

Twin Creeks Elementary School



Student-Family Handbook
2023-24



Twin Creeks Elementary

SCHOOL HANDBOOK

2023-24

Welcome to Twin Creeks Elementary School. We are excited to begin this new school year.

We are committed to creating an environment where our children feel safe, respected, and nurtured. We believe that at Twin Creeks we are a community of learners.

We care...that students reach their highest potential. By providing a safe and nurturing environment, our students are willing and able to take risks.

We share...our love for learning and our commitment to excellence with all of the Twin Creeks community – students, staff and parents. We know that by collaborating we work better and accomplish more.

We dare...to dream big and celebrate our successes and our diversity.

Be a part of something GREAT! We are always looking for volunteers! Please consider an opportunity to help out in the classroom, library, PTA, Learning Fund, or Site Council. Your involvement enriches us all. With so many working together towards a common goal, we can make a difference in the educational experience of each and every child.

Please check out our Twin Creeks school website for updated events as well as your teacher's classroom information. It is a great source of information. Bookmark it and check it out! Go to: <https://tces.srvusd.net/>

I look forward to a wonderful year working with you and your child. Please know that I welcome your ideas and comments. Feel free to email me at kberg@srvusd.net or call 925-855-2900.

Together we roar!

Kristen Berg

Contact Information

Address: 2785 Marsh Drive San Ramon, CA. 94583

Phone: 925-855-2900

Attendance Line: 925-855-2998

Office Hours: 7:45 AM - 4:00 PM

School Website: <https://tces.srvusd.net>

Kid's Country at Twin Creeks: Site Director Marnie Sowa

Kid's Country Phone Number: 925-743-3155

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STUDENT EXPECTATIONS

Be Safe...Be Respectful...Be Responsible

- Treat others the way you want to be treated.
- Use appropriate, respectful language at all times. No foul language or profanity.
- Walk in the courtyards and walkways.
- Include everyone in games. Take turns and be fair.
- Play so that you and your classmates will be safe and have fun.
- At the end of recess when staff blows the whistle:
 - 1st whistle: stop play and take a knee.
 - 2nd whistle: students with playground equipment should put away equipment
 - 3rd whistle: all students walk to their classroom line and sit quietly waiting for teacher

Conflict Resolution Utilizing Restorative Practices

Our staff encourages all students to utilize conflict resolution and stress reduction strategies to resolve conflicts. Students will receive instruction on empathy and problem-solving strategies in all classrooms. All school personnel are trained in the strategies and will assist students in resolving concerns in a nonthreatening and effective manner.

Strategies:

- Stop and Breathe
- Identify ZONE color
- Talk and listen to each other
- Find out what you both need
- Brainstorm solutions
- Choose the idea you both like
- Make a plan. Go for it!

Use an “I” message

- “I feel _____ when people _____. I need _____. Will you please _____?”

Use “Clean up” message

- I know that I _____. I apologize. What can I do to make it right? Next time I will _____. Will you forgive me?

Safety and Discipline

Social-Emotional Safety

- Students cannot learn unless they feel safe. Our school believes that students should **Be Safe, Be Respectful, Be Responsible**. It is our expectation that students act in these ways at all times. Students can earn **PAWS slips** for demonstrating these behaviors.
- We also use tools to allow students to learn from their mistakes. These include Think About It Sheets to reflect on choices, Restorative Justice practices to mend relationships, and office referrals when behavior choices go beyond the scope of what is appropriate in the classroom or on the playground.
- It is critical that we collaborate with families to help our young students learn appropriate behaviors, teach them ways to correct behavior, and understand the need for consequences should their behavior warrant it. We thank you for your support of our social emotional safety systems.

Physical Safety

- We are a “**hands to yourself**” school. Pushing, kicking, and other forms of physical interaction will not be tolerated.

Discipline Steps

- Level 1: A warning, restatement of school rules, conflict resolution with peer(s) and/or Think About It Sheets. Parents are not notified at this level.
- Level 2: Think About It Sheet and/or conflict resolution with peer(s), notification of parents, possible Behavior Chart, possible parent conference, loss of privilege.
- Level 3: Notification of parents, increase loss of privilege or partial loss of recess, behavior chart or contract, referral to principal, possible referral to Student Study Team (SST), counselor or School Psychologist.
- Level 4: Parent conference, increased behavior contract, and increase in Level 3 loss of privilege, referral to principal.

Consequences:

Students are expected to follow all school rules to ensure a safe, respectful, and responsible environment in which to learn. Various strategies will be used by teachers, staff, and administrators to remediate inappropriate behavior. We view these situations as learning opportunities.

Examples of consequences that may be used when school rules have been violated include:

- **Behavior Academy:** Students may be asked to complete an in school assignment related to the infraction.
- **Denial of a Privilege:** Lost privileges may include loss of playtime during recess, time out, exclusion from class activities

- **Community Service:** Students may be asked to pick up trash around the school (gloves are provided) and/or community service assigned by the principal.
- **Parent Contact:** Phone calls, letters, emails, and/or conferences will be utilized to inform parents of concerns and possible solutions. It is expected that parents will discuss the problem with his/her child and institute a consequence at home when appropriate. Written notices, such as Think About It Sheets, are to be signed by the parent/guardian and returned the following day.
- **Restitution:** Students who lose or willfully deface, destroy, or steal school property or property of others, may be expected to clean up, repair, replace, and/or pay for the items involved.

Arrival

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 environment.

Please remember that we are a closed campus starting at 8:00 AM Please do not walk students to their classrooms or linger on the blacktop after the 7:55 AM warning bell.

TK/Kindergartners

- **All TK and kindergarten students must be walked to the TK/K gate by an adult.**
- TK and K students will enter school through the NEW TK/K gate. Parents may drop off their TK or kindergartner **no earlier than 7:50 AM for AM or 11:20 AM for PM.**
- Only TK and Kindergarten students may enter through this gate.
- A staff member will be at the gate and will direct students to the TK/Kindergarten play yard.
- TK/Kindergarten teachers will have their rooms open at 7:50 and 11:20 for student arrival.
- **Late Arrivals:** Any students arriving after 8:00 AM or 1130AM will need to enter school through the front office to sign in tardy.

1st - 5th grade students

- Parents and helpers may walk students onto the 1st- 5th grade blacktop in the morning and wait until the warning bell rings, however, **all visitors should exit the gates by 7:55 AM.**
- Students should arrive no earlier than 7:45 AM as there is no supervision before then.
- Once the warning bell rings (7:55 AM) students line up at their class line on the blacktop behind their room number, **sit quietly in line**, and wait for their teacher.
- When it is raining students should walk directly to their classroom.
- **Late Arrivals:** Any students arriving after 8:00 AM will need to enter school through the front office to sign in tardy. **Please do not drop your student off after 8:00 AM to the back gate as the gate will be locked and students will not be able to enter school from this location.**

Dismissal

- Be sure that your child knows who they are going home with each day, and whether they will be walking or being picked up by a car at the front (Marsh Drive) or back of school (Dos Rios).
- **Front of School:** Families may wait for their students on the large grass area in front of the school. **This is not a play area after school.** For their safety, students should not be playing tag, climbing trees or running around this area.
- Due to limited space families should not wait on the walkways in front of the office, library and flag pole. This area needs to stay clear for students and staff only.
- Once you spot your student, you may signal to them to go to the crosswalk and cross to the grass area to meet you.
- **During the first week of school, cones with Grade Level Numbers will be positioned across the front of the school.** Students will be expected to wait in their grade level area for their pick up. First grade closest to the kinder yard and 5th closest to the flag pole.
- Students going to **Kids Country** go directly to Kids Country to be checked in with KC staff. TK/Kindergartners will be picked up by Kids Country staff from their classrooms. 1st graders will be picked up by Kids Country staff in the 1st grade quad.
- 1st through 5th grade students going to the **Right at School Program** go directly to Portable 8 where Right at School is housed.
- **Always use sidewalks and crosswalks when leaving school.**
- It is our expectation that students leave school promptly at the end of the day. Walkers walk home and those being picked up will wait in supervised areas on campus.
- Students should not wait for pick up at the city park or by the marquee – these are not supervised areas.
- Please notify the office for emergency situations when you will be unexpectedly late for pick up.
- Students that are not picked up by 2:45 PM MTThF and 1:05 PM on Wednesdays will be walked to the office to wait for their pick up. Parents will be notified and must come into the office to sign out the student.
- Playground is closed until 3:00 PM each school day.

TK/Kindergartners:

- At 11:30 AM, **AM TK students** will be dismissed in front of the library to their families. Families will need to park on the street and walk onto campus to pick up their child. **Families will need to park on the street and walk onto campus to pick up their child.** TK teachers will review this with families at the start of school.
- At 11:30 AM, **AM Kindergarten students** will be dismissed from the front of the school under the shade structure in the carpool queue. **Families will need to park on the street and walk onto campus to pick up their child.**

- Kindergarten teachers will review this with families at the start of school.
- At 3:00 PM, **PM TK students** will be dismissed in front of the library to their families. **Families will need to park on the street and walk onto campus to pick up their child.** TK teachers will review this with families at the start of school.
- At 3:00 PM, **PM Kindergarten students** will be dismissed from the front of the school under the shade structure in the carpool queue. **Families will need to park on the street and walk onto campus to pick up their child.** Kindergarten teachers will review this with families at the start of school.

1st -5th Grade:

- **Marsh Drive:** To avoid congestion in front of the school students will be standing attentively in front of the school in their grade level areas waiting for pick up. Each area will be designated with a grade level sign. Students should not be waiting for pick up on the grass area, by the marquee or any other unsupervised area.
- **Dos Rios Drive:** Students will stand attentively along the wrought iron fence waiting for pick up.
- Students should not be waiting for pick up on the grass area, by the marquee, playground, park or any other unsupervised area.

Car Procedures During Drop Off/Pick Up

- Drivers **MUST** remain in their car at all times.
- Students should be able to independently get in and out of their car. **If additional assistance and time is needed, please park at the curb on the street.**
- Pull as far forward as possible to allow space for the cars behind you.
- For your child's safety, all students **MUST** enter and exit **from the passenger side only.**
- Do not pass other vehicles to pull in front of them to pick up your child.
- Once your child is in your vehicle, pull carefully out and around waiting vehicles to exit the parking lot.
- **Do not get out of your car for any reason.**
- No cell phone use in the drive through loop.
- **DO NOT DROP OFF STUDENTS IN THE PARKING LOT!**

Bathrooms

- Students are encouraged to use restrooms at recess and before and after school instead of during class instructional time.
- When necessary, students are excused from class to use the restroom.

- Students should go to the restroom and return to class promptly.
- Students will use a bathroom pass system from class.
- It is expected that students use proper bathroom etiquette. Toilets and urinals must be flushed. After using the facilities, students should wash hands with soap and water and throw paper towels away in trash cans. The restroom should be left in the same condition as when students entered.
- Bathrooms are NEVER to be used as a play area or an opportunity to visit with friends.

Breakfast

1st-5th

- Breakfast will be provided FREE for ALL interested students during morning recess.

TK/K

- All AM TK/K students have access to a free school breakfast during am recess.
- This is also time to eat a snack brought from home.
- State law mandates students walk through our cafeteria food line to pick up their free breakfast.
- Students would walk with a teacher from the TK/Kinder playground to the MPR to get their breakfast, carry it back and eat it in the TK/K playground area with peers.

Lunch

1st-5th

- Lunch will be provided for FREE for ALL students this year.
- There will be one hot entrée option available to all students. On days that there is a meat entrée, there will also be a vegetarian option.
- More information can be found here: [SRVUSD Child Nutrition Website](#)
- Students are given about 20 minutes in the MPR to eat their lunch. They are welcome to stay in the lunchroom if they need more time to finish.

TK/K

- All TK/K students have access to a free school lunch.
- Parent or adult chaperone must accompany the student to the MPR to pick up and eat lunch. AM students can go from 11:30-11:50, and PM students can go from 11:00-11:20.
- Lunch must be eaten on campus in the MPR.
- The parent or adult chaperone must be a cleared volunteer through Be a Mentor.
- The parent or adult chaperone would then exit through the front office with their child. Please walk PM students to TK/K location.

GENERAL INFORMATION

Assessment Schedule (Grades 1-5)

All students in 1st and 5th grades will participate in assessments the first two weeks of school. During this assessment window, August 11-18, students will be dismissed early at 1:50 ([see August bell schedule](#)) so that teachers can set one-on-one appointments with each child.

After the initial assessment window ends, beginning August 21st, all students will attend class according to our regular day bell schedule.

Adjusted Wednesdays

On Wednesdays all students in grades 1-5 will attend school from 8:00 am to 12:50 pm. All TK and kindergarten students will attend on the AM schedule, 8:00-11:30 am. This provides time for the staff to do collaborative work, discuss curriculum goals and articulate within and across grade levels.

Attendance Procedures

For your child's safety, we must verify all absences. If you know your child will be absent for any reason, please call the school attendance line as soon as possible, and no later than 8:10AM on the day of the absence. Telling your teacher is NOT the same as calling the office. Please do not rely on your teacher to communicate attendance needs.

The 24-hour attendance number, 925-855-2998, goes to an answering machine. You will be asked to state the following:

- The child's name – please spell the last name
- Child's grade and teacher
- Your name and relationship to the student
- Estimated length of absence
- Reason for absence

Please help us eliminate unnecessary phone calls home by using our attendance number. This helps everyone ensure your child's safety.

The State of California funds schools based on Average Daily Attendance. **Schools do not receive funding if a child is absent, even for excused absences such as illness and bereavement.** State law (Ed. Code. 48260) defines three unexcused absences as truancy. Families of children with more than three unexcused absences will receive a letter from the district. Students who have 10 absences must provide a doctor's note. Excessive illnesses, tardies, or continued unexcused absences will result in a hearing with the School Attendance Review Board (SARB). Please visit the state's website about attendance here: <https://www.cde.ca.gov/ls/ai/sb>

- AR 5113 states that all absences which are not cleared within two days after a student's return to school shall be recorded as unexcused (CUT).

Leaving School During the Day

- All students are required to check out through the front office.
- Parents taking a student out during the school day must sign the child out in the office.
- Students must be signed back in if they return before dismissal.

Tardies

One of the keys to your child's academic success is the time that your child spends in the classroom.

Emotional Consequences:

Students who are chronically late suffer emotional consequences such as feeling rushed, feeling left out, and feelings of embarrassment. These students also fall behind and their grades tend to lower. Students who arrive on time are ready to learn and prepared to start their day along with their peers. Families must ask themselves an important question: How do you want your child to feel every morning?

Procedure:

- Families who are late must park their car and walk their students to the office attendance window for a Tardy Pass.
- Chronic tardies will result in letters from the district and will require family meetings regarding the importance of being on time and in school.

Bicycles

Children may ride their bicycles to school. They must be parked and locked in the bicycle racks at the front of the school by Kids Country during the school day. Bicycle riders must observe traffic safety laws and be considerate of others walking to school. **Bicycles must be walked on school grounds.** California State law requires that all students wear helmets while riding a bicycle.

Before and After School Care

Kids Country provides before and after school child care from 6:30AM – 6:30PM. Although they are located on the Twin Creeks campus, they are a separate organization. Please visit their website at www.kidscountry.org or call them at 925-743-3155 for more information. Registration for Kids Country is done separately from registering for enrollment at Twin Creeks Elementary.

Right at School is a new childcare provider in our district and at Twin Creeks that will be providing after school childcare for students in grades TK-5th from 1:50-6:00PM. Please visit their website for more details – [Right at School web page](#)

Birthday Celebrations – No edible treats

The safety of our children is of utmost importance and unfortunately food treats are not an option for birthday celebrations. We have many students with a wide range of food allergies and want to avoid a life-threatening allergic reaction at school.

Teachers honor children in the classroom on their special day in a variety of ways. As a school community, we encourage you to celebrate and honor your child's special day in a different way. We have provided the list below as other choices for honoring your child:

- Donate a book to school library or classroom in honor of your child's birthday with his or her name inside.
- Donate a ball or jump rope to the classroom for recess use.
- Provide each student in class with a colorful pencil, stickers or eraser.
- **Personal party invitations may not be distributed at school.**

Cell Phones

- Students do not need cell phones during school hours.
- Families should not contact children via cell phone during the school day. All communication must come through the office.
- Cell phones being used during school hours will be confiscated and must be picked up from the office by a parent/guardian after school.

Classroom Celebrations

Three classroom parties are celebrated each year: Halloween, Valentine's Day and the end of the school year. Room parents are encouraged to work with the classroom teacher to plan appropriate celebrations.

Clothing

- Hats and other protective sun wear are encouraged on the playground.
- Hats should be taken off in classrooms.
- Label all jackets and sweatshirts with your child's name.
- Appropriate footwear is required. Open toed and backless shoes are discouraged for active play. Appropriate athletic shoes must be worn on days when PE is scheduled.
- Clothing should be appropriate and not detract from the classroom environment. (Shorts shorter than mid thigh, halter or midriff tops, spaghetti straps, or clothing with inappropriate messages or pictures are examples of unsuitable apparel for school.)
- Students wearing clothing more suitable for a non-school environment will be notified that their attire is inappropriate. Alternative clothing will be provided from the school if available, or the student may arrange for clothing to be delivered to school.

Emergency Contact Information

If your child becomes ill, or there is an emergency and the school is unable to reach you, the people you designate in your Parent Portal account will be called to pick up your child. Your child will only be released to the people you have designated. Emergency Contacts may be relatives, friends, or neighbors that you would entrust with the care of your child. **They should live locally.** It is imperative that families keep the school informed of changes made to any of the relevant emergency telephone numbers.

Field Trips

Classroom teachers work together to select field trips that enhance the grade level's instructional program through a hands-on interactive learning experience. Field trips are paid for by family donations; none are school funded. No student shall be denied participation if unable to pay. Trips may be canceled if funding or transportation are not available. Students are required to have a signed permission slip for each trip. Buses and/or family drivers are used to transport students. You must be cleared through Be a Mentor in order to participate in a field trip. This clearance now requires a Tuberculosis test. More information about volunteers can be found on our website below the Parent tab under Volunteer and Field Trip Requirements.

Parent chaperones providing supervision on field trips are not permitted to bring along siblings of trip attendees or any other children. Board Policy 6153 AR 6153

Food/Snacks

- Students are encouraged to bring an appropriate, healthy snack to eat at morning recess.
- All snacks should be eaten in the amphitheater not on the playground.
- Due to food allergies, students should not share snacks with others.
- For safety reasons, students are not to be eating while engaged in active play.
- Students are responsible for disposing of all trash.

Homework Policy

Homework is designed to reinforce and supplement the learning that goes on in class. Our district homework policy for elementary-age students does not allow for any homework to be assigned over weekends or holidays (with the exception of reading).

Additionally, grade level time limits have been put in place to ensure that students are able to pursue a variety of outside interests, including free-play.

- **Kindergarten-1st Grade:** no more than 30 minutes per night
- **2nd – 3rd Grade:** no more than 45 minutes per night
- **4th – 5th Grade:** no more than 60 minutes per night

Health Information

When a student has head lice or a communicable disease such as conjunctivitis, slap cheek, or chicken pox, the school will notify parents in the classroom that their children may have been exposed. This allows families to be proactive and alert to the possibility of contracting these conditions. Just a reminder that **specific health details will always be kept confidential.**

If your child complains of an itchy scalp, check for head lice. If you detect lice, please contact the school immediately so we may inform other families in the classroom. The school's responsibility is to help prevent the spread of head lice, and the parent's responsibility is to treat the child's condition. Please send your child back to school lice-free, and treat the home completely to prevent a recurrence. Please continue to check your child daily for the following two weeks. If live lice are found on your child at school, parents will be notified. The Parent's Guide to Head Lice informational sheet shall be given to parents.

Please do not send your child to school if they have a fever or have vomited in the 24 hours preceding the start of school. Children should be feeling well and be fever-free for 24 hours without fever reducing medication before returning to school. Please help us to

make sure that everyone stays healthy. If your child is absent from class because of fever or vomiting, they will not be permitted to attend any extra-curricular activities that same day.

Immunizations

Immunizations are required by law. Children cannot attend school until specific immunizations physical examination, and dental examination requirements have been met. This is a California state law. More information can be found here: [SRVUSD Immunization Website](#)

We will have the service of a health educator one day a week.

Independent Study Contracts

- Independent Study contracts are for students who will miss 5 or more consecutive days for a non-medical reason. Contracts cannot be written for more than 14 school days.
- An [Independent Study](#) must be completed at least one week in advance (ideally two weeks in advance) and can be found on the front page of our website.
- Please alert your child's classroom teacher at least one week in advance, although sooner is always better.
- **Assignments must be turned in to the teacher the day the contract is due.**
- State funding is based on student attendance. If your child does not complete every day's work in a contract, our school loses significant amounts of money.
- **Late work cannot be accepted as it voids the contract and absences become unexcused absences.** If a student is absent for more than 20 consecutive school days, the student may be unenrolled.

If you are planning to be absent for fewer than 5 consecutive days, you do not qualify for an Independent Study Contract (per state guidelines). Even so, it is still in your child's best interests to obtain any missing work from the teacher. This will help him or her stay on track in class.

Items from Home

- Dangerous items such as knives, matches, toy guns, or other sharp instruments (including Swiss Army knives) are not permitted on campus.
- Toys, games, and athletic equipment should be left at home to avoid loss and/or breakage. This includes trading cards. If these are brought to school for after-school use, they are to remain in the student's backpack at all times during the school day.
- Electronic devices (such as iPads, iPods, personal gaming devices) are not allowed at school. If brought to school for after school play dates, **items must remain in the**

student's backpack while at school. The school is not responsible for lost, damaged, or stolen items.

Learning Fund

Many of the programs and supports we are able to offer your children here at Twin Creeks would not be possible without the generous donations from our families. The sole purpose of the Twin Creeks Learning Fund is to raise funds to provide quality educational programs and services for your children. Donations to the Twin Creeks Learning Fund are tax deductible and directly benefit our school. Our reading and math support, additional librarian time, and monthly art instruction are all paid for with Learning Fund dollars. We would love to see you at our monthly meetings that are one Thursday evening a month at 6:30pm on campus! Check our website for specific meeting dates.

Leaving School During the Day

For safety reasons, it is imperative the school knows the whereabouts of your child. Children may only leave the school grounds during the school day if a parent, guardian or someone listed on their emergency card comes to the office to sign them out. Children will be released from the office only and not directly from the classroom or playground. If you know of the absence in advance, please notify the office and your child's teacher of your plans.

Long Term Illness

If your child is going to be absent due to illness or injury for two or more weeks, contact the office staff and the classroom teacher to arrange for a home teacher.

Lost Items

- All articles of clothing, lunches, water bottles, and other personal property should be clearly marked with your child's name.
- If your child is missing something, he or she should check the classroom first, then the Lost and Found located in the MPR.
- Leftover items are donated to a charity throughout the year, so please make sure to check as soon as an item is missing.

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 here: [Health Services](#) and must be

updated each year. Please do not send any medication to school with your child. All medications (even those that do not require a prescription such as cough drops and aspirin) require a physician's approval before being used at school. All medication is locked in the nurse's office for administration when needed.

Moving

If you move within the school district while enrolled at Twin Creeks School, provide your new residency information to the office immediately. Generally, students who move out of our attendance area during the school year, but remain within the boundaries of the school district, may be granted permission to complete the remainder of the current year at Twin Creeks.

Parent Teacher Association (PTA)

PTA membership is open to parents, guardians, relatives, teachers and friends of Twin Creeks' 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. We would love to have you join our monthly meetings one Thursday morning a month at 8:45 am! Check out the schedule on our website.

Pets at School

Please keep pets at home when coming onto the school grounds. There are many children who are afraid of dogs/cats or have serious allergies. **California state law prohibits dogs on campus.**

Report Cards and Conferences

Official report cards will be sent home to families twice during the school year – January and June. Conferences will be held in the fall (October 3-7) and spring (March 22-24). Additional conferences may be held during the year at the teacher's or the family's request. In order for your child to have a successful school experience, communication between the school and home is essential.

Safety Drills and Supplies

There are monthly fire drills, and periodic disaster, and secure drills to familiarize students with proper emergency procedures. Twin Creeks has a detailed evacuation plan, which is reviewed annually. Emergency backpacks and first aid kits are provided for every classroom. Additional disaster supplies, such as food, water and other essentials are stored on the school grounds.

School Site Council

Our School Site Council (SSC) is composed of staff and parents to help plan, implement, and evaluate the effectiveness of our annual school-wide goals. Members meet monthly, and provide valuable feedback. We always need more parents to join SSC. Please let us know if you would like to help!

Technology Use and Policies

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. The below information 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 members' 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”

Action Steps to Respond to 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 blocking communications.
- File a complaint with the Internet or Cell Phone Company.
- Contact the bully’s parents.
- Contact the police.

Videos/Photos of Students

Many students have privacy restrictions. Do not take photos or videos of students without their families’ permission and never post photos or videos of other children online or on social media.

Volunteers and Classroom Visitors

Twin Creeks families are an integral part of our school community. Adults help in various capacities at school - in the classrooms, on field trips, in the library, and on the playground. Each classroom will ask for a Room Parent to help coordinate parent involvement in classroom activities and programs. Before a volunteer is permitted to help on campus, he/she must be cleared through the volunteer management system. To start the process, go to [SRVUSD Volunteers](#) and click on the page that says “To begin the application process, click here.” Once you are cleared, you do not need to reapply the next school year, unless you are applying to obtain a higher level of clearance.

- Level 1- Classroom, on-campus school volunteers, and non-driver chaperones for field trips

- Level 2- Field trip drivers (requires updating on insurance/driver's license when they expire)
- Level 3- Overnight Chaperones

Each time you plan to help on campus, you must sign-in, and obtain a volunteer sticker. **We are using a system districtwide that requires you to sign in by scanning your driver's license.** Please make sure that you have your license with you whenever you come to campus as a volunteer or visitor. Younger siblings are not allowed to accompany classroom volunteers or field trip drivers.

Volunteer Drivers

Private vehicles are sometimes used to transport students on a field trip or other school function. Potential drivers must be cleared through the volunteer management system before they will be permitted to volunteer. Be a Mentor requires all drivers to upload:

- a copy of their valid California Driver's License
- proof of insurance with the minimum coverage of \$100,000/\$300,000 bodily injury and \$25,000 property damage (the driver assumes that his/ her own insurance is considered primary and District insurance is considered secondary).

Volunteer drivers should have their current information on file at least two weeks in advance of a trip. Please keep your records up to date and pay attention to expiration dates. You will not be cleared to drive if your insurance and/or driver's license information on file has expired.

SUPPORT SERVICES/PROGRAMS

Art

All students will receive Art instruction at least once a month by a trained art professional. Student art work is highlighted a few times throughout the year in the school newsletter and at the end of the year in May at the schoolwide Art Show in the MPR. In the past every student has had a framed piece of art on display. Art is provided because of the generous donations of our families through the Learning Fund.

English Language Development (ELD)

Children whose primary language is not English are designated as English Language Learners (ELL) 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. Some students also receive weekly

support from an ELD Instructional Assistant for one on one or small group English language support.

Health Educator

We will have the service of a health educator one day a week. The duties of the health educator include the following:

- Handle emergency cases where seriousness warrants.
- Assist in improving health education at all grade levels.
- Work with teachers to discuss health problems and assist teachers to help children with health problems.
- Make home contacts when situation warrants.
- Provide hearing and vision screening for designated students.

Instrumental Music

Our music teacher provides weekly group lessons for 4th and 5th grade students interested in learning to play an instrument. Beginning and advanced instrumental programs are available. Classes are taught during the school day on Wednesdays, Thursdays, or Fridays. Interested families should visit the music website accessed through our school website for more information including permission slips. Students perform at school concerts and events and occasional community and district festivals.

Library

The Library is an integral part of our school. A Library-Media Coordinator (LMC) staffs the library four days a week: Mondays-Thursdays. Students visit the library weekly or biweekly and have an opportunity to make a selection from a wide variety of fiction and non-fiction books available for check out. Students are encouraged to take their selections home for sharing. Any help families can provide with the care and return of library materials is appreciated. Our LMC is always looking for interested library volunteers to help with check out and general library maintenance. Additional library hours are provided because of the generous donations of our families through the Learning Fund.

Math Specialist

Our Math Specialist provides additional support in fundamental math skills to students in grades 1st-5th in a small group setting twice a week. She also supports teachers with materials and professional development and plans and facilitates Family Math Nights to provide tools to reinforce and enrich your child's mathematical experience at Twin Creeks. Our Math Specialist is funded through the generous donations of our families through the Learning Fund.

Music-Vocal

Students in grades K-5 receive weekly or biweekly vocal music instruction provided by our music teacher. 2nd-5th grade students can sign up for Twin Creeks chorus which meets weekly after school on either Wednesdays or Thursdays. For more details and/or a permission slip visit the Music website accessed through our school website. Students perform at school events and concerts and occasional community events. Vocal music is partially funded at Twin Creeks because of the generous donations of our families through the Learning Fund.

Physical Education

Students in grades 1 through 5 are provided physical education classes weekly or biweekly. During these periods, a credentialed PE teacher instructs students. Students receive a balanced grade level appropriate PE curriculum, which provides warm-up exercises, skill instruction, health awareness, game instruction, cooperative learning and sportsmanship. In order for your child to fully benefit from the PE class, we ask that they dress appropriately on days they are participating in PE. Students should wear athletic shoes.

Psychologist

The services of a school psychologist are available on a part-time basis at Twin Creeks. Services include individual and small group counseling for Special Education students, testing of referred students and consultation support for teachers and parents.

Rainbow and SCIP Counseling

Twin Creeks is fortunate to have both Rainbow and SCIP counseling services on our campus.

The Rainbow Program helps students with minor social and emotional needs such as overcoming shyness and learning to share. Rainbow is available for students in grades K-5 who are referred by teachers or parents.

Our SCIP (School Counseling Intern Program) counselor is able to assist students with problem- solving and social skills in individual or small group meetings on a short term basis. This service is provided through a partnership with the Discovery Center.

Reading Support

There are a variety of reading supports at Twin Creeks: Small Group Reading, and Barton.

Small Group Reading is provided by trained Reading Instructional Assistants three times a week for a 6-8 week cycle students in grades 1-5 that have been identified by their classroom teachers.

Barton Reading support is provided for students who would benefit from more intensive instruction and support.

Much of our reading intervention support is funded by the generous donations of our families through the Learning Fund.

Resource - Special Education Services/Instruction

The Resource Program provides additional help for students who have an identified learning disability. Our Resource Specialist will work in conjunction with parents and the support team to develop an Individualized Education Plan for each student.

Students who may have specific learning disabilities are referred to the school's Individual Education Planning (IEP) Team. The team members vary but may include an administrator, resource specialist, health educator, speech therapist, classroom teacher(s), specialists and parent(s). A student found eligible for special education services may receive services for remediation and support.

School Counselor

Twin Creeks is thrilled to have the support of a trained school counselor 2 ½ days a week. Our counselor provides whole class lessons and individual and small group sessions.

Speech

Speech and language therapy is provided for children who need assistance with language acquisition, comprehension, or verbal communication. Children are referred to the speech therapist for non-fluency, mispronunciation of sounds, hearing difficulties, physical anomalies, (such as cleft palate), insufficient voice production, and language difficulties. Students are enrolled in individual or small group therapy on a weekly basis. Our speech therapist is available for consultation with any parent during the school year. Speech services are available to identified students in school age children at Twin Creeks and to pre-school students at other locations in the district.

Student Study Team (SST)

Our Student Study Team consists of the principal or TSA, classroom teacher, parents, and support personnel as needed. The goal of the Student Study Team is to determine additional supports, and monitor their effectiveness, when a student is struggling. Students can be referred by both staff and/or parents. During each meeting, we will look at student strengths/ areas of challenge, review progress and information concerning the student's health and school history, and make appropriate recommendations.

Playground Rules

- **SAFETY FIRST!** Use common sense when playing. If you think that you or someone else might get hurt, do not play in this manner.
- Students are expected to be courteous with adults and other students. Inappropriate language is not permitted on our campus.
- Students are to play in a safe manner with all playground equipment.
- During school hours (8-3), the playground is closed to the community.

PLAY STRUCTURES

1. Play with SAFETY in mind at all times.
2. Students are always to walk in the playground area.
3. No tag games are allowed in the playground area.
4. Students never throw tan bark.
5. Students go down the slides one at a time.
6. There is no climbing up the slide or on the outside of the slide or structure.
7. Students may not jump off any equipment.

SWINGS:

1. Students sit on swings with their back to the basketball courts.
2. Students can swing to a count of 50
(1 swing consists of a forward and backward motion)
3. Students waiting for a turn on the swing should stand on the blacktop in front of a swing and count.
4. Students should never be allowed to jump over the swing seats, twist swings, or stand on swings
5. Students must swing independently. No pushing from a friend!
6. Students do not run under or around swings.

SLIDES:

1. One student on the slide at a time.
2. Students may only go down the slides seated on their bottom and facing forward
3. Students may not climb up the slides nor climb on top of the tube covering one of the slides.

MONKEY BARS:

1. Students begin on the south platform and can go through the bars one time
2. They may not hang upside down or swing and jump from the rings
3. Students may not sit on top of the bars
4. One student on the monkey bars at all times.

PARALLEL BARS:

1. Only one student can swing across the center bar at a time
2. Students may not sit on top of the bars.
3. Students need to always have their hands on the bar while they are sitting on the side bars.
4. If they choose to hang upside-down they need to continue holding on with both hands!

GRASS AREA:

1. Students must stay in sight of adult supervisor at all times.
2. Students do not play along the fence or in the trees on the edge of the field.
3. Body contact games are prohibited. (wrestling/tackle football for example)
4. Leave sticks and branches on the ground. These are not recess toys.
5. Cooperate with your friends. If a conflict arises, attempt to resolve the situation with a compromise. If you are unsuccessful, find an adult to help you.

BALLS

1. Balls need to be used appropriately on the blacktop or field not in the Amphitheater. Basketballs are for basketball on the basketball courts, rubber balls for 4 square on the blacktop, and kickballs or soccer balls for kicking on the grass field area.
2. There is no drop kicking balls on black top.
3. Balls are not to be thrown against school walls.
4. After the second whistle blow balls need to be CARRIED and walked to the ball cart.

JUMP ROPES AND HULA HOOPS

Jump ropes and hula hoops may be used for jumping and hula hooping not to be used to tie, pull or hit one another.

Twin Creeks students are respectful and include other students in team play. Games may not be closed or locked.

Twin Creeks Staff

Principal:	Kristen Berg
Assistant Principal:	Blaire Wyatt
Office Manager:	Lisa Ryan
School Secretary:	Katy Little (M,T) Laura Rasmussen (W,Th, Fri)
Custodial Staff:	Gregg Corsetti Sandro Garcia Rene Ayala

MTSS Liaison: Angelyn Brown
Counselor: Elaine Dessus
TK: Megan Chilkotowsky/ Nicole Spencer Karen Cleary
Kindergarten: Evan Ono Jaclyn McQuiston
 Lisa Maldonado Jessica DiDio

1st Grade: Caitlin Benazra Abby Hepburn
 Jilliane Donahue Gina Glimme/Anna Lisa Montero

2nd Grade: Amanda Bonora Taylor Dorsey
 Bindu Krishnan Julie Torchiana

3rd Grade: Tatum Williams Kirsten Burrus
 Miriam Pecheos Shelbi Single

4th Grade: Antonia Thompson Sydney Venierkais
 Shellie Wilmott Allison Adams

5th Grade: Katie Baron Sharneth Del Sesto
 Denise Fox-Garcia

Physical Education: Shaun Collins
Science: Susan Dees
Music: Terri Knight
Resource Teachers: Andrea Beasley Celina Bretey
Resource para: Mariana Chagoya Guerrero
Library: Leigh Chan
Speech: Krista Fong
Psychologists: Keri Smith
Rainbow: AnneMarie Miller
ELD: TBA
Art: Linda DeMello
Reading Intervention: Rachel Gonzales Marcia Norgard
 Jen Rebiskie Georgina Shallcross
Math Intervention: Kristina Lorenzini Shazeen Mirza
Noon Duties: ChanVee Richard-Rumedon
 Bandana Kushwaha Sri Rajasagi Alice Chiang
Classroom Paras: Sophia Aghigh Vicki Gilbertson