

TICE CREEK HANDBOOK 2019-20



WALNUT CREEK ELEMENTARY 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 efforts in the 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 <https://www.walnutcreeksd.org>

Walnut Creek School District Vision Statement

In student-centered, academically challenging environments that cultivate character, celebrate learning and foster collaboration, the staff, families and the 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	Marie Morgan	Ext. 2003
Administrative Assistant to Superintendent	Linda Loeliger	Ext. 2003
Business Manager	Vince Morales	Ext. 2010

Walnut Creek School District Governing Board

Amy Moss	Elizabeth Bettis
Nithin Iyengar	Katie Peña
Heidi Hernandez Gatti	



WALNUT CREEK EDUCATION FOUNDATION WCEF K-12

Buena Vista | Indian Valley | Murwood | Parkmead | Tice Creek | Walnut Heights |
Walnut Creek Intermediate | Las Lomas High School

Donations to WCEF are the most direct way to impact your child's educational experience. When you make a donation to WCEF (www.wcefk12.org), you are helping make great schools possible for your child and 5,100 students in our community. A non-profit organization led by a group of passionate parent and community board members, WCEF's mission is to enhance and enrich academic programs and services for the Walnut Creek School District and at Las Lomas High School.

Your gifts to WCEF in the 2019-20 school year will invest an additional \$1.2 million of funding back into our schools and provide the following programs in 2019-20.

\$452,500 - Elementary Level (TK--5)

- Salaries for 20+ Specialists in: -Art -Music -P.E. (credentialed per state law) -Science
- 36 weeks of instruction district-wide. Specialists also contribute to the school community by organizing and planning events including Field Day, Science Fairs & Spring Sings
- **FUNDED in 2019-20** K-8 Math Coach. Working primarily with teachers for district-wide improvement by enhancing the teaching, learning and assessing of math skills.

\$248,000 - Intermediate Level (6--8)

- Support for STEAM Electives (Computer Programming, Robotics, Digital Arts)
- Before & After School Library Hours
- Visiting Artists Series
- Homework Help w/ Credentialed Teachers
- Classroom Technology
- **FUNDED in 2019-20** Innovation Labs at both Tice Creek & WCI

\$312,000 - Las Lomas High School (9--12)

- 12 additional core academic classes ensuring the 7-period day, smaller class size, and access to electives, AP and Honors classes
- Support of the Wellness Center, serving the social-emotional needs of students

To learn more about WCEF, or want to help enhance our schools and community, please visit www.wcefk12.org.

TICE CREEK SCHOOL VISION AND ORGANIZATION

Tice Creek School opened August 2015 as an opt-in alternative K-8 community 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 to 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 TICE CREEK COYOTES!



PROCEDURES

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

Office Staff:

- Tice Creek Office Manager, Dee Dee Fendley
- Office Clerk, Huda Biltagi
- Teacher on Special Assignment, Stacy Freeman
- School Counselor, Dayna Wagner
- Principal, Damian Scott

Attendance

School attendance is of the utmost importance to learning in a PBL setting. When a student is absent, it is not possible for them to make up missed work, as the work is dependent on interactions with other students within the classroom. When your child is absent, their collaborative group is greatly impacted and the work is stalled. Your child's attendance, therefore, affects not just them, but their classmates as well.

For this reason, please ensure your child is in attendance every school day throughout the year. Clearly, we do not want them to attend school if they are truly ill, but we do ask that **absences for any other reason be avoided as the highest priority.**

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. Everyday 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. Please remember, 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 school work, 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: Please review the school calendar carefully and plan any family vacations during school breaks. If an absence is unavoidable, you will be asked to write a formal written request to the school principal at least two weeks in advance requesting an Independent Study Contract be considered (available for absences of 5 to 20 days only). The letter must include the reason why the absence cannot be avoided and must happen during school days.

Please note, it is not possible to replicate classroom lessons in an Independent Study Contract. The work provided will meet state requirements by addressing grade level standards. Teachers need sufficient time to prepare these customized learning plans. 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 truanies.

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 1	4-21 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 the physical exam requirements must sign an exemption statement, available in the school office. Personal Exemptions from immunizations are no longer valid in the state of CA. Only Medical Exemptions are accepted and must be signed only by a California-Licensed MD/DO. Each temporary medical exemption may be issued for no more than 12 months. Parents of students who require 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.

Starting in the 2019-2020 school year, 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 1st birthday. Second dose must contain measles vaccine.
- ◆ HEPATITIS B: Three doses.
- ◆ VARICELLA (Chicken Pox): 2 doses or health care provider documented varicella disease or immunity. 2 doses are now required at kindergarten entry, as well as 7th grade advancement.

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 you child at home. Your child must be free of 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 your 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, 5th and 8th 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 K, 2nd, 5th, 8th 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.

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 purchasing. 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.

General Procedures and Policies

Classroom Visits: 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.
- Come alone to the visitation. Small children can be distracting to the class.
- Make a special appointment if you wish a 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. Upper School Electives classes are prioritized based upon space, student input, staff input and changes will only be considered during the first 10 days of school. Placement in a particular elective class is not guaranteed based upon the aforementioned criteria. Parent requests for specific teachers or student requests to be with friends are not considered as a part of this process.

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.

Wheels on Campus: 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. Please remember: State law requires that children wear helmets when riding bicycles, scooters, or skateboards.

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.

Cell Phones: Cell phones, smart watches, and other electronic devices, offer a variety of distractions to learning and to the school climate. Any needed communication between student and parent is to go through the school office. This allows the office to be aware of students' needs while in the care of school personnel. If parents feel their student needs to carry a cell phone, 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 is used outside of these parameters, school personnel will confiscate the cell phone and return the item as specified below. Exceptions to this rule are only allowed when a classroom teacher gives direct permission for a student to use their cell phones for

educational purposes. In such a case, the classroom teacher is directly supervising student use of the device.

Infractions to these cell phone rules are handled as follows:

- *First Infraction:* Warning-taken away-returned to student after school
- *Second Infraction:* Taken away-parent called-returned to parent after school
- *Third Infraction:* Taken away-parent called-cell phone contract put in place requiring the student to check phone into the office before school each day.

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 between 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, Tuesday, Thursday and Friday from 8:15 to 8:27 AM (9:00 to 9:12 AM on late start Wednesdays) and at regularly scheduled recesses. For reasons of safety and supervision, **children may not arrive at school before 8:15 AM (9:00 AM on late start Wednesdays) or 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 playground during non-school-supervised times, including late afternoons, evenings, weekends, and holidays.

Tice Creek Drop Off/Pick Up Procedures

Pick up and drop off are the busiest time on campus. The efficiency of the process is dependent on everyone adhering to the following procedures. Thank you for taking the time to read this information carefully.

Dropping off:

Students may not be on campus prior to 8:15 am (9:00 on Wednesdays) without being accompanied by a parent.

- Pull your car as far forward into the drop off lane as traffic allows, up to the exit gates adjacent to Dianne Adair Daycare.
- The drop off lane is single file against the red curb.
- Unloading zone begins AFTER the main crosswalk. 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. This allows many cars to fit in the drop-off zone and speeds up the process.
- Have all school materials including backpacks 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.
- Please consider making a right turn only during pick up and drop off times to help ease traffic.

Pick up:

Tice Creek has staggered dismissal times. If you are picking up a student in **Upper School grades 6-8, please do not enter the parking lot until after 3:00.** Your presence prior to this time clogs the flow of traffic and impacts the safety of students and the surrounding neighborhood. Upper school cars may wait in the Parkmead pick up circle on Magnolia Way until your child is dismissed from class.

- Pull your car as far forward into the drop off lane as traffic allows, up to the exit gates.
- Student pick-up is available after the first crosswalk.
- Keep pulling forward and fill in all gaps in pick up lane. This allows many cars to fit in the pick-up zone and speeds up the process.
- Parent volunteers and staff members will assist in getting your child to your car.
- 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 the passenger side of the 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.
- Park in designated parking spots only.

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.

COMMUNICATIONS

Frequent, consistent communication between home and school are essential to a child's school success. Teachers, parents, community groups, and the school send regular communications via email and in the Wednesday PTA E-News each week. These communication avenues provide important reminders and announcements about school policies and events. Please take the time to read all information sent your way.

All staff members have email. If you would like to email a specific teacher, the email convention is "FirstInitialLastName@walnutcreeksd.org", for example, "jdoe@walnutcreeksd.org".

For direct links to teacher contacts, please visit our school's website at

<http://www.walnutcreeksd.org/Domain/741>

Tice Creek enjoys a strong partnership with the PTA. Please visit the PTA website here:

<http://www.ticecreekpta.org>

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” 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. For this reason, please keep all emergency contacts up to date through the Aeries Parent Portal.

***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 that 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. 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.*

Evacuation Drills: 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.

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/Chemical: 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 potentially dangerous situation.

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

WALNUT CREEK SCHOOL DISTRICT BEHAVIOR 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. • Come to class on time and prepared to work. 	<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. • Be tolerant of individual differences: ethnic,
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<ul style="list-style-type: none"> ● Be safe and responsible. ● Remain out of restricted areas. 	<ul style="list-style-type: none"> ● 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 their 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:

- Shoes must be worn at all times. Sandals must have heel straps. Flip-flops, high-heeled or backless shoes or sandals are not acceptable.
- 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.
- Hats, caps, and other head coverings shall not be worn at school except for health or religious reasons.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off- the-shoulder or low-cut tops, bare midriffs, revealing skirts or shorts are prohibited.
- The wearing, carrying, or displaying of slogans, initials, colors, or attire that advocates gang participation is prohibited.
- Wallet chains should not be visible.
- 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.

Assessments: Assessment and Testing: Students are assessed on a regular basis through formative and summative assessments. The state-mandated CAASPP (called Smarter Balanced Assessment) will be administered to 3rd through 8th graders in the 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-8th graders. All reports of progress are based on the individual student's progress toward the standards at his/her grade level.

Counseling: Group and individual counseling is available at Tice Creek for students when needed to support their learning in the school setting. The focus of these sessions is to help students develop strategies for developing positive social interactions and managing emotions or behaviors which otherwise interfere with learning.

Student Council: Coyote Leadership Council representatives from classes in second through eighth 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.

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/students and staff, is elected each year to develop, evaluate, and revise our school plan and to monitor the budget. Meetings are held five times a year after school in the library. All interested community members are welcome to attend.

Library Media Center: Under the direction of a Library Media Specialist, 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. In addition, the library is open before and after school as well as during lunches for student access.



Dianne Adair Enrichment Program @ Tice Creek

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.

Dianne Adair Day Care started in 1983 with one location with the idea to bring safe, affordable daycare in an educational environment to working parents of school age children.

Today under the direction of Dianne and Larry's son's Todd Porter, CEO & Brian Carbine, CFO we became Dianne Adair Enrichment Programs. They have great plans for future growth while maintaining the integrity of the original dream.

Please feel free to browse through our website: www.dianneadair.org and to contact us any time at one of our sites or the main office. To obtain a registration packet please email Judy A. Angel, Site Director Dianne Adair @Tice Creek: Dianneadair_Ticecreek@yahoo.com or 925-360-4068

Our After School Program offers:

- Homework Equipped with 20 Laptops
- Camps
- Cooking
- Field Trips
- Sports Camps Including: Soccer, Basketball, Tennis
- Arts and crafts
- Games
- Musical productions
- Or just being with Friends
- Plus we serve awesome nutritious and delicious snacks

Drop-in and hourly rates are available. With your Registration Fees you will have access to the enrichment center all school year and Summer Camp. Open 7am to 6pm Monday thru Friday year round except major holidays.

DIANNE ADAIR @ Tice Creek Dianneadair_Ticecreek@yahoo.com

Where Kids Come First

Judy A. Angel, Site Director

925-705-7255

Some of the camps offered at Dianne Adair Daycare

Soccer Camp is designed to provide individual skill development in such areas as passing, trapping, shooting and dribbling. Work on ball handling skills with your non-dominant foot, learn about spacing, playing off the ball, and how your role at each position shifts as game situations change. Soccer is a game of constant transitions; learn the offensive and defensive strategies and techniques of soccer.

Chess Camp is designed to introduce the children to the basic rules and strategies of the game of chess. Playing chess significantly improves children's visual memory, attention span, and spatial-reasoning ability. To help the children learn to play well, they will have time to focus completely on their objective—capturing the opponent's king.

Basketball Camp will be held once a week for 8 weeks. Camp includes instruction in: Ball-handling/dribbling, Passing, Footwork, Lay-up form, Shooting form, Man to man defense. Children will learn offensive fundamentals. Activities include individual and team competitions, as well as drills for self-improvement.

Ceramics Camp is an 8 week program where the children will get to experience using a variety of art supplies, mediums and techniques to create their masterpiece. We have all the necessary tools for each child to create their own unique piece of art. Each artist will create their ceramic piece. Later, the instructor will gather the artwork and return to the studio for glazing and firing. After the pieces have been fired, each item is individually wrapped and identified by the artist's name. The entire process takes about one week to finalize.

Tennis camp is a seven week United States Tennis Association H.I.T.S. program. By participating in this program, children begin to develop strong core values both on and off the court: **Honest, Inspiration, Teamwork, and Sportsmanship.** During this 6-8 week program, kids will participate in fun activities while learning the fundamentals of tennis within a supportive environment. They will practice hand eye coordination, forehand stroke, volley and basic serve.

Gardening Camp is a program where children will learn to prepare the soil, plant seed and watering. They will learn about dry and wet soil and be able to describe the difference between them. Children will learn about how to start seeds and care for them indoor. They will learn how to measure the warmth of the soil and when to transplant into a garden or pot. They will learn how to care and nurture the plants to full grown. They will about which plants are weeds and how to properly harvest.

Plus many more fun activities, providing your child with a fun, safe and comfortable place to spend time after school while away from home.

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!

Volunteer Check-in: All volunteers must check in at the school office and obtain a visitor's tag. Please wear this tag for the duration of your visit. Tice Creek is a closed campus during school hours and only permits authorized visitors, for the safety of our students. It is also essential that the office knows who is on campus in case of a school-wide emergency.

Volunteer Absence: 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. 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 as soon as possible if you are unable to meet a volunteer obligation.

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 you time there. While we may enjoy working with our own children when we 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.

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

Coyotes Care- A whole school community service day held in March.

Coyote Catch- A recognition program to acknowledge students who follow the Coyote Pledge on campus.

Coyote Community Tree- A campus tree celebrating our school community and managed by the Diversity Committee.

Coyote Fest- Similar to Open House, an evening in May for the community to visit classrooms and for students to showcase their PBL learning throughout the year.

Coyote Leadership Council- Student leadership group with representatives from every classroom in 2nd through 8th grade.

Coyotes on Ice- A PTA sponsored ice skate night held in December.

Coyotes on the Green- A PTA sponsored Back to School picnic held on field one evening in September.

Creative Coyotes- A student developed Art Show.

Dianne Adair- On-site before and after school care program

Diversity Committee- A group of parents, staff, student representative from each classroom in 2nd through 8th grade charged with developing an inclusive school community.

ELL- English Language Learner

e-News Weekly- electronic newsletter sent out each Wednesday morning by PTA.

PTA- Parent Teacher Association.

Report Cards -Standards-based reports given at conferences in November and sent home in March and June.

RtI- 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.

SSC- School Site Council is a group of elected parent members, students, and staff 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 walk-through held a few days before the school year begins. Parents and students attend to submit required documentation, sign up for volunteer opportunities, obtain class assignments and socialize with other Tice Creek families.