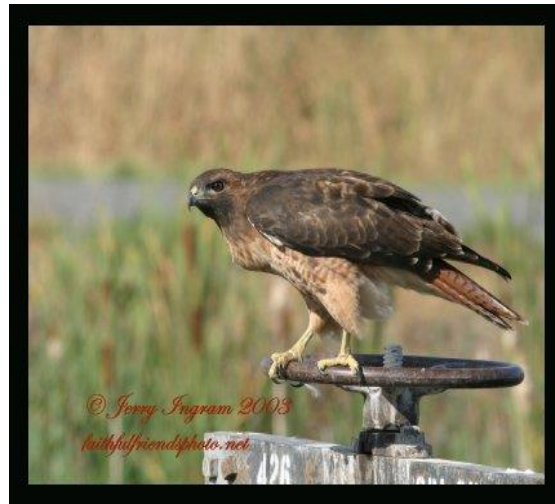


Creekside Oaks Elementary School
Student and Parent Handbook
2014 - 2015



2030 First Street
Lincoln, CA 95648

Telephone: (916) 645-6380

Fax: (916) 645-6383

Attendance Hotline: (916) 645-5148

COES Web Address: www.wpusd.k12.ca.us

Creekside Oaks Elementary School

Dear Creekside Oaks Families,

Thank you for being a part of our Creekside Oaks Family. We are excited for all the possibilities that lay before us to help your child succeed. We encourage you to be involved in your child's education by helping them with homework, having them read every day, helping out in the classroom, or supporting our PTO during their meetings and activities. Your support does make a big difference for your child and for our school community.

Please take time to review this handbook with your child at the beginning of the year, and throughout the school year. We hope that your child has a wonderful school year that is positive, enriching, and rewarding. Thank you for all your support and thank you for entrusting your child to our school.

Sincerely,

Scott Pickett, Principal



Home of the Red-Tailed Hawk

School Hours and Office Information

Students are not to arrive at school prior to 7:55 AM as there will not be any supervision until that time.

Office

The Creekside Oaks office is open from 7:30 AM – 4:00 PM. We will also be answering the phones during those hours. If you have any questions please don't hesitate to call or come by to get the help and information you need. The office phone number is (916) 645-6380.

Messages

Please make arrangements for rides home or other family activities before your child comes to school. Phone messages to students are delivered to classrooms at approximately 2:00 p.m. each day. Messages received after 2 p.m. are not guaranteed to reach your child.

Health Services and Emergency Cards

A district nurse is available at the school site one day a week. You may contact the school office for their schedule if their services are needed. If your child becomes ill while at school, office staff will contact you. Because of the need to contact parents, it is extremely important that the student emergency card contain accurate information at all times. Please complete it and return it to school when you receive it. If your information changes, a telephone call to the school secretary or clerk can immediately update information that is vital for communication.

Medication at School

Medication may be dispensed to children by school personnel **only upon the request of the parent and a signed release by the child's parent and physician. The Western Placer Unified School District physician's consent form must be completed by the parent and the physician prior to the administration of the medication.** The form is available on the school district website or in the school office. **School personnel are not allowed to dispense either prescription or over-the-counter medications without a doctor's consent.** Parents must arrange to come to the school during the day to dispense over the counter medications to their child personally.

Creekside Oaks Bell Schedules

Regular Day

7:55 - 8:10	Supervision
8:10 - 8:15	Line-Up
8:15	School Begins
9:30 - 9:45	Recess Grade 1
10:15 - 10:30	Recess Grades 2 - 4
10:15 - 10:30	Recess Grade 5
11:20 - 12:00	Lunch Grade 1
11:30 - 12:10	Lunch Grade 2
11:55 - 12:35	Lunch Grade 3
12:15 - 12:55	Lunch Grade 4
12:25 - 1:05	Lunch Grade 5
1:50 - 2:00	Recess Grades 1 - 3
1:50 - 2:00	Recess Grades 4 - 5
2:40	School Ends

Early Release Day (Every Monday)

7:55 - 8:10	Supervision
8:10 - 8:15	Line-Up
8:15	School Begins
9:30 - 9:45	Recess Grade 1
10:15 - 10:30	Recess Grades 2 - 4
10:15 - 10:30	Recess Grade 5
11:20 - 12:00	Lunch Grade 1
11:30 - 12:10	Lunch Grade 2
11:55 - 12:35	Lunch Grade 3
12:15 - 12:55	Lunch Grade 4
12:25 - 1:05	Lunch Grade 5
1:40	School Ends

A.M. Kindergarten/TK

7:50 - 8:00	Supervision
8:00	School Begins
11:20	School Ends

A.M. Kindergarten/TK Early Release (Every Monday)

7:50 - 8:00	Supervision
8:00	School Begins
11:20	School Ends

P.M. Kindergarten

11:15 - 11:20	Supervision
11:20	School Begins
2:40	School Ends

P.M. Kindergarten Early Release (Every Monday)

10:15 - 10:20	Supervision
10:20	School Begins
1:40	School Ends

Attendance

An important determiner of school success includes regular daily attendance. When a student misses school it creates gaps in their learning of important concepts. Because each year of education builds on the previous one, these gaps in learning will create difficulty in future years to understand and make connections of new concepts they are attempting to learn. Additionally, excessive absences negatively affect funding that the school and district receive from the State of California.

The Western Placer Unified School District has strict guidelines regarding attendance. When students miss school their absences are classified as either excused or unexcused.

Excused Absences

An absence is excused when a student is sick or has an appointment with a medical professional, has an appearance in court, observes a religious holiday or ceremony, or attends the funeral of a family member.

The following steps will be taken when your child begins to have excessive excused absences.

5 excused absences	A reminder letter will be sent home to the family regarding your child's absences.
10 excused absences	Another reminder letter will be sent home and parents will meet with school officials to discuss the excessive absences.
14 excused absences	An additional meeting will be arranged with school officials and parents will be notified of the need to have a doctor's note for any future excused absences.

Any further excused absences without a doctor's note will result in a child being marked unexcused for each additional absences.

Unexcused absences

When a student has an unexcused absence it means they do not have a valid excuse for missing school. These types of absences should be avoided at all costs and should not occur. The following steps will be taken when your child begins to have any unexcused absences.

1 unexcused absence	Parents will be notified and reminded of the importance of school attendance.
2 unexcused absences	Parents will be notified and reminded of the importance of school attendance.
3 unexcused absences	A letter will be sent home reminding parents of the importance of school attendance, and a conference with the school principal will be arranged to discuss the excessive unexcused absences.
4 unexcused absences	An additional letter will be sent home and another conference will be arranged to discuss the excessive unexcused absences.
5 unexcused absences	An additional letter will be sent home and another conference will be arranged to discuss the excessive unexcused absences.
6 unexcused absences	A Student Attendance Review Board Hearing will be set with Placer County officials to discuss the ongoing problem of unexcused absences.

Behavior

Demonstrating positive behavior increases the likelihood of a student being successful in school. Creekside Oaks has taken steps to help students recognize what it takes to be a positive leader through demonstrating positive behaviors.

Character Traits

Creekside Oaks focuses on four character traits that students are encouraged to demonstrate in everything they do. They are:

Be Safe

Be Respectful

Be Responsible

Be Unified

Expectations

In each area of the school students have clearly defined expectations of behavior that they are to adopt and show. The chart below shows what those behavior expectations are.

	Be Safe	Be Respectful	Be Responsible
<i>Playground / Recess</i>	<ul style="list-style-type: none"> Walk back to your line Follow Game Rules 	<ul style="list-style-type: none"> Follow the supervisor's directions Use kind / appropriate language Throw all your trash away 	<ul style="list-style-type: none"> Snacks in snack areas only Stay in appropriate areas Ask permission to leave the playground
<i>Passing Areas (Hallways, Sidewalks)</i>	<ul style="list-style-type: none"> Always walk Hands and feet to yourself 	<ul style="list-style-type: none"> Use quiet voices Leave plants alone 	<ul style="list-style-type: none"> Stay on sidewalks
<i>Bathrooms</i>	<ul style="list-style-type: none"> Use toilet properly Keep feet on the floor 	<ul style="list-style-type: none"> Respect the privacy of others Use quiet voices Flush toilet after use 	<ul style="list-style-type: none"> Wash your hands Put paper towels in the trash Return to class promptly
<i>Arrival and Dismissal area</i>	<ul style="list-style-type: none"> Always walk Walk bikes / scooters Stay on sidewalks Keep your feet on the ground 	<ul style="list-style-type: none"> Follow adults' directions Hands and feet to yourself 	<ul style="list-style-type: none"> Take care of your belongings Wait for rides in designated areas
<i>Library</i>	<ul style="list-style-type: none"> Always walk Hands and feet to yourself Be patient waiting in line 	<ul style="list-style-type: none"> Use Whisper voices Listen to and follow the librarian's directions 	<ul style="list-style-type: none"> Return books where you found them No food or drink
<i>Cafeteria</i>	<ul style="list-style-type: none"> Keep your bottom on the bench Always walk Hands and feet to yourself 	<ul style="list-style-type: none"> Use an inside voice Raise your hand for assistance Follow adults' directions 	<ul style="list-style-type: none"> Eat your own food Keep all food to yourself Wait patiently in line
<i>Office</i>	<ul style="list-style-type: none"> Keep books / backpacks out of walkways 	<ul style="list-style-type: none"> Sit quietly without talking Follow adults' directions Wait to be called on 	<ul style="list-style-type: none"> Stay in appropriate areas Stay in your seat
<i>Computer Lab</i>	<ul style="list-style-type: none"> Always walk Hands and feet to yourself 	<ul style="list-style-type: none"> Use quiet voices Follow the instructor's directions 	<ul style="list-style-type: none"> No food or drink in the lab Respect the equipment (treat it kindly)
<i>Special Events and Assemblies</i>	<ul style="list-style-type: none"> Always walk Hands and feet to yourself 	<ul style="list-style-type: none"> Mouth is closed during the event Listen carefully Keep your eyes on the event 	<ul style="list-style-type: none"> Stay seated on your bottom Stay in line when entering and exiting

Be Unified

Behavior Consequences

When a child does not properly follow the school's behavior expectations, they may receive disciplinary consequence for their behavior. This includes but is not limited to recess or lunch time-out, after school detention, time-out in another classroom, or the parent being called to pick up their child for the remainder of the school day. Students that violate any education code sections of 48900 and 48915 may be suspended from school for a period of time.

Positive rewards or recognition of Positive Behavior

Students that demonstrate positive behavior may also be rewarded for that behavior. We recognize and positively reinforce good behavior. Students are recognized in the form of receiving a "Hawk Hooray" while demonstrating a specific school wide character trait, perfect attendance, student of the month, Principal's Hawk Hooray lunch, or academic honor roll.

Creekside Oaks Dress Code

Students shall be neat, clean, and shall observe the general styles of dress, hair, and grooming which the principal and teachers consider to be appropriate for the gender, age level, and classroom or playground activities. **Any type of dress or grooming that is disruptive to the class/school will not be permitted.** Personal appearance standards for students are defined in the following dress code.

- Students may not wear clothing or jewelry that contains any inappropriate pictures or wording that may include but not be limited to gangs, sexual content, drugs, alcohol, tobacco, or violence.
- Any apparel deemed gang related by local law enforcement is prohibited.
- Clothing where any undergarment is showing is not appropriate. Sagging pants or shorts are prohibited.
- Halter tops, bare midriffs, spaghetti straps, low cut or revealing tops/tank tops, mesh or see-through sheer tops, bareback tops, crop tops and half-shirts are prohibited. Straps on blouses/shirts must be at least **two inches** wide.
- Shorts and skirts must be as long as a student's fingertip when the arms are at a student's side and the fingers are extended straight down.
- Any clothing that is purposely ripped, torn, or frayed is prohibited.
- Hats may not be worn inside any building at school. While at school hats must be worn with the bill facing forward, not backwards or sideways.
- Flip flops, clogs, or open backed sandals are not allowed. Healy shoes are also not appropriate. Shoes should be closed and appropriate for walking and running, and cannot interfere with the planned P.E. program activities. A shoe with a heel greater than **1 inch** is prohibited.
- Make-up is not allowed.
- Any kind of accessory that is deemed inappropriate is prohibited. This includes but not limited to wallet chains or spikes.

Students wearing inappropriate attire or footwear will be sent to the office, and parents will be called to bring appropriate clothing for their child. Students will also be given the option to change into appropriate clothing at the site if there is any available. Students who repeatedly violate the dress code will receive consequences including a Recess Detention and/or suspension for repeated violations and defiance.

Academics

Homework Policy

The purpose of homework is to extend classroom instruction, improve study skills, and engage parent involvement. Homework is the responsibility of the student! The following is a guide to show generally how much homework a child may have, but may vary slightly depending on the assignment or teacher.

Kindergarten: 10 minutes of work plus 15 minutes of reading

First Grade: 15 minutes of work plus 20 minutes of reading

Second Grade: 20 minutes of work plus 20 minutes of reading

Third Grade: 20 minutes of work plus 30 minutes of reading

Fourth Grade: 40 minutes of work plus 30 minutes of reading

Fifth Grade: 40 minutes of work plus 30 minutes of reading

Teachers may request that parents sign individual assignments or a weekly assignment log. Teachers will notify parents if students accumulate three or more incomplete or missing assignments. Some type of disciplinary consequence may be assigned if homework is not completed.

Report Cards

Report cards are issued at the end of each trimester. At the end of the first trimester all parents will participate in a parent teacher conference to review the report card and your child's progress. Please make yourself available the week of conferences to attend. If students continue to struggle, or upon parent request, an additional conference may take place at the end of the second trimester.

Student Success Team

Creekside Oaks Elementary School recognizes the various academic/social needs of students. In an attempt to maximize learning outcomes, while teaching students to be responsible, Student Study Teams (SST) are formed. When necessary, these teams plan alternative social and/or instructional strategies for students. The SST consists of an administrator or designee, one or more teachers, support members, and parents. Recommendations might include one or more of the following:

- Referral to an outside agency
- Recommendation for a parenting class
- Placement on non-participatory status
- After school or before school assistance
- Referral for testing or counseling
- Development of a behavior contract
- Referral to the Lighthouse Resource Center

General Information

Bicycles and Scooters

Bicycle rules are the same as those for automobiles. Students may ride bicycles to school if they can be ridden safely according to the California Vehicle Code. When crossing a street, moving on sidewalks or on the playground at school, students must WALK their bikes or scooters.

Helmets MUST BE worn when riding to and from school. Students repeatedly observed not wearing helmets for scooters or bicycles will be detained or have their bicycles confiscated for parent pick-up.

When crossing Joiner Avenue, students MUST cross at the 1st and Joiner intersection. A crossing guard is provided by Western Placer Unified School District. The crossing guard has been trained by the Lincoln Police Department and the California Highway Patrol.

Lost or Damaged School Property

School property is expensive and students are expected to take care of it. Students that have lost or damaged school property, even if from an accident, **must replace that property**. If payment is not made, students may have their report cards, yearbooks, or other items held until payment is made.

Library

Our library provides excellent service. Classrooms may use it on a scheduled and signup basis. Students may check out books but are responsible for loss or damage that may occur while books are checked out. If this occurs, report cards, yearbooks or awards will be held until these charges are cleared.

Insurance

Western Placer Unified School District takes appropriate steps to protect students from injury. Even so, accidents can and do happen while participating in activities that take place on campus, on school trips and during extra-curricular activities. Since the District DOES NOT provide accident medical insurance for school related injuries, it makes available affordable insurance plans to help in the event of an accident and urges you to purchase the plan that best fit your needs. Information on school insurance plans is sent home during the first week of school. Additional insurance forms are available from the front office staff.

Cell Phones

While we discourage student possession of cell phones on campus, we understand that parents may wish their child(ren) to carry a cell phone. Student's who bring a cell phone to school must keep the phone in the "off" position and completely put away in their backpack once they enter the campus. Any cell phone found to be out and/or on between 7:55 and 2:40 will be taken from the student and returned at the end of the day. Multiple infractions will result in the cell phone being taken away and returned only to a parent or confiscated until the end of the school year. Students are not allowed to take pictures or video with their cell phones at any time and this will result in disciplinary action.

Leaving School

Creekside Oaks is a closed campus. Students are not allowed to leave the campus for any reason during the day unless a parent or designated adult first comes to the office to sign them out. No student may be checked out from school unless the person picking them up is listed on their emergency card. Office staff will call students from their classroom once they have been signed out by an adult. This practice is for the safety and security of our children.

Personal Items

Any electronic device (including but not limited to MP3 players, ipods, cell phones, video games), skateboards, water pistols, toys, permanent markers, any ball from home, or other non-school related items are not permitted on school grounds and will be confiscated. Parents may be requested to pick these items up after school. Any "scooters" need to be locked at the bike rack or kept in classrooms with teacher approval.

Items Dropped off for Students

Lunches, clothes, books or other items brought to school by a parent or relative for your child during the school day should be brought to the front office. Students will be notified of the item's arrival and be responsible to pick it up in the front office. Please do not take items directly to the classroom as this disturbs the educational process.

Lost and Found Items

Clothing items found at school should be turned in at the front office or placed on the rack at the back of the office outside. Items left for one week and unclaimed are given to a charitable organization. If your child loses a piece of clothing, check the rack immediately. Money or other valuables should only be turned in to the front office and will be kept at the office. **Please write your child's name on the tag or inside of the clothing so it may be easily identified.**

Birthdays

Celebrating a child's birthday is fun to do at school. However we don't want the celebration to interrupt student learning opportunities. All balloon bouquets and other large items should be left at home. If they are brought to school they **will have to stay in the office until the end of the day.** Parents **must** make arrangements ahead of time with the child's teacher if they want to bring a treat for the entire class to share on the child's birthday.

Parent Involvement

School Site Council

The School Site Council (SSC) is created in order to assist the school in developing a school improvement program as identified by State Assembly Bill 65. Advisory in nature, the SSC's functions are to approve the school safety plan, review the school improvement plan, monitor its implementation, periodically assess the effectiveness of the program, and to oversee the development and expenditures of the program improvement budget. SSC membership consists of at least teachers (3), parents (5), other school staff (1) and principal. Members are generally elected to serve a 2-year term on the council.

Parent Teacher Organization (PTO)

Our Parent Teacher Organization provides wonderful support to our staff and students through organizing fundraisers, activities, and special events. They are a valuable asset to our school. There are many opportunities to volunteer in the PTO. Please take time to attend the meetings (every second Thursday at 4:30 PM) to see all that the PTO is doing. Also please take time to volunteer, even if it you only have a little time. It truly makes a difference for our school. For more information you may contact the school office.

Parent Volunteers

Volunteers are a valued integral part of Creekside Oaks. For those wanting to volunteer in their child's classroom, it is best to discuss volunteer needs with your child's teacher for specific assistance. All volunteers are required to have a current TB clearance on file in the office. Volunteers not working under the direct supervision of the classroom teacher also need to have a Live-Scan fingerprint check on file as well. This includes volunteering on any fieldtrip. **All volunteers must check into the office upon arrival** to obtain a volunteer name tag and sign in and out. **Any adult on campus without a volunteer tag will be questioned by staff and asked to obtain one at the office.** Please contact your child's teacher or the school office to learn how you can be most helpful.