

TICE CREEK HANDBOOK

2015-16



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WALNUT CREEK SCHOOL DISTRICT

960 Ygnacio Valley Road
Walnut Creek, CA 94596
(925) 944-6850

Walnut Creek School District Strategic Planning

The planning process in the Walnut Creek School District guides our work and enables our school community to focus its effort in service of our vision and mission. This ongoing process has provided the basis for change, improvement, and growth for over ten years. All WCSD school sites strive to align their site plans to the District plan, making system-wide changes in a focused manner. The complete WCSD plan can be viewed on the District website at www.wcsd.k12.ca.us.

Walnut Creek School District Vision Statement

In student-centered, academically challenging environments that cultivate character, celebrate learning and foster collaboration, the staff, families and greater community of the Walnut Creek School District, as partners, will develop creative, lifelong learners with the skills and enthusiasm to shape a changing world.

Walnut Creek School District Mission Statement

Walnut Creek School District. ... a community of learners building knowledge, skills and character.

Walnut Creek School District Staff

Superintendent	Patty Wool	Ext. 2003
Administrative Assistant to Superintendent	Linda Loeliger	Ext. 2003
Business Manager	Kevin Collins	Ext. 2010

Walnut Creek School District Governing Board

Amy Moss	Barbara Pennington
Liz Bettis	Sharri McGoff
Katie Peña	

WALNUT CREEK EDUCATION FOUNDATION

Our children benefit directly from the academic and enrichment programs and services made possible by your donations to WCEF. Families, businesses and non-school community members who support the foundation are doing a great service to our community by keeping our schools strong.

WCEF is a volunteer-led, non-profit organization. WCEF's mission is to raise funds to support quality academic and enrichment programs and student services for all Walnut Creek School District and Las Lomas High School students, through a broad community-based effort. We exist because the funding our schools receive from the state is insufficient and not guaranteed or reliable to provide many of the educational programs and services required for a quality education. WCEF collaborates with district and school administrators to determine the best ways to allocate the funds to preserve and enrich the basic curriculum.

WCEF serves Buena Vista, Indian Valley, Murwood, Parkmead/PALS, Walnut Heights Elementary Schools Tice Creek School and Walnut Creek Intermediate School in the Walnut Creek School District as well as Las Lomas High School in the Acalanes Union High School District.

WCEF worked with both districts and all seven school sites to budget the following programs for funding for the 2015-2016 school year.

Elementary Level (K-5)

- Art
- Vocal Music
- P.E. instruction
- Science Specialists

While students are receiving Art, Music, and PE specialist instruction the classroom teachers take part in grade-level and District collaboration.

Intermediate Level (6-8)

- Curriculum Based Visiting Artist Program
- Campus Safety Supervisor
- Assistant Principal
- Band and Art Supplies
- Homework Improvement Program
- After School Programs
- Assemblies
- WEB (**W**here **E**veryone **B**elongs) Program
- Health and Safety
- Half of One New Full Time Counselor

High School (9-12)

- Crisis counseling
- Instructional materials
- Technology
- Science Supplies
- Computer Lab Assistant
- Grants
- Our fundraising efforts include three parallel campaigns; the parent community, the business

community and the non-parent community. In addition, various events will be held throughout the year to enhance our fundraising efforts. For more detailed information about WCEF, visit www.wcefk12.org

TICE CREEK SCHOOL VISION AND ORGANIZATION

Tice Creek School opened August 2015 as an opt-in magnet school open to families who reside within the attendance boundaries of the Walnut Creek School District. By approaching the instruction of Common Core Standards through Project Based Learning, students are challenged to work on real world problems with real world outcomes. The process requires students utilize the four C's of 21st Century learning: Collaboration, Critical Thinking, Creativity, and Communication. As students research a driving question, classes often enlist the support of an industry expert to guide students and offer feedback on attempted projects. Each PBL unit ends with a product or outcome which often is presented to an authentic audience. Throughout this process, students are encouraged to engage in the cycle of inquiry; asking questions, seeking answers, and developing new questions along the way.

TICE CREEK SCHOOL'S VISION STATEMENT:

Tice Creek School empowers innovative thinkers to positively impact the world around them with compassion and integrity.

TICE CREEK PLEDGE:

We are respectful.
We are responsible.
We are safe.
WE ARE COYOTES!

PTA: Tice Creek PTA is a parent teacher organization committed to supporting school programs and engaging the school community in school activities. Monthly meetings are open to all parents, staff, and community members.

SSC: Tice Creek School Site Council (SSC) is the elected team of parents and staff charged with implementation and monitoring of the Tice Creek School Plan. SSC monthly meetings are open to all parents, staff and community members.

PROCEDURES

Office: Office hours at Tice Creek are 7:45 AM - 4:15 PM. The telephone number is 746-5515.

Tice Creek Office Manager, Dee Dee Fendley manages first aid, registration, attendance, lunch count, and phones. She also works to answer your questions whenever possible.

Attendance: When a student is absent or tardy, a parent or guardian must notify the school office. Please phone 746-5515 no later than 8:30 AM the day of absence to leave a message on the answering machine. Call every day your child is out. Identify your child's name, your name, room number, teacher, and the reason for his/her absence. The state of California requires verification of all school absences. If a message is not left by 9 AM, office staff will call the student's home to verify the absence. All the above steps to verify absences are mandated by the State.

Please remember that the State only funds schools for days that students are present, regardless of the reason for their absence. Just a small dip in the percent of students present represents thousands of dollars of lost revenue. Each year, through our combined efforts, our attendance rates improve. Regular daily attendance not only supports your child's success in school and builds positive life habits, but also maintains our basic school funding. Remember, those family vacations on school days take funds directly from our school budget, unless they are for five days or more and students complete an independent study contract. (See below)

Verified/Excused Absences: Parents should be aware of the difference between verification of absence and an "excused" absence in the eyes of the state. Every day office staff accounts for the whereabouts of every child. If the student is absent for a reason not considered "excused" in the eyes of the state, that absence will still be considered unexcused. Please do call in to verify a family event or vacation. However, these absences are unexcused and considered a truant absence.

Tardies: It is very important that your child arrives on time. Being tardy can be disruptive to the class and can delay valuable teaching time for the teacher. It also teaches your child to be responsible. Only tardies for illness or medical appointment are considered excused. Unexcused tardies of more than 30 minutes are truant tardies. If your child arrives late, he or she must come into the office before entering the classroom.

Truant: It is district policy that any combination of 3 unexcused absences or unexcused tardies (unexcused tardy is 30 minutes late or more) is considered TRUANT. When this occurs, a truancy letter will be sent to your home. Unfortunately, going on vacation is considered an unexcused absence.

Permission to Leave School: If your child needs to leave school during the day, please contact the school office in advance. Students need to be signed out in the office by an authorized adult. Please come to the office, where your child will be called from the classroom.

Make-Up Assignments: If your child is absent due to illness and needs schoolwork, please contact the teacher, who will provide the work. Please give 24-hour notice to give the teacher time to collect the work.

Independent Study Contracts: We ask that you minimize unnecessary absences by planning vacations during school holidays. However, if your child must be absent from school for five or more days, the teacher can prepare an independent study contract. Please visit the school office five days prior to the absence so teachers can prepare the work. This contract provides a continuing educational program for your child and avoids a loss of state funding for the school district. All work must be completed and turned in to the office the day your child returns to school. If all work is not completed and turned in on this day, the contract is invalidated, per state law, and your student's absences are recorded as truancies.

Health Information: Providing care for emergency illness or injury, control of communicable diseases and hearing and vision testing, protects the health of students. Our office staff is qualified to render basic first aid.

If your child shows signs of not feeling well, please keep the child home. Children should be kept home whenever they have a fever. They may return to school 24 hours after the fever subsides. Children should be kept home when they are vomiting. They may return to school 24 hours after the vomiting subsides. Please notify the office immediately if your child becomes ill with a communicable disease. Exposure notices will be sent home with the child's classmates.

Please follow the guidelines below for communicable diseases.

Disease	Incubation	Isolation
Chicken Pox	14-21 days	7 days after first pox appears
Impetigo	1-3 days	Until all sores have crusted over
Pink eye	1-3 days	1 full day after antibiotics begin
Strep Throat	2-5 days	1 full day after antibiotics begin

If your child has serious allergies, such as to bee stings, notify the school office and discuss contingency plans.

Immunizations: No student may attend school without proof of immunization against certain communicable diseases. This is a strictly enforced state law. Students must be excluded from attendance if the record is not presented before admission.

In addition, all first grade students must present a Physician's Report of Student Health (physical exam). The exam may be scheduled any time within 18 months of entry into first grade. It is recommended that incoming kindergartners have the exam shortly before beginning school. First grade students who do not comply with this requirement will be excluded from attendance.

Parents who wish to exempt their children from either of these requirements must sign an exemption statement, available in the school office. Parents who choose this alternative should be aware that

their child would be required to remain at home during an outbreak of polio, diphtheria, tetanus, pertussis, measles, mumps, or rubella.

The following immunizations are currently required for school admission:

- ◆ POLIO (Trivalent Oral – TOPV): 4 doses at any age; 3 doses meet requirement if at least one dose was given on or after the 4th birthday.
- ◆ DIPHTHERIA, TETANUS, PERTUSSIS (DPT): 5 doses at any age, but...4 doses meet requirement if at least one dose was on or after the 4th birthday.
- ◆ MEASLES, MUMPS, RUBELLA: 2 doses -- both on or after the 1st birthday. Second dose must contain measles vaccine.
- ◆ HEPATITIS B: Three doses.
- ◆ VARICELLA (Chicken Pox): 1 dose or health care provider documented varicella disease or immunity.

Lice: While not a medical issue, the presence of lice and nits is considered highly contagious and isolation/exclusion from school is required. If your child has lice, please inform the office immediately and treat your child at home. Your child must be free of live lice before returning to school. Parents will be notified when a student in their child's classroom has lice so they can monitor their children.

Medical Appointments: When at all possible, arrange to have medical/dental appointments outside of school hours. If your child has an appointment, inform the school office. At the time of the appointment, come to the office, allowing plenty of time for us to locate your student. Students will be called to the office. Please do not interrupt classes. A parent or guardian must sign students out before they leave the campus and sign them in upon their return.

Medication: In accordance with California State Law, if a student is to be given medication (prescribed or "over the counter") at school, a written request form from his physician and parent or guardian must be on file in the school office. No medication will be given at school until written request is received from the parent and physician. Please supply the school with a bottle of medication labeled by the pharmacist. Non-prescription medicines require a written request form from child's physician, which also must be signed by the parent. All medicines must be kept in the office in a locked cabinet. Forms can be found on the district website or in the school office.

Medical Issues: If your child has a specific medical condition such as asthma or severe allergies (i.e. bee stings, nuts, etc.), please contact the office to develop a plan for your child.

Hearing Tests: Children in K, 2nd, and 5th grades are tested as well as new students and referrals. Parents are notified if a hearing loss is suspected.

Vision Tests: An optometrist gives routine Snelling Vision Tests each year to kindergarten, third grade and new students. Parents are notified of the testing date and if any visual problems are suspected.

Emergency Contacts: Emergency information is kept on file for each child. This information is based on information you entered during the online registration process. Please notify the office manager of any changes in your address, telephone or cell number, place of business or emergency contact. For your child's safety and health, it is very important that this information be kept current, should an unforeseen emergency require your notification. It is critical that emergency contacts are current, live in the area and informed – that is, they know they are listed on your child's card. In an emergency, only parents or people listed on the emergency card can take the child from campus. If you have a cell phone or pager, we would appreciate having that number as well.

Cumulative Records: Parents or legal guardians are permitted access to all files and records. Cumulative record folders are kept in the school office and can be seen upon request by appointment with the principal.

Transfers: When moving from Tice Creek School, parents should inform the school as soon as possible, so office staff can assist with the proper paperwork.

Visits to Classrooms

Tice Creek encourages parent involvement in classrooms to support student learning and implementation of the PBL model. These opportunities are communicated through your child's teacher. In addition, parents are welcome to visit their child's class during class time by following these guidelines:

- Make arrangements with the teacher in advance of your visit. This provides you the opportunity to select the time for observing the part of the program most interesting to you.
- Come alone to the visitation. Small children are usually distracting to the class.
- Make a special appointment if you wish to conference after your visit. Teachers are not available for conferences during class time.

Class Placement

At the end of the school year, teachers develop student groups for classes for the following year. These groupings are based on many factors, including academic achievement, social and peer relationships, personality, heterogeneous groupings, etc. Staff members take a great deal of time and effort in creating these balanced groups. Groups are then randomly assigned to a classroom teacher. Parent information about a child can be provided as input in developing these groups. However, parent requests for specific teachers are not considered as a part of this process.

Lunch Program: The school district sponsors a hot lunch program daily. Lunches cost \$3.00 each with an additional \$.50 for milk. Parents are encouraged to buy hot lunches by submitting a check or cash to the school office indicating the number of lunches purchased. A computer electronically tracks each student's lunch count. Please make your check payable to WCSD Cafeteria and include your child's name in the memo section of the check.

Children who forget their lunches may get a one-time "loan" through the computer system. The loan must be repaid the next day. If not, students will be given a "set lunch" until repayment is made.

Healthy Foods: We are all interested in helping children build healthy habits in nutrition and fitness. WCSD Wellness Policy encourages healthy habits by limiting the types of food that can be sold at school. The Tice Creek staff asks that parents support this effort by providing nutritional foods for classroom parties and activities -- limiting or omitting sugary, fatty snacks and providing creative, healthy items in their place.

Cell Phones: If parents feel their student needs to carry a cell phone or pager, the student may do so. The cell phone must be kept in the student's backpack and turned off during the school day. If the use of the cell phone interferes with school activities in any way, school personnel will confiscate the cell phone and return the item to the student's parent/guardian.

Birthday Celebrations: Each classroom recognizes student birthdays in a way that is equitable to all classmates. In support of this philosophy, we ask that families save personalized birthday celebration items and events for outside of school.

Toys, Electronic "Gadgets": Please remind your child that toys, trading cards, tennis balls, footballs, electronic gadgets and other personal items are not allowed at school, except with permission from the classroom teacher. If your child brings something to school for sharing, she/he must have permission from the teacher and must keep the item in his/her backpack until sharing time. Sharing items are not allowed outside during recess.

No Wheels: Walnut Creek School District board policy prohibits vehicles on campus including bicycles, skateboards and rollerblades. This "No wheels on campus policy" is fully enforced at Tice Creek. Students may "ride" to and from school on "wheels" but walk on to the campus. There may occasionally be school-sponsored events like Bike Rodeos or "Wheels Day." These activities are permitted, since they are school-sponsored. Otherwise, the "No Wheels" rule is in effect all the times – day, night, weekends.

Bicycles: Although the school recommends that a child be in third grade or 8 years old, it is the parent's responsibility to determine at what age his child is ready to ride a bicycle to school. Students should be provided with a sturdy bicycle lock, as the school is not responsible for loss or damage. Upon reaching the school grounds, riders should dismount and WALK their bicycles to the bicycle rack. Bicycles should remain locked during the school day and should not be ridden on campus. Bicycle racks are located behind the multi-use room. Please remember: State law requires that children wear helmets when riding bicycles, scooters, or skateboards.

Traffic on Campus: Because student safety is our first priority, driving and parking on the Tice Creek campus is highly restricted.

Tice Creek Drop Off & Pick Up Procedures:

Dropping off:

- Pull your car as far forward into the drop off lane as traffic allows.
- The drop off lane is single file.
- Unloading zone begins AFTER the cross walks and before the dumpsters. If you are using the drop off lane please don't have your children exit your car until you are in the unloading zone.
- **Students can unload from PASSENGER SIDE of vehicle only.** The driver should remain in the vehicle at all times and all driver side doors are to remain closed (please have your window cracked open unless it is raining).
- Keep pulling forward and fill in all gaps in drop off lane. We can fit at least 6 cars (if not more) in the unloading zone. By "batching" cars forward into the unloading zone we can easily get 6 cars unloaded at the same time which can be really efficient.
- Have all school materials including backpack and lunch ready before student exits vehicle.
- Once your student has exited your vehicle you may exit the parking lot via the bypass lane to the driver's left. This lane is for driving only — no loading, unloading or stopping at any time.
- Exit parking lot by turning right onto Newell Avenue. Please consider making a right turn only during pick up and drop off times to help ease traffic.

Pick up:

- Pull your car as far forward into the loading zone as traffic allows.
- Student pick-up is available after the first cross walk and before the dumpsters.
- Keep pulling forward and fill in all gaps in pick up lane. We can fit at least 6 cars (if not more) in the loading zone. By "batching" cars forward into the loading zone we can easily get 6 cars loaded at the same time which can be really efficient.
- No honking or signaling to students from your vehicle at any time. No cell phone use allowed while waiting for your child.
- Please have your window cracked open unless it is raining. **PRO TIP:** Consider placing a sign on your passenger side window with your child's name, and grade level. This will help volunteers quickly get your child to (and into) your car – especially when the rain starts.
- Once your child has entered your car on passenger side of vehicle, please exit parking lot via bypass lane to driver's left. This lane is for driving only — no loading, unloading or stopping at any time.
- Please consider exiting parking lot by turning right onto Newell Avenue during pick up and drop off times to help ease traffic.
- No student loading or unloading is allowed along Newell Avenue, or any other neighborhood streets. (parking on Olympic or in the school parking lot is a good solution)

Additional notes:

- If waiting vehicles back up onto Newell, please drive into the parking lot through the drive through lane and park. We do not want our school traffic to interfere with the neighbors' ability to utilize Newell Avenue.
- Please no parking along either driveways street during pick up and drop off times to help ease traffic.

For individuals parking in the parking lot and walking into campus:

- Please only use the main cross walk during drop off and pick up times.
- Wait for all cars to move forward and stop before crossing.

No vehicles may be driven on campus during school hours unless escorted by a staff member.

*****Field Trips:** Field trips designed to supplement and enrich the classroom program are scheduled by teachers throughout the year. Students are required to return a written permission slip for each trip. When cars are used for transportation, only parents who have filled out the "Use of Private Cars" form, including a copy of current insurance and a copy of your current driver's license will be allowed to transport students. In addition, special medical forms are needed for extended trips for parents and students. Only students in the class may go on field trips.

*****Booster Seat Law:** State law requires that children the ages of 4-8 or under 80 lbs. sit in a booster seat when riding in a car. On field trips, parents must either drive or loan the child's booster seat to the field trip driver. Parents may either: 1) prearrange booster seat delivery and give instructions for installation to the teacher; or 2) drop off the booster seat to the classroom the morning of the trip.

Lost and Found: There are many unclaimed articles collected at Tice Creek. Please print your child's name on all coats, sweaters, sweatshirts, caps, lunch boxes and other items so that you have the best chance of having those items returned to you if found. (Please put an entire last name, at least.) Parents and students are encouraged to check for lost articles on the rolling cart, which is near the office. Unclaimed items are laundered and donated to charity two or three times per year.

Playground Supervision: School personnel supervise the playground Monday through Friday from 8:15 to 8:30 AM and at regularly scheduled recesses. For reasons of safety and supervision, children may not arrive at school before 8:15 AM nor remain at school after dismissal, unless they are enrolled in a PTA sponsored After School Enrichment course. If it is necessary for your child to be on campus beyond these times, please contact Dianne Adair Daycare for enrollment information.

Parents are responsible for supervising their children on the playgrounds during non-school-supervised times, including late afternoons, evenings, weekends, and holidays.

COMMUNICATIONS

Frequent, consistent communications between home and school are essential to a child's school success. Teachers, parent, and community groups, and the school send regular communications via e-mail or in the Wednesday "e-bulletin" each week. The bulletin contains important reminders and announcements about school policies and events.

All staff members have e-mail. If you would like to email a specific teacher, the email convention is "FirstInitialLastName@wcsd.k12.ca.us", for example, "jdoe@wcsd.k12.ca.us".

For direct links to teacher contacts, please visit our school's website at <http://www.walnutcreeksd.org/Domain/741>

PARENT GROUPS/COMMUNICATIONS – 2015-2016

WHOLE SCHOOL:

E-News Weekly Bulletin (ticecreekenews@gmail.com)

PTA:

President

- Katherine Dean

Secretary

- Julianna Freed

Treasurer

- Stu Kim-Brown

Vice President of Communications

- Chelsea Kubischta

Vice President of School Programs Support

- Marie Melgaard

Parliamentarian

- Marc Saint-Pierre

Vice President of Fundraising

- Kristina Lawson

Auditor

- Kent Lincoln

Historian

- Katie Rutan Messina

Vice President of PTA Programs

- Ellen McDonnell

Vice President of Community Relations

- Rose Cohen

DISASTER PROCEDURES

Emergency Preparedness

This guide will help parents understand the student release process and ensure families are safely and efficiently reunited after an emergency or disaster.

Student Release Procedures—At a Glance

In the event of an emergency that requires the students to be released at a time OTHER than regular dismissal time, the following procedures would take effect for retrieval of your child.

Note: During a **lockdown** emergency, children will stay in their classrooms until the threat has passed. **NO ONE WILL BE PERMITTED ON CAMPUS** until it is declared safe again.

- Have Current Identification* for parent or designated adult who is picking up your child;
- Locate “Student Release Station” located on the blacktop.
- Show proper identification and sign emergency release form for each child you are picking up;
- Complete the Student Release Form ** legibly and completely for EACH child you are picking up;
- Take form to your child's teacher or classroom buddy teacher (all classes will be on the basketball courts);
- Proceed with patience, responsibility and courtesy to other children and adults.

Remember: You will only be allowed to pick up a child if you are listed on that child's emergency contacts. Also, your child can ONLY be picked up by someone listed on their emergency card.

*Current Identification

Valid identification with a photograph is needed when a parent or trusted adult signs for your child.

The identification can be either:

- A valid California driver's license or identification card.
- An employee identification card with name and picture.
- Any current identification with a photograph and name on it.

**Student Release Form

When you arrive at the Student Release Station, you or your trusted, designated adult will be asked to sign a Student Release Form.

Student release staff will ask you for valid identification with photo to complete the necessary release form.

If you are designated as a pick-up person for another child or children, please be prepared to give the above information as well.

Talking to Your Child

It is important your child knows that he/she will be safe in an emergency.

Assist teachers and staff in talking with your child about the school's plan. Also, when your child shares that his/her class had a fire or earthquake drill, ask for an explanation of what the class does in such an emergency.

The same can be done for your home emergency plan. Discuss how and where your child should evacuate the home in the event of a fire. Talk about places that are safe and not safe for your child in an earthquake.

As with any emergency, the more thought that goes into the planning, the better the outcome.

We can prepare our children through the act of teaching and learning about the emergency plan. This will, in turn, help us act efficiently and timely in such events.

Comfort for School and Home

The school has stored supplies for the students at Parkmead. These supplies consist of water, food, medical supplies, blankets and such. The supply is stocked for up to a three-day need for all students.

You can prepare for yourself and your family by creating your own Emergency Supply at home.

Consider visiting the internet to search for lists that give you an idea of what is needed per family member as well as for animals in the event of an emergency.

A few items to consider in your home supply:

- Survival Needs
- Sanitation Supplies
- Safety and Comfort Needs
- Cooking Essentials
- Tools
- First Aid Supplies

Idea: Update/replenish your supply every **April** in honor of **National Earthquake Preparedness Month!**

Added Preparation

In the event of an emergency, it is understandable that your priority is the retrieval of your child from school. With that in mind, plan with your family, neighbors and friends to have a system in place for your children.

It is expected that you, a family member or neighbor that is designated **ON YOUR CHILD'S EMERGENCY CONTACTS** will come as soon as possible.

Please know that your child will remain at school, safe and comfortable, until you or a designated adult can pick them up.

Several types of drills are held on a regular basis to help children and staff learn emergency procedures, practice an orderly exit from the building and maintain a calm attitude in the case of a real disaster.

Evacuation Drills include:

Fire and Earthquake: Students leave the classroom in an orderly fashion and report to the blacktop class station. The teacher is the last one to leave the room and the door is closed. On the blacktop, teachers take roll and report any injuries/needs to the command station.

Fire: A repeating bell signals this type of drill. Students evacuate to the blacktop and classroom doors are closed, but not locked.

Earthquake: An intercom call is made to signal the beginning of this drill. Students are directed to duck and cover until a second intercom call signals evacuation to the blacktop. Doors to the classrooms are locked to ensure that people do not return to damaged buildings.

Non-evacuation drills include Shelter-in-Place and Intruder: Students are directed to stay inside if they are already there and if outdoors to report to the closest classroom. All doors are locked from the inside and all blinds/curtains are closed. Staff/students listen for announcements and need to stay indoors.

Shelter-in-Place/Intruder: An intercom command of “Shelter-in-Place” will alert staff and students to a potential dangerous situation. Also, a prolonged sounding of pulsating bells will follow.

We ask that all volunteers participate in the drills, including accepting roles and responsibilities, if requested.

Should a disaster occur during school hours, children will be supervised at school until they are picked up. Only parents or **individuals authorized on the emergency card** will be directed to the emergency evacuation area of the blacktop located near the basketball courts. Because children cannot be released to an unauthorized person, it is important that several names of friends or relatives in the area be listed on the emergency contacts.

TICE CREEK BEHAVIORAL EXPECTATIONS

HOW WE TREAT OTHERS

- We are respectful.
- We are responsible.
- We are safe.

CAFETERIA LINE

- Use quiet voices in line.
- Stay in line order.
- Keep your feet on the ground.
- Teachers and instructional specialists will supervise students to the line.

CAFETERIA

- Use quiet voices.
- Walk.
- Clean up thoroughly.
- Stay seated unless you have permission to get up.
- Use the manners you'd use in a nice, casual restaurant.

PLAYGROUND

- Use all equipment the way it is meant to be used.
- In school corridors we will walk/stand and speak quietly.
- Run only on the field.
- Eat snacks in designated eating areas.
- Stay on the playground during recess. Know and respect playground boundaries.
- Play running and ball games on the blacktop or field -- not on the sponge.
- Football and other active field sports need adults to supervise.
- Restrooms should be used only for using the toilet and washing your hands.
- On the swings, you can have 20 full swings before sharing if someone is waiting.
- Swing back and forth, not side to side, holding on with two hands, sitting up on your bottom. Stop to get off.
- Slide one at a time, down only, sitting up on your bottom. Don't block the bottom of the slide.

DRESS CODE

The Tice Creek Dress Code is created to ensure student safety and focus on learning. Please be sure your child wears clothing that allows for freedom of movement and participation in physical activities.

Please do not wear:

- Platform shoes/"flip-flops"/backless shoes. Please DO wear shoes – always.
- Clothing, jewelry and clothing with vulgar or profane language; drug, alcohol or Tobacco Company advertising; or racial, ethnic or religious prejudice slurs
- Hats except at recess and to and from school.
- Clothes that are revealing, see-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs or revealing skirts or shorts.
- Anything that advocates gang participation.
- Clothing with tears or holes.

WALNUT CREEK SCHOOL DISTRICT BEHAVIORAL EXPECTATIONS

The Walnut Creek School District has a comprehensive K-8 plan for all school community members to cultivate positive character traits. The “Six Pillars” represent these key attributes. Our discipline policy was developed to promote consistency in dealing with behavior and to require students to become increasingly more responsible for their actions. When students clearly understand what creates a positive school community, they can make good choices.

The expectations listed below apply while students are on school grounds, while going to or coming from school, during lunch, as well while going to or coming from a school sponsored activity [E.C. 48900(p)]. Schools may have additional written rules appropriate to their particular campus which further explain what is summarized here. We ask that parents/guardians read and discuss these behavior expectations with their student(s).

PARENT/GUARDIAN EXPECTATIONS

- Assist the student in being healthy, clean, well nourished and appropriately dressed for school.
- Ensure prompt and daily school attendance. Notify the school of all absences.
- Cooperate with school staff in helping students with academic, discipline or attendance problems.
- Assist the student in developing organizational skills, providing materials/supplies for classes and monitoring homework/assignments.
- Know and support the basic goals and philosophy, policies and procedures of the Walnut Creek School District.

CLASSROOM EXPECTATIONS

Teachers will establish classroom rules and inform students and parents/guardians about these guidelines. Rules will specify both behavior and academic expectations that the student must meet to be successful. If classroom rules are disregarded and learning is disrupted, the teacher may take one or more of the following actions:

<ul style="list-style-type: none">▪ Student/teacher conference▪ Student sent to a different classroom▪ Office referral	<ul style="list-style-type: none">▪ Teacher-held detention▪ Parent contact/conference▪ Community service/work detail
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SCHOOL EXPECTATIONS

Schools will establish standards of behavior that promote a positive school climate and ensure campus safety. Parents/guardians and students will be informed about these guidelines. Acceptable behaviors are:

<ul style="list-style-type: none">▪ Dress appropriately.▪ Respect other students.▪ Use school appropriate language.▪ Dispose of trash.▪ Engage in appropriate physical and social contact.▪ Be responsible for one’s own actions.	<ul style="list-style-type: none">▪ Leave CD’s, iPod’s, laser pointers or other disruptive items at home.▪ All pagers/cell phones are turned off and out of sight during school hours.▪ Follow directions of adults on campus.▪ Follow school computer/internet use policy.▪ Respect school/personal property.
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<ul style="list-style-type: none"> ▪ Come to class on time and prepared to work. ▪ Be safe and responsible. ▪ Remain out of restricted areas. 	<ul style="list-style-type: none"> ▪ Be tolerant of individual differences: ethnic, religious, gender, ability. ▪ Respect school staff.
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Suspension from school can be imposed when other means of correction fail to bring about proper conduct. However, a student may be suspended on a first offense if the following occurs:

1. The pupil committed any of the following violations:
 - a. Caused or threatened to cause physical injury.
 - b. Willfully used force on another person except in self-defense.
 - c. Possessed a dangerous object.
 - d. Possessed, used, or furnished a controlled substance or alcoholic beverage.
 - e. Arranged to sell or furnish a “look alike” controlled substance.
 - f. Committed robbery or extortion.
2. The pupil’s presence at school causes a danger to persons or property.
3. The pupil’s presence at school threatens or disrupts the instructional process.

Behavior consequences should include the opportunity for the student to learn from his/her mistake which will help the student acquire skills to make better choices in the future.

Dress Code

The Walnut Creek School District board has a district-wide dress code for all five elementary schools, Tice Creek, and WCI. The purpose of the policy is to provide a consistent code for all seven schools.

The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Sandals must have heel straps. Flip-flops, high-heeled or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps, and other head coverings shall not be worn in classroom except for health or religious reasons.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, revealing skirts or shorts are prohibited.
5. The wearing, carrying, or displaying of slogans, initials, colors, or attire that advocates gang participation is prohibited.
6. Wallet chains should not be visible.
7. Clothing should be in a good state of repair, i.e., garments with tears or holes should not be worn.

The full policy is available on the school website or in the school office. Staff appreciates parent support on our dress code to help us stay focused on learning. Do take a look at the policy and go over it with your children.

PROGRAMS

Assessment and Testing: Students are assessed on a regular basis through formative and summative assessments. The new state-mandated CAASPP (called Smarter Balanced Assessment) will be administered to 3rd through 5th graders this spring.

These tests are used to assess our overall progress as a school, as well as grade level, classroom and individual student progress. In addition, these tests support identification of students that may need additional academic intervention at school. We want them to be an accurate assessment of our performance, so students should be prepared to do their best.

A few tips to parents...students should...

- ◆ **Be at school every day** when their classes are scheduled to test. Please postpone trips and doctor or dental appointments.
- ◆ **Be early or on time.** Testing sessions are usually in the morning. Time to get settled into the classroom before testing begins each day will help students relax.
- ◆ **Be rested and fed.** Make sure that students have a good night's sleep and enough of a breakfast to sustain them. This is always important. Do not, however, think that your child should load up on a big breakfast for testing when a lighter meal is their usual routine.
- ◆ **Be encouraged to do their best and relax.** The best state for learning and for testing is what researchers refer to as "relaxed alertness" – not stressed, but not too casual.

In addition, all students in grades K-5 are assessed at the beginning of the year and before the end of each trimester, with additional District assessments administered as appropriate by grade level.

Report Cards: These reports are issued three times a year according to the dates published on the district calendar. The first report is issued at a parent-teacher conference held in November. The other reports are sent home with the students.

WCSD uses standards-based report cards for grades K-5 and letter grades for 6th graders. All reports of progress are based on the individual student's progress toward the standards at his/her grade level.

The staff values ongoing communication between home and school and welcomes opportunities to meet informally with parents. Call or e-mail the classroom teacher for an appointment.

Counseling: Group and individual counseling is available at Tice Creek for students. The focus of these sessions is to help students develop strategies for developing positive social interactions and managing emotions which otherwise interfere with learning. If you think your child might benefit from counseling, contact your child's teacher.

Student Council: Coyote Leadership Council representatives from classes in second through sixth grade meet monthly to plan student activities. These representatives will gather input from students in their classes and work to enhance the sense of community and school spirit at Tice Creek.

Special Education: While most students progress smoothly through elementary school, meeting state and district standards at each grade level, some students struggle. Through consistent, careful monitoring, teachers identify students who do not meet or who struggle to meet standards. Students with these special educational needs are identified, assessed, and provided with appropriate support services in and out of the classroom. To qualify for services outside of the classroom, students must meet specific eligibility criteria for learning problems, speech or language problems, or other educational needs. These criteria, outlined in federal and state law, usually apply to students who are struggling to meet grade level standards because of some kind of disability. While parents may request testing, the classroom teacher normally refers students for assessment. Together, the team of staff and parents meet to review the student's prior interventions and progress through the Response to Intervention (RtI) process. If an assessment is completed, a meeting is held with parents, and for those children who qualify, an individual education plan (I.E.P.) is written. Our special education staff includes a resource specialist, a speech and language pathologist, a psychologist, and two instructional assistants.

Gifted and Talented Education (GATE): This site-based and state-funded program is designed to offer differentiated instruction to gifted fourth and fifth grade students in their classrooms. Students qualify for GATE through high achievement on the California Standards Tests, Otis Lennon School Achievement Test, and other formal and informal assessments. Teachers provide opportunities for appropriately challenging work for students, based on their areas of strength. Teachers use a Differentiated Instruction Plan to report the kind and quality of assignments and student work to parents of identified students each trimester.

School Improvement Program (SIP): The School Improvement Program is a state-funded program providing additional funds to enhance the education of our students. In accordance with state regulations, School Site Council, comprised of equal numbers of parents and staff, is elected each year to develop, evaluate, and revise our school plan and to monitor the budget. Meetings are held monthly after school in the library. All interested community members are welcome to attend.

Library Media Center: Under the direction of a Library Media Specialist and volunteer parents, our school library functions as an active integral part of the educational program. Children are encouraged to check out books on a regular basis. Classes visit the library one day per week.

Dianne Adair Daycare Center on Campus: Dianne Adair Day Care provides on-site extended daycare before and after school for children enrolled at Tice Creek School. Dianne Adair Day Care Center's number one priority is to provide children with care and supervision in a happy, safe place before and after school.

Dianne Adair Provides daycare for children grades Kindergarten through 6th grade, weekdays between 7:00 am and 6:00 pm. It will also be open during spring, winter and summer vacations. However, it will be closed on legal holidays and the week preceding the first day of the fall semester. The After School Program offers help with homework, including use of computer, science, art and crafts, games, sports and time with friends.

All enrollment forms must be completed and an interview with a Center Administrator must occur prior to admission. Upon enrollment and a non-refundable September to June registration fee is paid, your child may attend at anytime. All enrollment forms must be completed and on file prior to attendance. Drop-in and hourly rates are available.

Please feel free to browse through the website: www.dianneadair.org and/or to contact them any time at their site on the Tice Creek campus. To obtain a registration packet please email Judy A. Angel, Site Director at: Dianneadair_Ticecreek@yahoo.com or call 925-360-4068.

Tice Creek requests that all families enroll in Dianne Adair, so that if for some reason a child is unable to be picked up on time, their child will have a safe comfortable place to go.

PARENT-TEACHER PARTNERSHIP

A Guide to Volunteering At Tice Creek School

Thank You! Volunteering your time and talents in the classroom benefits your child, the school and you – it's personally rewarding and fun. Volunteering creates a natural bridge between home and school and children love to see their parents on campus. No previous experience is required: patience, enthusiasm, dedication, a sense of humor, and a desire to learn are the most important job qualifications.

The Tice Creek staff could not offer the rich education program that we have in place if parents and other community members did not assist us in so many ways. Whether driving on a field trip, working in the classroom or library, or participating at one of many school functions, your presence and energy are appreciated and needed to provide our students with varied, engaging learning opportunities. When you volunteer, you are part of a team – doing important work. For this reason and for liability concerns, younger siblings may not be present when you volunteer.

If you have any questions about getting involved, please talk to your child's teacher or your parent organization's representative to get some great ideas. Welcome to a rewarding and fulfilling volunteer role at Tice Creek!

On Your Workday: A simple paper trail documents volunteer time spent on-site. When you arrive at school to volunteer, please sign in at the school office. It is also essential that the office knows who is on campus in case of a school-wide emergency. If for some reason you are unable to meet your volunteer commitment, please make every attempt to find a substitute to work in your place. (A list of classroom substitutes should be available from your teacher.) The children and teachers rely on the dedication and commitment of parent volunteers; a volunteer's absence is always strongly felt. Please alert your teacher to any schedule change by calling the school office at 944-6858 and asking for the appropriate voice-mail extension.

Becoming a Member of a Professional Team: When you assume the responsibility of volunteering in the classroom, you must agree to adhere to the code of ethics that binds together professionals working in the field of education. Volunteers must use a professional level of discretion, which prevents discussion of students, teachers or internal school affairs outside the classroom. Sensitive issues should always be referred to the teacher first or to the principal, if they cannot be addressed at the classroom level. We all respect the need for confidentiality of students, staff, parents and families.

If you have a child in the classroom where you volunteer, prepare your child for your time there. While you may enjoy working with your own children when you volunteer, parent volunteer duties involve all students in the class or group. Make sure your child understands that you are not there to spend time with him/her alone.

In the Classroom: Tice Creek School teachers are experienced in working with volunteers of varied backgrounds and interests, and they value both the assistance and the enrichment that the parent talent pool brings to the classroom. A volunteer's job is to help students succeed. To help volunteers

succeed the following guidelines have been developed to provide a foundation for positive adult/student interactions.

1. Listen Actively and Expect Active Listeners

Our teachers use attention-focusing techniques such as having the children raise their hands until the whole class is silent. Make sure you have everyone's attention before proceeding. A child needing assistance should be helped one-on-one; try to get down to the student's eye level when communicating.

2. State Directions Using Positive Language and Convey Expectations Clearly

Statements such as, "Today we're going to..." and, "I'd like to see..." are effective. Instead of telling learners, "Don't do it that way," try illustrating what you don't want by asking them, "Is this the way?" and respond to the chorus of "No's" with another positive statement: "That's right!" Don't be afraid to let students take risks and make mistakes.

3. Praise Effort and Acknowledge Success

- I can see you're really trying.
- You've done really well.
- I like the way you're working.
- Keep up the good work!
- That's right!
- What neat work!
- Very creative!
- Very interesting!
- That's a good observation!
- Now you've got it!
- You really thought that through.
- Fantastic!
- Good effort.
- That's great!
- Good for you!
- I like your attitude.
- You should be proud.
- I appreciate your help.
- How clever.
- I like your idea.
- You've made a good point .
- Thank you very much.
- Wow!
- Super!

These are a few examples of confidence-building phrases. Be sure to take the time to express interest in a student's completed work before starting another activity.

4. Avoid direct comparisons of students' work

Children will sometimes compare work on their own. Try to re-direct student competition to avoid a win/lose scenario: "Yes, Chris has done a really good job. I like the way you have done such-and-such." A simple, non-judgmental reminder, "We don't use put-downs," can help, too.

5. Try to end the session on a successful note

6. Emphasize the successes of the lesson or project: "I can see how much you enjoyed...I like the way everyone tried..."

7. Trouble-Shooting

A proverbial ounce of prevention, used to head off a developing problem, is worth a pound of cure spent trying to salvage a meltdown situation. Serious problems should be referred back to the teachers. Not only have they seen it all before, they have at their disposal all the effective tools of

their trade. Not the least of these tools is a sense of confidence about the job, and in time, volunteers acquire that, too.

Thank You Again: By bringing your individual energy and abilities to Tice Creek you are enriching the educational experience of all students in the classroom. Your time, dedication and support are invaluable to teachers, parents, and children.

GLOSSARY OF TERMS

ADA	Average Daily Attendance
Assessment Reports	Report cards-given at conferences in November and sent home in March and June
Dianne Adair	On-site before and after school care program
e-Bulletin	Weekly electronic bulletin. Designed to combine all the communications from various school and community groups. Includes current calendar of events.
ELL	English Language Learner
G.A.T.E.	Gifted and Talented Education
Open House	A chance for the entire family visit all classrooms, meet the teachers, staff, and fellow parents. An end-of-year celebration of success, typically held in
April	May.
PTA	Parent Teacher Club
Report Cards	Standards-based reports given at conferences in November and sent home in March and June.
Rtl	Response to Intervention Our emphasis on providing early intervention for students experiencing difficulty and monitoring the effectiveness of interventions for each student. Students at-risk of failure to meet standards receive research-based interventions, beginning in the classroom. Then interventions move, as necessary, to programs outside the classroom and, if necessary and appropriate, to the special education program.
SIP	School Improvement Program. State program which provides funds determined by SSC committee (see below).
SSC	School Site Council is a group of elected parent members and teachers who oversee the development and implementation of the School Site Plan.
WCEF	Walnut Creek Education Foundation
WCSD	Walnut Creek School District
WCI	Walnut Creek Intermediate School
Welcome Back Day	Back to School Information session held a few days before the school year begins. Parents and students attend to fill out documents, take school pictures, sign up for volunteer opportunities, obtain class assignments and socialize with other Tice Creek families.