others and the learning environment. Some behaviors are considered minor and are addressed at school, while others may require additional support and communication with families.

Corrective actions may include:

- Student conference
- Loss of privilege
- Parent conference
- Behavior plan
- Safety contract
- Work duty
- Problem-solving support
- In-school suspension
- Out-of-school suspension

Parent Communication

Strong partnerships with families are an essential part of supporting student success.

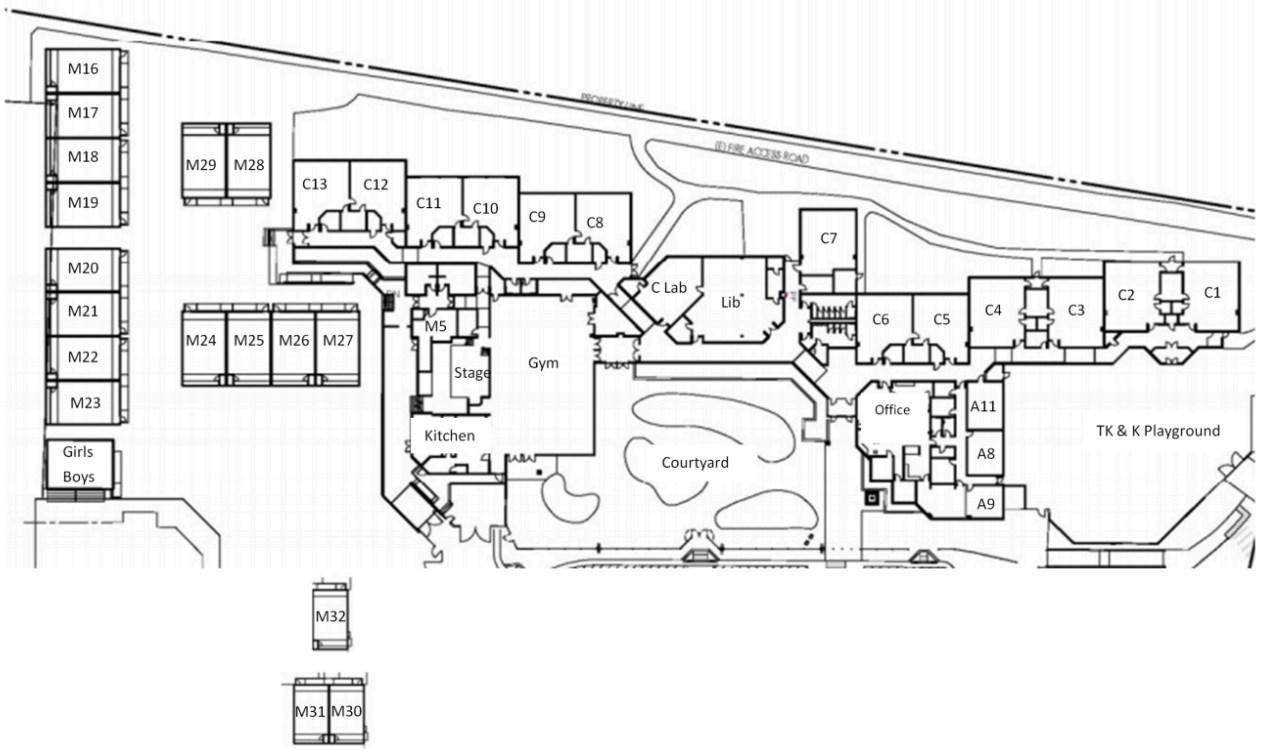
- Teachers are typically the first to reach out to families regarding classroom concerns, updates, or minor incidents.
- If a student participates in problem-solving in the office, a parent/guardian will be contacted by the principal or assistant principal.
- Our first attempt will always be a phone call. If we are unable to connect, a follow-up email will be sent.

We believe in clear, timely communication so that school and home can work together to support each child.

District Guidelines

For more detailed information, including the district discipline matrix, please visit:
https://drive.google.com/file/d/0BwMq0NjTV0E4WVB2ZjNsX3FoQTA/view?resourcekey=0-NJzWmTEGiy6Ew0xTP1aTeQ

Glenshire Elementary School Campus Map



Fifth Grade	Fourth Grade	Third Grade	Second Grade	First Grade	Kindergarten	TK
M-18 Julie Cravens M-19 Tessie Ochoa M-20 Gretel Vargas M- 24 Michelle Hilger	M-17 Lisa Lindeen M-21 Becky Wright M-28 Kassidy Commendatore M-26 Jenny Harrington	M-25 Ken Rae M-27 Wendy McKechnie M-29 Valarie Anagnos	C-10 Lydia Sanchez C-12 Ashley Cooper C-13 Janell Ward, Molly Harrison	C-8 Erin Smith C-9 Andee Repsher C-11 Ali Cooke	C-1 Stacey Luna C-2 Taylor Strong C-3 Brandy Flesock	C-4 Heidi Hoban C-5 Natalie Chappell C-6 Vonnie Davidson