



Rocklin Unified School District Ruhkala Elementary School TK-6 School Handbook 2026-2027

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Title IX Coordinator, Associate Superintendent of Secondary Programs and Education Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org or contact our Equity Officer, Associate Superintendent of Elementary Programs and Education Services at (916) 624-2428 or by email at equityofficer@rocklinusd.org.

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PRINCIPAL'S MESSAGE/WELCOME TO PARENTS

Welcome to Ruhkala Elementary School! The Rocklin Unified School District and Ruhkala Elementary School staff are prepared to provide you and your children the best education experience possible. In an effort to avail families with the most current information, we have developed the following handbook. Please take the time to read the policies and procedures of our school.

It is our objective to maintain a positive, caring school climate for your students. In order to meet this goal, we strive to clearly communicate appropriate academic and social expectations, which in turn nurture and build academic and behavioral excellence. Moreover, our staff encourages families to actively participate in your child's education.

We look forward to working with you and your child throughout the coming school year. If you have questions, always feel free to contact your child's teacher or our school office.

SCHOOL MISSION STATEMENT

We are committed to inspire an enduring passion for knowledge. We do this by:

Challenging each student to achieve academic success
Immersing students in innovation programs which integrate arts education
Valuing school, home and community partnerships
Nurturing the unique learning styles of all students
Creating opportunities that celebrate diversity and promote active citizenship

Inspired to learn. . .Committed to lead.

Coordinator, English Language 916-630-3314 ssoares@rocklinusd.org
Development, GATE, and Special Programs

Board of Trustees

Name	Title	Email
Julie Hupp	Board President	jhupp@rocklinusd.org
Tiffany Saathoff	Vice President	tsaathoff@rocklinusd.org
Michelle Sutherland	Board Clerk	msutherland@rocklinusd.org
Derek Counter	Board Member	dcounter@rocklinusd.org
Rachelle Price	Board Member	rprice@rocklinusd.org

Rocklin Unified School District Administration

Name	Title	Phone	Email
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Ryan Johnson	Chief Technology Officer	916-630-3199	rjohnson@rocklinusd.org
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Matthew Hebb	Director of Transportation	916-624-9106	mhebb@rocklinusd.org
Sarah Soares	Coordinator, English Language Development, GATE, and Special Programs	916-630-3314	ssoares@rocklinusd.org

STAFF LIST

Principal	Lara Kikosicki	
Principal's Secretary	Christina Rowe	
Clerk	Jennifer Fusco	
Custodians	Derrick Burt, Lead	Chase Johnson, Night
Nutrition Services	Casey Schot, Lead	Bryce Trapani
TK	Allison Moores	Andrea Barker, Aide
TK	Chelsc Divinagracia	Kimberly Dalmau; Aide
Kindergarten	Lisa Yamasaki/Krissa Anderson	
Grade 1	Sarah Gardetto	
Grade 1/2	Marnie Leavitt	
Grade 2	Kelly Brown	
Grade 3	Karen Gottschalk	Elizabeth Kaul
Grade 4	Jennifer Heap	
Grade 4/5	Laura Cogorno	
Grade 5	Melissa Smith	
Grade 6	Richard Garza	Micole Kelley
RSP	Alicia Eckman	Dawn Zick. Aide
ELL	Melinda Good	
VAPA	Dominique Oboyski	
	Lisa McDonald	
PE	Andrew Carter	Diana Moraga, Aide
Music	Cornelius Cata	Matthew Roy
Psychologist	Lanina Spencer	
Speech Pathologist	Diane Weldon	
Health Aide	Allison Hunt	
Library Aide	Kristin Jones	
Aides	Karin Baumgartner, Intervention	
	Nicole Terlouw	
	Stacey Moore	

SCHOOL HOURS/OFFICE HOURS: 7:15 AM TO 3:45 PM

ATTENDANCE INFORMATION

Absences – Daily school attendance is essential for student success. By law, parents are required to send their child to school daily. **Parents are strongly encouraged to schedule medical appointments during non-school hours.** Whenever possible, a student who is absent for a reason other than illness should attend at least part of the school day.

When students are absent from school, it is important that their absences be cleared as soon as possible by calling the attendance clerk at your child's school or by providing a note on the day they return to school. Any absence not cleared within 5 days will be marked as truant. According to California law, there are **NO** legally recognized absences. A student may be excused from school for justifiable personal reasons, including but not limited to illness or injury, medical or dental appointments, bereavement, funeral/memorial services, court appearances, or religious holidays, or an employment conference, when the student's absence has been requested in writing by the parent/guardian and approved by the principal or designee. A student shall be excused when he/she is the custodial parent of a student who is ill or has a medical appointment during school hours. Any absence after the 14th day of absences will require a medical note in order to be cleared as excused.

Parents will be asked to conference about continual non-illness absences and to improve their child's attendance. Failure to do so may result in a referral of the student and parent to the Rocklin Unified School District Attendance Review Board for further action.

Missed Work - A student absent from school shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and, upon satisfactory completion, shall be given full credit. The teacher of any class from which a student is absent shall determine what assignments the student shall make up and what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent.

Request for Homework – If your child is ill two days or more, parents may request homework. Call the office at least one day before the day you wish to pick up the assignments. The teacher(s) will have the work ready to pick up in the office after school or the next day.

Notes from Parents – Please use **both the first and last name** on all correspondence from home. This is especially important when the parent and the student do not have the same last name.

Notes are still required to satisfy the compulsory education law. Please call the school to report an absence or leave a message. Please state your child's first and last name, reason for absence, and dates of the absence.

Tardies – An emphasis is placed on students arriving at school on time. Late students often miss the focus of the day or lesson and disrupt the flow of the lesson for other students. When students are late for school, please check into the office before going to class. Parents will be notified if a student has continual tardies and will be asked to follow through with a program to increase punctuality. Repeated tardiness can be grounds for revocation of intra or inter district transfer requests. Repeated tardies may result in a referral of the student and parent to the Rocklin Unified School District Attendance Review Board for further action.

Independent Study – A student who will be absent for **3 or more consecutive school days** is eligible for Short Term Independent Study. Students will be provided assignments that may be completed during the duration of the Independent Study Contract. Completed work will count toward school attendance during that time. Please contact your school office as soon as possible to allow sufficient time to put together an Independent Study Contract for your student. Please note, contracts may be denied based on a student's attendance history or prior lack of completion of Independent Study assignments. Independent Study Contracts are not available the first two weeks and last three weeks of school.

Appointments – If your child needs to leave school for an appointment, please allow extra time to come to the office to sign your child out. We want to maximize instructional time and will only call for your child when you arrive at the office. We do not accept call ahead requests for student pick up.

[RUSD Attendance Trifold](#)

PARENT COMMUNICATION / PARTICIPATION

Student Folder

Notices, Homework, field trip information and teacher-to-parent information will be sent home in an envelope or folder on Tuesdays for 1st through 6th grade students. Kindergarten students will take their information home on Fridays.

ParentSquare

Rocklin Unified School District's contact program for alerting parents to unverified absences, tardies, reminders and announcements. It is also programmed for use in an emergency. Many of the teachers use this as their main form of communication with parents/guardians as well.

School Website

Ruhkala's website address is <http://rues.rocklinusd.org>. This site contains upcoming events, student and teacher information, as well as many district and school site announcements.

School Newsletter

Ruhkala News and Updates is published and usually delivered to parents on Fridays via Parent Square. The publication contains information about school and PTC upcoming events as well as other items of interest. Flyers regarding after school activities may also be attached.

School Visitations / Visitor Registration – ([Reference Board Policy/ Administrative Regulation 1250](#))

The Board of Trustees encourages parents/guardians and interested members of the community to visit the schools and view the educational program. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be arranged with the teacher during non-instructional time.

To ensure the safety of the students and staff and avoid potential disruptions, all visitors shall register in the school administration office immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the school may design a visible means of identification for visitors while on the school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission (*Education Code* Section 51512).

Parent/Teacher Conferences – Parent/teacher conferences are scheduled twice during the year for all students. In the fall they are held at the end of the first trimester and again in the spring at the end of the second trimester. The Rocklin Unified School District schedules minimum days during conference week so teachers may have sufficient time to meet with parents. The average length of a conference is 20 minutes and involves reporting progress and creating goals for students. Parents and teachers are encouraged to set up additional conferences as the need arises during the year.

Student Records – The Rocklin Unified School District maintains cumulative records for each student as required by law, and any additional records that would be helpful in providing maximum educational opportunities for students. These records are available for parents to review. Please call the school office to set up an appointment with the principal to review your child's cumulative record.

Complaint Procedures – The school follows the procedures outlined below to address parent concerns and complaints. Please use the following steps if you have a concern:

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call the teacher to explain your concern. Small concerns may be addressed by a phone call; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, please call the school administrator. Small concerns may be addressed by a phone call; larger concerns are better addressed in a conference.
3. If the concern is not satisfactorily addressed with the school administrator, the parent may schedule a meeting with a district representative.

The District assures that students, employees, parents or guardians of its students, school and district advisory committees will not be discriminated against. Unlawful discrimination complaints may be filed using the Uniform Complaint Procedure (UCP). The annual notice of the UCP is in the appendix of this handbook. Also, see the appendix for the Annual Notification of Title IX / Gender Equity. A copy of the UCP is available at the District Office from the Human Resources Department.

Volunteers – We strongly encourage and wholeheartedly welcome volunteers at Ruhkala Elementary School! Volunteering can be in the classroom, on field trips, or on at-home projects.

For the safety of all our students, all volunteers must be fingerprinted and complete a background check. Volunteers must also submit proof of TB testing before beginning service on campus. For this reason, siblings are not permitted on campus while volunteering. If you're interested in volunteering, please refer to the Rocklin Unified School District Website for more information [Become a Volunteer](#) or contact the front office.

The procedures are described in the Appendix – Use of Volunteer Services (Board Policy / Administrative Regulation 1240)

Parent/Teacher Club (PTC)

Ruhkala Elementary School's Parent Teacher Club (PTC) is very active in promoting fundraising and social activities for our school population. The PTC encourages all parents, guardians, teachers and community members to join the PTC to help promote Ruhkala Elementary School.

SAFETY

Student Safety (Reference [Board Policy/Administrative Regulation 5142](#)) – The Board of Trustees places high priority on safety and on the prevention of student injury. Principals and staff are responsible for the conduct and safety of students from the time they come under school supervision until they leave school supervision, whether on school premises or not. The Superintendent or designee shall establish regulations and procedures as necessary to protect students from dangerous situations.

The Superintendent or designee shall ensure that teachers, teacher aides, yard aides, and volunteers who supervise students receive training in safety practices and supervisory techniques which will help them to forestall problems and resolve conflicts.

The following visitor regulations shall be in place at each school site:

- All visitors, including parents, must sign in at the office.
- All unknown visitors will show proof of identity.
- Uniform identification badges will be used throughout the district.
- Picture identification badges will be used by District employees who visit campuses (i.e. superintendents, maintenance, and transportation/cafeteria supervisors).
- A “buddy system” will be in effect for grades K-3; students will have a companion when leaving the classroom (this is recommended for students in grades 4-6, but is not mandatory).

Emergency Cards – Student emergency cards must be kept current. If a student becomes ill or is injured at school, we must have a phone number where we can reach the parent, guardian, or a designated substitute. Your child will not be released to an adult unless the adult is on the emergency card. This information should be uploaded annually and any time there are changes to authorized emergency contacts. These changes must be made by the parent/guardian via the [Aeries Parent Portal](#).

Accidents – If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. It is critical that parents/guardians keep the emergency card up to date. If the accident is serious the school will call 911 and notify the parents immediately.

Emergency Situations – The Rocklin Unified School District has plans and preparations for major emergency situations. Our staff has been trained and drills are held regularly to make certain that the students understand emergency procedures.

Please inform your children that they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind and inspections are made regularly to remove possible hazards. Personnel are trained in first aid. Our primary concern in the event of an emergency is the safety and welfare of the students.

Please instruct your children to obey the directions of their teachers and follow the directions of the bus driver if they are on the bus. If walking or riding a bicycle, your child should continue toward their destination when an emergency situation develops.

Your cooperation is asked in any emergency:

- Please avoid calling the school. Telephone lines will be needed for emergency situations.
- Please avoid driving to school. Streets should be as open as possible for emergency vehicles.
- Turn your radio to any of the local Placer/Sacramento County radio stations. Information and instructions for picking up students during or after an emergency will be given over the radio. AM – KAHN 950, KFBK 1530; FM – KHYL 101, KBEB 92.5.
- In the event your child’s school must be evacuated, your child will be transported to another school. The school of choice will be determined by the nature of the emergency. Specific information will be broadcast on the local radio stations listed above.
- The school will utilize ParentSquare to update you with key information regarding the situation.

Office Telephone – The office telephone is for **emergency** use only. Please make after school arrangements with your child in advance. Office staff are not permitted to interrupt classroom instruction to relay messages to students.

Emergency situations should be communicated to the principal and necessary actions will be taken to ensure appropriate communication occurs.

Safety Drills – In accordance with state law, an emergency drill is conducted every month. Students are expected to respond quickly and safely as directed by their teacher. If you are in your child's classroom during a fire drill or a lockdown drill, please stay with your child until the drill is over.

Safe Arrival and Departures – The Rocklin Police Department and our school officials work closely to plan for the safe arrival and departure of students. We are asking for your support and help in the safe loading and unloading of children.

- Assist us in teaching your child to use the crosswalks when coming to school and leaving school.
- Do not stop your vehicle in the crosswalk or in front of the driveway to deliver or pick up your child. California State law prohibits stopping in a designated crosswalk. This constitutes a moving violation.
- Teach your child to walk, not run, in the crosswalk.
- Do not leave your vehicle unattended in the loading and unloading zones.
- The bus lane is for buses only. Do not use it for drop off or pick up.

PLEASE ADVISE ANY DRIVER WHO MAY TRANSPORT YOUR CHILD OF THESE REGULATIONS.

Dogs on Campus – Due to health reasons, dogs are prohibited from being on the school campus during, before, or after school hours. The only exception is when a pet is part of an arranged presentation. In that situation, the pet must arrive shortly before the scheduled time and be removed immediately after the presentation ends.

We kindly ask that families do not use the school field or playground as a dog park, even after school hours. Our after-school care program runs until 6:00 p.m., and students regularly use outdoor areas for activities during that time.

CAFETERIA

Breakfast - Lunch / National School Breakfast and Lunch Program

Meal Pricing & Participation

RUSD is participating in California's Universal Meals Program, which means both breakfast and lunch are free of charge for all students, regardless of eligibility.

Student Meals:

- Student Meals: \$0.00 (Breakfast and Lunch)
- Adult/Non-Student Breakfast: \$4.00
- Adult/Non-Student Lunch: \$6.00
- Second Student Meal: \$6.00
- A la carte Milk: \$0.50

Breakfast Schedules

The timing of breakfast depends on the specific school site:

Breakfast Before School – Antelope Creek / Parker Whitney / Rocklin Elementary

Breakfast at 1st Recess - Breen, Cobblestone, Quarry Trail, Rock Creek, Ruhkala, Sierra, Sunset Ranch, Twin Oaks, Valley View

Nutrition Benefits Form

While meals are free, families are asked to complete the 'Nutrition Benefits Form' (available starting July 1st) to ensure the district receives maximum state funding.

Online: [Income Form](#)

Accounts & Payments

All students use their student ID number to access their lunch account. While the first meal is free, students must have funds on their account or pay cash for:

Second meals
A la carte milk

Note: These items cannot be "charged" (carried as a negative balance).

Special Considerations

Lunches from Home and Snacks:

We strongly urge parents to incorporate healthy food choices in packed lunches from home. Please save any candy or sodas to be consumed after school or at home.

Food Allergies

Students with food allergies that require substitutions or modifications in school meals will be accommodated when that need is supported by a signed medical statement. Please contact Nutrition Services to obtain the form at (916)624-1112 ext. 1 to obtain the necessary forms.

TRANSPORTATION

School Year Bus Pass Information - General Education and Special Needs Bus Pass Applications are available online on the Transportation page of the Rocklin Unified School District website. A new application MUST be on file each year the student rides the bus. Payment or approval for a Free/Reduced Bus Pass needs to be processed before a student receives bus services. Transportation is available only to the neighborhood stops in which the student lives and no services are offered for Intra or Inter-District transfers.

Paper applications can also be obtained from the Transportation Department at 2225 Corp Yard Rd (next door to UPS, off of Sierra Meadows Drive), Rocklin, CA 95677

For information regarding bus passes please contact the Transportation Department at (916-624-9106) or email to buspass@rocklinusd.org

If a student needs to use an alternative drop off stop for the day, a parent or guardian must send a written note to school with the student or contact the Transportation Department directly to authorize the change in release location for that day.

Transportation Safety Plan - RUSD Transportation Safety Plan will be provided to each student and family applying for transportation. The Safety Plan outlines the expectations for each student's behaviour and guidelines that will need to be followed for safely walking to a bus stop and loading a bus for transport.

Red Light Escort - School Bus Drivers in the Rocklin Unified School District shall escort all students who must cross the street on which the bus is stopped for the purpose of loading and unloading students.

HEALTH SERVICES

Health Office Information - The school health office is staffed by a part-time health aide. Please refer to the Annual Parents' Rights Notice for a complete description of pupil health, safety and medical treatment information. For additional Health Information please reference www.rocklinusd.org/Health.

The school health office provides temporary care to students who are sick or injured at school. Students cannot be diagnosed by the health office; your child's physician will need to provide a proper diagnosis. Students will only be released to persons listed on the Emergency Card and 911 will be called if the situation could be life threatening.

Medications Reference ([Board Policy 5141.21](#)) - The school health office also supervises students who are required to take medication during the school day. A written authorization from the student's physician and parent or guardian is required before trained designated school staff can assist the student in taking **any** medication, including medication prescribed by the physician and over-the-counter medications such as Tylenol, Motrin, cough drops, and ointments. These medication forms are available in the school office and the RUSD Health Services Webpage: www.rocklinusd.org/Health.

Any medications that will be stored in the Health Office must be signed in by a parent/guardian and staff member. The Health Aide/staff member will verify that the medication matches the physician's orders in name, dosage, and expiration date as well as the quantity, and form (liquid, pills, inhaler, nasal spray, eye drops, etc.)

All medication must be in the original container and placed under lock and key in the health office in the administration building for the safety of all students. ***Students are not allowed to carry any form of medication (prescription or over-the-counter) at any time while on campus*** except those medications that a physician requests the pupil be allowed to carry (e.g., inhalant for asthma, Auto-injector Epi-Pen for severe allergies). Doctor's orders are required to be kept on file at the school for a student carrying authorized medication and updated annually. When on a field trip, the medications shall be monitored by and in possession of a teacher at all times.

Prior to the beginning of school, please notify the school health office in writing of any chronic health issues, such as heart problems, diabetes, severe allergies, hearing loss, vision/glasses, chronic pain, asthma, seizure disorders, etc. This enables the school to communicate the necessary accommodations to appropriate staff to ensure that student health needs and safety are cared for.

Health Screening – California schools must conduct vision and hearing screening on all students upon school entry and every third year through eighth grade. (California Code of Regulations, Title 17, Section 2952 (c)(1)). Hearing screening in California public schools must be conducted by a credentialed school audiometrist. Rocklin USD screens all students for hearing in transitional kindergarten, kindergarten/first grade and in second, fifth, eighth, and upon first school entry. Screening for vision is done in transitional kindergarten, kindergarten, second, fifth, and eighth grades. Vision, hearing, and other mandated health screenings are overseen by the school nurse at specific grade levels, for all new students to the District, annually for special education students, or upon teacher or parent request. A screening service (not requiring parent permission) is provided by the Language, Speech, and Hearing Specialist in the areas of articulation and language at specific grade levels or upon teacher/parent request.

Home Hospital Instruction – If a doctor feels your child will likely be out for **4 weeks or more**, then you may apply for Home Hospital Instruction in the Administration building at your child's school. A teacher will then be assigned to visit your child at home or in the hospital. This is only available for students who will be absent from class for 4 weeks or more. The student may not return to school without a physician authorized return date.

Immunizations – Under the California School Immunization Law (California Health and Safety Code, Sections 120325-120375), children are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries and developmental centers.

[The California School Immunization Law](#) also requires schools, child care centers, and family child care homes to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to the local health department. Students have 10 days from the time of notification to provide documentation of missing immunization; students who do not have proof of immunization shall be excluded from school.

The law will require students enrolling in public or private schools in California to be vaccinated for:

1. Diphtheria
2. Haemophilus influenza type b (Hib meningitis)
3. Measles
4. Mumps
5. Pertussis (whooping cough)
6. Poliomyelitis
7. Rubella (German measles)
8. Tetanus
9. Hepatitis B
10. Varicella (chickenpox)

For students starting school prior to the age of 4, please contact the school health office with questions regarding vaccination requirements

If you would like your child to attend school, without proof of the legally required vaccinations, California law requires that you complete the process to obtain a medical exemption. First, you are required to register for a CAIR-ME account, at <https://cair-me.cdph.ca.gov> On this website, you will need to complete the required information to request an exemption. From there, you will need to contact your doctor with your "Medical Exemption Number" to complete the required information about whether or not a medical exemption is warranted.

For more information please visit:

www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/shotsforschool.aspx

Health Services Webpage – Please note that all of the information above and more can be found on the Health Services Webpage: www.rocklinusd.org/Health.

ACADEMIC INFORMATION

California Assessment of Student Performance & Progress (CAASPP) – Each spring students in grades 3 through 6 take the CAASPP which is aligned to California's new, rigorous academic standards. Students who are identified as English learners in grades K-6 are administered the English Language Proficiency Assessment of California (ELPAC)

each spring until they reclassify out of the English Language Development program. Student score reports are made available through the Aeries Parent Portal by August of each year.

Homework - Homework should be an extension or independent practice of what was learned in school. Students are expected to complete and hand in homework when assigned. (See the attendance section for requesting homework after or during an absence.)

Standards Based Grading – Instruction is focused around the standards identified for each subject in each grade level. Students are provided with information about how their work will be evaluated and how their level of proficiency will be determined. Teachers modify instruction to meet a wide variety of learning styles and levels of ability.

A student's progress is summarized every trimester on a standards based report card. The report card will indicate the status of your child's work based on mastery of skills for each trimester.

Promotion / Retention Information (Reference [Board Policy/Administrative Regulation 5123](#)) - The purpose of retaining students is to provide additional opportunities for a student to learn grade level skills. Legislation (AB1639) requires that all school districts establish a promotion and retention policy. AB1639 also requires school districts to offer supplemental instruction to students with low reading, writing, or math achievement.

Students are required to demonstrate that they have mastered grade level expectations in order to be promoted to the next grade. Grade level expectations are based on the following:

- Scores on achievement tests
- Teacher evaluation of student's abilities and effort
- Student's motivation level
- Proficiency assessments
- Parental involvement and family commitment to supporting the student's academic achievement
- Attendance

When a student is identified as being at risk for retention or recommended for retention, the school shall provide opportunities for remedial instruction to assist the student in overcoming the academic deficiencies. Such opportunities may include, but are not limited to, tutorial programs, after-school programs, summer school programs, and/or the establishment of a student study team.

The Superintendent or designee shall communicate in the strongest terms possible, the urgency of the student attending the recommended remedial instruction and learning the necessary skills. To fail to do so shall severely jeopardize the student's opportunity to be promoted.

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement.

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time.

Teacher Training / Planning Time - The District schedules one hour every Monday afternoon for articulation in grades TK-12.

Teachers will utilize TK-12 articulation days to receive specialized training in a variety of instructional practices including reading recovery, differentiated instruction, guided reading/writing, assessments, and mathematics. District-wide inservices are organized to allow our teachers adequate time to plan curriculum and align our instructional program with state mandates. Additionally, teachers will be able to share what is working well in their classrooms with their colleagues to improve student achievement for all our children. If you have any questions, please contact your child's school.

Student Success Team (SST) - The Student Success Team is a school-site team, which identifies effective strategies to meet the needs of individual students who are not progressing due to academic, behavioral, medical or other concerns. The Student Success Team process is a collaborative process between the school and the parents on behalf of the student. The parent, teacher or other staff may make requests for assistance to the Student Success Team through the school; student success team coordinator or the principal. The Student Success Team meeting will include the parent, the student (if appropriate), the student's teacher, administrator, team coordinator, general education teachers and other support staff as needed.

Special Resources - A variety of special resources and programs are provided for students with unique needs. To qualify for programs, students need to be referred through a meeting of the Student Success Team or demonstrate unique needs on assessments. These programs include:

1. **Special Education:** The district strives to provide an educational program to meet the needs of all school-aged children within the district. The district provides special education services described in Education Code (56000-56001). A student shall be referred for special educational instruction only after the resources of the regular education program have been considered and/or modified. If a student is referred to special education, parents will receive a notification of rights and an explanation of proposed assessments. Following assessments, a report of findings will be written and an IEP team will meet with the parent to develop an Individualized Education Plan. This plan and the student's progress based on the plan will be reviewed with the parent/guardian at least annually. Special education programs include the Special Day Class, Resource Specialist Program, and speech and language services.
2. **Speech and Language:** The speech-language program in the Rocklin Unified School District serves students from three years of age through twelfth grade. Students may be referred to the speech-language pathologist at their school for a speech-language screening by their teacher, parent, and the student study team or other concerned individuals. Students who qualify for the speech-language program may be served in a variety of ways. Students may attend individual or small group sessions, or be served in the regular classroom.
3. **Psychologist:** Psychological services are available to the school as the need arises throughout the year. A psychologist is available on a limited basis for testing children and working with parents and teachers.
4. **Counselor:** Elementary school counselors play a key role in supporting all students by delivering Tier 1 and Tier II services through classroom-based lessons focused on academic, social/emotional, and behavioral development. In addition to whole-class instruction, they provide targeted support through skills-based small groups and individual counseling, which are accessed through a request or coordination process. Counselors collaborate with staff and families to promote access and student success across all domains.
5. **English Language Development:** Students who are non-native English speakers are assessed to identify their level of fluency in English. Students who are not fully fluent in English participate in the English Language Development program to increase their English fluency and vocabulary. Teachers use specific instructional strategies to help students learn the curriculum while learning English.

6. **Intervention:** This program helps students who are below standard in core academic subject areas. Small group instruction may be provided as an extension to the regular school day or occur during the school day.

Special Programs -

1. **Visual and Performing Arts (VAPA):** RUSD provides a balanced curriculum, with arts as part of the core for all students, kindergarten through grade 12. Programs and curriculum incorporate the following four components in alignment with the California State Framework for Visual and Performing Arts: Dance, Music, Theater, and the Visual Arts. The components of the arts education are: (1) Artistic Perception, (2) Creative Expression, (3) Historical and Cultural Context, and (4) Aesthetic Valuing.
2. **Art Docent and Music Docents:** The Docent Program has been an important part of arts education in Rocklin schools for over eighteen years. Adults—parents, grandparents, and friends—who wish to volunteer their time are provided training in September for the grade level they have requested to teach. Art Docents (TK–6th grade) present lessons that highlight the work of an artist, including a discussion of the artist's life, art style, and techniques. Students typically get a hands-on opportunity to create their own masterpieces inspired by the lesson. The Music Docent Program (TK-3) utilizes volunteers to provide monthly thirty (30) minute music lessons in classrooms. The lessons introduce students to rhythm, melody, and music appreciation in a fun, welcoming environment. If you are interested in volunteering, contact your school office. Training and materials are provided.
3. **Instrumental Music:** Music instruction in strings, band, and choral music will commence in 4th grade. At this grade, students will be exposed to all three areas of music. In 5th and 6th grades, students will attend music twice weekly for 40 minutes. At these grades, students will choose to focus on string instruments, band, or choral music.
4. **K-2 Dance & Rhythm:** K-2 Dance & Rhythm: K-2 students experience a dance and rhythm class for half of the year for 40 minutes every other week. In the dance and rhythm class, students will explore creative movement, basic dance steps, and rhythmic patterns through music and games. It is a joyful way to build coordination, confidence, and teamwork while promoting self-expression.
5. **Gifted and Talented Education – GATE:** (Reference [Board Policy/Administrative Regulation 6172](#))

The mission of the Rocklin Unified School District's Gifted and Talented Education (GATE) Program is to identify gifted and high achieving students, including those from diverse racial, socio-economic, linguistic, and cultural backgrounds, and to provide high quality differentiated instructional opportunities for learning that meet the needs of these students' unique abilities and challenge them to enhance their learning in our schools. Please visit our district website at <https://www.rocklinusd.org/Departments/Educational-Services/School-Programs/GATE/index.html> to learn more about testing options.

Every school in the Rocklin Unified School District has a GATE program. Self-contained classrooms for GATE students in grades 2 through 6 are located at Rocklin Elementary School. All other elementary schools have GATE cluster classrooms within the general education classrooms in grades 2-6. Both middle schools have GATE Academies and both of our comprehensive high schools offer honor and AP classes (see the Academic Planning Guide on both Rocklin H.S. and Whitney H.S. websites for more information.)

6. **Physical Education:** Physical education is vital to the long-term health and well being of our students. It greatly contributes to the development of physically, mentally, socially, and academically balanced individuals.

Physical education is not interchangeable with recess. It is a sequentially taught, developmentally appropriate program which addresses areas such as body mechanics, social interactions, establishment of personal goals, good sportsmanship, safety, and enjoyment.

A quality physical education program at the elementary school level is essential for the introduction and development of movement skills necessary for successful participation in sport and fitness activities through teen and adult years. Eighty (80) minutes per week of specialized P.E. instruction is provided to each student in grades K through six. Another 20 minutes of instruction is provided by the classroom teacher.

7. **School Sponsored Trips** (Reference [Board Policy/Administrative Regulation 6153](#))

Field Trips requiring Board of Trustees approval include travel of students to any location outside of California excluding Washoe County, Nevada.

Co-curricular Field Trips are defined as activities that may be associated with the curriculum in a regular classroom. These are outgrowths of classroom activities and serve as valuable supplements to the regular classroom program. They are designed to encourage and/or reinforce classroom instruction and may be funded by the district. Class trips involving short distances by bus or walking are encouraged, whereas trips involving many miles of travel are discouraged.

Extracurricular Field Trips are activities which include, but are not limited to, athletic events, cheerleading, and the variety of events sponsored by school clubs and organizations as approved in writing by the Principal. These activities provide students with opportunities to participate in educational, social, and intellectual development of the students.

Students must have written parental permission in order to participate in trips requiring transportation (Education Code 35350). The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip. Students who do not have written permission may not be allowed to participate in a particular field trip. Only students who are members of the class may attend the field trip activity.

All chaperones going on field trips must be fingerprinted (forms are available in school offices; school staff will provide instructions).

Parents who wish to accompany their own student on a field trip and are not a chaperone may do so. However, their student will be assigned to a group and a chaperone, and that parent will need to “buddy-up” with the chaperone assigned to their student. Parents who are not serving as chaperones will need to provide their own transportation on field trips.

Field Trip Refund Policy

The cost for field trips or special events requires a minimum number of attendees to be viable. As such, we are unable to refund any fees once paid unless the event or trip is canceled in its entirety. Even in the event of cancellation, refunds are not guaranteed and will depend on the terms of the contract with the venue or organization. Please note that if the school is required to cover the cost for your student due to non-payment, donation refunds will not be issued. Field trips are made possible through generous family donations—thank you for your continued support!

Field Trip Chaperone Guidelines

While field trips may occur in public spaces, they are private school events. All chaperones must be cleared through the district's fingerprinting and background check process. Please note that for events with space limitations, not all cleared individuals will be able to attend. Chaperones are responsible for covering their own costs and must provide their own transportation to and from the venue. All students are required to ride the school bus both to and from the field trip location. Chaperones are expected to focus entirely on student safety and supervision; therefore, siblings are not permitted to attend.

STUDENT INFORMATION

Bicycles, E-Bikes, and Scooters - Rules for Getting To and From Your RUSD Elementary School

RUSD supports healthy, eco-friendly, and lawful ways for students to get to and from school. Elementary students are welcome to ride **bicycles, non-motorized scooters, and Class 1 e-bikes**, as long as they follow the rules outlined below to ensure everyone's safety:

[Elementary Guidelines for Bikes and Scooters \(Updated 5 1 26\).pdf](#)

Big Buddies - All classes are matched up with buddy classes. Upper grade students work with students in the primary grades as mentors. This helps provide academic and social support to younger children while reinforcing a leadership role for our older students. This program also helps foster a school-wide family feeling.

Birthdays - A child's birthday is a family celebration. We do not permit the use of instruction time to "celebrate" a child's birthday. Balloons, presents, etc., should be presented to your child at home. Cake, candy or cookies at school are discouraged. The sugar makes it difficult for our students to focus on learning. To avoid hurt feelings, please refrain from distributing birthday or party invitations at school unless the entire class is invited.

If you wish to prepare a **healthy snack** for your child's class during recess, please make arrangements with the teacher prior to bringing it in as some children have food allergies. As part of our efforts to promote healthy choices, we strongly encourage bringing in juice, fresh fruits, low sugar nutrition bars, berries and yogurt or other healthful fun snacks. Once again, we would prefer that cakes, cupcakes, cookies, and candy are **NOT** brought to school. We appreciate your support in giving our students healthy choices.

All treats should come to school with your child and they will be responsible for getting it to their classroom. In the event you have a small child who cannot carry these items, parents should deliver to the classroom prior to the morning bell. The front office will not interrupt instruction to notify classrooms of deliveries and does not have the space to store deliveries for students. We appreciate your partnership in supporting a healthy and focused learning environment.

Books and Materials - Each student is issued a set of books and math tools at the beginning of the school year. It is recommended that books be covered with book covers. Students are expected to care for the books and materials and return them in June in a similar condition. Students will be charged for excess wear and tear on materials, or lost books and math tools. Report cards will be withheld pending payment.

Cellular Device Usage Guidelines

[RUSD Elementary Cellular Device Usage Guidelines \(1.29.25\).pdf](#)

In order to maintain a focused and productive learning environment, the use of cellular devices, including cell phones, smartwatches, and other similar devices, is strictly regulated on all elementary school campuses (grades TK-6). The following policy outlines the expectations and guidelines regarding these devices.

1. **Prohibited Use on Campus:**

- **During School Hours:** Cellular devices must not be seen or heard from the morning bell to the dismissal bell. This includes, but is not limited to, cell phones, smartwatches, and other similar connected devices.
- **Before and After School:** Cellular devices are not to be used on campus before the morning bell rings or after the dismissal bell until the student has left school grounds. However, a student may use a cellular device after school at the curb in the student pick up area to communicate with parents/guardians to arrange transportation.
- **Field Trips:** Cellular devices are not to be used on buses or field trips.

Should students need to contact their parents while on school campus, during school hours, or on field trips, they should go to the main office to make a phone call or work with their teacher to make contact.

Parents of students with unique health needs that require a cellular device should work with their school site principal and health office to make the necessary arrangements.

2. **Storage of Devices:**

- **Backpacks:** Students must keep their cell phones and other cellular devices in their backpacks. These devices should remain turned off and should not be visible or audible during school hours.
- **Classroom Storage:** Teachers may provide a receptacle for the storage of cellular devices during the instructional day.

3. **Confiscation:**

- **Violation of Policy:** If a cellular device is seen or heard during the prohibited times, school staff have the authority to confiscate the device.
- **Retrieval of Confiscated Devices:** Confiscated devices will be held in the school office and can be retrieved by the student or parent at the end of the school day.

4. **Parental Support:**

- We ask for the support of parents and guardians in reinforcing this policy. Please ensure your child understands the importance of following these guidelines for the benefit of their learning and the school environment.

RUSD elementary schools are not responsible for lost or stolen phones or other cellular devices.

Gum - Gum is not allowed at school.

Lost and Found - Parents are strongly encouraged to label jackets, sweaters, and lunch boxes with their owner's name. "Found" articles will be kept in the lost and found bins located in the Multipurpose Room. If items are not claimed, they will be donated to a charitable organization in December and June.

Library Usage and Behavior - Students may use the library any time during school hours under the supervision of an adult in charge. This may be a scheduled class visit, or an individual visit by permission of the teacher and the librarian for independent study. Students must have a pass to enter the library during school hours, including lunch, if not accompanied by a teacher or teacher assistant. NO STUDENT may be in the library unsupervised at any time.

While in the library, students will follow school rules and are expected to conduct themselves responsibly. Loud talking, running, eating, and drinking are not appropriate in the library. Students exhibiting these behaviors will be asked to leave.

Students may borrow books for a two week period of time. The number of books a student may have checked out at any one time is determined by grade level. If students have any overdue books, they will not be allowed to check out any more until the overdue has been cleared.

Library Book Damage or Loss - Students are expected to pay for excessive damage to library books or for the loss of books. The cost will be determined by the current replacement cost of the book(s). Students who do not meet those obligations lose further borrowing privileges and report cards will be withheld until such obligations have been met.

Personal Property - All students should mark personal belongings with first and last name before articles are brought to school. This includes lunch boxes, backpacks, coats, sweaters, umbrellas, gloves, binders, etc.

Valuables, expensive items, and electronic items other than cell phones (see specifics about cell phones on page 20) should be kept at home and are also **not allowed on field trips**. All toys, including playground equipment such as basketballs, baseballs, bats, and gloves, etc. should be left at home. An item can be specifically approved to be at school by the teacher, but the school or district is not responsible for loss or damage to personal items. If an item is brought to school without permission, it will be confiscated and returned only to the parent.

Dangerous or illegal items are not allowed at school and in some cases suspension or expulsion of the student can occur if such items are brought to school.

Student Clubs and Extracurricular Activities - Each year the school strives to provide a variety of clubs and extracurricular experiences for students to extend their learning and explore other areas of interest. These vary from year to year. Please check with the school for current opportunities.

Student Council/Leadership - Student Council/Leadership representatives who meet the eligibility requirements are elected from each 4th, 5th and 6th grade classroom. Officers are elected by the class representatives and provide school leadership in a variety of ways. Past student council activities include planning assemblies, spirit week, as well as fundraisers for various charities. A teacher serves as an advisor and works with our student leaders.

Student Dress and Appearance (Reference [Board Policy 5132](#) and [Regulation 5132](#))

The following guidelines shall apply to all regular school activities:

Elementary Dress Code

In our dress code, we believe:

- Dress code policies will maximize educational opportunities and time spent learning. Clothing should not create barriers to learning.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.
- School staff will be trained and be able to use student/body positive language to explain the dress code to address code violations.
- All students will be valued in their full identity and treated equitably; will be able to dress comfortably for school without fear of body shaming and unnecessary discipline; will understand student dress code expectations and that they are responsible for managing their own personal distractions while also honoring individual's clothing/self expression.

Students Must Wear:

- **Secured** clothing that protects and covers personal body parts.
- Shirt - Must have strap(s) that connect over at least one shoulder or around the neck with fabric in the front, back and on the sides under the arms. The torso must be covered. Shirts must be able to stay up on their own.
- Bottoms - (pants or the equivalent) that completely covers the buttocks.
- Footwear - Must have soles and a *full heel or secure heel strap*
- Clothing that maintains a safe learning environment in classes where protective or supportive clothing is needed, such as PE (athletic attire/close-toed shoes with heel strap).

Students May Wear:

- Hats/hoods - Hats/hoods are allowed on campus; Hats/hoods that do not interfere with learning are permitted in the classroom.

Students Cannot Wear:

- Visible underwear. (Visible waistbands, straps, or compression shorts worn under other clothing are not a violation.)
- Images or language depicting/suggesting drugs, alcohol, tobacco, vaping, or paraphernalia use (or any illegal item or activity)
- Images or language representing or implying hate speech, profanity, or prejudice
- Images, language, or articles of clothing that depict weapons or violence or gang affiliation
- Images depicted on clothing must be within RUSD dress code
- Clothing, jewelry, and personal items with lewd, obscene, or sexually explicit or implied messages or pictures are prohibited.
- Any object that obscures the face (except as religious observance or for health purposes)
- Swimsuits except as required in class or athletic practice and only in areas of campus necessary for class or practice.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities and other extracurricular or cocurricular activities.

Textbook and Library Book Refund Information - Any student, who pays for a lost textbook, a lost library book, or other school material and later finds the item, may return it to the school for a refund until September 30 of the following school year, as long as the item is in acceptable condition and is still being used by the school.

STUDENT CONDUCT

[What is School Wide Positive Behavior Expectations and Supports \(SWPBIS\)?](#)

[Ruhkala School Wide PBIS Matrix](#)

[Ruhkala Classroom PBIS Matrix](#)

Social Skills Development -

Discipline Procedures - Students are expected to know and follow all school rules as well as exercise good judgment in making decisions regarding their behavior. Central to this is the need for students to help create an environment in which everyone can learn and interact cooperatively. Safety, respect, and maintaining a positive atmosphere for learning is everyone's responsibility. When a student's behavior is such that these critical elements are jeopardized, disciplinary action is warranted.

Discipline at Ruhkala is focused on instructing students to learn from their mistakes, teaching students there are consequences for their behavior, and maintaining a positive learning environment. Behavior is best addressed immediately by the adult present when the problem has occurred. In most cases, behavioral concerns are handled by a teacher or by a yard duty supervisor. Repeated problems with behavior or those of a more serious nature may be referred to the school office. The principal or designee will then work in conjunction with the student, parents and referring staff member to resolve the situation in a fair, timely and appropriate manner.

As we believe that the family is key to helping maintain high behavioral expectations, it is important that communication between home and school is emphasized. Parents who have questions regarding their child's behavior or a problem that has occurred at school are strongly encouraged to contact your child's teacher. If questions still remain regarding a situation, school administration may be involved. Similarly, school staff will contact a child's parents in addressing behavioral concerns when something arises beyond what one might normally encounter on a day to day basis.

Bully Prevention

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

The RUSD Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

[SWPBIS Bully Prevention Curriculum](#) (Implemented at all RUSD Elementary Schools)

Board Policy / Administrative Regulation 5131.2: Bullying

Internet Safety / Social Networking

Cyberbullying or Harassment Using Social Media – The use of information and communication technologies like social media to send text or images intended to hurt or embarrass others is not allowed.

Cyberslander – Social media defamation or cyber slander, the act of making untrue statements whether by libel (printed or broadcast) or slander (oral), about another person using internet-based applications is not allowed.

Under the California Education Code, students who engage in bullying or cyberbullying face possible suspension and expulsion even if the bullying is happening outside school and/or sent from a computer at home.

Students should:

- Recognize the danger in using personal name, address, phone number, picture, or other personal information online.
- Understand why logon information and passwords should not be shared.
- Understand why not to click on pop-ups and advertisements.
- Know the differences between ethical and unethical use of technology.
- Comply with copyright law when copying and pasting from websites.
- Demonstrate respect for opinions of others posted online.
- Recognize and report cyberbullying.

Use of Artificial Intelligence (AI) - RUSD promotes the responsible and equitable use of district-approved AI tools by students under the supervision of their teacher. Use of non-approved AI tools without teacher permission during the instructional day or at home to complete assigned school work is prohibited.

[AI Guidance Empowering RUSD with Responsible AI Use.pdf](#)

Sexual Harassment – Students in grades 4-12 can be suspended from school for sexually harassing another student. Sexual harassment of a student “as a joke” is also a suspendable offense. (Refer to Board Policy/Administrative Regulation 5145.7 online or in the Parents’ Rights and Responsibilities document.)

Suspension and Expulsion – Refer to ([Board Policy/Administrative Regulation 5144.1](#)) in the Appendix or on the RUSD website.)

COMMUNITY ORGANIZATIONS

“These organizations are neither sponsored nor endorsed by the Rocklin Unified School District, the superintendent, or this school. The school makes no representation regarding the nature or quality of the services or activities promoted. The Rocklin Unified School District shall be held harmless from any cause of action filed in any court or administrative tribunal arising out of the distribution of these contacts, including all costs, attorney’s fees and judgments or awards.”

Scouting America

www.scouting.org

Girl Scouts/Brownies	www.girlscouts.org
Camp Fire USA	www.campfireusa.org
Five Cities Softball	www.5citiessoftball.org
Loomis Basin Dolphin Swim Team	www.loomisdolphins.org
Rocklin Girls Fast Pitch Softball	www.rocklingirlssoftball.org
Rocklin Jr. Thunder Football & Cheer	www.jrthunder.com
Rocklin Library	www.placer.ca.gov/departments/library
Rocklin Little League	www.rocklinllb.com
	www.rocklin.ca.us/parks
Rocklin Recreation Dept.	www.rocklin.ca.us/classes-and-programs
Rocklin Wave Swim Team	www.teamunify.com/Home.jsp?team=recnslrw
Rocklin Youth Soccer Club	www.rocklinsoccer.org
Tri-City Little League	www.tricitylittleleague.com
Whitney Jr. Wildcats & Cheer	www.teamsideline.com/whitneyjrwildcats

BEFORE AND AFTER SCHOOL CARE – Catalyst Kids

Catalyst Kids

A before and after school fee-based child care program is available on each elementary campus. This program is brought to you by The Rocklin Educational Excellence Foundation (REEF) who oversees “Catalyst Kids.” For registration information visit the website [Catalyst Kids](#)

EXPANDED LEARNING OPPORTUNITIES PROGRAM (ELO-P)

ELO-P

The Rocklin Unified School District is excited to offer the Expanded Learning Opportunities Program “(ELO-P)” on each of our 12 elementary campuses. This is available at no cost to TK-6 students who qualify as English learners, are eligible for a free or reduced-price meal, or are foster youth. RUSD partners with Catalyst Kids to provide ELO-P after-school care with academic support for 177 school days, including during many school breaks. For registration information visit the [RUSD ELO-P Website](#).

APPENDIX

1. **USE OF VOLUNTEER SERVICES (Board Policy/Administrative Regulation 1240)**
2. **SCHOOL VISITATIONS (Board Policy/Administrative Regulation 1250)**
3. **STUDENT CLASS ASSIGNMENTS (Board Policy/Administrative Regulation 6152)**
4. **GROUND FORS SUSPENSION AND EXPULSION (Board Policy/Administrative Regulation 5144.1)**
5. **UNIFORM COMPLAINT PROCEDURES**

Please note:

Policies indicated with an * below have been omitted, as they are already included in the *Annual Parents' Rights and Responsibilities*, which is distributed to all students at the beginning of each school year.

**Sexual Harassment (Board Policy/Administrative Regulation 5145.7)*

**Open Enrollment/Intradistrict (Board Policy/Administrative Regulation 5116.1)*

All RUSD Board Policies and Administration Regulations can also be accessed online at:

<http://www.rocklinusd.org/school-board/board-policies/index.html>

1. VOLUNTEER ASSISTANCE (Board Policy/Administrative Regulation 1240)

Duties of Volunteers

Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students (Education Code 45343, 45344, 45349) (cf. 4222 - Teacher Aides/Paraprofessionals), (cf. 5148 – Child Care and Development), (cf. 5148.2 – Before/After School Programs).

Volunteers may supervise students during lunch, breakfast, or other nutritional periods or may serve as non teaching aides under the immediate supervision and direction of certificated personnel to perform non instructional work which assists certificated personnel in the performance of teaching and administrative responsibilities (Education Code 35021, 44814, 44815).

Volunteers may work on short-term facilities projects pursuant to Board policy and the section below entitled "Volunteer Facilities Projects."

Qualifications

Volunteers providing supervision or instruction of students pursuant to Education Code 45349 shall give evidence of basic skills proficiency (Education Code 45344.5, 45349) (cf. 4212 Appointment and Conditions of Employment).

Any volunteer working with students in a district-sponsored student activity program shall obtain an Activity Supervisor Clearance Certificate or criminal background check in accordance with Board policy. The Superintendent or designee shall determine which volunteer positions in the district are subject to this requirement (cf. 4212.5 – Criminal Background Check).

"Student activity programs" include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer non teaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021, including parents/guardians volunteering in a classroom or on a field trip or community members providing non

The Superintendent or designee shall not assign any person required to register as a sex offender pursuant to Penal Code 290 as a volunteer who assists certificated personnel in the performance of their duties; supervises students during lunch, breakfast, or other nutritional period; or serves as a non teaching aide to perform non instructional tasks. In addition, a person who is required to register as a sex offender because of a conviction for a crime where the victim was a minor under age 16 shall not serve as a volunteer in any capacity in which he/she would be working directly and in an unaccompanied setting with minors on more than an incidental and occasional basis or have supervision or disciplinary power over minors. (Education Code 35021, 45349; Penal Code 290.95), cf.3515.5 – Sex Offender Notification).

The superintendent or designee may require all volunteers to disclose their status as a registered sex offender and/or provide the district with sufficient information in order to allow verification of this status on the Department of Justice's Megan's Law website.

No volunteer shall be assigned to supervise or instruct students unless he/she has submitted evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406. (Education Code 45106, 45347, 45349, 49406), (cf. 4112.4/4212.4/4312.4 – Health Examinations).

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and shall be approved by the principal in advance. Projects also shall be approved in advance by the superintendent or designee if they involve the following types of work:

1. Alterations, additions, or repairs to buildings and grounds
2. Construction involving wall or roof penetration drilling or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet, playground equipment, benches, sprinkler systems, marquees or signs
7. Paving
8. Tree planting, pruning, or removal

The Superintendent or designee shall ensure that volunteers possess the appropriate license and/or have sufficient expertise appropriate to the project. He/she shall also ensure that such projects comply with building and safety codes and other applicable laws and collective bargaining agreements. The district shall provide on-site assistance and supervision for such projects as necessary. Projects shall be inspected upon completion to ensure that the work was done satisfactorily. (cf.3514 – Environmental Safety), (cf.3514.1 – Hazardous Substances), (cf.7140 – Architectural and Engineering Services)

2. SCHOOL VISITOR REGISTRATION (Board Policy/Administrative Regulation 1250)

Parent/Guardian: Each parent/guardian desiring to schedule a parent/teacher conference is required under normal circumstances to give a 24 hour notice and report to an area designated by the school principal to sign a register before meeting with the teacher for such conference. A parent/guardian wanting to visit the classroom or view his/her student's participation in a presentation, demonstration, or performance is required to report to a designated area and register before attending the above mentioned activity. In either case, if the request is approved, the visitor will be announced to the teacher by the office personnel, and the visitation will be coordinated by a school representative. When a parent/guardian comes to the school to attend a pre scheduled conference, e.g., week of parent/conferences, such a meeting/conference is not considered a school visitation and the parent/guardian is not required to register. The Superintendent or designees shall post at every entrance to each school and school grounds a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration

requirements. (Penal Code 627.6) Unless otherwise directed by the principal or designee, a staff member shall accompany visitors while they are on school grounds.

Any person other than the following is considered a visitor and required to register upon entering school premises during school hours: (Penal Code 627.1, 627.2, Evidence Code 1070)

- A student of the school, unless currently under suspension.
- A Governing Board Member or District employee who is required to be on school grounds, or any authorized person who is on school grounds at the district's/school's request. Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board actions.

REGISTRATION PROCEDURE

In order to register, visitors shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

- His/her name, address and occupation.
- His/her age, if less than 21.
- His/her purpose for entering school grounds.
- Proof of identity.
- Other information consistent with the provisions of law.

LOITERING/TRESPASSING ON SCHOOL GROUNDS

Loitering on school grounds in the District is prohibited. Any individual who is present on a school ground in the District who has no apparent lawful purpose to pursue will be directed to leave the school grounds immediately as per California Penal Code requirements.

DENIAL OF REGISTRATION

The following provisions of law shall apply to visitors:

- The principal or designee may refuse to register any visitor if he/she reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke a visitor's registration if he/she has a reasonable basis for concluding that the visitor's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students or staff. (Penal Code 627.4)
- The principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds and not return within 48 hours (Ed.Code 32211). When a visitor is directed to leave, the principal or designee shall inform the visitor that if he/she reenters the school within seven (7) days, he/she will be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

APPEAL PROCEDURE

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or designee by submitting within five (5) days a District complaint form and by following the District's complaint procedure (Administrative Policy 1312). The final segment in the appeal process is for the Board of Trustees to consider the appeal.

A complete copy of Board Policy and Administrative Regulation 1250 is available in the school office.

3. STUDENT CLASS ASSIGNMENTS (Board Policy/Administrative Regulation 6152)

When assigning students to specific classrooms, the Superintendent or designee shall strive to provide the best possible learning environment for each student. Insofar as possible, consideration shall be given to:

- Recommendations of the current classroom teacher.
- Gender and ethnic balance.

- Academic balance of high, medium and low achievers.
- Balance of students with social or emotional problems.
- Strengths of individual teachers.
- Student's interests, readiness, behavior and motivation.
- Student/teacher ratios and, if relevant, class size reduction considerations.

The Superintendent or designee may accept from parents/guardians any information which would be helpful in making placement decisions. However, parents/guardians who provide such information shall be informed that requests for a specific teacher shall be used as only one of many determining factors which must be taken into account. During the school year, the Superintendent or designee may make any adjustments in class placement which he/she considers beneficial to the student or the educational program.

Class lists will be viewable in the Parent Portal prior to the first day of school for the convenience of students and parents. If parents have a concern regarding their student's placement, the following procedures must be followed:

- Allow two weeks for student adjustment to class.
- Conference with the teacher following the end of the second week of placement.
- Submit the concern(s) in writing to the principal.
- Meet with the principal to discuss the concern(s).
- The principal will make the final decision as to what course of action will be in the best interest of all concerned.

4. GROUND FOR SUSPENSION AND EXPULSION ([Board Policy/Administrative Regulation 5144.1](#))

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as controlled substance, alcohol beverage, or intoxicant (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))

11. Knowingly received stolen school property or private property. (Education Code 48900(l))

12. Possessed an imitation firearm. (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

16. Engaged in, or attempted to engage in, hazing. (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creations of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a

disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. Education Code 48900(r))

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))

19. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

19. Committed sexual harassment as defined in Education Code 212.5. (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233. (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a person's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of these characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

21. Intentionally engaged in harassment, threats or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

The Superintendent or principal shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, or selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code 48915(g), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possession of an explosive as defined in 18 USC 921 (US Code Title 18 – 921)

A complete copy of Board Policy and Administrative Regulation 5144.1 is available in the school office.

5. UNIFORM COMPLAINT PROCEDURES (UCP)

Rocklin Unified School District Annual Notice for 2026-2027

The Rocklin Unified School District annually notifies its students, employees, parents/guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Rocklin Unified School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

The district will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code sections 200 and 220, and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP process shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education; Career Technical; Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content (for grades nine through twelve)
- Economic Impact Aid
- Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
- English Learner Programs
- Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes (for grades one through six)
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

Pupil Fees

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Additional Information

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Contact Information

The individual responsible for receiving UCP complaints in our agency in our agency is:
Office of the Associate Superintendent of Elementary Programs and Education Services
Rocklin Unified School District
2615 Sierra Meadows Drive Rocklin, CA 95677
(916) 624-2428

Procedures

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 30 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

Complainants who file a UCP complaint are advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders, may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

6. ANNUAL NOTIFICATION OF TITLE IX

Rocklin Unified School District Annual Notice fo 2026-2027

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The preamble to Title IX of the Education Amendments of 1972 states that: No person

in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX requires that each school district have at least one person designated as the Title IX Coordinator. Please see coordinator contact information below.

Rocklin Unified School District (RUSD) shall implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with RUSD, that it does not discriminate on the basis of sex in the educational program or activity which it operates, and that it is required by Title IX and this part not to discriminate in such a manner.

Title IX Coordinator Information:

Greg Snyder, Director, Personnel Services
Rocklin Unified School District, Placer County
2615 Sierra Meadows Drive, Rocklin CA 95677
(916) 630-2428 / gsnyder@rocklinusd.org

Martin Flowers, Associate Superintendent, Secondary Programs and
Education Services | Rocklin Unified School District, Placer County
2615 Sierra Meadows Drive, Rocklin CA 95677
(916) 630-2428 / mflowers@rocklinusd.org