

Diamond Creek Elementary
Student / Parent
LEAD Guide
2024-2025



“HOME OF THE TRAILBLAZERS”

A message from the Principals...

Welcome Trailblazer families,

It's with great enthusiasm that we begin the 2024-2025 school year with you as Diamond Creek's new Administrative Team. We look forward to building relationships with our fantastic students, their supportive families, and our amazing Diamond Creek Trailblazer Staff. The culture and climate of Diamond Creek is a very special one and our goal is to continue to celebrate the success of all the stakeholders at our school.

As a staff we are committed to continue our work to provide authentic, 21st century learning experiences for our students through collaboration, critical thinking, utilizing creativity and most importantly communicating with our peers, families, and members of our community. One way we foster this sense of community is by building relationships through our Village system. Each TK- 5th grade student at Diamond Creek is a part of one of seven, cross-grade level villages and will remain a member of this village throughout their time here at school. Each village centers around one of the 7 Habits of Healthy Kids. These villages allow for strengthened relationship building between students and staff that allows them to feel connected to other students from other grades, creates a sense of belonging, and promotes a strong sense of pride at school.

We are entering our third year of implementing Tier 1 Positive Behavior Interventions and Supports (PBIS) framework into our Village system. Hopefully you heard your Trailblazer talk about the acronym LEAD. This stands for Trailblazers are **L**isteners, **E**mpathetic, **A**ccountable and **D**isciplined. Under this umbrella of school-wide expectations we will continue to learn about our 7 Habits. Students will receive lessons within their classrooms, their Village meetings and at our LEAD Rallies. Last year, we added Tier 2 PBIS support into our Trailblazer community including supports such as Check-In, Check-Out, and small group instruction through Zones of Regulation and Strong Kids.

The Roseville City School District has a Districtwide Handbook that has many policies and information that apply to all of the students across the District. This LEAD Guide is designed to answer basic questions about the routines and schedules specific to Diamond Creek Elementary. As we become aware of the needs of our school and design programs for it, we will provide additional information to you via our weekly school blog post that can be found on our website in conjunction with our parent partner group, PTC. If at any time, you wish for a hard paper copy, feel free to request it from our office staff. The hard copies are limited to help reduce costs, so please request copies that you will use.

Our mission is to maximize student learning for every student. Our desire is to use the individual passions and interests of each student to create learning environments where students are able to explore, collaborate, be creative and think critically. We are a collaborative community focused on learning, results-oriented, and committed to continuous improvement of each student and staff member. ALL kids are OUR kids at Diamond Creek!

We are looking forward to starting a new school year and continuing to foster a partnership with students, staff and families.

Together we LEAD,

Lisa Phillips
Principal

Beverly Campbell
Assistant Principal

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DAILY SCHEDULE

Students should not arrive on the school grounds before 7:35 AM (unless eating breakfast in the MPR at 7:25 AM). Adult supervision begins at this time. School begins at 7:45 for all grades.

2024-25 Diamond Creek Bell Schedules

Monday/Tuesday & Thursday/Friday														
TK			Kindergarten			Grade 1			Grade 2&3			Grade 4&5		
	7:45-12:00	255		7:45-9:50	125		7:45-9:50	125		7:45-9:30	105		7:45-9:30	105
			K/1 Recess	9:50-10:04		K/1 Recess	9:50-10:04		2/3 Recess	9:30-9:44		4/5 Recess	9:30-9:44	
				10:04-12:00	116		10:04-12:00	116		9:44-11:15	91		9:44-11:38	114
TK Lunch	12:00-12:40		K/1 Lunch	12:00-12:40		K/1 Lunch	12:00-12:40		2/3 Lunch	11:15-11:55		4/5 Lunch	11:38-12:18	
	12:40-12:47	7		12:40-1:52	72		12:40-2:02	82		11:55 - 2:02	127		12:18-2:02	104
		262			313			323			323			323

PLC Wednesday														
TK			Kindergarten			Grade 1			Grade 2&3			Grade 4&5		
	7:45-12:00	255		7:45-9:50	125		7:45-9:50	125		7:45-9:30	105		7:45-9:30	105
			K/1 Recess	9:50-10:04		K/1 Recess	9:50-10:04		2/3 Recess	9:30-9:44		4/5 Recess	9:30-9:44	
				10:04-12:00	116		10:04-12:00	116		9:44-11:15	91		9:44-11:38	114
TK Lunch	12:00-12:40		K/1 Lunch	12:00-12:40		K/1 Lunch	12:00-12:40		2/3 Lunch	11:15-11:55		4/5 Lunch	11:38-12:18	
	12:40-12:47	7					12:40-12:49	9		11:55-12:49	54		12:18-12:49	31
		262			240			250			250			250

Mini Day (Conference Week) Schedule														
TK			Kindergarten			Grade 1			Grade 2&3			Grade 4&5		
	7:45-10:30	165		7:45-9:15	90		7:45-9:15	90		7:45-9:35	110		7:45-9:35	110
			K/1 Recess	9:15-9:24		K/1 Recess	9:15-9:24		2/3 Recess	9:35-9:44		4/5 Recess	9:35-9:44	
				9:24-10:30	66		9:24-10:30	66		9:44-10:45	61		9:44-11:00	76
TK Lunch	10:30-11:00		K/1 Lunch	10:30-11:00		K/1 Lunch	10:30-11:00		2/3 Lunch	10:45-11:15		4/5 Lunch	11:00-11:30	
	11:00-11:23	23		11:00-11:22	22		11:00-11:32	32		11:15-11:32	17		11:30-11:32	2
		188			178			188			188			188

LOST AND FOUND

Please make sure that all clothing, lunch boxes, and other items brought to school are clearly marked with your child's name. We accumulate a vast assortment of misplaced property during the school year. The Lost and Found is located by the front entrance in the multi-purpose room. You are welcome to check it during school hours. All abandoned items in the Lost and Found are donated to charitable organizations at various times during the school year.

HEALTHY CHOICES

Diamond Creek supports healthy food choices by implementing the following procedures concerning distribution of foods in the classroom, by both teachers and administrators.

- We will not be allowing students to bring in any food items to share with the class on birthdays or other special occasions due to possible food allergies. If you would still like to honor your child's birthday, check with your child's teacher on suggestions for non-food items (pencils, stickers, erasers, etc.) that could be shared with the class.
- Teachers will still hold occasional parties during the school year. This will be the time to enjoy those special treats, along with some healthy snacks.

We trust that you will support us in teaching our students the importance and benefits of healthy eating. With childhood diabetes, obesity and dental health concerns on the rise, we have an obligation to provide our children with the best physical and academic environment.

REQUESTING TEACHERS

Prior to the beginning of each school year, the staff at Diamond Creek spends a great deal of time and consideration in placing each student with a specific teacher and classmates for the new year. Care is taken to consider each child's academic and emotional well being when making her/his classroom assignment. Class rosters are designed heterogeneously, with equity for all being the main goal. For these reasons, parent requests for specific teachers cannot be honored. Your trust and understanding are appreciated.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT

Diamond Creek is a PBIS School that teaches and reteaches clear expectations of behavior in all areas of our school. Our trailblazers are **L**isteners, **E**mpathetic, **A**ccountable and **D**isciplined. Each one of our seven habits fall within one of our LEAD expectations.



At the beginning of the year and after each break the students are taught what it looks like to LEAD across the school. We have our LEAD Passport adventures within the first month of school where the students travel with their Villages to all of the common areas of our school (cafeteria, playground, library, etc.) and learn what it looks like to be a LEADer in these areas.

Here are a few examples of what our LEAD expectations are in our common areas:



Our entire school staff are continually looking for students following these expectations. When we see these amazing behaviors, students are recognized by earning Blazer Bucks.


Diamond Creek Trailblazers LEAD!

Name _____

Teacher: _____

I am...

Listener Empathetic Accountable Disciplined



Blazer Bucks can be earned anywhere on campus and are collected in classrooms. At the end of the week students who have earned Blazer Bucks may be selected for a prize during a lunch time raffle. Each week tickets are also placed into a school-wide bin to earn school wide prizes. School-wide PBIS celebrations last year included fun activities such as Lunch with DJ Peter, our custodian, and a fun switch playgrounds Bubble Party!

In the classroom, teachers use various methods to recognize positive behavior. You will learn more about this in your Back to School Night video from your child’s teacher.

As students are learning and growing we do have some teachable moments where these school wide expectations may need to be retaught and reinforced. One way we plan to document this reteaching is by completing Office Discipline Referrals, otherwise known as ODRs. The ODR is a means of communication between teachers, families, and administrators. They also are a way for us to collect data where schoolwide expectations may need to be revisited and provide additional support and reteaching.

There are two different levels to an ODR, Minor and Major. Minor ODRs are typically behaviors that are handled by your child’s classroom teacher or another support staff member. Major ODRs document behaviors that an administrator is called to provide additional support. Click [HERE](#) to see Diamond Creek’s ODR and definitions of Major versus Minor behaviors.

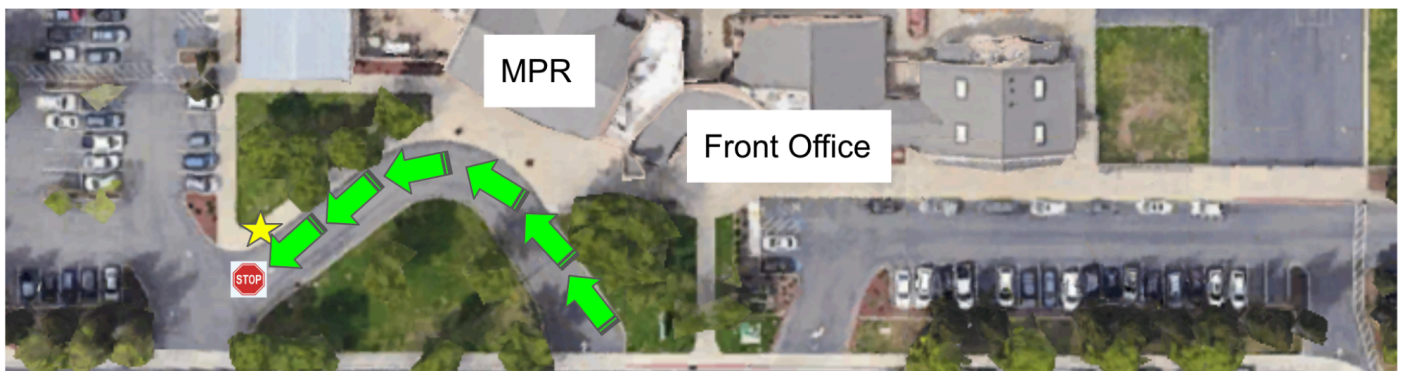
Please see District Handbook regarding Discrimination, Sexual Harassment, and Bullying Policies.

PICK UP & DROP OFF

When dropping off and picking up your students, please be mindful that we have many students walking and biking to school each day and our number one priority is to keep all of these students safe. Please drive slowly around Diamond Creek and remember these important steps.

- Stay with your car unless you are parked in a designated parking space.
- Do not get out of your car to wait with your child. If you need to park your car for any reason, please use a parking space or spot along the road.
- Do not be on your cell phone while picking up or dropping off students.
- Follow directions from crossing guard/student safety patrol personnel.
- Be polite and considerate of others.

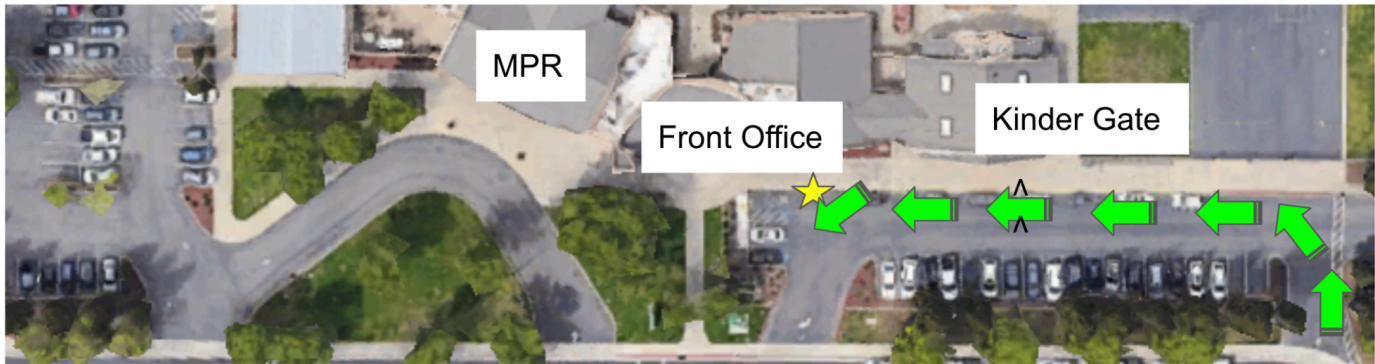
When using the Big Bus Loop for Drop Off/Pick Up:



If you are the first car in the Bus Loop please...

- ★ Pull all the way up to the end of the Bus Loop.
 - Please do not stop in the middle of the Bus Loop if there is room between the middle and the end of the Loop.
 - Have your student ready to go with their backpack when you enter the Bus Loop.
 - Make sure your child exits on the SIDEWALK side of the Loop.

If you drop off in the Kindergarten Loop:



If you are the first car in the Kinder Loop please...

- ★ Pull all the way up to the end of the Kinder Loop.
 - Please do not stop in the middle of the Kinder Loop if there is room between the middle and the end of the Loop.
 - Have your student ready to go with their backpack when you enter the Kinder Loop.
 - Make sure your child exits on the SIDEWALK side of the Loop.

DUKE DAVIS PARK-(Our park next to campus)

Just a quick reminder to families that supervision is not provided at the park before or after school.

BICYCLES, SKATEBOARDS, SCOOTERS, and ROLLERBLADES

Students who ride bicycles to school must walk their bikes when they have arrived on campus and must park them in our bicycle racks. Bicycles and scooters should be locked once in the designated bike racks. **Students are reminded to wear helmets, and always follow safety rules.**

Skateboards, scooters, and rollerblades are not allowed to be used on school grounds.

SAFE ROUTES TO SCHOOL

Our school participates in the City of Roseville's Safe Routes to School Program. Please see more information from the PTC on how to sign your child up for this program. Parents, please instruct your children about the rules of safety and the safest routes to be used when walking to and from school. All students walking to school are directed to use the sidewalks whenever possible. Caution should be used in crossing streets, and the use of crosswalks and signals are recommended, where available. Students riding bicycles are reminded that the rules and regulations of the California Vehicle Code are in force. **Please remember to have your child wear their helmet.**

HOMEWORK

Our Diamond Creek staff is continuously revisiting our philosophy and approach to homework. In doing so we have committed to:

- Every student will read each night at an amount appropriate to the grade level.
- We will not have negative consequences for incomplete homework.
- We will be purposeful about the homework we do assign
 - Homework is connected to a classroom topic and meaningful
 - Homework is review of a concept taught in class
 - Amount of focused homework time determined by grade level

PLAN FOR STUDENT IMPROVEMENT

Diamond Creek Elementary has a School Site Council (SSC), consisting of school personnel and parents, who develop a School Improvement Plan, which is designed to meet the particular needs of our students. **If you are interested in participating as an elected parent representative, please contact the school office regarding our bylaws and election process.**