



There are no limits on learning at Altamont Creek Elementary!

ALTAMONT CREEK ELEMENTARY SCHOOL
STUDENT HANDBOOK
SIGNATURE PAGE

Thank you for your time in reading our online Altamont Parent-Student Handbook. After reading it with your child/ren, please sign and return the bottom portion of this page to your child's teacher.

Please return by Friday, August 30, 2019

Thank you.

The Altamont Staff

The following signatures signify that we have read and understand the contents of the Altamont Parent- Student Handbook.

Parent or Guardian Name

Parent or Guardian Signature

Date

Student Name

Student Signature

Date



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At Altamont Creek Elementary we...

SHARE

smile learn encourage

love

do our best

share laugh

say thank you

show respect

make mistakes

APOLOGIZE

HAVE FUN

We are SAFE, RESPONSIBLE, RESPECTFUL and ALWAYS AWESOME!



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Livermore Valley Joint Unified School District

2019/2020 School Calendar

| August 2019 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| September 2019 | | | | | | |
|----------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| October 2019 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| November 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| December 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| January 2020 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| February 2020 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

| March 2020 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| April 2020 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| May 2020 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| June 2020 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| July 2020 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

- *Non-student days
- *Teacher Work Days + 1 flex
- *Prof. Development + 1 flex
- Begin/End of Year
- *End of Trimester
- Legal/Local Holidays

Trimester 1 August 19 - November 8 58 days
 Trimester 2 November 12 - February 27 60 days
 Trimester 3 March 2 - June 4 62 days
 Fall Conference Days TK-5: Oct 7-8, 10-11, 14-15, 17-18

Workdays TK-12: Aug 16 & June 5
 Professional Development TK-12: Aug 15 & Oct 4
 Back to School Night: Elem - Aug 29, Middle - Sept 5, HS - Sept 4



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Altamont Creek is a Gold Ribbon and Kindness Certified School.

WELCOME AND CONGRATULATIONS!

YOU are now a **WILDCAT** with wildcat **FRIENDS**, and are part of our wildcat **COMMUNITY**. We have wildcat **RULES**, and a wildcat **WAY** of doing things. So when it comes time to make a **DECISION**, ask yourself, "What would a wildcat do?" Then you will make a good **CHOICE**, get good **RESULTS**, and enjoy a **GOOD TIME**. So put on your best wildcat **SMILE**, because every day is a **GREAT** day to be a **WILDCAT!**



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ACE is truly a special place. As we begin our launch of our new school year, we ask that you continue to stay involved by bringing positivity, energy and creativity to our school as we continue to strengthen our programs. Our stakeholders are our greatest strength and greatest resource. Together, we can drive ACE and our mission even further. To those of you who are new to ACE, the entire school welcomes you to a very special community. Our school is a place where children come to learn and a place they feel special.

At Altamont Creek Elementary, your Wildcats will be expected to engage in reading, writing, discussing, critical thinking, problem solving and hands-on learning. The vast majority of learning occurs in the classroom with the teacher and classmates. Students will collaborate, communicate, think, experiment, and reflect throughout each day. Therefore, being in class is very important for each student, every day. When Wildcats miss school – they miss out!

Our commitment to a hands-on, tactile, kinesthetic project-based learning develops students' critical thinking, problem-solving, motivation, communication, and cooperation. Project based learning is woven throughout the academic model through high standards for student behavior, applied learning, student choice, and continuous feedback; developing decision-making and self-regulation; and learning from "failures".

Points of Pride:

- Green Ribbon School
- Gold Ribbon School
- Kindness Certified School
- Weekly Lunchtime Student Dance Parties
- Positive Behavior Intervention & Support: PBIS is a process which focuses on improving our school's ability to teach and support positive behavior for all students.
- Kid Connection, Lunch Bunch & Social Thinking: We have 3 programs that provide students the opportunity to learn and practice positive social skills.
- Commitment to Fine & Performing Arts:
 - Our Garden Classroom is a Certified Wildlife Habitat by the National Wildlife Federation. We are also certified by the Bay Friendly Landscaping and Gardening Coalition. Our garden is organic and helps students learn about nutrition and food systems. Our garden features a bird viewing area, a compost area, and an area for students to write, read, sketch and measure
 - Google Classroom/Digital Student Portfolios/Blended Learning
 - Running Club: Over 150 students participate 3X week before school.
 - Student Valet: 4th and 5th graders are trained to help with morning drop off.
 - Family School Partnership: We believe a strong parent staff partnership is critical to our success. We have a very active volunteer base and our PTA is incredible
 - GATE, Intervention, Student Council, Field Trips, Clubs, Drama, Science Odyssey and MORE!



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We are excited to announce:

- *New English Language Arts/English Language Development Curriculum
- *More resources, interventions and stretch curriculum for your children
- *Growing enrichment opportunities
- *Continued social emotional curriculum – Choose Love
- *New and increased technology in the classrooms
- *New play structures
- *More literacy opportunities for parents and families
- *Continuation of the wildly successful Wildcat Wow program
- *More opportunities to get involved
- *New peer conflict mediator program
- *More professional development for teachers
- *New and improved assessments to provide better insight on your child’s strengths and needs
- *New clubs
- *Winter Musical
- *A growing and experienced staff

Below are some highlights we’re looking forward to:

Round Up, Harvest Dinner, Coffee with the Principal, Book Fair, Mock Election, Talent Show, Trick-or-Dooring, Sandia Family Science Night, Halloween Parade, spirit days, clubs, Elf the Musical, Dads Football, Maker Space, Spelling Bee, Geography Bee, Robotics, Family Bingo, Science Odyssey, Wind Festival, Hoe Down, and a world record attempt!

***We will create, celebrate and innovate because our children deserve the very best.
There are no limits on learning at Altamont Creek Elementary.***

Go Wildcats!



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Altamont Creek Elementary School
Bell Schedule 2018-2019

| | | |
|-------------------------|-------------|---|
| All Grades: | 8:15 | Supervision Begins |
| | 8:30 | Instruction Begins |
| Morning Recess: | | |
| | 9:35-9:55 | TK - Kindergarten |
| | 10:05-10:20 | 1 st - 2 nd Grade |
| | 10:25-10:40 | 3 rd - 5 th Grade |
| Lunch Times: | | |
| | 11:40-12:20 | TK-Kindergarten |
| | 12:05-12:45 | 1 st - 2 nd Grade |
| | 12:30-1:10 | 3 rd - 5 th Grade |
| Dismissal Times: | | |
| | 1:30 | TK - Kindergarten |
| | 2:40 | 1 st - 3 rd Grade |
| | 2:50 | 4 th - 5 th Grade |

Wednesday "EARLY" Dismissal 1:30 ALL Grades

OFFICE HOURS:

Monday – Friday 8:00AM-4:00PM
*2nd and 4th Wednesdays the office closes at 2:45PM

OFFICE PHONE NUMBER

925-454-5575

ATTENDANCE HOTLINE

Whenever your child is absent, please remember to call the attendance line prior to 9:00 a.m. (925-454-5575, then press 2). This line is available 24 hours a day, 7 days a week



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ATTENDANCE

Good attendance is critical to academic success. **Whenever your child is absent, please remember to call the attendance line prior to 9:00 a.m. (925-454-5575, then press 2). This line is available 24 hours a day, 7 days a week.** A notification of absence call should be made on the first morning of the absence, as well as subsequent days, if applicable.

The Livermore Valley Joint Unified School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses none or only a small portion of the school day. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families that plan vacations around traditional holiday periods, and thereby minimize student absences.

Long-Term Absences: Students who are absent for more than 10 consecutive days will lose their enrollment at Altamont. If the grade level is impacted and the students may be diverted to other district schools upon their return.

Tardies

Students must be lined up on the classroom number with materials and supplies in hand by 8:30 or they will be marked tardy. Students arriving after 8:30 will be required to check in at the office and receive a pass before reporting to class.

It is imperative that students arrive at school on time in order to maximize learning opportunities. Chronic tardiness affects student performance.

Please refer to the district guidelines for additional information on the tardy policy.

Independent Study: In the event that travel during the school year is unavoidable, please discuss with your child's teacher to see if they are willing to do an Independent Study Contract. It is up to the discretion of the teacher to provide schoolwork.

The Independent Study Contract can be obtained from the office. This program is designed for students who will be out of school to travel for 5 to 10 days. Independent Study provides your child with continuity of his/her instructional program. Work is to be done while on the trip and it is due back the morning the student returns to school.

CHECKING IN AND OUT OF SCHOOL

When it is necessary to check a student into school late or to check a student out for an early dismissal, please sign your child in/out at the office. **Please do not pick up your**



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child directly from the classroom, lunchroom or playground. Students leaving campus during the school day must have an adult sign the student out in the office. Parent/guardian must contact the office if anyone other than themselves is checking their child out. The emergency contact list on a student is not a pre-authorization for whoever is on that list to check a child out early.

CLASSROOM VISITATION AND VOLUNTEERS

Visitors and Classroom Volunteers are welcome in our classrooms. All volunteers must register with the district online Volunteer Database at <https://lvjUSD.civicore.com/index>. To minimize potential interruptions to learning, we ask that the following guidelines be followed:

- Schedule all visits ahead of time with the teacher.
- The time and length of stay will be at the discretion of the teacher.
- Please check in and out of the office and wear a visitor/volunteer sticker.
- **Please do not bring siblings.**

Parents are encouraged to share their time and talents with students as Classroom Volunteers. Please remember that all volunteers must comply with the observance of confidentiality when working with children.

FIELD TRIPS

Parent Chaperones are always needed on field trips. If a parent would like to assist in this activity, notify the teacher of your availability. **Please keep in mind that the school does not allow a chaperone to bring other children from home or siblings enrolled in our school on trips.** While serving as chaperone for our children, all of the adult's attention must be on those students being supervised.

For most of the field trips we rely on parents to drive students to the destination. Drivers are to drive directly to the destination and school only, with no additional stops, as there are schedules to be kept. Chaperones are required to stay for the entire trip and not leave, until the teacher has excused them. Those who arrive back at school before the teacher must stay with the students from their group until the teacher arrives.

If you wish to be a fieldtrip driver chaperone, again you will need to register with the online Volunteer Database <https://lvjUSD.civicore.com/index>.

SIBLINGS/NON-STUDENTS ON CAMPUS

Volunteers and a "parent presence" in our classrooms are of great value to the Altamont community. Sadly, due to issues of student safety, valued instructional time, and liability, we ask that parents volunteering in our classrooms and attending classroom parties and events to refrain from bringing younger siblings into the classroom during their volunteer time.



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HEALTH & WELLNESS

CONTAGIOUS OR INFECTIOUS DISEASE

A child may be sent home if he/she is vomiting, has a fever, or is believed to be suffering from a recognized contagious or infectious disease. The child shall not be permitted to return until school authorities are satisfied that the student is no longer contagious or infectious. (Ed. Code 48211) ***Students must be without fever, vomiting, or diarrhea 24 hours before returning to school.***

DISTRICT NURSE

Health and wellness have a tremendous impact on student learning. Additionally, it is a District and site goal to promote a life-long healthy lifestyle with a focus on health, physical education, and nutrition. School Nurses are uniquely qualified in preventative health, health assessments, and referral procedures for students. District nurses and health care technicians support our sites on health-related matters.

You can support the success of your child by communicating with the nurse regarding any health related barriers or concerns which may affect your child's ability to learn.

IMMUNIZATIONS

California law requires that, before children under the age of eighteen may be admitted to any California public school, an immunization record must be presented to school staff by the parent or guardian. An immunization record must include at least the month and year each dose was received and be in the form of a yellow immunization record. School children are required to be protected against diphtheria, tetanus, whooping cough, polio, mumps, Rubella (German measles), varicella (Chickenpox) and Hepatitis B.

Those students who are not immunized according to California Department of Health Services Immunization Branch may be admitted only under the condition that they obtain any additional immunizations(s) within specified time period. Students may not be exempted from the immunization requirements.

MEDICATION AT SCHOOL

Medicine can be administered in school only if the following requirements are met:

- ✓ Students who require the administration of any medication during the school day, pursuant to a physician's prescription, must have both a parent/guardian and



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physician signed *Permission to Assist with Medication During School Hours Form* on file at the school site.




- ✓ The *Medication Administration Consent Form* must be completely filled out annually or whenever the prescription changes and must be signed by both the parent/guardian and the child's physician before the child can be assisted by school personnel.
- ✓ It is the parent/guardian's responsibility to provide the school site with all the necessary information and special instructions in writing related to the administration of medication to his/ her child.
- ✓ Parents/guardians are to provide the prescribed medication(s) and supplies and are to replace the expired medications when notified. The parent/guardian must immediately notify the school in writing of any changes.
- ✓ Medication must be in its original pharmacy labeled container or over-the-counter container and brought to the school office by the parent/ guardian. At the end of the school year, parents/guardians must pick up all medications. No medication will be given to a student to take home. Medication left in the school office at the end of the school year will be discarded.



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WILDCAT PRIDE MATRIX

| | <u>Classroom</u> | <u>White Top</u> | <u>Cafeteria</u> | <u>Playground</u> | <u>Bathrooms</u> |
|---|---|---|--|--|--|
| <p><u>BE SAFE</u></p>  | Walk quietly Keep hands & feet to self Use materials safely | Walk Keep hands & feet to self Walk on the right side Hold equipment | Sit on your bottom Stand in line patiently Enter through the west door & exit through the east Only eat your own food | Keep hands and feet to self Wait at the gate Freeze & hands on head when bell rings Walk to your class line while holding equipment | Wash hands Keep hands & feet to self Respect privacy |
| <p><u>BE RESPECTFUL</u></p>  | Raise hand/signal Heed the silent signal Listen to speaker Collaborate with others | Use quiet voices Make eye contact, smile and greet others Maintain personal space | Use kind words Include everyone Listen to the adults in charge | Include everyone Be a good sport Use kind words Check Buddy Bench for new friends | Use quiet voices Respect everyone's privacy Keep your eyes in your own stall Wait your turn |
| <p><u>BE RESPONSIBLE</u></p>  | Follow directions Be organized Come prepared Show effort | Hold equipment Dispose of snack waste in the correct can | Dispose of lunch waste in the correct can Raise your hand for help and to be excused | Take turns Return equipment | Use facilities appropriately Keep restroom clean |



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GIVE ME FIVE

- **Eyes on the speaker**
- **Be Quiet**
- **Be Still**
- **Give 5 Back**
- **Listen**



STUDENT DISCIPLINE

The LVJUSD Elementary School Discipline Policy was sent to all parents electronically through the Info-snap Portal. Hard copies are available in the school office for those who do not have computer/Internet access.

We have thoughtfully developed a plan of “stepped”, sequential discipline to provide consistency, predictability, and reasonable consequences for rule violations. The consequences are consistent with the LVJUSD discipline code and the California State Educational Code.

We believe that positive rewards are a powerful deterrent to misbehavior. Classroom and school-wide incentives are provided to develop positive traits of citizenship and exemplary character. Your support of our program, discussions with your child, and communications with us are key components in creating an atmosphere that is safe, positive, and predictable.



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CLASSROOM

RULES / EXPECTATIONS

Be a Wildcat!



VOICE LEVEL 1

Be Safe



Listen and follow instructions
Ask before leaving your seat
Use walking feet



Be Respectful



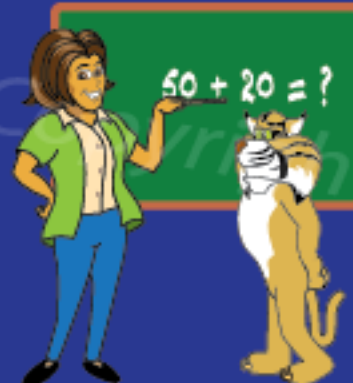
Take turns
Raise your hand
Keep hands, feet and objects to yourself



Be Responsible



Listen to the teacher
Participate
Try your best
Keep your desk neat



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HALLWAY

RULES / EXPECTATIONS

Be a Wildcat!



VOICE LEVEL 1

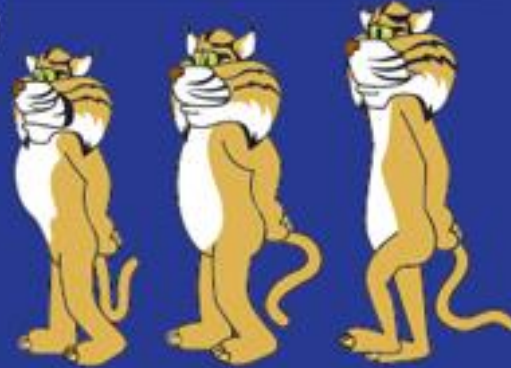
Be Kind

Hands and feet
to yourself
Use nice words



Be Safe

Use walking feet
Hand on rail



Be Responsible

Hands at your side
Stay in line
Listen to adult in charge



*This includes the White Top Areas



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RESTROOM

RULES / EXPECTATIONS

Be a Wildcat!



VOICE LEVEL 1

Be Safe Use equipment properly
Use walking feet



Be Respectful



Respect everyone's privacy
Take turns & wait patiently
Use nice words



Be Responsible

Wash your hands
Dispose of trash properly
Respect equipment



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ASSEMBLY

RULES / EXPECTATIONS

Be a Wildcat!



VOICE LEVEL 4

Be Safe

Use walking feet to enter and exit
Sit criss-cross apple sauce



Be Respectful

Hands and feet to yourself
Use nice words
Be supportive



Be Responsible

Pay attention
Participate





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PLAYGROUND

RULES / EXPECTATIONS

Be a Wildcat!



VOICE LEVEL 4

Be Safe

Listen to the adult in charge
Use equipment properly



Be Respectful

Include everyone
& take turns
Be a good sport
Use nice words



Be Responsible

Put things away
Respect property
Play by the rules



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PLAYGROUND

Students are expected to play and behave in ways that are safe for themselves and others. Our shared expectation is that:

- All students know and follow playground, school, and district rules.
- All students follow the direction of the adult(s) in charge.
- All students treat fellow students and adults with respect.
- All students use playground equipment for its intended purpose.

During the first week of school, classroom teachers and the administration will discuss behavioral norms on the playground with our students. We ask that parents refrain from going to the playground during recess and lunch.

Students will be reminded that, for their safety, certain areas are defined as “off limits”. These areas include classrooms, courtyards, the bike cage, outer fields, and fences.

Playground and general school rules help create a predictable atmosphere by limiting disruptions and encouraging children to use self-control and make wise choices. In the initial weeks of school, we model appropriate behavior and instruct our students in the “basics” of playground and campus safety. We encourage you to review the basics defined above with your children. If you have any specific questions, please do not hesitate to contact us.

LUNCH

For issues of security and safety, Altamont is a closed campus and all students are expected to remain on campus to eat lunch. Lunchroom rules are discussed with all students and are enforced by the staff. Students are expected to:

- Sit appropriately at the lunch table.
- Use “inside voices” while in the cafeteria.
- Clean up their eating space.
- Support Altamont’s recycling program.
- Follow the directives of our campus supervisors.

SCHOOL LUNCH

Students may buy lunch at school or bring one from home. School lunches are available daily, starting the first day of school. You can view the menu and prices at the district website livermoreschools.com. Drinks are also available for purchase. Students in grades 1-5 are issued a student lunch card to purchase lunches and drinks. To activate or add money to your student’s lunch card, send check or cash with your student to give to their teacher in a clearly marked envelope. Please make checks payable to the school and be



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sure to include your child's first and last name and the room number on it. You may also create an account for your student from the district website where you can monitor and add money to accounts online. The use of cash in the lunch line is discouraged. Please make sure your child has enough money on his/her lunch card, as credit will not be honored.

Application for State-provided free and reduced-price lunches are available from the school office. Once approved, the application entitles the student to lunches for the remainder of the school year and 2 weeks into the following year while updated applications are processed. Applications must be renewed yearly.

SCHOOL PROPERTY/VANDALISM

Students are responsible for the care of textbooks, classroom books, library books, classroom P.E. equipment, and other school property. These materials must be returned at the end of the school year in the same condition that they were received. End of the year report cards will be withheld from students who have lost books, lost PE equipment, or damaged school/classroom materials, and have not paid for them.

CELL PHONES & ELECTRONIC DEVICES

While California allows students to bring cell phones to school, the phone must remain turned off during school and in a backpack or another safe place in the classroom. Cell phones/electronic devices should **not** be on students. Students who take cell phones/electronic devices out to the playground run the risk of losing them outside. Students should not be using cell phones/electronic devices during recess or lunch. Items used for instructional support will be the responsibility of the student. Students who use cell phones/electronic devices during school hours will have their phones/devices confiscated and held in the office for a parent to pick up.

STUDENT DRESS CODE FOR SCHOOL

The tone and learning environment of a school are greatly improved when students maintain a standard of appearance. Students should wear clothing that is conducive to schoolwork. Our dress code prohibits halters, bare tummies, and t-shirts with inappropriate graphics (including any drug, weapons, alcohol, or tobacco logos), and make-up. Students who wear clothing of this sort will be sent home to change clothes. Hats are not permitted inside buildings, but may be worn on the playground and outside. Please remind your student not to share hats.

To avoid foot injuries and torn toenails from playing on the playground and at P.E., sandals and flip-flops are discouraged. For the safety of your child, PLEASE send him/her to school wearing athletic shoes on his/her P.E. day. Dress shoes, sandals, boots, and shoes with heels are not conducive to P.E. class.



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Please support our educational atmosphere by screening your child's dress with an eye on its appropriateness. If you attach importance to an educational setting, your child will too. Please label all personal items with your child's name.



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DROP OFF & PICK UP PROCEDURES

BEFORE SCHOOL

Students may arrive on campus at or after 8:10 a.m. Students are to go to the playground for supervision. On rainy days, students will report to the MPR (Multi-Purpose Room). When the first bell rings the students will line up on their number and their teacher will pick them up and walk them to class. On rainy days the students will be picked up by their teacher in the MPR. **SUPERVISION PRIOR TO 8:10 A.M. IS NOT PROVIDED.**

PARKING AND DROP-OFF/PICK-UP

Due to safety concerns for our students, Altamont has a morning “valet” drop-off program in place. This program is well established and when utilized correctly it is safe and successful.

Back of School parking/drop off: This is **only for** those displaying disabled placards and Special Education buses. In consultation with the City of Livermore and the LPD, our access off Hawk Street is limited to disabled drivers and Special Education transportation drop off only.

Front of School: With the support of our principal, a trained adult, fourth and fifth grade students will be selected and trained to implement valet services. Cones will facilitate the drop off in the AM. The “front” parking lot will continue to be a location for morning drop-offs for all grade levels. For the first few weeks of the school year, before our fourth and fifth graders are trained we ask all parents and students to please be vigilant and cognizant of the parking lot and drop off during this time.

AFTER SCHOOL

Children will be supervised from 8:15 until their dismissal time. For issues of safety and to protect our children while respecting the teacher’s workday we ask that students and parents exit the courtyards at dismissal time. Siblings and parents who are waiting for students from the 4/5 classes will be asked to wait on the playground/blacktop area, not inside the campus. Students still on campus after 3:00 p.m. will go to the office and parents will be called. All perimeter gates are locked at 4:00 p.m.

BICYCLES & SKATEBOARDS

Students in grade K-5 may ride bikes to school. We provide bike racks, but the school is not responsible for theft or damage. Parked bikes must be locked. Riding a bike is not permitted anywhere on campus, including the playground. Riders must walk bikes once on campus, especially in congested areas, such as on the playground and on sidewalks. Riders must comply with directions from the School Staff or Volunteer. All children must wear



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helmets. Roller blades, scooters, skateboards, or any type of shoes with wheels may not be worn/ridden on school grounds.

COMMUNICATION

PARENT/TEACHER COMMUNICATION

Prompt, open communication between home and school is essential. In order to give parents adequate time in meeting with staff, we ask that parents schedule a specific time with teachers to discuss the child's progress, etc. When phoning a teacher, please note that teachers are responsible for providing instruction during the school day and their phones go to voicemail during that period. As a result, they may not be able to get back to you before the end of the day.

Teachers can be reached by email and in most cases it is their

FirstNameInitialLastName@lvjUSD.k12.ca.us

(For example: esmith@lvjUSD.k12.ca.us). You may also find their email links on the school website under staff.

Since the delivering of messages may cause a disruption to the classroom, the office cannot guarantee to deliver messages to students except in cases of emergency. A student **MAY NOT** receive a phone call unless it is an emergency.

Please, **NEVER** go directly to the classroom to give your child a message. All parents must go to the office. Forgotten homework or lunches will be placed on the counter by the back office door for students to pick up.

Complaint Procedures: It is the primary goal of the Altamont staff to work with you in resolving any questions or concerns you may have about your child's educational program. The first step in any concern is to have open communication with your child's teacher. It is in these personal, informal conversations that we can best work together to address issues.

If there is an issue, please speak directly with the staff member(s) involved. Discuss the problem openly and make every attempt to work out a solution. We find that most problems are resolved at this first step.

If, after meeting with the staff member directly involved, you still feel that you need support in resolution, we encourage you to arrange for an appointment with the Principal and the involved staff member. We are anxious to work together to make your child's educational experience a positive one.

GOAL SETTING CONFERENCES

Each fall, teachers will hold Goal Setting Conferences. During the Goal Setting Conference parents will learn about the academic skills that will be taught during the school year. Parents will also learn how they can support the instructional program of their child. The



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Goal Setting Conference provides the opportunity to review the results of last year's state and/or district assessments. The conference also provides parents with early notification if their child is not meeting grade level standards.

The Goal Setting Conference will also provide the opportunity for teachers to share with parents any behavioral concerns, which might hinder the academic growth of the student.

REPORT CARDS

The purpose for the standards based report card is to **inform students and parents about a student's performance on the grade level standards.** Progress reports measure progress against a uniform standard rather than subjective assessment. Information related to growth and overall strengths and needs is captured in the Comment section. The report cards indicate whether students have met the expectations set by the State Standards and indicate whether the student has mastered the necessary skills and concepts to be successful in the next trimester or at the next grade level. The performance level is determined by the trimester benchmark data.

EMERGENCY PROCEDURES

In the event of an earthquake or another emergency, we follow specific procedures in caring for or releasing children. You received forms to complete with emergency information at Packet Day. Should a disaster occur, please walk to school to pick up your children, as the streets may be blocked. In the event that it would be necessary to put our Disaster Plan into action, children will be taken to the playground and kept there until the building is certified safe or until parents or guardians pick up their children. In the event of an emergency, we can contact parents through School Message, contacting up to six designated phone numbers at a time.

HOMEWORK POLICY

The LVJUSD has established guidelines for homework in grades K-12. The stated purpose of homework is to reinforce learning through practice and application. Additionally, homework encourages independent learning and develops study skills, work habits, and a sense of personal responsibility.

Each teacher will communicate his or her homework policy to parents early in the academic year. We encourage you to communicate with your child's teacher if you have specific questions regarding homework assignments.

BIRTHDAYS



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We all know that birthdays are important to every child and that kids like to celebrate with their classmates. However, sending in a food treat to the classroom to celebrate can exclude those children who have food allergies, diabetes or other dietary restrictions. According to the Centers for Disease Control (2011) allergies have increased more than 20% among American children since the mid 1990's.

In lieu of sending in birthday treats, the teachers request you send in a special book to donate to the class library. Please write a special birthday message to your Wildcat on the inside cover.

The Wildcat staff respectfully requests you do not send birthday invitations to school unless it's for the entire class, all girls or all boys. Although it may seem like a convenient way to distribute invitations, it can result in hurt feelings for those not invited.

Having flowers and balloons delivered to the school is disruptive to the learning environment, so please plan for those items to be delivered at home. We value our instructional time; therefore teachers will not be hosting birthday parties in their classrooms.

Birthday Parties Away from School: If your child is planning a party at home, we ask that you or your child contact those children invited by phone or e-mail. Distribution of party invitations at school frequently leads to hurt feelings on the part of our children. Thank you for considering the feelings of all of our students by issuing your invitations off campus via phone, mail or Internet. Thank you for your cooperation on this issue.

SNACK POLICIES FOR CELEBRATIONS

The District's Wellness Policy covers snacks served during the school day for classroom celebrations and parties, rewards, and school-sponsored events. In keeping with the policy we must follow the state nutritional guidelines.

Snack Items

- Not more than 35% of total calories from fat (nuts, seeds, individually packaged cheese exempt)
- Not more than 10% of total calories from saturated fat (individually packaged cheese exempt)
- Not more than 35% of total weight from sugar, including naturally occurring and added sugar (fruits and vegetables exempt)
- Not more than 175 calories per individual snack item

Beverage Items

- 100% fruit/vegetable-based juice; no added sweetener
- Drinking water with no added sweetener
- 2%, 1%, nonfat, soy, rice or other nondairy milk



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- No beverage >12 ounces except water

SCHOOL PROGRAMS

GIFTED AND TALENTED EDUCATION (GATE)

All children in grades third through fifth are eligible for nomination to the GATE program. Referrals are sought from teachers, staff, and parents. Once a child is tested, the parents will receive the results from the District Office by mail. If a child is accepted into the GATE program, the family will receive a placement form that needs to be completed and returned to the district office. The school site will be informed once the paperwork is complete and the students will then be allowed to participate in the designated GATE activities. Our teachers also provide differentiated instruction throughout the school day to meet the needs of our students.

MAKER SPACE: Ready! Set! Create! The Wildcat Maker Space:

Promotes learning through play and experimentation.

Is cross-disciplinary, with elements of art, science and craftsmanship.

Offers tools and materials that encourage students to create rather than consume. Please sign up for the date/time you wish to come play!

<https://www.wejoinin.com/sheets/ybkxh>

SCIENCE

Altamont students are very fortunate to participate in a standards based, district wide science program designed for students in 1st through 5th grade. The classroom teacher prepares students for the science lab by teaching the content and the vocabulary. Twice a week the lab provides eager students with an engaging hands-on science experience based on grade level standards that focuses on the Investigation & Experiment Standards, also known as I & E Standards. In addition, students are taught how to recycle their lunches, how to compost, and how to organically garden. We encourage students to utilize the 4Rs (recycle, reduce, reuse, and rot) at home and at school.

SPECIAL EDUCATION

Altamont has a range of special education programs available to qualifying students, including but not limited to, speech therapy, academic support, adapted physical education, counseling, and behavioral support. If you have concerns about your child's learning needs, please contact his or her teacher. Student Study Team (SST) meetings are held weekly with a committee of professionals in order to discuss concerns and develop interventions. If further help is needed, students are referred for special education assessments to develop Individual Education Programs (IEPs).



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TECHNOLOGY

We offer students access to a computer network and to Internet resources through their classrooms and library. Parents and students are required to sign a User Agreement before the students are given access to the District Network, Internet, and other telecommunications services.

LIBRARY

Our Library Media Specialist assists our students by encouraging both reading for enjoyment and class-related reading and research. It is our shared purpose to provide access to books and build a relationship with the library and a love of reading. Toward that end, the librarian instructs students in the procedures for locating books, browsing for specific-interest books, and spending time with books for fun and information. Teachers bring classes to the library regularly. Everything taken out of the Altamont Library must be checked out. Students may check out one to three books per week, depending on the grade level. Books may be kept for one week. At the end of this period, books should be either returned or renewed.

PTA

Altamont benefits from an active Parent Teacher Association (PTA). The goal is to support and assist the faculty and staff in their mission of educating our children, to raise money for the school, and to create a strong sense of community among our families. Parents are strongly encouraged to become a member of Altamont's PTA.

SAFETY COMMITTEE: The school safety committee should meet monthly and is responsible for the following:

- Safe School Plan
- Reviewing injury and illness reports,
- Conducting periodic site inspections.

SCHOOL SITE COUNCIL

Parents are needed to serve on our School Site Council (SSC). We want to work together to continually improve our school. If you are interested in learning how you can help, please contact your child's teacher or the principal at 925-454-5575.



There are no limits on learning at Altamont Creek Elementary!

Our doors and hearts are open. We look forward to a successful start of school, a smooth transition and a whole lot of fun to kick start our next 180 school days!

In the coming weeks, you will receive emails and phone messages with important updates regarding the start of school.

We will create, celebrate and innovate because our children deserve the very best. There are no limits on learning at Altamont Creek Elementary.



Website: altamont.school.com

Facebook: facebook.com/AltamontCreek PTA



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