

**TICE CREEK
HANDBOOK 2022-23**



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	Lynette Harada	Ext. 2003
Business Manager	Vince Morales	Ext. 2010

Walnut Creek School District Governing Board

Amy Moss
Zetta Reicker
Nithin Iyengar
Sara Talach
Heidi Hernandez Gatti

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!



Office: Office hours at Tice Creek are 7:30 AM - 4:00 PM. The telephone number is 746-5515.

Office Staff:

- Tice Creek Office Manager, Angela Trantham
- Office Clerk, Danielle Paulson
- 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.**

Please call our attendance line **925-746-5515** or send an email tcattendance@walnutcreeksd.org, leaving a detailed message why your student will be late or absent.

Call or email every day your child is out. Identify your child's name, your name, and the reason for their 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 call or e-mail 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 into 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 trancies.

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 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.

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 the 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 your 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 a 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.

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 to have a conference with a teacher 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 requests for specific teachers or student requests to be with friends are not considered as a part of this process.

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.

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.

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. 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 at the end of every month during the school 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 times 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 the PASSENGER SIDE of the vehicle only.** The driver should remain in the vehicle at all times and all driver side doors are to remain closed. Keep pulling forward and fill in all gaps in the 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 the student exits the 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.

- 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 the 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.
- **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 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 exiting the parking lot by turning right onto Newell Avenue 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.

Banned Items at School

- Cell phones/Smart Watches
 - Cell phones/Smart Watches are not to be used during school hours. Cell phones are to be on silent or off, and put away during school hours. Students may use these devices under the specific direction of a classroom teacher.
 - Students may use these devices before and after school.
 - Students that need to contact a parent, may do so in the main office.
- No selling of items or goods
 - Students are not allowed to sell any items on campus

Student Technology Use

Technology such as Chromebooks and iPads are provided to each student for the sole purpose of education. Students are expected to use these devices as intended to enhance learning. Students are expected to demonstrate safe, responsible, and ethical use of technology both during and after school hours.

Reporting Concerns about Student Behavior

Tice Creek realizes that students will make mistakes in regard to one's own behavior. We encourage every student to report any concern to the nearest adult right away (teacher, noon supervisor, parent volunteer, etc.). It is very important that staff are able to respond in a timely manner to address any concerns.

Responses to Student Behaviors

Tice Creek staff recognize that important learning takes place when students make mistakes. Progressive discipline and restorative practices are used to guide and shape student behavior. Examples of tiered responses to student behaviors are listed in the tables below.

Tier 1 Responses All Staff			
Individual Conversation with student	Parent contact (email/call)	Kindly redirect	Clearly post/ define expectations

Implement procedures for classroom routines	Teach & Role Play the expectations	Pre-correct (Lunch will be in two minutes. At that time, everyone will...)	Cue/ Prompt/ Remind
Acknowledge students who demonstrate the expected behaviors	Specifically explain how the behavior did not meet the expectation. (It is disrespectful when...)	Provide a warning and restate the expectation.	Check for understanding of the expectations
Determine the function of the misbehavior. What is the student gaining/ avoiding?	Provide a structured choice (You can work quietly now or work with me at lunch)	Evaluate environmental factors that might be contributing (time, space, materials)	Use a variety of responses.
Evaluate the effectiveness of responses.	Lunch detention		
Tier 2 Responses Refer to counseling and/or administration			
Student completed incident report	Assigned Targeted Skill Development	Parent conference	Student conference
Behavior contract	After School Detention	Removed Privilege	Removed Activity
Restricted activity	Time out	Restorative Conference	Conflict Mediation
Refer to Student Success Team (SST)	Restricted Privilege	Parent attends school with child	
Tier 3 Responses Only Administrators			
Suspension/ Expulsion	Behavior Contract	FBA	

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.

Report Cards: These reports are issued three times a year according to the dates published on the district calendar. 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 their 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.

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. Elementary 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.

Parent 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 complete volunteer training. 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 your 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.



Dianne Adair Enrichment Program @ Tice Creek

Dianne Adair Enrichment Program started in 1983 with one location with the idea to bring safe, affordable daycare in an educational environment to working parents of school aged children. We 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. To obtain a registration packet please email Judy A. Angel, Site Director Dianne Adair @Tice Creek:

Ticestream@dianneadair.org

or call 925-705-7255

Our After School Program has.....

Help with homework

Science

Arts and crafts

Games

Sports

Or Just being with Friends

With your \$100.00 Registration Fee you will have access to the enrichment center all school year.

Open 7am to 6pm Monday thru Friday year round except major holidays



DIANNE ADAIR at Tice Creek
Where Kids Come First
Judy A. Angel, Site Director

925-705-7255

Ticestream@dianneadair.org

