

COYOTE CREEK ELEMENTARY SCHOOL



FAMILY HANDBOOK

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Vision Statement

We envision a diverse school community that values the whole child by meeting his or her academic, social, and emotional needs. We will prepare students for the future by providing them with a safe, engaging, challenging, and emotionally supportive environment. With a dedicated staff and parent community, we will strive to develop students who will become lifelong learners and are able to meet the growing changes of the future.

School Contact Information

Coyote Creek Elementary School

<http://www.ckes.srvusd.k12.ca.us/>

8700 North Gale Ridge Road

San Ramon, CA 94582

Office	925 735-1183
24-Hour Attendance Line	925 735-1195
Attendance Email	ckattend@srvusd.net
Fax	925 735-1197
Kids Country Childcare at Coyote Creek	925 552-4485
San Ramon Valley Unified School District	925 552-5500

Bill Alpert, Principal walpert@srvusd.net

Leona Lam, Assistant Principal llam@srvusd.net

Janet Foster, Office Manager

Harriet Jaffin, School Office Assistant

Karen Tomasello, School Office Assistant

Heidi Boaz, School Office Assistant

Arrival/Dismissal Procedures: Grades 1-5

Our primary concern is the safety of our students on campus. We request that arrival and dismissal procedures are followed in order to improve the flow of traffic during these heavily congested times. Patience is a virtue, and we appreciate everyone's effort to maintain a safe and secure learning environment.

*See Bell Schedule for specific arrival and dismissal times.

Arrival Procedures: Grades 1 Early Slip, Grade 2-5

Campus supervision begins fifteen minutes prior to the start of the day on the blacktop. **There will be no supervision prior to that time.** Upon arrival, students should proceed directly to the playground. When the bell rings, students will line-up on the blacktop on their room number and await the arrival of their teacher. **The campus interior is closed to students and parents before and after school hours.**

When it is raining, students proceed directly to their classroom and wait outside the door until their teacher arrives.

Bikes must be walked on school grounds and locked in the bike rack area by Kids Country.

Arrival Procedures: Grades 1 Late Slip

Grade 1 Late Slip students arrive promptly at the beginning of Grade 1 AM recess and walk directly to the blacktop. **Do not drop students off before that time.** Parents are encouraged to park on the street and walk their child to the entrance near the basketball court area. **Please note that school is in session at this time so parents may only enter campus after signing in at the office.** At the conclusion of the AM recess the teacher will meet the entire class at their blacktop number.

Arrival Procedures: Walkers

Parents are requested to park on the street and walk children to the outside pathways **ONLY** on either side of the office that lead to the blacktop/playground area. Please refrain from walking through the office. It is important that parents and students always use crosswalks to go to the blacktop/playground area.

Please note that there is **NO PARKING** on Briza Loop or any of the streets in the Cedar Bridge Community. These streets are private property and designated as parking only for residents of the Cedar Bridge Homeowners Association.

Arrival Procedures: Drivers

PLEASE NOTE: NO VEHICLES WITHOUT AUTHORIZED PERMITS ARE ALLOWED IN THE PARKING LOTS ADJACENT TO KIDS' COUNTRY AND ADJACENT TO THE KINDERGARTEN BUILDING.

- Enter the circular driveway in front of school from the west and exit to the east. This is a one-way drive.

- Form a single line for drop off at the curb in front of the school and pull up as far as possible.
- Children are to exit the car from the passenger side only. Safety Patrol students or staff members in safety vests may assist the children when needed. It is imperative that children have their personal belongings ready (backpacks, lunch bags, etc.) to exit the car upon arrival for drop off. Please work with your child to become independent in getting in and out of the car with all personal belongings.
- **Drivers are not to park or get out of their cars while in the lanes in front of the school.**
- To exit drive forward and turn RIGHT on N. Gale Ridge Rd. **NOTE THE NO LEFT TURN SIGN—you may be cited for making an illegal turn.**

Dismissal Procedures: Grade 1 Early Slip

All Grade 1 Early Slip students are to be picked up in the **front** of the school at Grade 1 Early Slip dismissal. Please follow the drivers' guidelines listed below (**Dismissal Procedures: Grades 1 Late Slip, Grades 2-5**). Parents walking children home from school may meet in the front of the school near the bench area and use the crosswalk in the front of the school.

Dismissal Procedures: Grades 1 Late Slip, Grades 2-5

Students may be picked up at either the front (drive through) or the side of the school (blacktop). Drivers picking up students please see **Dismissal Procedures: Drivers** below. Adults walking onto campus to pick up students please see **Dismissal Procedures: Walkers** below. Please coordinate with your child the location of their pick up in advance.

Dismissal Procedures: Walkers

Parents walking children home from school will need to meet them at the supervised basketball court area at the side of the school. This will alleviate congestion at the front of the school and help traffic flow more quickly. If you are picking up your child to walk home together, please use the crosswalk closest to the Kids Country building.

Dismissal Procedures: Drivers

- Enter the circular driveway in front of school from the west and exit east. This is a one-way drive only.
- Form a single line and pull up to the curb in front of the school.
- **Drivers are not to park or get out of their cars while in the lanes in front of the school.**
- To exit drive forward and turn RIGHT on N. Gale Ridge Rd. **NOTE THE NO LEFT TURN SIGN—you may be cited for making an illegal turn.**

Thank you for supporting the safety of our children.

Children who are not picked up after school are brought into the office.

You will need to come into the office to sign out your child if you are late. For safety reasons it is **imperative** students are picked up immediately following the end of school.

Arrival/Dismissal Procedures: Kindergarten & Transitional Kindergarten

IMPORTANT REMINDER: THE LOT BEHIND THE KINDERGARTEN BUILDING IS CLOSED AND RESTRICTED TO STAFF AND AFTER SCHOOL CARE PROVIDER PARKING ONLY. You must have an official parking permit in order to park in this lot. Citations may be issued if you violate these parking procedures.

TK/Kindergarten Arrival

Parents/Day Care providers must accompany their child to the designated kindergarten line up area no earlier than ten minutes prior to their start time and wait for the teacher to pick up the class. To help maintain a safe environment, we request that parents park off campus and walk their child on the pathway to the crosswalk and into the enclosed kindergarten blacktop area. For the safety of all children, students are expected to wait in their line prior to school and are not permitted on the play structure (this includes siblings).

TK/Kindergarten Dismissal

At dismissal, students will be released to their parents through the front doors of the kindergarten classrooms (doors facing the staff parking lot). Parents are requested to park on the street (not the drive through) and walk to the front of the classrooms to pick up their child. Please be sure to use marked crosswalks at all times.

Attendance Policy/Procedures

In order to be certain all of our students are accounted for each morning, we have implemented the following procedures:

If your child is absent for any reason, please notify the school no later than the start of the school day on the day of the absence. **To report an absence you may either call the 24-hour attendance number, (925) 735-1195**, which is answered by an answering machine or **send an email to ckattend@srvusd.net**.

You will be asked to state the following:

- Your child's name, please spell the last name
- Estimated length of absence
- Reason for absence
- Your name and relationship to the child

Please help us eliminate unnecessary phone calls to you by using our attendance number.

Homework may be requested after three days of absence.

Independent Study Contracts

If a student will be absent for five or more consecutive school days parents may request an Independent Study Contract. As a courtesy to our teachers, please request a contract at least one full week in advance of the absence; this allows the teacher time to provide the child with appropriate assignments. All work is due back to the teacher the day the student returns to school in order for the contract to be valid (See Board Policy AR 6158).

Unexcused Absences and Tardiness

One of the keys to your child's academic success is the time your child spends in the classroom. If your child misses three or more days of school due to an unexcused absence **or** is tardy for unexcused reasons for more than 30 minutes on three occasions, a letter from the district may be sent home addressing truancy. According to California Education Code Section 48260 – Education Code Section 48260 – “Any pupil subject to full time education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor of superintendent of the school district”. Family vacations, attending sporting events, oversleeping, running late are examples of unexcused absences.

Leaving School During the Day

For safety reasons it is imperative the school knows the whereabouts of your child. Children may not leave the school grounds at any time during the school day unless a parent or guardian comes to the office to sign them out. Children will be released through the office only; teachers will not release children from the classrooms.

Tardy Policy

Students are expected to be at school on time each day. Punctuality is a life-long skill which is stressed at Coyote Creek Elementary School. If a student is late, for any reason, he/she must go to the office to get at Admission Slip before going to class. Parents will be contacted when a student is repeatedly late to school and appropriate consequences will be enforced. Letters will be sent home from both the school and the District Office when truancy becomes a problem. They need to be signed and returned by the parent/guardian.

SRVUSD Homework Policy

Homework should prepare students for, and reinforce classroom learning. Homework is an integral component of education that deepens student learning and understanding. When assigned, homework will contribute to the healthy development of the whole student. Homework will be meaningful, purposeful, and appropriate.

Homework For All Grade Levels

1. Homework is defined as any work assigned to be completed outside of class.
2. The amount of homework assigned to students is different in elementary, middle, and high school. The amount of time a student spends on assigned homework depends on factors such as the student's needs, learning ability, subject, school schedule, testing schedule and assigned homework due dates. Time spent on homework shall be balanced with the importance of personal and family well-being, and the wide array of family obligations experienced in our society today.
3. Parents and teachers shall make students aware that learning occurs at home, school, and in the world around them.

4. Homework shall be the result of collaborative efforts, thoughtfully considered, and coordinated to improve student learning.
5. Homework shall be purposeful and meaningful to students. Legitimate purposes for homework include practicing a skill or process that students can do independently but not fluently, elaborating on information that has been addressed in class to deepen students' knowledge, and providing opportunities for students to explore topics of their own interest.
6. Reading is an integral part of learning and is a consistent part of homework.
7. Homework will reflect the accommodations and modifications of curriculum that are stated in a student's IEP or 504 plan.
8. There shall be no homework assigned during school recesses. (Thanksgiving Break, Winter Break and Spring Break). Projects assigned before recesses must not require any work to be completed over the break.

Grade Level Homework Guidelines: Elementary School

1. Reading is an integral part of learning. In the primary grades (K-3) homework will consist primarily of reading and a limited number of independent exercises to reinforce previously taught basic skills.
2. Except for reading, homework at the elementary level shall not be assigned over weekends, or holidays.
3. At the upper grades (4-5), homework consists of completing, practicing, preparing, or extending core academic skills and is designed to build independent study habits.
4. Below are the time limits for elementary homework:
 - a. K-1 no more than 30 minutes of homework per night (reading included)
 - b. 2-3 no more than 45 minutes of homework per night (reading included)
 - c. 4-5 no more than 60 minutes of homework per night (reading included)
5. Project-based assignments are designed to reinforce Common Core State Standards, promote collaboration and independent thinking. Project-based assignments shall primarily be undertaken and completed in the classroom. Long-term assignments and projects that require work outside of the classroom shall be limited in number and duration. Some portions of projects may be assigned as homework; however, these tasks should not require significant assistance from parents or the purchase of materials. Long-term assignments and projects shall include clear checkpoints to monitor progress toward completion. Group projects that require work outside of the classroom shall not require meeting in person.

* Please refer to the Homework for All Grade Levels

Responsibilities

Students are responsible for:

1. ensuring understanding of the homework and asking for clarification or help when needed
2. regularly completing assigned homework in a timely manner
3. managing time by staying focused, on task, and planning effectively for long-term projects
4. bringing home all necessary materials
5. putting forth their best effort to produce quality work

6. communicating to parents and teachers when homework assignments become overwhelming or if s/he is not consistently able to do the homework by herself/himself within the time guidelines, or if challenges or questions arise
7. completing or making up assignments and tests when absent from school
8. completing or making up assignments and tests when suspended from school if required by the teacher. (Ed Code 48913) (cf.5144.1 – Suspension and Expulsion/Due Process)

Parents/Guardians are responsible for:

1. being an advocate for their child, while encouraging the child to advocate for herself/himself
2. encouraging reading at all grade levels
3. providing an appropriate environment for homework to be done
4. providing a healthy balance between homework, extra and co-curricular activities, and family commitments
5. contacting the teacher if their child is not consistently able to do the homework by herself/himself within the time guidelines, or if challenges or questions arise

Teachers are responsible for:

1. referencing this policy in all course syllabi and reviewing the policy with students and parents within the first month of school and no later than Back to School Night
2. encouraging a partnership between family and students that promotes timely communication and supports families in the homework process
3. designing homework assignments that clearly articulate their purpose and expected outcome, allowing for student questions and planning
4. providing timely feedback to students
5. ensuring any homework assigned is directly related to the classroom instruction and consists of clear, purposeful, and engaging activities
6. assigning homework that is appropriate and differentiated as needed
7. teaching the skills necessary for the students to complete the homework and become successful independent learners
8. articulation and planning with all curricular areas
9. providing makeup work for suspended students

Principals are responsible for:

1. implementing district policy
2. supporting professional dialogue
3. promoting teacher collaboration
4. monitoring homework quality and quantity
5. introducing parents to the homework policy within the first month of school, (i.e. Back to School Night)
6. facilitating interventions and support programs
7. reviewing the homework plan at least twice per year, in person, with all site faculty, at the beginning of each semester
8. posting the policy on the school's website homepage

Makeup Work

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980) (cf. 5121 - Grades/Evaluation of Student Achievement) (cf. 5145.6 - Parental Notifications)

Code of Conduct

The Coyote Code

**Hurt no one on the inside or outside
Respect our school and all property
Be responsible for what we say and do**

Managing Conflicts at Coyote Creek

The staff encourages all students in TK-5 to use the tools developed by Soul Shoppe when conflicts arise. All staff is trained in how to use the tools needed for any non-violent conflict. Students will be instructed how to use the "I Message", "The Clean Up" and "Stop and Breathe" tools.

I MESSAGE:

I Feel... (a feeling is stated)
When I.... (an action that was taken)
I need... (state what would make it right)
Will you... (request it being done)

CLEAN UP:

I know that I ... (recognize the wrong doing)
I apologize.
What can I do to make it right? (brainstorm and resolve)
Next time I will... (showing respect)
Will you forgive me?

STOP AND BREATHE: *a de-escalating technique that helps people make wiser choices when in the midst of an emotional situation.*

STOP

BREATHE

THINK BEFORE ACTING

CHOOSE THE RIGHT THING TO DO

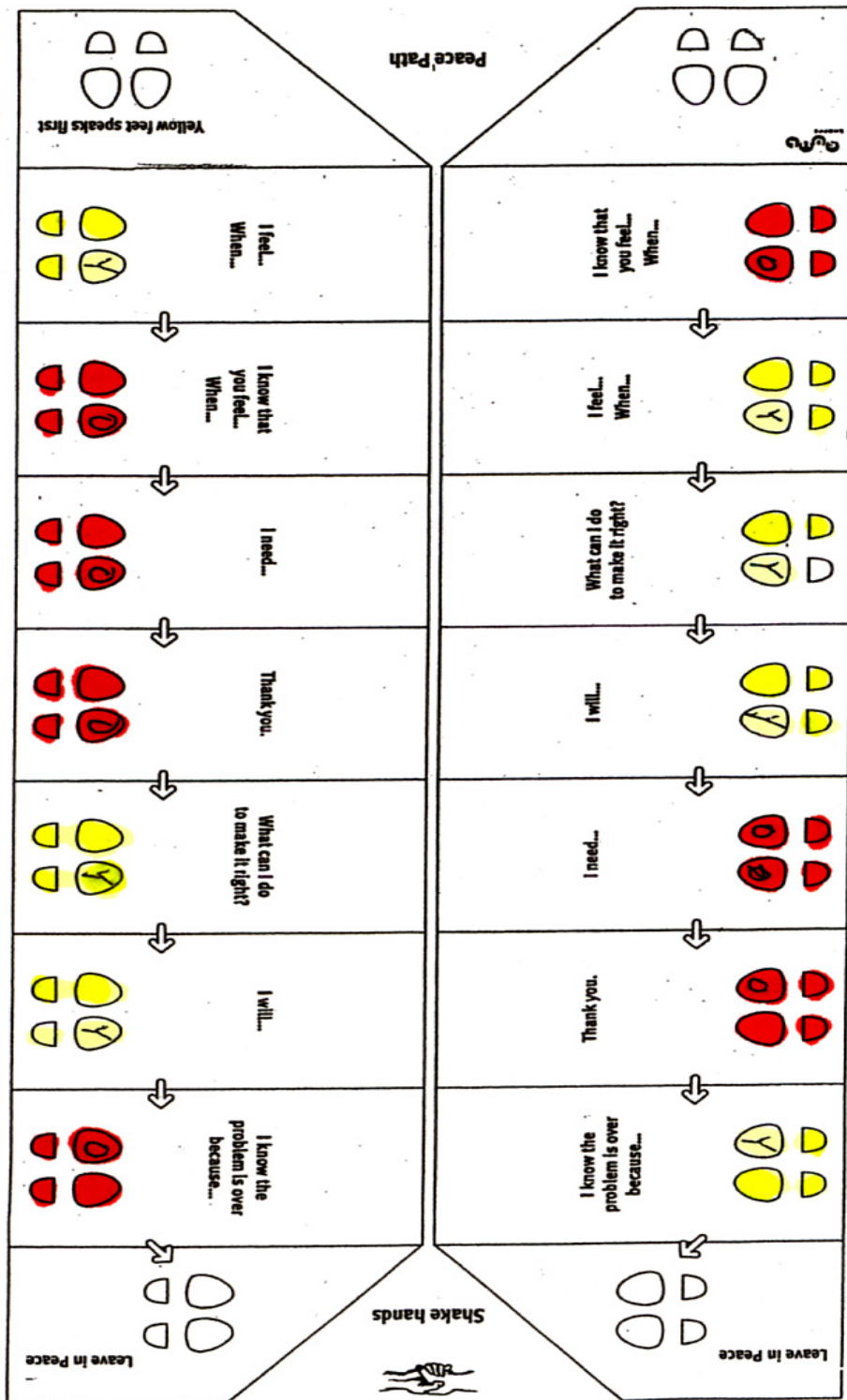
ACT ON IT

CHEER FOR YOURSELF

We teach students:

- ✓ Conflict is common
- ✓ Conflict helps us to learn more about others and ourselves
- ✓ We all have the ability to solve problems peacefully

Peacemakers and the Peace Path



Teachers assume the role of training students to be **Peacemakers** on the playground. The Peacemakers are selected as good listeners, helpful, trustworthy, caring about his/her school and takes pride in his/her self. They **DO NOT** use violence, gossip and spread rumors, or tell others what to do. Once participants have agreed to resolve the conflict peacefully, they join together at the peace path with a yard duty present.

“Coyote Caution”

In alignment with the SRVUSD expectations for student behavior, students at Coyote Creek are guaranteed an environment that is safe; classrooms where mutual respect is the underlying principle, and school rules are publicized, explained and enforced. In addition, Coyote Creek’s rules encourage respect for self, for property, and for others.

To maintain a high standard of respect, our staff will be giving reminders to any student involved in a violation of any Coyote Creek school rule on campus, during recess, and before and after school. The reminder is recorded on a **Coyote Caution** slip and given to the classroom teacher, who is the responsible party for monitoring student behavior.

COYOTE CAUTION

Student _____

Teacher _____ Date _____

Referred By _____

☐ Running in the courtyard

☐ Running/Playing after the whistle

☐ Playing in/outside the bathroom area

☐ Eating out of the snack area

☐ Play structure violation

☐ Out of boundary

☐ Other _____

☐ Rough, inappropriate play

☐ Being disrespectful

☐ Inappropriate language

☐ Physical Contact (pushing, hitting, kicking)

☐ Other _____

Dress Code Policy

The purpose of our dress code is: safety, comfort, to minimize distractions and allow developmentally appropriate clothing for the school setting. We would like the dress code to be consistently enforced, clearly understood and minimally disruptive. Student dress should be appropriate to the classroom and conducive to school work:

- Shorts above mid thigh, halter, spaghetti straps, net or midriff tops, cutoffs, etc. are not appropriate. Conservative tank tops may be worn.
- We recommend shorts be worn underneath skirts or dresses.
- Pants may not be worn low enough that underwear is visible. This applies even if outer clothing covers the area.
- Dangling earrings, long necklaces, and multiple bracelets are not permitted nor are clothes displaying inappropriate logos or messages.
- Perfume and make-up are not allowed.
- Chain wallets are not appropriate.
- Footwear should allow for safe participation in PE and while playing on the playground. Shoes with wheels are not permitted on campus.
- Students may wear sun protective clothing, including hats, while outdoors.

Please support the educational atmosphere at Coyote Creek and screen your child's attire.

Acceptable Use of Electronic Communication

As the use of digital technology becomes more prevalent throughout our schools, the San Ramon Valley Unified School District is committed to helping students learn the responsible use of such technology in a safe and appropriate manner. This document serves as a reminder to parents and students that cell phones, cameras, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful, with respect to themselves, other students and staff, as well as the overall school environment. The following information has been developed with the safety of all students and staff in mind.

Cyber Bullying

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments.
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the students and staff member's right to be safe and secure. Actions deliberately threatening,

harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

Inappropriate Use of Technology

The fundamental principles behind these policies are that students should never do anything that harms another student or prevents them from learning. Any use of technological media that interrupts with a student's right to learn will not be tolerated. Electronic media includes, but is not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication. Examples of this behavior include but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.

Consequences – Inappropriate Use of Technology

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

- Sexually explicit material that is transmitted electronically may result in parents or police being notified, and that material may be reported as suspected child abuse or neglect.
 - All students involved in the transmission and/ or possession of such images or text may be disciplined under California Education Code 48900 (i):
Committed an obscene act or engaged in habitual profanity or vulgarity.
 - If reasonable suspicion exists that a student has been involved in possessing or transmitting such material, the electronic device involved may be confiscated and searched by school officials.
 - The transmission of such material involving another student may be punished under California Education Code 48900 (r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
 - Additionally, Education Code 48900 (k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension
- *** Education Codes 48900.4 "Harassment, threats, or intimidation creating an intimidating or hostile educational environment"
- *** Education Code 48900 (k) "Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties"

***Education Code 48900 (i) “Committed an obscene act or engaged in habitual profanity or vulgarity
*** Education Code 48900 (r) “Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel”

Actions Steps to Respond to Cyber Bullying or Harassment

Any student who receives such an image or message against their will should:

- Inform a school official immediately.
- Save the evidence. Print the online harassing text if possible.
- Identify the Bully.
- Clearly tell the Bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or Cell Phone Company.
- Contact the police.

Lunch Program

Children are encouraged to eat lunch at school. If your child must occasionally go home for lunch, please be sure to come to the office and sign him/her out when leaving and returning. The cafeteria serves several entrees for your child to choose from. Milk, water, and juice may be purchased separately for students bringing lunches from home. All students have a student ID number for lunch purchases – funds may be deposited in your child’s account. The link for school lunches can be found on our school website. You may also make a deposit to your student’s account by dropping off a check in the deposit box in the school office. Please put your child’s name and teacher on the memo part of the check.

Lunches or money left at home should be brought to the office in the morning. The children are responsible for checking for them. **Please be sure to send your child to school with either a lunch or lunch money.** In emergencies, children without lunches or money will be offered food items from the salad bar.

Health & Safety

Emergency Contact Information

If your child becomes ill or there is an emergency and the school is unable to reach you, the people listed as emergency contacts will be called to pick up your child. Your child will only be released to the people you have designated. Emergency contacts could be relatives, friends or neighbors that you would entrust with the care of your child and they should live locally. It is vital to keep your information up to date in the event of an emergency.

Health Information

If a child becomes ill or is injured at school, his/her family or another adult authorized as an emergency contact will be notified. If medical attention is needed and the parent or authorized adult cannot be reached, 911 will be called and the child will be taken to a medical care center determined by the emergency medical personnel. If you have a child with a medical problem who could be endangered by

communicable diseases (such as chicken pox, streptococcus infections, etc.) please alert the classroom teacher and/or the health educator so we can notify you when such diseases occur.

Illness

Children should be feeling well and fever free for 24 hours before returning to school.

Immunizations and Physical Exams

Children will not be allowed to start school until immunization and physical examination requirements have been met.

Lice

If a student is found to have live lice at school, the parent will be notified by phone and receive written information (A Parent's Guide to Head Lice). The class will also receive this information. The parent may pick up the student at his/her discretion. The school nurse will be consulted for chronic or severe head lice infestation, and if necessary, the student may be sent home before the end of the school day. The student may return to school as soon as he/she has been given appropriate lice treatment. The student will be checked the day he/she returns to school.

Long Term Illness

If your child is going to be absent due to illness or injury for two or more weeks contact the school office staff to discuss the next steps and the possible arrangement for a home teacher.

Medication During School Hours

California Education Code Section 49423 regulates medications at school. Medication cannot be given at school unless the physician and parent have completed the Medication During School Hours form. This form is available in the office or on the school website and must be updated each year. All medication needs to be brought to the school office by an adult (including over the counter medications such as cough drops or Tylenol).

Safety Drills

There will be regular fire, disaster, and secure campus drills to familiarize students with proper drill procedures. Coyote Creek has a detailed evacuation plan which is reviewed annually and can be found on our school website.

Communication

The school uses various forums to relay information to families. Each family receives a weekly email every Sunday full of information and timelines. All staff members at Coyote Creek have an email address that is available on the school website.

Binder Reminders

Third, fourth, and fifth grade students use a Binder Reminder each day in class. This important tool is used to teach study and organizational skills and help students learn to plan ahead. The Binder Reminder will be used to record class assignments and pertinent information regarding school business.

Friday Folders

The Friday Folder is an important link in the communication system between the school and home. It is used to send weekly school notices and important information home to parents. Most school notices are

sent home on Friday, although there are times when we receive dated material that must be sent home right away. All students are expected to take their folder home on Friday and return it to school on Monday. Parents should ask their child for the folder in the evening, remove and review the contents, and make certain that the folder is sent back to school on the next school day. The vital link in this system is your child who must assume the responsibility for taking the folder home and bringing it back to school. It is important for parents to make their child accountable for accepting this responsibility.

Messages

In an effort to minimize classroom interruptions, we ask that routine matters be planned and handled prior to coming to school. These include but are not limited to: where to meet after school and/or who the student will be going home with; reminding your child of after school activities; unscheduled visits by parent(s). On those rare occasions when it is necessary or an emergency, the office will try to relay telephone messages to your student.

Report Cards and Conferences

Report cards will be sent home to families two times during the school year. Conferences will be held in the fall and spring. Additional conferences may be held during the year at the teacher's or the family's request.

Birthdays and Special Occasions

No Edible Treats

The safety of our children is of utmost importance so food treats are not an option for birthday celebrations. We have many students with a wide range of severe, life threatening allergies to various nut products, dairy products, wheat, soy, some fruits, and many other items.

Teachers honor children in the classroom on their special day in a variety of ways. As a school community, we would like to restructure the celebration of birthdays and honor your child's special day in a unique way. We have provided the list below as other choices for honoring your children on their special day:

- Donate a book to the school library or classroom in honor of your child's birthday with his/her name inside.
- Have your child bring their favorite book to share and the teacher or child will read it to the class.
- Donate a ball or jump rope (new or used) to the classroom for recess.
- Provide each student in class with a colorful pencil, stickers or eraser.
- Choose favorite song or musical piece to sing or play for the class
- Bring simple goodie bags for the class with safe items (no balloons, pop rocks, etc.).

Personal party invitations may not be distributed during school hours. Please do not have flowers or balloons sent to the school for students.

Halloween

As you and your child decide on a costume for Halloween, please keep in mind costumes depicting violence or gore are strongly discouraged. Costumes using props such as guns, knives, swords, or other weapons are not allowed. Please save face paint for evening trick or treating. If you are uncertain if the costume is appropriate please ask the classroom teacher before purchasing the costume.

General Information

Books and Classroom Supplies

Students will be provided with all necessary textbooks and school materials. Teachers purchase all classroom supplies with parent donations, which can be made during registration each year. Each child is responsible for the proper care of the books in his/her charge. In the case of lost or damaged books, the child is responsible and charges will be made.

Bicycles/Scooters

Children may ride their bicycles/scooters to school; however, bicycles must be parked and locked in the bicycle rack. Bicyclists and those riding scooters should observe traffic safety laws and be considerate to children walking to school. At no time during the school day are bicycles/scooters to be ridden on school grounds. California State law requires that all students wear helmets while riding a bicycle.

Cell Phone Use

CELL PHONES MUST BE TURNED OFF DURING SCHOOL HOURS. If you choose to bring a cell phone to school the school is not responsible if lost or stolen. Students are not allowed to take photos, audio or video recordings of other students or staff members.

Classroom Observations

Parents must contact school administration to schedule a day and time for an observation and 48 hours notice is required. Drop in visitations are disruptive to teachers and students and are not permitted. School administration must approve all classroom visits by parents. Administration reserves the right to refuse visitor access to campus by following SRVUSD's Classroom Visitor Policy (see Board Policy 1250).

Day Care

Kids Country provides before and after school on site day care. They are located on the Coyote Creek campus but are run independently of the school. Please call (925) 552-4468 for more information.

Field Trips

The classroom teacher, with the help of the room parents, organizes field trips. Field trips are paid for by parent donations. They may be canceled if not enough drivers are available and paperwork is not in the office 72 hours prior to the trip. Students are required to have a signed permission slip for each trip returned to the teacher by the due date. Permission by phone is not acceptable. Parent drivers must have the proper insurance coverage, and have completed SRVUSD's volunteer clearance process online. Each person in the car must use a seat belt. Students are not permitted to ride in the front seat of the vehicle. (No exceptions are permitted.) Siblings are not allowed on field trips.

Items From Home

Toys should be left at home to avoid loss and/or breakage (this includes trading cards, silly bands, etc.). If these items are brought to school for after school use, they are to remain in student backpacks at all times during the school day.

Items Not Permitted at School

Students are not allowed to bring roller skates/blades, shoes with wheels, skateboards, baseball bats, trading cards (e.g., baseball cards, Pokemon cards, etc.), candy, gum, iPads, iPods, DS Systems, smart watches, cameras, makeup, nail polish, balloons, tobacco products, alcohol, fire crackers, stink bombs, aerosol cans (e.g., shaving cream, hair spray, perfume, etc.) or other items that may pose a safety

concern. If these items are brought to school, they will be confiscated and brought to the school office. Parents may be required to come to the office to claim them and students may be assigned disciplinary consequences. The school accepts NO responsibility for lost or damaged items.

Lost and Found

Each year a sizable amount of clothing and other articles end up in the lost and found. Parents are urged to mark all personal articles with the child's name and phone number. The lost and found is located on a rack in the Multi Purpose Room and on hooks by the playground. Smaller items are brought to the office. Items not claimed will be donated to charity.

Moving

If you are moving within the school district, bring your new residency information to the office immediately. If you are moving out of the district, let the office know as soon as possible.

Parking at School

Please do not park in the drive way in front of the school, in the staff parking lots in front of or on the sides of the school, or on Briza Loop. Street parking is available on Lilac Ridge Road. PLEASE RESPECT OUR NEIGHBORS AND DO NOT PARK ON BRIZA LOOP.

**All people needing handicap access please contact the office for special conditions.*

Pets at School

Pets are not to be brought to school.

Playground

The playground and play structure are open to the public prior to 8:00am and after 3:30pm Monday through Friday. There is no playground supervision after school or fifteen minutes prior to the start of the school day.

School Telephone Use

School telephones are available for student use for illness or emergencies only.

Volunteers

Coyote Creek parents are an integral part of the school community. Parents help in various ways in the classrooms, the library, and in the office. Parents also help on field trips and with special activities. Each classroom has a Room Parent who coordinates volunteers for classroom activities and programs. All volunteers must sign in at the office and get a volunteer badge to wear before going to a volunteer assignment on the school site. This enables us to reach you in case of an emergency and to monitor visitors on our campus. To volunteer on the Coyote Creek campus, you MUST first be cleared through the SRVUSD volunteer process. Please visit our school website for the link to complete this process online.

Volunteer Drivers

If you are planning to volunteer to drive on a field trip this year, complete the SRVUSD volunteer clearance online as soon as possible as this process can take several weeks.

When private vehicles are used to transport students on field trips or to other school functions, the driver must:

- hold a valid California Driver's License. The driver carries insurance with a minimum coverage of \$100,000/\$300,000 bodily injury and \$25,000 property damage. The driver understands that his/her own insurance is primary and the District's insurance is considered secondary.
- report all disciplinary/medical concerns to the teacher immediately. Please consider others when volunteering to drive if you are currently under the care of a physician or on medication that may impact the driver's driving abilities.
- be responsible for the safety and well being of students in the driver's care.

Children must ride in a Child Restraint Device (car seat) and backseat following the guidelines set forth by CA law:

- Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
- Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.
- Children who are 8 years and over shall be properly secured in an appropriate child passenger restraint system or safety belt.

Parent Rights and Responsibilities

Parents have the right to expect that attention will be given to the academic, social, physical, and emotional needs of the students in an atmosphere which treats children with dignity, fairness, and consistency. Parents share the responsibility to support the school in its efforts to provide an exemplary program for students. Parents also have the responsibility to:

- Send students to school on time each day.
- See that the students receive a proper diet and ample rest.
- Make sure their student comes to school with all materials, books, assignments, and a lunch.
- Provide a quiet time and place for study.
- Show an interest in the student's day.
- Communicate with the teacher regarding progress reports and any concerns or questions.
- Keep all conference appointments or notify the school to the contrary.
- Work cooperatively with the school as a student's education is a shared responsibility.
- Refrain from taking their children out of school for vacations throughout the year.

Programs and Organizations

Art

All students will receive art instruction during the year through the Art Masterpiece program; this program is taught by volunteers and funded through PTA. Students will also receive one art lesson per month through an Art para-educator. The Art para-educator is funded by the Coyote Creek Learning Fund.

Computer Lab

The Computer Lab has been designed for 21st Century Learning. The computer consists of over 30 laptops that are used to support the learning taking place with the teacher's daily curriculum. We also have several carts of class sets of macbooks, google chrome books, and ipads for teachers to use in their classrooms.

English Language Development (EL Support)

Children whose primary language is not English are designated as English Learners (EL) and will receive English Language Development (ELD) from their classroom teachers. They will receive ELD until they are fluent in listening, speaking, reading, and writing and can perform at grade level.

GATE

In grades 3-5, GATE (Gifted and Talented Education) students are grouped together by forming clusters within the heterogeneous class. GATE students are identified by their scores on the Cognitive Abilities Test (CogAT) taken by all second grade students in February/March of every school year.

Instrumental Music

The instrumental music teacher provides weekly group lessons to 4th and 5th grade students who are interested in learning to play an instrument. Beginning and advanced instrumental programs are offered.

Learning Fund (CCLF)

The Coyote Creek Learning Fund (CCLF) is a non-profit organization dedicated to education excellence. The purpose of the Learning Fund is to provide quality educational programs for children. Donations to CCLF are tax deductible. These donations will be used to expand the hours of the library media coordinator and the computer systems assistant. CCLF also uses those donations for technology and resource support, and for the following positions: curriculum support teacher, reading intervention para-educators, and classroom para-educators.

Library/Media Center

The Library/Media Center (LMC) is an integral part of our school. A Library/Media Coordinator staffs the LMC. Students visit the library weekly and have an opportunity to make a selection from a wide variety of fiction and non-fiction books and magazines available for checkout. Students are encouraged to take their selections home for sharing. Any help families can provide with the care and return of library materials will be appreciated. Computers with reference software are available for use during class library visits.

Music Appreciation

Students in grades TK, K, 1st, and 2nd receive music appreciation instruction on a regular basis.

Parent Teacher Association (PTA)

PTA membership is open to parents, guardians, relatives, teachers and friends of Coyote Creek students. A membership drive will be conducted early in the school year; however families may join at any time. Families are encouraged to join PTA and take an active part in this supportive organization. If active participation is not possible, parents are still encouraged to join and help provide a financial base to support the PTA's activities.

Physical Education

Students in grades 1 through 5 are provided with physical education classes each week. During these periods, a credentialed PE teacher instructs students. The children receive a balanced grade appropriate PE curriculum, which provides warm-up exercises, skill instruction, health awareness, game instruction, and cooperative learning. In order for your child to fully benefit from the class, we ask they dress appropriately on days they will be participating in PE. Students should wear athletic shoes and girls who opt to wear a dress should wear shorts underneath.

Rainbow Program

This special program is offered to children that would benefit from having an adult at school provide extra attention and support with social development on an individual or small group basis. It is staffed by trained paraprofessionals who meet once a week with selected students.

Support Personnel

Health Educator

The Health Educator provides services on a weekly basis. The work of the health educator involves hearing and vision screening for designated students, assisting teachers with health education at all grade levels, making home contacts when necessary, and assisting with first aid.

Psychologist

A school psychologist provides psychological services to designated special education students at Coyote Creek. The psychologist assists the teachers in pupil evaluation, diagnosis of student needs, and referrals to appropriate programs.

Resource Specialist

The resource program is designed to provide identification, assessment, and instructional planning, including individualized and small group instruction for individual students with special education needs.

Speech and Language Specialist

Speech and language therapy is provided at Coyote Creek for children who have difficulty with verbal communication skills and language processing who qualify for special education services under education code. Students who meet criteria for speech and language services are enrolled in individual or small groups to work on specific goals listed in the student's Individual Educational Plan. Students may receive support through Response to Intervention.