

Creekside Early Learning Center
Parent Handbook

Creekside Early Learning Center
8818 Harbison Canyon Rd.
Alpine, CA 91901
619-659-8250 OFFICE
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Tamara Ripke, Principal
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For current Creekside information and updates, please visit our school website at www.alpineschools.net

Board Mission

As part of a dedicated, cohesive community, Alpine Union School District educates children to become responsible productive citizens who are lifelong learners by providing an effective, high-quality and balanced education.

Belief Statement

We believe:

- Education is the foundation of a democratic society.
- Each person has value.
- Everyone in the community shares responsibility for the educational success of all children.
- We have high expectations that challenge each individual to reach his/her potential.
- Effective communication fosters good human relations.
- All individuals deserve to be and feel safe. Safety optimizes the learning environment.
- We value and live by the highest ethical standards of respect, integrity, honesty and fairness.
- Educating our children is an investment in the future.

Alpine Union School District
2001 Tavern Rd.
Alpine, CA 91901
(619) 445-3236

Board of Trustees
Travis Lyon
Glenn Dickie
Eric Wray
Angela May
Dr. Erika Simmons

Superintendent
Dr. Richard Newman

ALPINE UNION SCHOOL DISTRICT INFORMATION

Entrance Requirements

Children may enter kindergarten if they are five years of age on or before September 1. Transitional (TK) Kindergarten is available for students turning four years of age by September 1. Proof of age and a certified birth certificate are required at the time of registration. All entering students must have proof of immunization against polio (4), rubella, mumps, measles (2), DTAP (5), Hepatitis B (3), and Varicella (chickenpox) (2).

Website

You are invited to visit our website at www.alpineschools.net where you will receive general information about Alpine Union School District (AUSD). Please note that you can visit all of our schools from this website.

Insurance

Each year AUSD provides information to parents on an Accident Medical/Dental Expense insurance policy. The school district itself does not provide any medical or dental expense insurance for pupils injured on school premises or in school activities. If you do not carry insurance on your son/daughter, you are urged to enroll your child under one of the two commercial plans that are offered by the insurance company. There is also health coverage available through Medi-Cal. The health office has more information.

Food Service

Creekside students have the opportunity to purchase a nutritious breakfast before school begins in the morning. Breakfast prices are $2.00 for students. Students who qualify may receive breakfast free or for a reduced price of $.30.

Through the National School Lunch Program, cafeterias provide attractive, nutritious lunches at reduced costs. A pick-and-choose salad bar with a variety of fresh fruits and vegetables is included in the cost of the full lunch. Lunch prices are $3.00 for students. School lunch is provided free or at a reduced cost of $.40 to children of qualified low income families. Menus are available at each school for students to take home through peachjar.com and can also be accessed on-line at schoolcafe.com. Milk or juice may be purchased, and eating areas are available for students bringing sack lunches.

***AUSD is proud to provide free breakfast and lunch to ALL students during the 2026-27 school year. This is made possible through grant funding.**

Bus Transportation

Bus transportation is available for a fee for all students. Students are required to pay transportation fees. Annual, semester, monthly passes and tickets can be purchased on-line using a credit card at www.alpineschools.net
Those families who qualify for free or reduced meals will not be charged a fee. To qualify for this program, parents must complete a Bus Pass Application and submit proof of income.

Special Education

Special Education services are provided for students who meet the state eligibility criteria for Special Education under one of the 13 handicapping conditions. Small classes and individualized attention often enable such students to return to regular classrooms. (The District operates a federally-funded Special Education preschool program at Creekside Early Learning Center. To be eligible to participate in the program, the student must have been diagnosed with a learning disability and be between the ages of three and five years.) Any questions regarding Special Education should be directed to Yvttee Maier, Director of Human Resources and Student Services, at (619) 445-3236 ex 803.

Interdistrict Attendance

Requests for transfer to a school in another district or to an Alpine school from another district should be made to the Superintendent well in advance whenever possible. Such transfers are granted to accommodate special education or personal needs on a space-available basis. Students attending Alpine Union School District on an interdistrict transfer must maintain satisfactory grade, citizenship, and attendance. Transportation is the parent's responsibility.

Authority for Transfers

In accordance with Sections 4600 to 46008 of the California Education Code, the school districts of San Diego County may establish interdistrict agreements to provide for an exchange of pupils and allow pupils to enroll in school districts other than where they reside.

a. Approving the enrollment of pupils who reside outside a school district's boundaries is not mandatory.

b. Approval of your application for an interdistrict attendance permit does not guarantee placement at a school you request. The district may approve your request for transfer and offer a placement at any school in the district with space for the student.
c. Falsification of any information provided on this application or during the enrollment process is cause for immediate denial of revocation of your Interdistrict Attendance Permit.

Timeframe for District Response

a. The districts involved will notify the parent/guardian by mail of their decision within timeframes specified herein.
b. Education Code 46601 provides the following timeframes for notification:
    - For requests submitted during the regular school year, districts shall respond within 30 days of submitting the request.
    - For requests submitted for admission in the subsequent school year up to 30 days prior to the start of the subsequent school year, districts shall respond 14 calendar days of the start of the subsequent school year.

c. While your application is pending, the pupil must attend school in the district of residence, a charter school, a private school or other option complying with California compulsory education requirements.

Step in the Interdistrict Attendance Permit Application Process

Complete all sections of the Application for Interdistrict Attendance Permit (form 341). Incomplete applications will be returned to the parent. Requests for transfer may be considered if there is sufficient room in the district in the student's grade level and program.

Intradistrict Attendance

Requests to attend a school outside a student's transportation area, but within the Alpine Union School District, should be made well in advance whenever possible. Such transfers are granted to accommodate special education or personal needs on a space-available basis. Transportation is the parent's responsibility.

Extended Student Services (ESS)

ESS is a childcare program offered before and after school to students enrolled in AUSD. This excellent program is located on the Boulder Oaks campus and at Creekside Early Learning Center in rooms 23 and 24. Hours are 6:00 AM - 6:00 PM. If you need further information, please call (619) 659-8695 (Creekside ESS).

Vision & Hearing Screening

The state mandates that students in public schools in California be screened for possible vision and hearing problems at various grade levels. Each student in Kindergarten is screened for both hearing and vision. In the first grade, the only testing done is for color distinction for the boys, if time permits. Hearing screening is mandated for all second and fifth graders, and vision screening is mandated for all third graders. Students in fourth grade are not screened unless a problem is suspected or requested by a Special Education teacher. A pupil may be excluded from mandated screening programs if the parent/guardian files a written statement with the school principal or district nurse declining consent for the screening.

Principal's Message

Creekside Early Learning Center (CELC) is a preschool through kindergarten campus that focuses on meeting the unique needs of this age group. We offer Spanish Dual Language Programs for Transitional Kindergarten and Kindergarten (K). The field trips, assemblies and resources are all selected with the 4-6 year old child in mind.

At CELC, early experiences in reading, writing, mathematics and STEAM build a strong academic foundation. In addition to the academic program, CELC students have opportunities to build self-esteem, promote social development and develop a love of learning in a warm, caring and secure environment. We utilize the latest research and curriculum to support our students. In addition to our teaching staff, we also have an amazing school social worker and a Wellness coach to support students and their families. Our school motto, "Learning Starts with Happy Hearts" drives our daily practices.

Our staff is proud to be able to offer a strong Response to Intervention Program (RTI) for our kindergarteners. This program is supported by our credentialed TK teachers and is held after their TK students are dismissed at 1:30 pm. Upon completion of kindergarten, our students enter first grade well prepared and eager to learn more!

A child's transition from home to elementary school marks an important step that involves not only the child but also the child's parents and kindergarten teacher. The CELC staff will help the students take their "First Steps" to school success by offering a program that is dynamic and challenging. The staff provides students with a creative and interactive learning environment and the curriculum includes a wide-range of developmentally appropriate

materials to enhance the program. Because family participation in the educational program is a key ingredient to student success, parents (including grandparents) are welcome on campus and encouraged to participate in school programs and events and as classroom volunteers, PTA members, and School Site Council members.

Join Creekside Early Learning Center
as we follow your children's footsteps into the future!

CELC SCHOOL INFORMATION

School Hours:

9:05 A.M. – 2:50 P.M (M/T/TH/F) Kindergarten
9:05 A.M. – 1:35 P.M. (W) Kindergarten
9:05 A.M. – 1:30 P.M. (daily) Transitional Kindergarten

All students at Creekside need to be on campus ready to learn and in their classroom at 9:05 A.M. Students miss out on valuable instructional time and miss directions for assignments when they are late to school. Please plan for the extra minutes it takes to deal with a busy parking lot and help your child arrive on time. Students may be dropped off as early as 8:35 A.M. if they are eating breakfast and 8:50 A.M. if they are not.

There is no supervision provided prior to 8:35 A.M. Also, please be on time to pick up your child after school. If needed, before or after school supervision can be arranged through the ESS Program (619) 922-1768.

Attendance

A child may be absent from school for various reasons (illness, doctor visit, dentist visit, or religious holiday). However, if your child misses school for any reason, s/he loses valuable learning time. Schools no longer collect funding for ANY absence. If a child is ill, they, of course, should stay home. As a reminder, regular school attendance is key to your student's success. Please avoid making appointments during school hours or planning vacations that conflict with the school calendar.

Independent Study Contract

Please contact the Attendance Clerk for an Independent Study Contract if your child must miss school for 3 days or more for any reason.

Tardiness to school also affects your child's education. When a child is late, s/he misses opening instruction and interrupts the entire class upon arrival. Students are tardy if they are not in the class by 9:05 am. The **only excused tardy** is for a doctor or dentist visit, or a court appointment. Students arriving late will need to check into the office to sign in and **present a note from the doctor or dentist** upon arrival.

Your child's school work can and should be made up and absences cleared. Please notify your child's teacher and the school office if your child will miss 1

or more days of school. An "Independent Study Contract" and work will be prepared. The contract describes work to be completed and it is the responsibility of the parent to see that the work is done. A study contract does require time to prepare and some advance notice is required. For students with an IEP, an IEP meeting must be held to discuss and approve the amendment.

Students are required by law to be at school. Children who are habitually absent or tardy miss critical opportunities for learning. Their parents will be held responsible. Actions ranging from a parent reminder letter, notification to the local truant officer, referral to the School Attendance Review Team (SART) and/or Student Attendance Review Board (SARB) through the San Diego County Juvenile Court System are mandated by law.

Our Attendance Team monitors absences and collaborates to determine next steps for families that are struggling with attendance. We are here to help. If you have a need that is affecting your child's ability to maintain a regular attendance schedule, Please reach out to our attendance team.

Mary Barkely, Clerk	**Alicia Caucutt**	**Tamara Ripke,** Principal
mbarkley@alpineschools.net	acaucutt@alpineschools.net	tripke@alpineschools.net
Camryn McInerney, School Social Worker	**Yvette Shelton-Tellez,** American Indian Educational Liaison	**Kelly Navarro,** Community Engagement Specialist
cmcinerney@alpinescools.net	yshelton-tellez@alpineschools.net	knavarro@alpineschools.net

Regular school attendance is the best gift you can give your student!

Absence from School

1. When your child is absent, **please notify the school office and the child's teacher.** The best way to notify the teacher is by email. You can call or email the office. The office email should go to both Mary Barkley and Stephanie Green:
sgreen@alpineschools.net
mbarkley@alpineschools.net
2. Be sure to report communicable diseases to our office. If you are not sure about keeping your child at home, please check with our office staff.

3. A note from home is necessary when a student is to be dismissed from school early. An adult listed on the emergency card or mentioned by name on the note must come to the office to sign the early release log before the child may leave school. **ID is required to verify the identity of the authorized adult**.

Emergency Numbers/New Address/Telephone

We must have an emergency number or numbers for your children so that we can reach someone in case of an illness or accident. If you are not sure whether we have a proper emergency number for you, please call and check with our office. If you move or are planning to move during the school year, please let the office know as soon as possible. If you change jobs or cell phone numbers, please notify the office.

When Your Child Becomes Ill at School

If a child has a fever, vomits, or is displaying other symptoms of illness or injury, the parent, or person listed by the parent on the emergency card will be notified to pick up the child. Children will only be released to an adult listed on the emergency card or specified in writing by the parent.

**Guidelines for Parents on Keeping Ill Children Home

Please DO NOT send a student with the following symptoms to school:

1. **Fever of 100°F or more:** Children must be fever-free for 24 hours **without using fever reducing medications (e.g., Tylenol, Motrin, Advil)** in order to return to school. If your child develops a fever while at school, a parent or guardian will be contacted to make arrangements for the child to be picked up from school.

2. **Flu:** Children must be kept home until symptoms (e.g., body aches, high fever, chills, congestion, sore throat and/or vomiting) subside.

3. **Colds:** Consider keeping your child at home if he/she is experiencing discomfort from cold symptoms, such as nasal congestion and/or a cough which would be an impediment to learning. A continuous green discharge from the nose may be a sign of infection and it is recommended to see your physician.

4. **Cough and difficulty breathing:** Children may come to school if they have symptoms of a minor cold with cough and nasal mucus (see #3 above). However, do not send your child to school and always seek medical care if the child has labored breathing (e.g., use of chest muscles with each breath), rapid breathing at rest, blue color to skin, or wheezing for the first time.

5. **Rash that is undiagnosed**, especially when there is a fever and behavioral change. If the rash appears to be spreading or not improving, your child needs to be examined by a Physician. Contagious diseases that cause the following rashes need to be reported to the school: chickenpox, shingles, impetigo, scarlet fever, measles, fifth disease, ringworm, and all other contagious rashes.

6. **Diarrhea:** Frequent, loose or watery stools compared to the child's normal pattern, not caused by diet or medication. Keep home if the child wears diapers. See a Physician immediately if diarrhea is accompanied by no urine output for 8 hours, jaundiced skin, or child looks/acts very ill.

7. **Vomiting:** More than once a day or accompanied by fever, rash or general weakness

8. **Infectious Disease:** State law requires that in order to minimize and help to prevent the spread of communicable disease, children should be kept home from school if they have a communicable disease such as strep throat, impetigo, pink eye, ringworm, scabies and others. Children who are placed on **ANTIBIOTICS** should be on them for a **FULL 24 HOURS** (longer for Pertussis/Whooping Cough) before returning to school. Children may return to school when they have received adequate treatment. A physician's note may be required

9. **Ringworm** (a contagious skin fungus infection): Keep home until treatment is started. If it is in an exposed area, upon return, cover the visible area with dressing and/or clothing. Ringworm on the scalp requires an oral medication, but the child may return to school if covered with appropriate cream or covered. Other rashes may need to be kept covered while at school as well.

Unless otherwise indicated, children with above symptoms need to be absent for **AT LEAST 24 HOURS** prior to school return.

If at any time you are unsure if your child's illness is contagious, you may want to call your child's primary care provider. If you have any concerns or questions, please contact your school's health office or you may contact our District Nurse at 619-905-9674. Thank you in advance for supporting us in keeping our students' health in mind.

Potty Policies

Does my child need to be fully potty trained to attend school?

Although students that are not fully potty trained cannot be denied enrollment, AUSD strongly urges parents to ensure that their child is fully potty trained before enrolling in Transitional Kindergarten (TK) or Kindergarten (K). Parents must provide their child's current toileting needs and status during the enrollment process.

Fully potty trained means that the pupil:

- Comes to school in big kid underpants (not pull-ups)
- Can communicate a need to use the bathroom
- Can independently take care of toileting (pull down underpants, and sit on toilet or stand at urinal)
- Can independently manage related hygiene (can access toilet paper, wipe, place used toilet paper in the toilet bowl, flush, pull up underpants without assistance, and wash and dry hands)

An occasional accident would be acceptable, and the definition of "occasional" may vary pupil to pupil.

What happens if my student has an accident at school?

Students will be sent to the health office to change if they are wet or wait for their parents to pick them up if they have had a bowel movement.

How can I learn more about the toilet training process?

We have several resources linked on our school website. For more specific information or guidance, consult your child's pediatrician.

What happens if my student continues to have accidents at school?
The parent/guardian will be notified to inform them of each potty accident that is reported and addressed in the health office. Resources, interventions and supports will be recommended and a support plan will be developed at a Student Success Team (SST) meeting with the parents.

Medication

If it is necessary for your child to take medication at school, the Authorization for Medication Administration (Education Code Section 49423) must be completed by both the doctor and parent and sent to the school. No medication will be given at school without this authorization. This includes over the counter medication such as Tylenol, cough drops, and cough syrup, ointments, etc. These forms may be obtained in the office. **Only adults may transport medication to and from school.**

NOTE: *All medication taken at school must be under the supervision of a designated school employee.*

Preserving Instructional Time

At Creekside Early Learning Center, the teachers and staff have established guidelines for limiting classroom interruptions which disrupt student learning. **The following are some guidelines for parents and students to follow which will help us protect the valuable classroom instructional time:**

- Arrive on time to school each day and be prepared to learn.
- Our teacher's focus in the morning is to greet each child. Please do not expect them to take time away from greeting their students to address questions. We kindly ask that you make an appointment to speak to them. Our students come first and we want to ensure that every student feels welcome every day.
- Please avoid scheduling doctor/dentist appointments during the school day. Early pick-ups or late drop offs disrupt the learning of all the students in the classroom.
- Drop off any items for students (i.e. lunches, homework, etc.) at the office. DO NOT BRING IT DIRECTLY TO YOUR CHILD'S CLASSROOM. The office will deliver these items at a time that is least disruptive to the classroom.

- If you need to speak to your child's teacher, please contact them to set up an appointment. Teachers need to be focused on student learning in the morning and are not always available to address parent concerns/questions at that time.
- If you are working as a classroom volunteer, please remember to silence your cell phone off. Please review the complete list of expectations on the back of the volunteer application.

We thank you in advance for your support!

Media Release

Please indicate by completing the Media, Internet and School Release section of the On-line Registration Receipt/Agreement whether the school has your permission to allow your child to be interviewed, photographed and/or videotaped, and if those photos may be posted on our school/district webpage and/or Facebook. This form must be signed and returned each year.

Dress

We feel that appropriate clothing for school contributes to an effective learning environment and in some cases, the ability to safely participate in recess/activities. Here are our district guidelines:

- Students are expected to dress in good taste.
- Children must be neat, clean and well groomed.
- Revealing clothing (cropped tops, short shorts, oversized tank tops, spaghetti straps/strapless dress, or swimsuits) is prohibited. Underwear may not be visible.
- Clothing with graphics (drawings, pictures, sayings) referencing alcohol, drugs, or sex is not allowed.
- Children must wear closed-toed shoes which are safe for daily physical education activities. Roller shoes are not permitted.
- Hats and caps worn correctly are allowed, but must be removed in the classroom.
    - Clothing that suggests affiliation or participation with gangs is not permitted.
    - Clothing, hairstyle, or make-up that may be disruptive or distracting to the educational process is to be avoided.

Visitors/Volunteers

The Creekside Learning Community has enjoyed a long history of community and parent involvement as volunteers. In an effort to adhere to the law and provide all of the students that attend Creekside with a safe learning environment, we require all classroom volunteers to provide a completed Volunteer Packet. This includes verification of tuberculin skin testing. The office staff at Creekside will copy the verification provided and maintain it in a file in the office.

Please note the following procedures for volunteering in our classrooms:

- Parent and community volunteers must sign in at the school office upon arrival at Creekside Early Learning Center
- Parent and community volunteers must wear "Volunteer" or "Visitor" badges (available in the office)
- When working with students, parents and community volunteers must work in the presence of a staff member
- Volunteers must maintain confidentiality outside of the school and share any concerns with the teacher and the administrator(s)
- Please do not photograph, record audio or video students or the staff without permission
- Parent and community volunteers must sign out at the school office as they leave campus
- Teachers will communicate and schedule volunteer opportunities to meet the needs of their classroom

In order to protect the classroom learning environment, we request that you keep your cell phone turned off and that younger children/siblings not be present with parents during classroom volunteer time.

Birthdays

Birthdays are celebrated each month through our PTA-sponsored Birthday Table. Parents are requested to **not** bring food or treats to school for their child's birthday. Homemade food items are **never** allowed at school.

Lost and Found

Please clearly mark all jackets, hats, sweaters, lunch boxes, etc. with your child's name. Children who have lost things on the playground should check in their classrooms first, and finally the 'Lost and Found' rack located in the auditorium. Items left in the lost and found will be donated to a charitable organization at winter break, spring break, and at the end of the school year.

Personal Property

Students assume the responsibility for loss or damage to their clothing, equipment, books or instruments. The school endeavors to protect all personal property, but is not responsible for them. **Large sums of money and articles of real or sentimental value should not be brought to school. Personal toys and games are not allowed in school.**

School Pride

We try very hard to keep the school looking neat and clean. We are certainly proud of its appearance and trust that you feel the same way. We would appreciate your cooperation in helping us instill in your children pride and respect for school property. The school belongs to all of us and when children destroy school property they are hurting you and themselves because more money has to be expended in order to repair the damages.

Textbooks

When applicable, textbooks are loaned to students for their use during the school year. These books should be handled carefully with the idea that other students will be using them in the coming years. Students are responsible for taking care of the textbooks issued to them. Students will be charged for any textbook that is lost or damaged beyond normal use. Chromebook insurance is available for students that take their chromebooks to and from school.

Chromebooks

AUSD provides 1:1 devices for students Kindergarten through 8th grade. Kindergarten chromebooks are loaned to the students and stored in the classrooms. 1st through 8th graders take their chromebooks to and from

school each day. Our transitional kindergarten classrooms have a small group set of chromebooks in the classroom.

Parent-Teacher Association (PTA)

PTA is a long-standing organization which represents the interest of the children in the school and community. This organization puts the children of Creekside first and is dependent upon volunteers. The PTA membership drive takes place in September. PTA volunteers are always welcome. Contact the school office for more information.

Student Behavior/Discipline

The goal of the school is to guide, teach, and counsel students in safe, responsible and respectful behavior.

CELC uses Positive Behavior Interventions and Supports (PBIS) to teach and reinforce clear behavior expectations and skills that lead to a positive, safe, and predictable learning environment. For those students who do not easily learn prosocial behavior skills, we respond with a multi-tiered framework of interventions. We believe in a restorative approach to addressing behaviors and work in partnership with parents to support students. We use a progressive consequence approach. Other means of correction are considered and are utilized as part of progressive discipline. Some other means of correction considered and implemented prior to considering suspension include:

- Student Conference
- Warning from the Principal
- Loss of Privilege
- Social Stories
- Apology Letter (or verbal)
- Restorative Practice/Circle
- Opportunity School
- Buddy Classroom
- Alternative Recess
- SEL Lesson/Activity

The following are examples of behaviors which are grounds for suspension and/or expulsion: possession of drugs, weapons or smoking materials (including matches), fighting, truancy, defiance (grades 6th through 8th),

and thievery. The Board of Education has adopted a "zero tolerance" drug and alcohol policy, which is strictly enforced. Suspension may be for a period of up to five days during which a parent-teacher conference should take place. Only the Board of Education may expel a student after granting the parents an opportunity for a hearing.

CELC works closely with a school social worker to provide student/family support as needed. In addition to onsite support, the school also provides information to families about resources available outside the school environment.

Schoolwide PBIS Rules

CELC **has three rules:**

1. **Be Safe**
2. **Be Responsible**
3. **Be Respectful**

Rules are posted throughout the campus in each classroom and areas of high visibility. CELC teachers and staff devote the first 23 days of school to teach specific expectations around the three rules. The rules are revisited as needed in the classroom. Schoolwide behaviors are tracked and collected. Our school climate team reviews the data, writes goals, and addresses targeted schoolwide behaviors.

Celebrations of Student Success

The following is a list of some of the ways CELC celebrates students success in the areas of behavior, academics and attendance:

- Quarterly Awards Assemblies
- Brag Tags
- Cub Connection Postcards Mailed Home
- Bear Tickets
- Weekly Drawings
- Pawsitive Referrals
- Verbal Praise
- Special Jobs or Privileges
- Friday Announcements

Use of Internet

Students of all grades have the opportunity to access the internet at school for educational purposes. The school has an internet filtering system in place to help students from visiting inappropriate websites. During the registration process, parents authorize or deny internet use for their child.

Homework Policy for Grades Kindergarten through Five

- Students should be expected to spend an average of 30 minutes a night on homework at the primary level.
- Kindergarten homework assignments should stimulate students to talk often with their parents/guardians. Parents/guardians should be encouraged to read to their children.
- Homework assignments in grades kindergarten should promote the development of skills and good study habits.

Guidelines for Parents/Guardians

To help their children, parents/guardians should:

- Provide a suitable place for study, free from distraction and, if possible, reserved for that student alone.
- Encourage the student and offer counsel, but insist that the student do his/her own work.
- Check to see that the homework assignments are completed.
- Express interest when their children talk about school.
- Make school work a priority while balancing it with other activities.
- Communicate with teachers if assignments seem to cause students continuing problems.
- Share ideas with children on topics of common interest.
- Keep in touch with the school program through calls, visits, and participation on school committees.
- Insist upon the proper use and care of books and materials.

Guidelines for the Student

To be successful, students should:

- Listen carefully to all directions regarding homework.
- Ask questions if the assignment is not clear.
- Keep a record of all assignments, including due dates and other specific requirements.

- Have a definite time and place for study, free from interruptions and distractions, and have appropriate materials available.
- Budget time wisely and maintain a schedule of study time.
- Begin assignments promptly and turn them in when due.
- Use libraries, dictionaries, maps and general reference materials with long-term assignments when necessary.
- Strive for the best results.
- Take the initiative in making up work missed for any reason.
- Study independently unless a group or family project is assigned.
- Never copy classmates' work or that of others without proper referencing. Use your own words in homework assignments.

Emergency Preparedness Information

In case of school emergency, or natural disaster such as an earthquake, you need to be aware of our school's plan for releasing your child. Our concern is for the safe and orderly dismissal of all our students. If as many as 400-500 parents arrive at school at approximately the same time to pick up students, your cooperation and patience will be essential to our plan. All students will be under the supervision of school staff until they are released.

Parking will be very limited, so be prepared to park at least a block or two from the school. **DO NOT DOUBLE PARK** in the school parking lot and **DO NOT PARK IN THE RED ZONE**, as it may interfere with getting emergency vehicles into our school site.

For the safety of your child, before allowing you to take him/her home, we must document to whom each child is released. When you arrive at school, you will need to come to the "Student Release Center" (the office or other designated area for student release) and do the following:

1. Sign Student Release Log and complete a Student Release Form.
2. Give the form to the school administrative assistant who will check it against your child's Emergency Card for proper identification.
3. Be prepared to present a picture identification card, if requested.
4. Your child will be called to the "Family Reunion Area"
5. After completing the Student Release Form, go to the Family Reunion Area to meet your child.

It may take some time for the orderly dismissal of approximately 250 students, so please be patient and be prepared to wait. The less confusion the staff has, the quicker students will be reunited with parents/guardians.

It is imperative you keep all information on your child's Emergency Card up to date. Your child will be released only to those listed on the emergency card.

Disaster Information

In the event of a major disaster or a site evacuation, our school district will contact you via our emergency communication system. This automated system will provide you with important information at the numbers you provide.
It is important that your contact information is kept current at the school office.

Each School Site has a comprehensive school safety plan that is reviewed annually by the SSC, Fire Department, and the Sheriff's Department. Emergency drills are held monthly and feedback is used to improve procedures.

Playground Guidelines

1. The playground supervisor's whistle is a signal to stop all action and listen for directions.
2. Be courteous, share equipment and avoid interfering with others' games. No closed games.
3. Students are not permitted in the common areas during recess/lunch unless they have a pass from their teacher.
4. Wrestling, chase, tag, keep-away, tackle football or other such contact games are not permitted at recess.
5. Proper use of playground equipment is required of all students. Examples: One direction of movement on ladder bars...No jumping from any equipment...No pushing, grabbing, or stunting...Kick only soccer balls and kick balls.

6. Safe and appropriate shoes are to be worn during recess and P.E. activities.
7. Throwing objects such as rocks, sticks or sand is NEVER permitted.
8. During recess and P.E., students are to remain in approved play areas. No climbing of fences, trees, or back stops is permitted.
9. Toys and sports equipment from home are not permitted on the playground.

Lunch Area Guidelines

1. Use good manners and talk softly with neighbors. See Voice Chart.
2. When finished eating, clean up your own area.
3. Sharing of food or lunch money is not permitted.
4. All students must eat lunch every day unless the child's parent writes a note permitting their child to skip lunch. This note should be delivered to the health office.
5. Tables will be excused to the playground when their area is clean.

Before and Afterschool Guidelines/Procedures

1. All school rules apply during drop off and pick up