Truckee Elementary School
School Handbook
2026-2027

We are Safe, Responsible, and Respectful

Mrs. Kerstin Kramer
Superintendent
Chief Learning Officer

Mrs. Jenni Dewald
Principal

Mrs. Ashley Perkins
Assistant Principal

11911 Donner Pass Road
Truckee CA, 96161
(530) 582-2650
http://te.ttusd.org/
Like us on FaceBook!

Thank you! MEASURE A

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 acohen@ttusd.org (For Employees) Mike Shepherd, Executive Director of Human Resources (530) 582-2500 ext. 20432 humanresources@ttusd.org

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A Message from the Principal
Dear Truckee Elementary Families,

Welcome to the 2026–2027 school year! Thank you for your partnership in creating a beautiful school community here at Truckee Elementary for all of our students. We are grateful for the opportunity to work with your wonderful children!

As our school vision states, our staff is committed to supporting our students as lifelong learners who are engaged, empowered, and inspired in their education. We value the uniqueness of each child and foster perseverance, empathy, respect, and responsibility through a collaborative school culture. We are dedicated to providing high-level, targeted, explicit instruction while honoring the diversity of our school community and valuing our global community and partnerships with families. Above all, we believe in the power of connection and in building strong relationships among students, staff, and families. Our entire staff is dedicated to ensuring that every student has a successful, engaging, and enjoyable school experience at Truckee Elementary.

Truckee Elementary is the school we build together, and we value your input and involvement. Please consider joining the PTO, our parent organization; the School Site Council (SSC); and/or the English Learner Advisory Council (ELAC). Stay connected by downloading the TTUSD app and reading our weekly e-newsletter, which will be sent each Friday afternoon throughout the school year. The most up-to-date school information will always be shared in our Friday weekly email.

This TES Parent Handbook provides important information regarding both district and school protocols. Please take a few moments to read through it, and feel free to reach out with any questions.

Our staff is thrilled and grateful for the opportunity to work with you and your child. I look forward to meeting each of you and to having a wonderful school year together!

Jenni Dewald
Principal of Truckee Elementary

District Vision Statement

All Tahoe Truckee Unified School District scholars will be provided challenging and engaging learning opportunities in order to thrive and be successful in a globally competitive age. This goal will be accomplished through collaboration with students, parents, staff, and the community, united in dedication to our children's futures. Highly skilled, motivated and caring principals and teachers will engage scholars in effective and innovative instruction through a rigorous and relevant curriculum that promotes mastery of meaningful content, creativity, critical thinking, teamwork, problem solving, respect for diversity, the ability to communicate in multiple languages, and the effective use of technology. A culture of quality, accountability, responsibility, and respect shall characterize the school district.

Truckee Elementary School Mission and Vision Statements

Mission

- By embracing our diverse community, all Truckee Elementary students will be inspired to reach their full potential.

Vision

- Our students will be lifelong learners.
- Our students will be engaged, empowered and inspired in their education.
- We value the uniqueness of each of our students.
- We foster perseverance, empathy, respect, and responsibility through a collaborative culture.
- We provide high level, targeted explicit instruction.
- We are a diverse community school that values our global community and partnerships with families.
- We believe in the power of connection and building relationships among staff and students.

Annual Notice to Parents

Right to Request Teacher Qualifications: Our district receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

a. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;

b. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;

c. The type of college degree major the teacher has and the field of discipline for any graduate degree or certificate; and

d. If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact the school office at (530) 582-2650.

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

26/27 TES School Schedule

Regular and Mini Day Schedules

Morning Bell: 8:50
Dismissal Bell: 3:10

Lunch and Recess			
Grade	**Minute Break Down**	**Recess**	**Lunch**
TK	30/20	11:20-11:50	11:00-11:20
K	25/25	10:55-11:20	11:20-11:45
1	25/20	11:20-11:45	11:45-12:10
2	20/25	11:50-12:10	12:10-12:35
3	25/20	12:05-12:30	12:30-12:50
4	25/20	12:25-12:50	12:50-1:10
5	20/20	12:50-1:10	1:10-1:30

Minimum Day Schedule

- Morning Bell: 8:50
- Dismissal Bell: 12:50

Student Drop-Off and Pick-Up Procedures

General Traffic and Parking

- Please note that Donner Pass Road traffic congestion and school start and release times will impact traffic. Thank you for your patience and extra attentiveness to keep our children and community safe!
- Parents may park in the front parking lot to pick up their children during school hours
- Parking Lots and driveways are off limits to students at all times, unless they are accompanied by an adult.

Morning Drop Off 8:50 am- 9:00 a.m.

- If you are dropping off your child please pull all the way forward to the stop sign near Truckee High.
- A duty/crossing guard will help students and families cross the street safely. Please only use the crosswalk.
- Please do not leave your car unattended--it can back up traffic and make it very unsafe for our students
- To help traffic flow faster, have your child ready to exit the car from the right side once you are stopped in the drop off lane.
- Staff supervision begins in the drop off lane at 8:50. Students can be dropped off no earlier than 8:50 for reporting to their classroom. This is for the safety of our children.
- The front of the school is for bus drop off only. If your child arrives after 9 AM, you need to drop off your child in the left lane in the front of the school. For your child's safety, have them use the crosswalk.

Afternoon Pick-Up 3:10 p.m.

- For efficiency and traffic flow, please pull forward to the first letter of your student's last name (i.e. Perkins=P). Students will exit the building and head to their letter at dismissal.
- Please do not load students from the center lane, only load from the interior parking lane/right side of the car.
- Think of it like an airport--if you don't see a spot at your letter, pull around to the innermost lane to wait and our supervision will get you into the first available spot. Please be patient.
- For efficiency and traffic flow, please be ready to share your child's last name with supervision staff stationed in the pick up lane of the school.
- *Please* pull all the way forward in the drop off lane to keep traffic flowing.

- Please do not park in the bike lane on Donner Pass Road or leave your car unattended in the "No Parking" areas.
- If you want to get out of your car, please park in one of the high school parking spaces. Otherwise stay in your car.
- If you are walking your student across the street please wait for our crossing guard to walk you across and please use crosswalks--this ensures everyone's safety.
- TK/K students will be walked toward their bus or parent pick up by a staff member
- 1-5 Students who are riding the bus are expected to report to the bus area after school and to wait safely for their bus.
- Students who are walking home are expected to leave campus immediately unless they are participating in an after school activity supervised by a school staff member or unless they are signed in as members of the Boys and Girls Club.

Non-School Days/Hours

For the safety of our children, students should not be on the school grounds on weekends, evenings, holidays, and other times without adult supervision.

Attendance Policies and Procedures

Regular attendance and engagement is expected everyday from all of our students.

Report **ALL** absences by calling (530)582-2650 or email tesoffice@ttusd.org in the morning. As a safety precaution, you will receive an automated call if your child's absence is not cleared before 10:00 a.m. Please review TTUSD's Attendance Matrix below:

TTUSD Attendance Matrix

Excused Absences For Illness (I or E) "Medical Verification of Illness" Letter			Unexcused Absences (C, N, U, V, W) "Truancy" Letter			
EXCUSED ABSENCE for ILLNESS	INTERVENTION	LETTER (send registered mail)	UNEXUSED ABS (30+ minute unexcused tardy = unexcused absence to school or period)	INTERVENTION	DETENTION/ SARB LETTER	NOTES
5th	Pre-SART (Contact parent to check in)	5th Excused Illness without Dr. note - **Absence Letter**; cc teacher				
10th	SART	10th Excused Illness without Dr. note - **Absence Letter**; cc teacher Chronic Illness Form				
11th w/o Doctor Verification	→	→	1st Unexcused Absence	Automated Phone Call to Parent	After School or Weekend Program Notice - Secondary Only	Allow a few days between SARB letters to give opportunity for receiving notice
12th w/o Doctor Verification	→	→	2nd Unexcused Absence	Automated Phone Call to Parent	After School or Weekend Program Notice - Secondary Only	
13th w/o Doctor Verification	→	→	3rd Unexcused Absence	Automated Phone Call to Parent; Pre-SART	Secretary sends **SARB LETTER #1** Student Declared a Truant; cc teacher	SARB Process resets each year, unless student reached SARB Letter #4 and was placed on a SARB Contract - SARB Contract continues year to year
14th w/o Doctor Verification	→	→	4th Unexcused Absence	SART conversation with Parent; document	Secretary/Admin consult; **SARB LETTER #2**; cc teacher; Secretary red flags attendance in Aeries	
15th w/o Doctor Verification	→	→	5th Unexcused Absence	Follow-Up SART	Secretary/Admin consult; **SARB LETTER #3** (send registered mail); cc teacher	
16th w/o Doctor Verification	→	→	6th Unexcused Absence	SARB Hearing (District)	Admin **SARB Letter #4** (send registered mail); Student Declared a Habitual Truant/ Hearing; cc teacher	SARB Contract Continues Year to Year and/or until high school completion

Revised Nov. 2015

Attendance Policy

We send attendance letters home for 3 or more *unexcused* absences and 5 or more for *excused* absences. Excused absences include: illnesses, doctor's appointments, and/or family emergencies (bereavement). All absences that are not verified with a phone call or email to the school will be marked unexcused.

Each student's attendance is reviewed every week by the school; if there is a concern about school attendance, letters will be sent home to inform parents about their child's absences. If attendance continues to be a concern, you may be asked to meet with the school administrator and your child's teacher to develop a plan to improve your child's attendance. In alignment with research, district policy, and California Education Code, Truckee Elementary strives to have students at school, on time, all day, every day. Attendance Works is an excellent resource for families: www.attendanceworks.org. It is our goal for *all* students to have 10 or less absences for the *entire* school year!

Missed Classwork or Homework

It is the responsibility of the student or parent to request any homework or class work missed during absence. Students are allowed an equal number of days to the number of days they were absent to make up work.

Tardies

School begins daily at 8:50 a.m. If a student arrives later than 9:00 a.m., they *must* get a tardy slip from the office. We are having a hard start time of 9:00 a.m. to honor daily instruction.

Leaving School Early ("Early-Out")
When parents wish to pick up their child before the normal dismissal time, it is *required* that they come into the office to sign their child out.

Independent Study Contracts
We accommodate family travel and participation on sports teams through Short Term Independent Studies and Sport Contracts. Independent Study can be arranged for travel for 3 to 15 consecutive days. The Independent Study form can be found on Informed K12 and the district website. Please submit the form **ten calendar days prior** to leaving on your trip. The absence will be cleared/excused when the student turns in his/her completed Independent Study upon arrival back to school. Students need to complete a satisfactory level of the assigned work to be cleared from their absences; the work needs to be turned in within five days of returning to school. Independent Study contracts are **THE BEST** way to avoid unexcused absences and attendance letters/meetings.

Sports Contracts
Sports Contracts must be arranged before the season begins and signed by the coach, parent/guardian, student, and teacher. Work needs to be completed and returned to the classroom teacher. Students/ parents will check in weekly with their teacher(s) to address any missing work.

Communication with School, Enrollment, and Student Health

Aeries Portal (opens July 13, 2026)
All students in the Tahoe Truckee Unified School District are required to be actively enrolled through the Aeries Student Information System. Multiple workshops are typically provided throughout the year by district and school sites to support families in enrolling, updating enrollment, and navigating the Aeries Portal. A link to the Aeries Portal and significant parent and student information can be found on the TTUSD website. Additionally, our school's office staff and community liaison are able to help; please contact the office to schedule an appointment.

Change of Address/Phone Number/ Contact Information
To change your address, phone number or other important information, please log onto your Aeries Portal account.

Change of Plans
Your child's safety and learning are top priorities at Truckee Elementary School and TTUSD. While clear communication between you and your child about after-school routines is important, changes can sometimes be necessary.

- Please contact the school office prior to 1:00 p.m. if there's a change for pick-up or after school plans for your child. Office staff will notify the classroom teacher.
- Change of plans regarding buses need to be communicated to the Transportation Department directly *at least one day prior* at (530) 550-0745. For more information, visit the Transportation Department page on the TTUSD website.

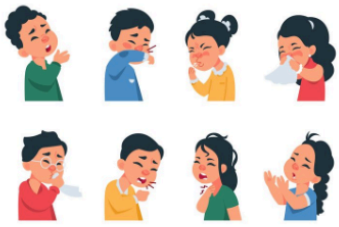
Health Services
It is very important for the school to have correct, current information about every child regarding health concerns.

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 parent 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.
- Please see details below for when your child can return to school:



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.

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 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.

Student Safety and Safe School Plan

Our school is prepared in case of an emergency such as earthquake, fire, bomb threat, person wielding a weapon, or other emergency. We have regularly scheduled drills to keep our students and staff prepared. A copy of the plan is available in the school office, upon request and on the school's website. Please check out the volunteer's role to help keep students safe during drills at TES here: TES Volunteer Drill Role.

Family Involvement and Volunteering

Your child's education is top priority to us. As a team, families and schools work together to ensure the best learning experience possible for your child. All the research supports that strong communication and trusting relationships between home and school have a positive impact on student achievement. Truckee Elementary is passionate about our wonderful neighborhood community. Regardless of how much or how little you can volunteer, there are critically important ways you can be involved in our school and your child's education!

Stay in Touch and Updated

Teacher Communication

Your child's teacher will communicate with you regularly. This communication looks different across grade levels and classrooms. Please be sure to check-in directly with your teacher to find out communication routines and best ways to contact your teacher.

Administration Communication

Truckee Elementary administration sends out weekly newsletters, texts and emails. Be sure to listen and/ or read for important information on events, tips and resources to support our children and families, celebrations of accomplishments and much more!

Website

https://www.ttusd.org/truckeeelementary

Our website has links to teachers, teacher websites, and resources.

Facebook

https://www.facebook.com/TruckeeElementary/

A great resource to get the latest news and celebrations for Truckee Elementary! Be sure to "like us" to get updates!

Instagram

https://www.instagram.com/truckeeelementary

A great place for daily pictures of our cubs everyday lives at Truckee Elementary be sure to "follow us" to see all the great things happening!

TTUSD App

The TTUSD app allows you to access:

- School and District News
- Calendars
- Announcements
- Events
- Push notifications
- Aeries

Now available for download on the Apple App Store and the Google Play Store.
Links to download the TTUSD mobile app:
Apple iOS
Android

Parent Organizations

PTO

The Parent-Teacher Organization is the largest volunteer group in our school! This association creates an opportunity for each parent to be involved with their child's education and school community. This powerful group is responsible for fun events such as the Pumpkin Patch, Staff Appreciation Week, Open House, teacher grant cycle, field trips and for providing school assemblies. Your participation is absolutely critical to make this a productive, fun, and valuable organization!

Student Site Council (SSC)

The School Site Council is an elected group of parents and staff members who meet regularly to plan, implement and evaluate our school's Safety Plan, School Plan for Student Achievement, and allocation of Title 1 money. Meetings are open to all parents and residents of our community. There are approximately five meetings per school year. Meeting agendas will be posted at least 72 hours in advance. This is an opportunity to have direct information and input for our school community!

English Learner Advisory Committee (ELAC)

The English Learner Advisory Committee is a group of parents and staff members, who meet regularly to plan, implement and evaluate the School Plan for Student Achievement. Meetings are open to all parents and residents of our community. Specifically, ELAC focuses on the learning and resources centering around students who are English Language Learners. Meetings are five meetings a year at school. Meeting agendas will be posted at least 72 hours in advance. Dinner and childcare will be provided for each meeting.

Volunteering

Classrooms

Many parents and community members are involved at Truckee Elementary School as volunteers. If you have an hour a month, an hour a week, an hour a day, or whatever time you can volunteer, please contact your child's classroom teacher or the school office. When you come to volunteer, please sign in at the office. Please check out how to be cleared as a volunteer at our school: TTUSD Volunteer Process.

Field Trips and Special Events

To maximize real-world learning, build background knowledge, and application, classrooms engage in many field studies throughout the year. We typically need chaperones and drivers to make these experiences happen! Please communicate with your child's teacher regarding dates, insurance requirements, and opportunities to support!

Below you'll find information on how to register as a new volunteer or renew your status as a returning volunteer through our volunteer management system, Be A Mentor.

For Our Returning Volunteers

If you were previously cleared and fingerprinted through Be A Mentor, your fingerprint clearance is valid for as long as your student is enrolled in TTUSD. You will not need to be fingerprinted again. Each year, simply log in to your account to complete a few quick updates:

Log in to your account here: https://bit.ly/TTUSDvolunteer

Once logged in, please visit the "My Requirements" section. Your goal is for all categories to have a green "Completed" box. If you see an orange "Incomplete" box, that item requires your attention.

While most of your information will carry over, please double-check the following items annually:

Driving Record: Ensure it is valid for the new school year.
Auto Insurance: Upload a new copy if the one on file has expired.
Mandated Reporter Training: Verify if your certificate is still valid or if it's time to retake the training.

For New Volunteers

The first step is to create an account in our volunteer management system, Be A Mentor. Once registered, your user dashboard will guide you through all the required steps, such as completing a background check and necessary training.

Create your new volunteer account here: https://bit.ly/TTUSDvolunteer
How-To Video: THIS short video will guide you through the registration and clearance process.

We are incredibly grateful for the time and talent you share with our schools. If you have any questions or need help with the Be A Mentor system, please contact the support team at **help@voluntasvms.com**.

Visiting the School

Parents are always welcome at school! We encourage parents and guests to visit classrooms in order to develop a better understanding of their child's instructional program. We ask that you:

- Arrange your visit beforehand with your child's teacher, and
- That you do not plan to conference with the teacher during the visit (he/she will be busy teaching); instead, arrange for a conference at another time.

State law requires that you check in with the office anytime you are on campus and wear a visitor's badge. Please be prepared to check in to our VISITU system with your state issued ID.

Library and Media

Library

The school library provides a wide selection of materials and books, magazines, and audio-visual aids to students and staff members. Students and teachers use the library individually and in class groups to find books, to learn techniques for gathering information, and to do research. Students may check out books in grades 2-5. The library also has a limited parent section. Parents may check out these books. Students must pay for the loss or damage to library books.

Technology

Truckee Elementary embeds technology to enhance instruction and learning. Along with TTUSD, we incorporate 1:1 Chromebooks; classroom desktop and laptop computers; classroom instructional tools; and all students have access to targeted technology instruction and digital citizenship learning. We believe in the importance of limiting screen time in children's learning and strive to embed technology when necessary for instruction and assessments.

For more information on Truckee Elementary's and TTUSD's technology endeavors, please visit the Technology Services Department page on the TTUSD website.

Digital Citizenship and Cyber Safety

The vision of the TTUSD Educational Technology department is to expand and enhance learning across all grade levels and content areas using technology as a tool. The commitment not only expands student learning within the content areas but also ensures that our students are proficient technology users who have the skills needed to navigate and thrive in a constantly changing world. TTUSD is dedicated to integrating these technology, information literacy, and 21st Century skills into the core curriculum and the content area standards in order to support student achievement, develop lifelong learners, and prepare our students to successfully meet the demands of an increasingly connected society and thrive in the global economy.

www.commonsensemedia.org- An excellent resource for parents, families, and students!

Student Behavior

"We are safe, responsible, and respectful"

School Rules

In combination with the focus on proactive positive behavior management, character development, and social-emotional support, the staff have established firm and consistent limits for students that we feel will both protect them and provide a school wide atmosphere that fosters learning. These rules apply to the classroom, playground, and the common areas, as well as on the way to and from school.

- Be Safe
- Be Responsible
- Be Respectful
- Be Kind (unofficial fourth rule)

Developmentally, elementary school-aged children require concrete and specific examples of what safe, responsible, and respectful behavior "looks" and "sounds" like. Please see the Truckee Elementary Safe, Responsible, and Respectful Behavior Matrix that describes targeted behaviors in each "zone" at school.

Positive Behavior Reinforcement

Our school plan includes teaching school rules and social emotional skills through programs such as classroom and schoolwide procedures and routines, Second Step, Toolbox, Cub Character Traits, and mindfulness resources; reinforcing appropriate student behavior; and using effective classroom management and positive behavior support strategies by providing early intervention for misconduct and appropriate use of consequences.

Every student, pre-school through fifth grade, has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. This will be achieved through the implementation of consistent school-wide positive behavior support for every student in our school.

Students Who Follow the School Rules Will Earn

- ★ Learning, respect, and positive habits for success!
- ★ Verbal and/ or non-verbal positive reinforcement
- ★ Positive notes or phone calls home to family
- ★ Classroom rewards (such as Mystery Motivators)
- ★ School wide recognition and rewards (such as Principal Prides)

Behavior Support and Discipline

The discipline system at Truckee Elementary is a progressive system. We view discipline situations as learning opportunities to grow socially and emotionally in a safe environment. The purpose of the discipline system is three-fold:

1) Help students learn to make positive choices and practice positive problem-solving strategies.
2) Provide fair and consistent corrective action.
3) Repair relationships through restorative practices.

The Tahoe Truckee Unified School District (TTUSD) is committed to fostering a safe and welcoming environment for all students, staff, and community members. Bullying and harassment have no place in our schools, and we take all incidents seriously. Below you will find information on bullying and harassment, steps on reporting either activity, and our related board policies:

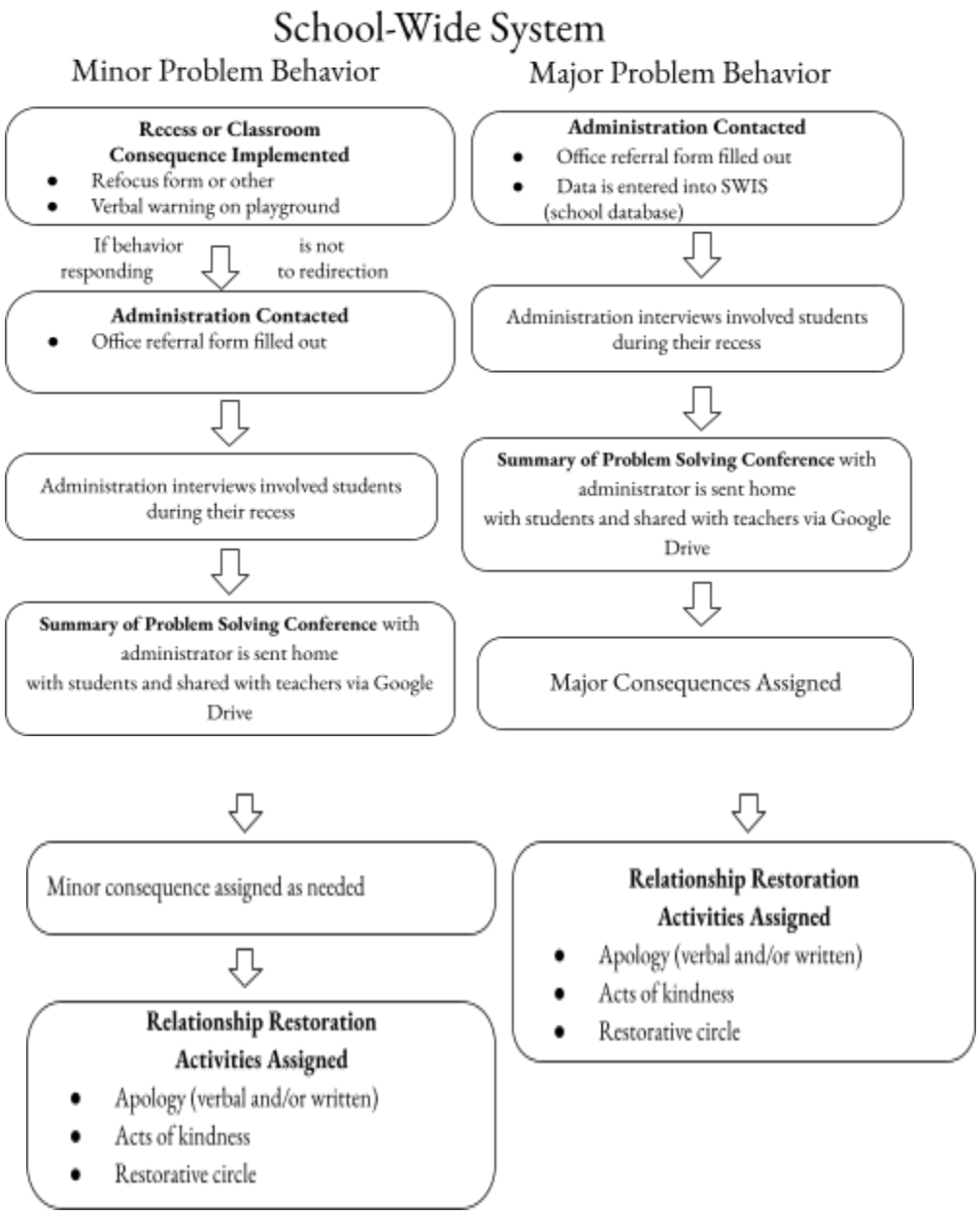
- STOPit Bullying Reporting
- Bullying and Harassment - What To Do When It Happens
- CDE Statewide Bullying Resources

Our schools work with families so our students are safe and happy at school. There are several warning signs that could indicate that your child is experiencing bullying at school. Please be on the alert for:

- An unexpected drop in grades and/or interest
- Unusual moodiness, depression, anxiety, or crying
- Frequent headaches or stomach aches

- Loss of appetite or Trouble sleeping
- Damaged or missing clothing, books, or other belongings
- Unexpected bruises, cuts or scratches
- Few or no friends to spend time with
- Fear of going to school, riding the bus or walking to school
- Taking an illogical or long route home

Truckee Elementary Schoolwide Discipline eGuideline



Tahoe Truckee Unified School District Suspension and Expulsion Matrix

In accordance with California Ed Code, Truckee Elementary follows the school district's guidelines for suspension and expulsion. Truckee Elementary staff works diligently with students and parents to use misbehavior as teaching and learning opportunities. In accordance with Ed Code, district practice, and research, Truckee Elementary implements alternatives to suspension whenever appropriate.

Personal Property and Toys

Due to possible loss, theft, or distraction, toys, electronic games, sports equipment, cameras, and pets are not allowed at school, except with special permission.

Bus Behavior

Riding the bus to school is a privilege that may be revoked if safety rules are not observed. Students are to go directly to the bus after school. Students who misbehave on the bus may be suspended from riding the bus.

Dress Code

- To help us maintain the best learning environment, students should come to school ready to be active learners. Clothing should have appropriate graphics. We encourage the wearing of hats outside. Truckee Elementary students are active everyday and should wear appropriate footwear for playing and P.E. Heelys are not allowed on campus during school hours. Should students break the dress code, they will be asked to change.
- Please send students with clothing that is weather appropriate (i.e. snow clothes in the winter, rain clothes etc.)

Lost and Found

Please label all your students clothes, **supplies and lunch containers.** If you are missing an item, check the Lost and Found often. Unclaimed items will be donated at the end of each trimester.

Cell Phones and Personal Devices

Students may possess cell phones at school; however, they *must remain turned off, and in backpacks during the school day, including during recess, breaks, lunch, and school field trips.*

- Cell phones/smart watches may only be used to contact a parent or guardian, at the end of the day.
- Please do not contact your child during the school day on their personal device (including watches), use the front office to communicate with your child if needed throughout the day.
    - Please encourage your child to not call you using their personal device during the day but instead use the front office to communicate if they need to get ahold of you. This is for safety and consistency purposes.
- Please remember, by State law, the use of handheld devices is prohibited while driving a vehicle. This is especially important in the school driveways and pick up area.
- We are not responsible for a lost phone, and we encourage students to not have them out during their school day (which includes the bus ride to and from school).

Problem Solving and Conflict Resolution

Truckee Elementary staff works diligently with students and parents to use mistaken behavior or conflicts as teaching and learning opportunities. Empowering students to learn from mistakes, work together to resolve problems, and effectively communicate to resolve conflicts are real-world skills. All students have access to a social-emotional curriculum at the Tier 1 level. Truckee Elementary has a Coordinated Care Team that provides additional support to students when necessary such as through Wellness and/or counseling.

Food & Nutrition Services- ALL SCHOOL MEALS ARE FREE!

Menus can be found at 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:

- Title 1 money allocation for our school site
- 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 2026-2027 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

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. At Truckee Elementary School, we honor our district's adopted Wellness Policy to ensure the health and well-being of our students. Below is information on TTUSD's wellness policy and school meals.

Additionally, here are some guidelines to consider in planning celebrations with our students:

- Food will not be used as a reward or a punishment at school or in the classroom.
- Students are not allowed to bring sodas,
- Birthdays may be celebrated in the classroom with non-food items or nutritious foods only. Please prearrange birthday celebrations with your child's classroom teacher. Some ideas that are alternatives to food celebrations are:
  -Stickers, pencils or erasers for each child in the class.
  -Donation of a book to the classroom or school library in your child's name.
  -Planning a special art, science or other activity with your child's teacher.
- Children should bring nutritious foods for morning snack and for their lunch. Snack suggestions: a serving of fruit, vegetable, dairy, or protein.
  -Meal Times: Students shall be provided sufficient time to sit down and eat breakfast and lunch after they have received their meal. Each school shall designate at least 15 minutes for students to consume breakfast; and at least 20 minutes for students to consume lunch.
- Healthy snacks will be the only items offered at the annual Walk-a-thon and special events.
- Per TTUSD Wellness Policy teacher arranged classroom celebrations (holidays, 100th Day of School, etc.) will focus on healthy well balanced food choices. Class celebrations will be held after the lunch period whenever possible.

TES Request

Gum and canned sodas are not permitted on campus. We ask that students not bring canned sodas for lunch. We ask that students not bring PRIME energy drinks. Students must have teacher permission to bring treats for the class. Please remember not all students can have treats so bringing healthy options or non food options are greatly appreciated.

TTUSD Parent Notification
Explanation of Language Program Options and Alternative Program Requests

Tahoe Truckee Unified School district offers the following Language Acquisition Programs. In order to meet the educational needs of English Learners, all programs include English Language Development (ELD) and differentiated instructional strategies.

Structured English Immersion (SEI): English Learners (ELs) who score at less than reasonable fluency in English are placed in a SEI program setting and are taught overwhelmingly in English, but may be supported in the students' primary language. English learners receive instruction in ELD and other core subjects through effective teaching strategies from trained and authorized teachers using district-adopted textbooks and supplementary instructional materials. Instruction is based
on ELD and grade-level content standards.

Alternative Program Two-Way Immersion (TWI): is designed for Spanish-speaking EL students and English Only students who choose this choice program. The Two Way Immersion Program for grades K-5 provides language instruction in Spanish and English in the core subjects: language arts, social studies, mathematics and science. Students begin instruction primarily in Spanish and receive more and more English until it is 50/50 by 4th grade. Students receive daily instruction in English in ELD, music, physical education, and technology. The Two Way Immersion Program for grades 6-8 provides Spanish language instruction in at least one core content area in order to maintain biliteracy. Students receive daily instruction in ELD. The goals of this program are biliteracy and bilingualism, high academic achievement in all subjects and cross-cultural understanding and awareness. Requests to attend the TWI program must be submitted annually to the TWI school either in person or through the Data Confirmation process.

Alternative Program Request:
Parents or guardians may provide input regarding language acquisition programs during the development of the Local Control and Accountability Plan (EC Section 52062). If interested in a different program from those listed above, please contact Sara Colborn, ELD Program Specialist, at scolborn@ttusd.org or (530) 58202552 ext. 20443 to ask about the process. Although schools have an obligation to serve all EL students, parents or guardians of English learners have a right to decline or opt their children out of a school's EL program or out of particular EL services within an EL program. If parents or guardians opt their children out of a school's EL program or specific EL services, the children retain their status as English learners. The school remains obligated to take the affirmative steps required by Title VI of the Civil Rights Act of 1964 and the appropriate actions required by the Equal Education Opportunity Act of 1974 to provide EL students access to its educational programs (20 U.S.C. sections 1703[f], 6312[e][3][A][viii]).

At any time, in schools in which the parents or guardians of 30 students or more per school or the parents or guardians of 20 students or more in any grade request a language acquisition program that is designed to provide alternative language instruction, TTUSD will make every effort to offer such a program to the extent possible.

Graduation Rate: *Our graduation rate for 2024-2025 was 95%*

Please call your child's school if you would like to schedule a parent conference to discuss program placement options for your child.

Thank you for being part of the Truckee Elementary community. Together we will have a safe, responsible, and respectful school year with lots of engaging and wonderful learning!

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

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

SchoolHouse Connection

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**