

# **ALTAMONT CREEK ELEMENTARY SCHOOL STUDENT HANDBOOK 2024-2025**



6500 Garaventa Ranch Road, Livermore, CA 94551

(925) 454-5575 fax (925) 454-5591

Office Hours

Monday - Friday 8:00 am – 4:00 pm

(Closed second and fourth Wednesday at 2:30 pm)

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# LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

## 2024/2025 School Calendar

August 2024						
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 2024						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	M	Tu	W	Th	F	Sa
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 2025						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	








March 2025						
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23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
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 2025						
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 2025						
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 Semester	 End of Trimester
		 Legal/Local Holidays

HS Semester 1: August 13 - December 20 (85 days)

HS Semester 2: January 6 - May 29 (95 days)

Elem./MS Trimester 1: August 13 - November 8 (61 days)

Elem./MS Trimester 2: November 12 - February 28 (62 days)

Elem./MS Trimester 3: March 3 - May 29 (57 days)

Fall Conference Days TK-5: Sep. 16-17, 19-20, 23-24, 26-27

Spring Conference Days TK-5: March 10-11, 13-14

Workdays TK-12: Aug. 12, Nov. 1, May 30 + one flex

Prof Develop TK-12: October 4 + one flex

Additional Early Release Days TK-5: Aug. 13-15, Dec. 20

Additional Early Release Days 6-12: Aug. 13, Dec. 20

Back to School Night: Elem: Aug. 22, Middle: Aug. 29, HS: Aug. 28

Open House: Elem: May 15, Middle: May 14, HS: TBA

## **There are no limits on learning at Altamont Creek Elementary!**

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 community partners 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:**

- CA Kindness Certified School (2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024)
- CA Green Ribbon School Green Achiever 2021 (Gold 2019, 2020) (Silver 2018)
- CA Gold Ribbon School (2015)
- CA Positive Behavioral Interventions and Supports (PBIS) Coalition School (Gold, 2022, 2023) (Silver 2020, 2021)
- Outdoor Learning Lab: Our garden is a National Wildlife Federation-certified wildlife habitat and is also certified by the Bay-Friendly Landscaping and Gardening Coalition. It is organic and helps our students learn about nutrition and food systems. Our garden features a bird-viewing area, a compost area, and an area for students to read, write, sketch, and measure.
- Positive Behavioral Interventions & Supports (PBIS): is a process that focuses on improving our school's ability to teach and support positive behavior for all students.
- Kid Connection, Lunch Bunch, and Zones of Regulation: We have three programs that provide students with the opportunity to learn and practice positive social skills.
- Commitment to Fine & Performing Arts
- Running Club: Over 200 students participate 2X per week before school.
- Student Valet: 4th and 5th graders are trained to help with morning drop-off.
- Peacekeepers: 3rd, 4th, and 5th graders are trained in conflict mediation to support students at recess.
- Before- and After-School Programs: Right At School & ESS
- Family School Partnership: We believe a strong parent-staff partnership is critical to our success. We have a very active volunteer base, and our Parent Teacher Association (PTA) is incredible!
- We host several family events each year, such as Wildcat Walkthrough, Trunk or Treat, Winter Wonderland, Bingo Night, Family Science Night, Movie Nights, Intervention, Student Council, Field Trips, Science Odyssey, and MORE!

### **Below are some highlights we're looking forward to:**

Walk Through, Coffee with the Principal, Book Fair, Wildcat Idol, Trunk-or-Treat, Family Science Night, Halloween Parade, spirit days, clubs, Spelling Bee, Family Bingo, Science Odyssey, and Hoe Down!

**We will create, celebrate, and innovate because our children deserve the very best.**





# Altamont Creek Elementary School

## Bell Schedule 2024-2025

### All Grades:

8:15	Supervision Begins
8:27	First Bell Rings
8:30	Instruction Begins

### Morning Recess:

9:15-9:35	TK
9:40-10:00	K
9:45-10:00	1st
10:05-10:20	2nd/3rd
10:25-10:40	4th/5th



### Lunch Times:

11:25-12:05	TK-1st
11:55-12:35	2nd-3rd
12:20-1:00	4th-5th

### Dismissal Times:

1:30	TK-K
2:50	1st-5th

Wednesdays: All Grades 1:30 Dismissal

## **ATTENDANCE HOTLINE**

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.

## **Tardies**

Students must be at the classroom door 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 in [Student Services](#).

## **Long-Term Absences and Independent Study:**

Please visit [Student Services](#) for the update to date information on Long-term and Independent Studies.





## **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 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. **PLEASE BRING YOUR ID EVERYTIME!**

## **CLASSROOM VISITATION AND VOLUNTEERS**

We are excited to welcome visitors, guests, and volunteers to our campuses for the 2024-2025 School Year. Volunteers will need to register. Please see [Volunteer Portal](#) for more information. Complete Raptor ASAP. You must reapply each school year.

To minimize potential interruptions to learning, we ask that the following guidelines be followed:

- Schedule all visits ahead of time with the teacher.
- Check-in the front office with your ID.
- 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.

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. Volunteers will need to be cleared through Raptor. Please see [Volunteer Portal](#) for more information. **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 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.

## **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.

## **HEALTH & WELLNESS**

### **CONTAGIOUS OR INFECTIOUS DISEASE**

A child may be sent home if he/she is vomiting, has a fever of 100.4 or more, 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.

Please visit the District [Health Services](#) page for more information.

### **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.



## MEDICATIONS AT SCHOOL

Medicine can be administered in the 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 parent/guardian and 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.



## **STUDENT DISCIPLINE**

The [LVJUSD Elementary School Discipline Policy](#) was sent to all parents electronically through the Info-snap Portal. Hard copies can be made available in the school office for those who do not have computer/Internet access.



### **WILDCAT PRIDE MATRIX**

	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>BATHROOMS</b>	<ul style="list-style-type: none"> <li>★ Only lock the door when you're in the stall</li> <li>★ Keep hands &amp; feet to self</li> <li>★ Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep your eyes in your own stall</li> <li>★ Respect everyone's privacy</li> <li>★ Use quiet voices</li> <li>★ Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>★ Flush the Toilet</li> <li>★ Keep restroom clean</li> <li>★ Paper towels go in the trash</li> <li>★ Toilet paper only in the toilet</li> </ul>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>★ Enter single file</li> <li>★ Only eat your own food</li> <li>★ Sit on your bottom</li> <li>★ Stand in line patiently</li> </ul>	<ul style="list-style-type: none"> <li>★ Listen and follow directions</li> <li>★ Make room for classmates</li> <li>★ Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>★ Pick up &amp; dispose of all waste in the correct bin</li> <li>★ Raise your hand/signal for help and to be excused</li> </ul>
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>★ Keep hands &amp; feet to self</li> <li>★ Use materials appropriately</li> <li>★ Walk quietly</li> </ul>	<ul style="list-style-type: none"> <li>★ Listen to speaker</li> <li>★ Raise hand/signal</li> <li>★ Use kind words</li> <li>★ Work together</li> </ul>	<ul style="list-style-type: none"> <li>★ Be organized</li> <li>★ Come prepared</li> <li>★ Follow directions</li> <li>★ Show effort</li> </ul>
<b>PLAYGROUND</b>	<ul style="list-style-type: none"> <li>★ Freeze &amp; take a knee when the bell rings</li> <li>★ Keep hands &amp; feet to self</li> <li>★ Wait at the gate</li> <li>★ Walk to your class line while holding the equipment</li> </ul>	<ul style="list-style-type: none"> <li>★ Be a good sport</li> <li>★ Check Buddy Bench for new friends</li> <li>★ Include everyone</li> <li>★ Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>★ Return equipment</li> <li>★ Take turns</li> </ul>
<b>WHITE TOP</b>	<ul style="list-style-type: none"> <li>★ Keep hands &amp; feet to self</li> <li>★ Walk</li> </ul>	<ul style="list-style-type: none"> <li>★ Maintain personal space</li> <li>★ Make eye contact, smile, and greet others</li> <li>★ Use kind words</li> <li>★ Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>★ Pick up &amp; dispose of all waste in the correct bin</li> </ul>




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.





# BE SAFE

-  Walk quietly
-  Keep hands & feet to self
-  Use materials safely

# BE RESPECTFUL

-  Raise hand/signal
-  Listen to speaker
-  Collaborate with others

# BE RESPONSIBLE

-  Follow directions
-  Be organized
-  Come prepared
-  Show effort



classroom

# BE SAFE



Walk



Keep hands & feet to self



Walk on the right side

# BE RESPECTFUL



Use quiet voices



Make eye contact, smile & greet others



Maintain personal space

# BE RESPONSIBLE



Hold equipment



Dispose of snack waste in the correct can



Whitetop



# BE SAFE



Wash hands



Keep hands & feet to self



Respect privacy

# BE RESPECTFUL



Use quiet voices



Respect everyone's privacy



Keep your eyes in your own stall



Wait your turn



# BE RESPONSIBLE



Use facilities appropriately





Keep restroom clean



Bathroom

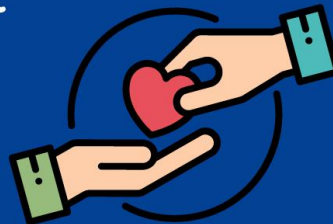
# BE SAFE

-  Keep hands & feet to self
-  Freeze & take a knee when bell rings
-  Walk while holding equipment





# BE RESPECTFUL

-  Include everyone
-  Be a good sport
-  Use kind words






# BE RESPONSIBLE

-  Take turns
-  Return equipment






Playground

# BE SAFE

-  Sit on your bottom
-  Stand in line patiently
-  Only eat your own food





# BE RESPECTFUL

-  Use kind words
-  Include everyone
-  Listen to the adults in charge



# BE RESPONSIBLE

-  Dispose of lunch waste in the correct can
-  Raise your hand to get help and to be excused



Cafeteria/MPR

## **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 month of school, classroom teachers and the administration will discuss behavioral norms on the playground with our students.

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.

## **FREE UNIVERSAL SCHOOL BREAKFAST AND LUNCHES**

- All meals are currently provided free of charge thanks to a federal waiver.
- Breakfast and Lunch menus are available below for elementary, middle, and high school.
- For menus please go to [Child Nutrition Services](#).
- Menu items are subject to change due to supply chain issues.
- LVJUSD does not serve any items with peanuts or tree nuts. However, we do bring in products that may be produced in facilities that handle and process nuts, so we cannot guarantee that meals are completely free of traces of nuts, or nut residue.

## **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.

## **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 or damaging them.

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. If a student needs to contact a parent, they can from the office.

## **STUDENT DRESS CODE FOR SCHOOL**

The tone and learning environment of a school are greatly improved when students maintain a standard of appearance. Please see [District Dress Code](#).

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.

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.





## **Drop Off/ Pick Up Procedures**

### **Drop Off**

- The school gates will open at 8:15 AM.
- Families are invited onto the blacktop to stay with their child until the bell rings. Families are encouraged to walk the track. The playground and equipment will not be available.
- At 8:27 AM, the bell rings. Grades TK/K will line up, and students in Grades 1-5 will walk straight to their classrooms.

***In an effort to increase efficiency of drop-off, we have several options for families!***

**1 – Bike Riders/Scooter Riders** – Please remind your Wildcats to ALWAYS walk their bike/scooter when they arrive on campus. They may safely keep their bikes/scooters in the bike park area in front of the school.

**2 – Walkers/Walking Buses** – We **HIGHLY** encourage our students to walk to school. It promotes health and is great for our environment. Please arrange a meeting space to meet your child after school. The field is a great place to quickly meet your Wildcat right after school.

**3 – Valet** - We will have **ONE** valet drop-off lane.

\*\*\*\*ALL CARS ENTERING ACE MUST TURN RIGHT INTO THE  
PARKING LOT – NO LEFT TURNS!\*\*\*\*

After you pull into the driveway, stay on the inside lane and safely pull all the way forward. Once the car has safely stopped, your child may exit through the passenger side and onto the sidewalk. They will walk toward the big gates and enter the blacktop until the 8:27 AM bell.

### **BICYCLES & SKATEBOARDS**

Students in grade TK-5 may ride bikes or scooters 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 helmets. Roller blades, scooters, skateboards, or any heelys 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 you find their email links on the school website under staff.

Since the delivery of messages may disrupt 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 can be placed on the "I forgot Table" in the front office and students can come pick up the items.

### **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 issues 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.

### **EMERGENCY PROCEDURES**

In the event of an earthquake or another emergency, we follow specific procedures in caring for or releasing children. 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 Blackboard, contacting up to six designated phone numbers at a time.

## **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 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 Academic Performance Key below indicates 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.

The Academic Performance Key:

- M – Meeting Standard
- P – Progressing toward standard
- T – Needs more time to meet standard
- AC – Area of concern



## **HOMEWORK POLICY**

Home Learning 20/20. Research has shown that traditional homework has a limited impact on achievement in elementary grades (Hattie, 2023; Good and Brophy, 2003; Cooper et al 2006). In light of this research, our district is implementing the guidance of 20 minutes of Reading and 20 minutes of Math each evening Monday to Thursday. This homework is intended to be meaningful and reinforce the lessons that have already been taught in the classroom.

Please check our Home Learning 20/20 FAQs for Families

## **BIRTHDAYS**

If you or your child would like to bring something to celebrate their birthday, please contact the teacher to learn their policies. **NO FOOD IS ALLOWED FOR BIRTHDAYS!**

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.

You can purchase a celebration book for our library in recognition of your child's birthday. A sticker will be placed in the front of the book to honor your child's birthday.

## **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
- No beverage >12 ounces except water

**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 email. 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.

## **SCIENCE**

Altamont students are very fortunate to participate in a standards based, district wide science program designed for students in 1<sup>st</sup> through 5<sup>th</sup> 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).



## **TECHNOLOGY**

We offer students access to a computer network and to Internet resources through their classrooms and library. Individual Chromebooks are checked out to all students grades 1-5.

## **LIBRARY**

Our Library Media Specialist assists our students by encouraging both reading for enjoyment and class-related reading, research, and Digital Citizenship. 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 weekly. 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 meets 4 times a year 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.



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!

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



**School Website: [Altamont Creek](#)**  
**School Facebook: @AltamontCreekWildcats**

**PTA Facebook: @AltamontCreekPTA**