

Diamond Creek Elementary  
Student / Parent  
Handbook  
2022-23



**“HOME OF THE TRAILBLAZERS”**

Welcome Trailblazer families,

It's with great enthusiasm that I begin the 2022-2023 school year with you as Diamond Creek's new Principal. I look forward to building relationships with our fantastic students, their supportive families, and our amazing Diamond Creek Trailblazer Staff. This summer I worked very closely with Mrs. Garcia to help make a smooth transition between school leaders. The culture and climate of Diamond Creek is a very special one and my 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. As your new principal, it is one of my main priorities to see this system continue to prosper and grow and I am thrilled to be a part of it in the upcoming school year.

We have a new exciting addition to our 2022-2023 school year. We will be integrating a Positive Behavior Interventions and Supports (PBIS) framework into our Village system. After the first few weeks of school, you may hear 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 monthly Village Rallies. I can't wait for this new addition to our campus this year!

This handbook is designed to answer basic questions about the routines and schedules of our school. 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.

I am looking forward to meeting everyone this school year and fostering a partnership with students, staff and families.

Here's to a fantastic year,  
Lisa Phillips  
Principal

# TABLE OF CONTENTS

Mission Statement.....	Preface
Schedules.....	Page 4
Visiting or Leaving School Grounds.....	Page 5
Volunteers .....	Page 5
Attendance .....	Page 6
Lost & Found .....	Page 7
Medication .....	Page 7
Healthy Choices .....	Page 7
Parent-Teacher Conferences .....	Page 8
Requesting Teachers .....	Page 8
Bicycles, Skateboards, Rollerblades.....	Page 9
Safe Routes to School.....	Page 9
Student Discipline/Problem Solving & Bullying.....	Page 9-10
Systematic Discipline Plan.....	Pages 10
Pick Up & Drop Off .....	Page 11
Dress Code.....	Page 12
Homework & School Safety Issues .....	Page 12-13
Plan for Student Improvement.....	Page 13
Parent Teacher Club.....	Page 14

## 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 1<sup>st</sup> through 5<sup>th</sup> grades.

### Grades 1-5

7:25 Breakfast is served in the MPR

7:35 Students may enter grounds

7:45 Instruction begins

9:25-9:39 2-3 grade Recess

9:25-9:39 4-5 grade Recess

9:45-9:59 K/1 Recess

11:05-11:45 4-5 Lunch/Recess

11:25-12:05 2-3 Lunch/Recess

11:45-12:25 K-1 Lunch/Recess

2:02 Dismissal

#### Kindergarten – PLC Wednesdays

7:45 AM Instruction begins

11:45 – 12:25 Lunch

12:47 PM Dismissal

#### Kindergarten (Monday, Tuesday, Thursday, Friday)

##### AM Kindergarten

7:45 – Instruction begins

11:45-12:25 Lunch

12:47 Dismissal

##### PM Kindergarten

8:45 – Instruction begins

11:45-12:25 Lunch

1:47 Dismissal

#### TK Schedule (Monday – Friday)

##### Early Start

7:45-11:07

##### Late Start

8:45-12:07

#### **Grades 1-3 PLC Wednesdays**

7:35 Students may enter grounds

7:45 Instruction begins

9:35-9:57 1<sup>st</sup> grade Recess

9:10-9:32 2-3 grade Recess

11:45-12:25 Lunch (Grade 1)

11:25-12:05 Lunch (Grades 2-3)

12:57 Dismissal

#### **Grades 4-5 PLC Wednesdays**

7:35 Students enter grounds

7:45 Instruction begins

9:10-9:32 4-5 Recess

11:05-11:45 Lunch

12:57 Dismissal

**Grades 1-3 Nov. 14-18****Conference Week****Grades 4-5**

7:45 Instruction begins

7:45 Instruction begins

9:15-9:24 Recess (Grade 1)

9:35-9:44 Recess (Grades 2-3)

9:35-9:44 (Grades 4-5) Recess

10:30-11:00 Lunch (Grades 1)

11:00-11:30 Lunch (Grade 4-5)

10:45-11:15 Lunch (Grades 2- 3)

11:32 Dismissal

11:32 Dismissal

**Kindergarten Conference Week Nov 14-18**

All Kindergarten students attend 7:45 to 11:23 AM

**VISITING OR LEAVING THE SCHOOL GROUNDS**

Parents coming to school during the day, for any reason, must check in at the office before going to the classroom. All volunteers, parents, and visitors must check in through the office and wear “visitor” identification during their time on campus. No one is allowed to interrupt the classroom during instructional time. Volunteers must provide a government ID card to be scanned into our visitor management software. When leaving campus, the sticker you are provided must be returned to the office for staff to sign you off campus.

If you need to pick up your child during the school day, you must check them out through the office. Parents/guardians picking students up will be asked to show photo identification, which will be checked against names filled out on the students’ emergency cards. A note should be sent to the school informing the classroom teacher that the student will leave before the end of the school day, if at all possible.

**VOLUNTEERS**

We encourage parents to participate in school events, functions, and volunteer in classrooms, library or office. It is with your help that we can continue to create a wonderful educational experience for your children. Volunteers should remember they are under the direction of classroom teachers/staff. Each teacher/staff member will decide how volunteers may best help the students. If a volunteer observes or hears something about a student while on campus whether it is academic or behavioral, it is understood that student information is not to be shared and must be kept confidential. All volunteers must complete a RCSD School Volunteer Information Form and be Fingerprinted to volunteer here at Diamond Creek. Please see the [District Website](#) for the complete list of district policies regarding volunteers. Parents who volunteer must coordinate times and duties with the classroom teacher and make child care arrangements for siblings. Siblings and non-enrolled children are not allowed in classrooms, in the office workroom or on field trips during volunteer time.

## ATTENDANCE

Absences and tardies affect the learning of all students on campus. Please ensure that students are at school and on time each and every day. Consistent attendance is a key factor in your child's success at school. ***Please make every effort to schedule appointments before/after school and vacations during school breaks.***

Students are required to attend school on a daily basis and remain in school the entire instructional day. Absences are only excused for health reasons, attendance at a family member's funeral (one day in California and three days out of state or country), court appearances, or religious holidays.

**If your child is absent from school you must call the attendance line or notify office personnel of the absence and reason for absence.** If a student is absent for 15 days or more for illness in a school year, further absences will need to be verified by a physician. Excessive unexcused absences will be reported to the Student Attendance Review Board. Per district practice, you will be notified via Truancy letters if excess absences are occurring.

Students must arrive at school on time. Please check your child's arrival time and help him/her to be at school on time. **Children who arrive on campus after the official start time will be regarded as tardy.** Tardy students must report to the office for a tardy pass before going to class. Tardy students disrupt instruction for their classmates, in addition to creating a hardship for themselves and their teachers. **If your child arrives late to school for any reason, please come into the school office for a tardy slip.**

Students may ***not*** leave the school grounds alone at any time while school is in session. **If you need to pick up your child during the school day, you must check them out through the office.** Parents/guardians picking students up will be asked to show photo identification and checked against names filled out on students' emergency cards. ***Please be thorough in filling out your information card regarding who can pick up your child.*** Please include rare emergency names and contacts, so that we will be able to release your child if there is a family emergency and you allow a neighbor or friend to pick up your child. A parents' note should be sent to school informing the office that the student will leave before the end of the school day. The student's classroom will be contacted and the student will come to the school office to meet the parent.

## **INDEPENDENT STUDY CONTRACTS**

Students who are going to be out of school for three or more days may be eligible for independent study. Independent Study Contract's length is not to exceed fifteen (15) school days. There is a specific set of district criteria for independent study. This program requires a contract signed by the parent, student, teacher and administrator. The contract specifies the amount of work to be completed, the amount of time to be spent each day, when the work will be turned in to the teacher and how the work will be evaluated. An independent study contract must be requested more than three days prior to a planned absence so that teachers can prepare materials for the student. Independent Study forms are available in the school office.

**Please be thoughtful in taking time away from the classroom setting.** Students often fall behind and feel that they have a difficult time keeping current with lessons when they take an independent study. We realize that at times it cannot be avoided, yet we do request that independent study contracts be kept at a minimum.

## **LOST AND FOUND**

Please make sure that all clothing, playground balls, 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.

## **MEDICATION**

Students may not have medication of any kind (including over the counter medicines) in their possession on school grounds, or during any school sponsored event. District Policy requires that all medications be stored in the school office and that both parent and physician sign a form specifying dosage and administration time. Office staff administers all medicine. Forms are available in the school office.

## **HEALTHY CHOICES**

Roseville City School District has a Board Policy on healthy foods in the schools. This RCSD Board Policy is based on the California Healthy Schools Bill SB12, which has been passed by the state lawmakers. This policy focuses on serving only healthy foods at school, both in the cafeteria and in

the classrooms. The intent is to educate students to make healthy food choices.

Diamond Creek will support this policy 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 not be using non-nutritious foods (candies, cookies, etc.) as a reward for students' academic performance or classroom behavior.
- 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. At this time any items that are shared with students need to be store bought items.

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.

## **PARENT – TEACHER CONFERENCES**

At the end of the first trimester, the parents/guardians of each child will be invited to attend an individual conference with the teacher to discuss their student's progress. Standards Based Report Cards will be given to parents/guardians at this time. At the end of the second and third trimesters, report cards are sent home with each student. Individual conferences may be arranged by the parent/guardian or teacher, as desired. Parents are invited to request conferences at any time to discuss the progress of their child/children. Please call the school office or your student's teacher's extension to schedule a conference.

## **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.



## **BICYCLES SKATEBOARDS SCOOTERS ROLLERBLADES**

Students who ride bicycles to school must park them in our bicycle racks. Bicycles should be locked and are never to be ridden on the school grounds. **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**

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. **Wear your helmet.**

## **STUDENT DISCIPLINE AND PROBLEM SOLVING**

Part of everyone's education is learning how to behave responsibly in society. We have developed a problem solving and discipline plan knowing all students have rights to learn and play in a peaceful and safe environment. Goals of our problem-solving discipline plan are for students to learn to:

- Behave responsibly in society.
- Respect self and others.
- Learn and practice problem-solving skills and self-discipline.
- Take responsibility for their behavior.

Our three basic rules are:

1. Respect others, cooperate, and behave in a safe manner.
2. Follow school and classroom rules.
3. Respect school and other's property.

In each classroom, students review school rules and appropriate behavior choices. At this age, teaching and modeling to students how to solve problems is very important. Diamond Creek

Elementary students are taught the 7 Habits of Highly Successful Students as a way to learn responsible behaviors that will help them be successful not only at school, but outside of the classroom doors.

## **BULLYING**

Diamond Creek promotes a positive, safe environment for all children and staff. Issues of reported bullying will be dealt with immediately to support student and staff safety.

***Bullying and Cyberbullying:*** The Board of Education strictly prohibits intimidation, harassment, hazing, ridicule, extortion or any other verbal, written, or physical conduct that threatens an individual or group of individuals; or places an individual in reasonable fear of harm to the individual or damage to the individual's property; or has the effect of substantially disrupting the orderly operation of the school. This type of conduct is prohibited in person, or through the use of electronic information and communication devices, to include but not limited, email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings and defamatory websites. Examples include direct physical contact, personal verbal assault, sending mean or threatening messages, spreading rumors about a classmate, creating a website that targets another student, sharing fake or embarrassing photos or videos, stealing a login or password to send messages on another person's account. These actions, whether using district owned or personally owned equipment, on school premises or off campus during non-school hours may result in disciplinary action including suspension and or expulsion and referral to police.

## **SYSTEMATIC DISCIPLINE PLAN**

Our students must learn and play in a safe environment. We have set rules to be followed in order for us to have a safe and controlled playground situation with a minimum of disruptions.

In addition to teaching students problem-solving steps, a system of "Playground Citations" will be used to monitor misbehavior. When a student makes a poor choice or breaks a rule, a citation will be filled out and given to the student's homeroom teacher. If the infraction is minor and the teacher's intent is to provide a warning, **the left side** of the citation will be filled out. More serious misbehaviors will be also cited with a citation. In serious infractions, **the right side** will be completed with usually some consequence.

If your child receives a citation, a copy of it will be sent home for parent signature. It is our intent to keep parents informed; not that students will be punished at home each time they earn a citation. That is an individual home choice. Our sincere hope is that each child will choose to act in a manner that is safe and productive for themselves as well as others around him/her.

In addition, behavior, which is more severe and needs to be dealt with in a different manner, will result in a referral to the principal's office and can lead to suspension or expulsion.

### **Parents, please review with your children:**

- \* There is no profanity or fighting on the school grounds or on the way to and from school. This includes the use of sexual terms in humor or jest.
  
- \* Electronic games, "boom boxes," radios, "ipods," etc., are not allowed on school campus. Cell phones must be kept out of sight and not used during the school hours of 7:45 AM to 2:02 PM. Students may use a 'Student phone' located in the office to call parents, if needed during that time. A student may use his/her cell phone before/ after school on campus to speak to parents only. Apple Watches may be worn by students but are not to be used for games, messaging, or calling during school hours. No calling of friends is allowed. Students may use devices brought for BYOD purposes under classroom direction from the teacher.
  
- \* Pocket knives, play guns, or sharp instruments are not allowed. Bringing these may result in suspension or expulsion from school.
  
- \* Students willfully damaging school property (including books, playground equipment, etc.) will be required to pay for its damage.
  
- \* Students cannot be in a classroom without adult supervision.
  
- \* Students in halls or bathrooms during class time must have permission to be in the hallways or bathroom.

### **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.

- When pulling into either bus loop, please pull all the way forward. These are drop off and pick up zones, not parking areas.
- Do not be on your cell phone while picking up or dropping off students.
- Follow directions from crossing guard personnel.
- Be polite and considerate of others.

## **DRESS CODE**

Certain dress apparel is not allowed on campus because of the distractions it causes or because of safety reasons. This includes:

- Spaghetti straps or basketball jerseys where chests can be exposed are not allowed. Straps must be two fingers wide or more.
- Boys and girls can not wear open toed shoes, flip flops, clogs, etc. (sandals without back heel straps) as they can stub their toes on the black top during recess and PE.
- Short shorts also are not allowed; shorts must be longer than the fingers as the arm hangs downward.
- Unhemmed short pants
- No make-up for any students
- Students arriving at school with colored hair will be reviewed on a case-by-case basis. If the hair is a distraction to the learning environment, then the student will be referred home to remove the color from the hair. If the hair is not a distraction, but reflects current fashion, then this will be considered.

## **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

## **SCHOOL SAFETY ISSUES**

The Roseville City School District will not tolerate firearms, weapons or other threats to the safety of the students and staff. The District has high expectations for student behavior. **Any and all actions, which may jeopardize personal safety, will be taken very seriously.** The District will not accept comments directed at any student or staff member, which are of **a threatening nature**. The District will apply appropriate disciplinary consequences, including possible expulsion. We will not hesitate to file charges with law enforcement or seek restitution, **on behalf of the District**, for any applicable damages. The District will make every effort to notify parents when a direct safety issue for students or staff exists. Typically, parents will be notified when any of the following circumstances occur:

- ✓ When children at school are aware of an immediate safety threat, parents will be notified.
- ✓ When the school and police department are involved in an investigation.
- ✓ When an incident involving high levels of vandalism or destruction of property has occurred.

We encourage all parents to share any safety information or concerns with the school site principal.

## **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.**

# DIAMOND CREEK PARENT TEACHER CLUB

[www.diamondcreekptc.com](http://www.diamondcreekptc.com)

Diamond Creek Parent Teacher Club (PTC) is a non-profit organization, dedicated to assisting staff and students at Diamond Creek Elementary. It is through our volunteer programs that we are able to support enrichment programs and many wonderful activities. We would like to encourage everyone's involvement.

Please indicate what activities you would be interested in and return to school as soon as possible.

I would like to:

\_\_\_\_\_ Help with Fall Festival

\_\_\_\_\_ Help with Walkathon

\_\_\_\_\_ Help with Fundraising

\_\_\_\_\_ Help with coordinating room parents

\_\_\_\_\_ Help with Field Day

\_\_\_\_\_ Help organize special events as needed

\_\_\_\_\_ I have a special talent or interest I would like to share (please specify): \_\_\_\_\_

Student's Name \_\_\_\_\_ Teacher \_\_\_\_\_

Your Name \_\_\_\_\_

Phone and/or email address \_\_\_\_\_