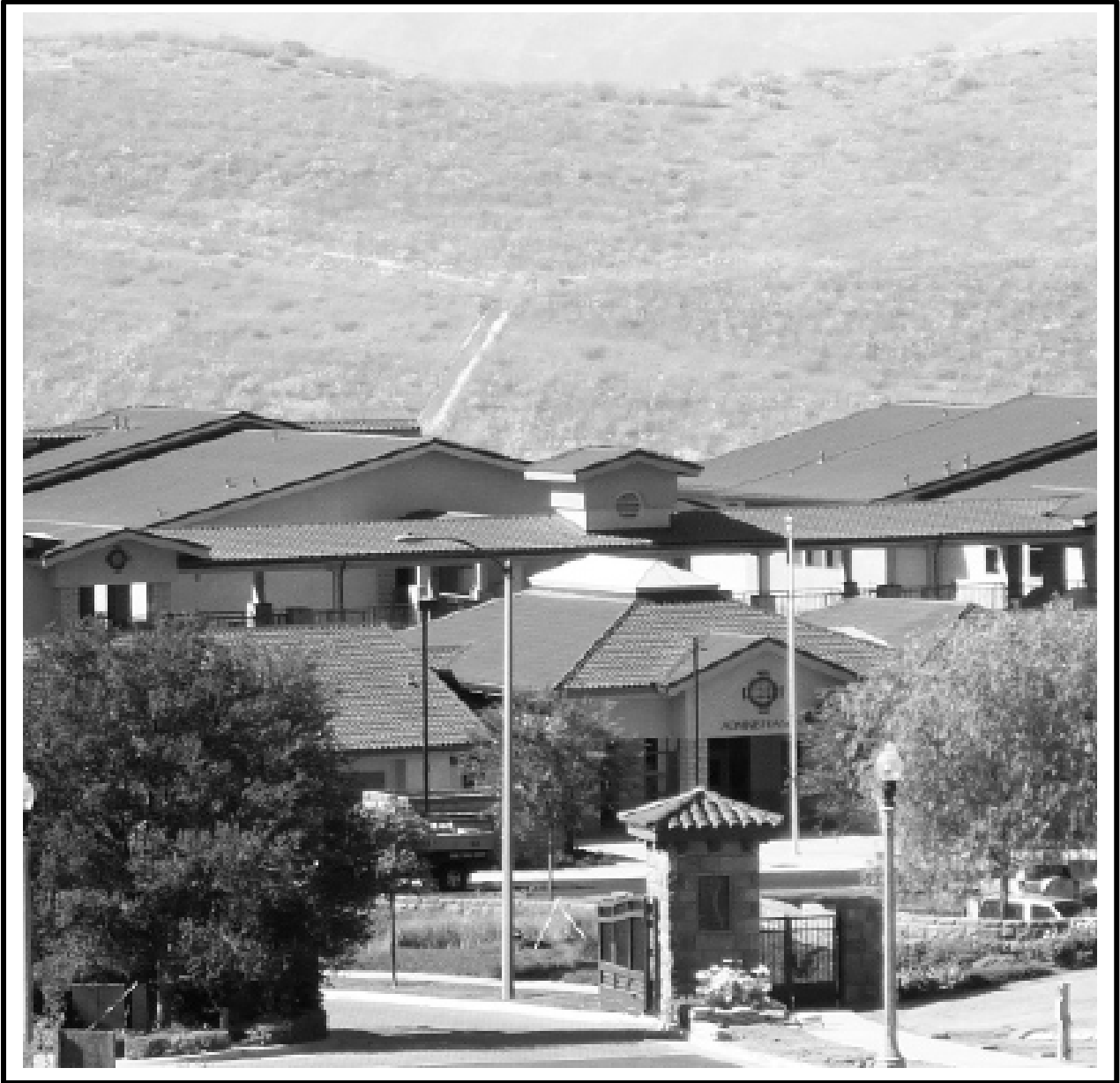


West Creek Academy Parent & Student Handbook 2024 - 2025



Dear Parent or Guardian:

Governing boards of school districts are required to notify parents or guardians of certain rights and responsibilities as specified in the Education Code and other state and federal regulations. This booklet contains the Education Code sections that are concerned with these rights and responsibilities, along with other important information.

Your signature on your child's emergency card or online registration acknowledges that you have received this notice. (Please return the emergency card immediately if you did not register online.)

SAUGUS

UNION SCHOOL DISTRICT

Excellence in Elementary Education

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RESPECT | INTEGRITY | LEARNING | TEAMWORK | ENTHUSIASM

Site-Specific Information

This Parent and Student Handbook contains an information section specific to your school, district-wide information, as well as information which the state requires districts provide to parents and guardians annually. Please take the time to familiarize yourself with the contents of this handbook. If you require additional information, the school office will assist you.

LETTER FROM THE PRINCIPAL

Welcome to the 2024-2025 school year! As the new school year begins, we would like to welcome you and your children to West Creek Academy, a California Distinguished School. Everyone at West Creek Academy has made a commitment to provide the best educational program possible for our students. We are dedicated to ensuring that our school provides a welcoming, engaging learning environment where students are actively involved in learning academics, as well as social emotional learning and positive character values. Our teachers are highly qualified and fully credentialed by the State of California. As educators we constantly strive for excellence. We are committed to providing our students with a challenging academic program aligned to the Common Core California State Standards that enable all students to achieve their fullest potential. At West Creek our staff and students participate in Positive Behavior Interventions and Supports where behavior expectations are explicitly taught with an emphasis on our students being Honest Optimistic Willing Leaders who are safe, respectful and responsible. We are confident that our students will gain the skills, attitudes, and understanding necessary to be successful 21st Century citizens through being critical thinkers, communicating, collaborating, and being creative.

The education programs at West Creek Academy are designed to meet the needs of each individual student, and ultimately each individual student's efforts will be part of their educational growth as well. To increase the degree of educational success, it is important that teachers, parents and administrators communicate openly and regularly about the progress of students. Parents are encouraged to become involved in their child's learning environment by attending school events, serving on a school and PTA committee, and helping out in the classroom or school. This handbook has been designed to serve as a source for information between the Saugus Union School District, West Creek Academy and your home. It details the procedures we utilize to create an atmosphere that promotes academic excellence, character development, unity, and a thirst for lifelong learning. We hope you will have a greater understanding about West Creek, its programs, policies, and vision for students.

Please remember that together we achieve more and we welcome you to share your ideas, comments, concerns, and possible solutions. Working together, we will make this school year a memorable and rewarding experience for your child!

Sincerely,



Sue Bett, Principal

ARTS FOCUS & MUSIC PROGRAM

West Creek Academy teachers and staff are dedicated to providing music and performing arts education to K-6 grade students. We are proud to partner with Santa Clarita based California Institute of the Arts through the CalArts Community Partnership (CAP) program and Los Angeles Opera in school program. The Music and Performing Arts programs are made possible thanks to donations made by our PTA.

Students will participate in two eight-week music and art sessions that are part of our partnership with CalArts and LA Philharmonic. The Cal Arts classes are taught by Herb Albert School of Music faculty and student instructors from Cal Arts under the supervision of Mr. James Waterman, CAP Music Program Coordinator. Grade levels will participate in two of the following music and arts classes which may include **African drumming, Stop motion animation, theater, digital photography, dance, and opera.**

ADVANCE LEARNING PROCESS FOR ALL SCHOLARS (ALPS)

The Advanced Learning Process for all Scholars (ALPS) at West Creek Academy provides opportunities for students to be inspired and challenged through meaningful instructional strategies. The Dimensions of Depth & Complexity and the Content Imperatives promote a sophisticated analysis and are the foundation for ALPS, and foster high-level thinking skills for scholars to succeed in the 21st century. Students learn the eleven Dimensions of Depth and Complexity and apply them in the core curriculum in Kindergarten, 1st, and 2nd grades. Students continue to utilize the Dimensions of Depth and Complexity and learn how the five Content Imperatives empower them to accomplish even more in 3rd, 4th, 5th, and 6th grades. Students also engage in independent research activities to develop their own curiosity.

The teaching staff at West Creek believes that inspiring and motivating students is fundamental and is dedicated to differentiated instructional practices to maximize all students' potential. When children are challenged in creative and academically motivating ways, they accomplish and achieve more.

ADMINISTRATOR CONTACT

The Principal and/or the Assistant Principal can be contacted during office hours (7:45 a.m. to 4:00 p.m.) through a message in ParentSquare or by contacting the Office Manager to schedule an appointment or conference with the Principal/Assistant Principal. Administration will make every effort to respond to communication and return telephone calls within 24 to 48 hours.

TEACHER CONTACT

Teachers are available for conferences before or after school. These can be arranged by contacting the teacher via ParentSquare. Teachers are not available for conferences during regular school instructional hours. This time is designated for classroom teaching.

PRIME TIME INSTRUCTION

Uninterrupted instructional time is critical in the educational process. **To help promote best learning practices we will not make phone calls or disrupt the classrooms before students' lunch recess.** We strongly encourage all families to ensure that their children have all of their items for school with them each day when they leave home. This includes students' class books, homework, and lunches. If a parent has a unique situation and needs to drop off an item for their child, the parent may drop off the item at the cart in front of the office before 10:55am. At 10:55am the items will be taken to the lunch area and students will receive the item during their lunch time. We will only interrupt the classrooms during Prime Time for emergencies.

WEEKLY NEWSLETTER

A school newsletter is shared with families each week via ParentSquare. The purpose of the bulletin is to provide parents with current information about school and district programs, policies, and upcoming events and activities.

OFFICE PROCEDURES AND COMMUNICATIONS

In case of an emergency, parents wishing to leave messages for their children may do so by contacting the school office by 12:00 noon. We avoid unnecessary interruptions to the instructional program, especially during Prime Time. Any articles to be delivered to children should be

left in the cart in front of the office by 10:55am with a drop off ticket that includes your child's name, and teacher's name. The item will be given to your child during their lunch time "PRIME TIME" instruction is from 8:15 am until lunch recess. There are several ways that parents can be of assistance in regards to communication:

1. Check with your child prior to leaving for school to see that he/she has a lunch and all necessary materials for class.
2. If there will be a change in your child's regular routine, please make your child aware before leaving for school in the morning. Please send a message via Parent Square to the teacher.
3. Avoid calling the school to leave a message for your child during the last hour of his/her school day.
4. Any change in transportation for children going home requires a message or written note from parents, which should be sent or given to your child's teacher. This includes a friend, neighbor, or relative who will take them home.

It is requested that children not use the school phone for personal reasons unless for an emergency.

STUDENT USE OF PHONE

All phone calls to families should be done using the office phone (not students' phones and watches). Students may use the office phone for **emergencies only**. Students should make arrangements with parents before school if they wish to visit friends after school or have any other special requests. The office phone cannot be used for this purpose. Every student should have an alternate plan to go home after school in the event the normal routine is disrupted. Students may not use the phone to call for homework.

ABSENCES

Consistent school attendance is essential for your child's success in school. Unless your child is ill, please send him/her to school every day on time. If your child is absent from school, please email wcattendance@saugusd.org or call our school office at 294-5385. It is important that we receive specific information regarding your child's absence as it is required and checked by state auditors.

There are two types of absences; **excused** and **unexcused**. The law defines an excused absence as illness, quarantine by a health official, medical or dental appointments, or bereavement of one's immediate family. All other absences are considered unexcused. Please clear the absence within 3 days or your child will automatically receive an unexcused absence on his/her school record. Please furnish the following information if your child is absent:

1. Your name
2. Child's name
3. Your child's teacher's name
4. Date of absence
5. Reason for absence (specific illness)

If possible, please email at wc-attendance@saugusd.org or call prior to 8:30 a.m. on the date of absence. We are asking you do this to protect your child, as we have occasionally had children absent from school without parents' knowledge.

Tardies

We know that it is not always easy to get children to school on time, but we ask that you make every effort to ensure that your child attends school on time. Arriving on time promotes responsibility and benefits student success in school. If your child arrives late, he/she is required to go to the office to obtain a pass. Tardy arrival takes away learning time from all students in the classroom, not just the student arriving late. When a student arrives late to class, the teacher must stop teaching to bring the tardy student up to date, collect his/her homework, change the attendance, etc. As a result, the smooth flow of the classroom is interrupted. Parents of students who are frequently tardy or absent may be required to attend a School Attendance Review Board hearing. All students who are picked up any amount of time before the end of the school day are marked tardy (early pick up).

Early Pick-ups

We understand that it is not always easy to get appointments (doctors, dentist, etc.) after school hours, but we kindly request that you make every effort to have your child complete his/her day at school. Students may be required to make up any missing assignments. Students who are picked up more than thirty minutes early are marked tardy.

PHYSICAL EDUCATION EXCUSES

Students participate in 200 minutes of physical education every ten days of school per the California Education Code. Excuses from physical education because of minor illness or injury need to be written by a parent or physician. If a child is expected to be excused from physical education for more than 3 days, it is requested that a physician certify this with a note to the school. To ensure student safety, students who are excused from physical education may not engage in playground activities during recess and lunch. All physical education notes are to be given to the classroom teacher and the school LVN at the beginning of the day.

INJURED STUDENTS

In the event of an emergency, every attempt will be made to contact the parents if a student requires immediate medical attention. The information in Infinite Campus is the most important document that the teacher and office staff members have for reaching parents. It needs to be very accurate and updated (by parents) when changes occur. It lists who is to be contacted in case of an emergency. School staff will follow the parent's directions as far as it is possible to do so.

Students requiring the use of ace wraps, casts, crutches, braces or any other appliance will need a note from the attending physician authorizing their use at school. A re-admission form obtained in the school office needs to be completed and signed by the attending physician. All children with ace wraps, casts, crutches, braces or any other appliance must sit in a designated area during morning and lunch recess.

Office personnel will assist students who have minor injuries and illnesses. If necessary, parents will be called for additional assistance. The office staff will always inform you of a head injury reported to the office.

VERIFICATION OF ADDRESS

The policy established by the Saugus Board of Trustees requires all new families to the school verify their address by submitting copies of two current utility bills that show their name and address. Copies of these bills should be submitted by the 4th week of school. If the school encounters

an invalid address or telephone number, proof of residency may be required.

PARENT INVOLVEMENT

West Creek Academy encourages active parent involvement in all educational decisions and processes. Our active and supportive parent community enhances the overall educational experience for all children.

School Site Council

School Site Council (SSC) is an advisory and decision-making body that oversees West Creek's Single School Plan and utilizes school survey results for school improvement. The SSC is composed of five parents, three teachers, one classified staff member, and the principal. The Council's job is to establish and approve goals for the school and oversee the disbursement of supplemental funds for School-Based Coordinated Programs through the Single School Plan. We encourage and welcome your attendance at council meetings. If you have suggestions that you would like the committee to consider, and are unable to attend the meetings, you may contact one of the committee members or leave your suggestions in the office. The School Site Council also distributes a yearly "Parent Survey" to determine our strengths and areas for next steps. The Site Council meets monthly. These meetings are open to community members.

English Language Advisory Committee

Our English Language Advisory Committee (ELAC) meets four times a year to review and discuss West Creek Academy's English Language program, including the goals in the Single School Plan.

PTA

West Creek Academy has a very active and supportive PTA. The objectives of the National Congress of Parents and Teachers are:

1. To promote the welfare of children and youth in home, school, church, and community.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring the relationship of home and the school closer so that parents and teachers may

cooperate intelligently in the education of children and youth.

5. To develop, between educators and the general public, such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.

You are encouraged to join and support the West Creek Academy PTA. PTA association meetings are held monthly in the Multi-Purpose Room (MPR). All PTA members and parents are welcome and encouraged to attend. Dates for these meetings will be advertised in the weekly bulletin and in the PTA newsletter.

VISITORS & VOLUNTEERS

West Creek Academy is a wonderful family-oriented school; we value and appreciate our parent volunteers. Please remember that it is required that **all volunteers sign in using the RAPTOR System at the school office and wear a volunteer or visitor badge while on campus.** We must be aware of all non-employees on the school campus for the safety of all students. Volunteer schedules are established by classroom teachers, principal, assistant principal, office staff, and/or PTA. Parents are always welcome to visit classes; however, all visits should be pre-arranged with the teacher so that the instructional program is not unnecessarily disrupted.

- Saugus Union School District requires all volunteers complete the district volunteer application, submit proof of a negative T.B. test result prior to working with children, and attend the annual volunteer training with the Principal. Level 1 volunteers can work with students under the direction of the teacher. Level 2 volunteers may attend field trips and are required to have a Live Scan. Please see the Office Manager for more information.
- All visitors and volunteers must enter the campus through the office.
- Do not enter the school through the library or MPR, or any other gate.

CLASSROOM OBSERVATIONS

Parents are always welcome to visit/observe classes at West Creek Academy. Observations are limited to 20 minutes and must be prearranged with the

classroom teacher and administrator to avoid unnecessary interruptions to the instructional program. All parents who observe a classroom are required to first sign in at the school office and obtain a visitor badge.

EMERGENCY PREPAREDNESS

Preparedness

West Creek Academy has a clearly defined Emergency Action Plan that focuses on proper planning and action before, during, and after a severe earthquake or disaster. This plan is evaluated and updated annually. The West Creek Academy Emergency Action Plan provides the necessary information to ensure the safety of students and staff.

Evacuation/Disaster Procedures

In the event of a severe earthquake or disaster, West Creek Academy will implement a brief campus lock down to secure the area and account for all students, staff members and volunteers. Once all persons have been accounted for, the school will be able to start the process of releasing children. **Please have identification with you when you come to pick-up your child/children at the Student Release Gate, which will be located directly to the left of the office entrance.** Students and staff have been trained in procedures to use in the event of a disaster. Please allow staff and students to follow these guidelines. Your cooperation is appreciated. For additional information, please see the West Creek Academy Emergency Release Information for Parents & Families brochure.

In the event of a minor earthquake, in which there is little to no damage or injury, the District Office will issue the final direction as to whether school sites will remain open or be closed. Water, first aid supplies, and rescue equipment are kept on site.

Drills

Fire, Disaster/Evacuation and Lockdown Drills are a vital part of disaster preparedness. Fire Drills are conducted monthly to ensure emergency readiness. Lockdown Drills are conducted at least four times a year. Disaster drills are held approximately two times per year. Students and staff practice "duck, cover, and hold" techniques, as well as exit safety. Designated staff members also practice their designated disaster duties.

SAFETY

Walking to and from School: Walking to and from school is strongly encouraged and recommended. For safety reasons, it is recommended that students walk to and from school in pairs or groups. Appropriate school behavior is expected at all times. Students must use crosswalks and appropriate safety procedures when crossing streets. As supervision is not provided after school, it is expected that all students go directly home at the close of the school day.

Arrival and Departure

Playgrounds are supervised 30 minutes prior to the start of the school day. Parents are not permitted to wait on the playground with their child for supervision and safety reasons. Parents are requested to wait at the front of the school for dismissal of all students. Please park on the street or unmarked parking spaces and walk to the pick-up area in the front of the school.

Cars-Student Drop Off

If you drive your child to school, **please use the two arrival lanes located as you enter the school's parking lot. For drop off, grades UTK/K and 3-6 should drive on the right and drive all the way to the turnabout in order to turn around. Please pull all the way forward before having children exit your vehicle. Please also ensure that you drive slowly through the parking lot, as there are many young children present. For grades 1-2, please stay on the left side as you enter and stay toward the left as you move all the way forward to the grades 1-2 drop off area.** For families with more than one child, please drop your children off at the area that corresponds with your youngest child's grade.

Cars- Student Pick Up

For student pick up, grades K, some of 2nd grade, and grades 3-4 will enter to the right and go toward the back of the school. Grades 1, some of grade 2, and grades 5-6 will enter on the left side and remain toward the left as they drive all the way forward in front of the school to pick up their child. Specific and possibly updated information will be sent to families at the beginning of the school year.

HOMEWORK

Homework will look different in every classroom, as each teacher has his/her own style and uses it for homework. However, there are general purposes for homework, which are outlined below:

- To extend and reinforce classroom learning.
- To involve parents in what their child is learning.
- To assist students in learning time management skills.
- To contribute to a student's personal growth through self-discipline, and the satisfaction that comes from a successful learning experience.

CLASS PLACEMENT

Much time and effort is given to placing students in classes. It is the goal of the staff to place a child where he/she will be most successful. To help ensure that classrooms are evenly balanced and comply with state and federal laws, **requests for classroom placements are not accepted.** Due to changing enrollment, all children are assigned to classrooms on a temporary basis. Changes within the first few weeks of school may be necessary to accommodate unforeseen enrollment changes. If adjustments are necessary, they will be based on teacher recommendations and administrative input in order to best meet student needs.

AWARDS AND ASSEMBLIES

Positive recognition of scholarship, citizenship, and overall effort is emphasized. Staff members regularly reinforce student accomplishments in the classroom. Students' efforts and accomplishments are also acknowledged during school-wide awards assemblies periodically scheduled throughout the school year. Parents of children receiving an award are invited and encouraged to attend the celebration.

FIELD TRIPS

Throughout the year teachers may take their classes on field trips. Parents are often invited to assist with supervision. Teachers will communicate chaperone needs with parents prior to the day of the field trip. **All parents who attend field trips must have Level II Volunteer status**, which means that they have had a TB test and have been fingerprinted. All students going on a class field trip must ride the school bus provided by the district.

CAFETERIA/LUNCH PERIOD

The Saugus Union School District contracts out all cafeteria services. If you have specific concerns regarding the food served or the service provided you may contact the Santa Clarita Valley School Food Services Agency at (661) 295-1574.

For the safety of all children, parents who wish to eat lunch with their child(ren) are welcome to do so as long as they check their child(ren) out at the front office. For safety reasons, parents do not eat lunch with their children on campus.

Hot lunch, including milk, is served daily. Prices and details regarding bulk lunch purchasing will be communicated through school notes and bulletins. Menus are sent home on the first of every month.

Children from families whose income is below levels established by the Federal Government may be eligible for free or reduced priced lunch. Contact the school cafeteria for further information.





SCHOOL BEHAVIOR EXPECTATIONS AND RULES

West Creek Academy school-wide expectations of being safe, respectful, and responsible as part of our **Positive Behavior Intervention and Supports**. Behavior expectations are explicitly taught to students both in the classroom and as a school through the Positive Behavior Intervention and Supports emphasize Safety, Respect and Responsibility. Reinforcement, including HOWL tickets, is provided for students who demonstrate behavior aligned with the school-wide behavior expectations of being safe, respectful, and responsible.

Consequences for inappropriate actions during the school day are based on Ed. Code laws, and the inappropriate action results in progressive discipline.

Specific consequences are confidential and are only shared with the student and his/her parents or guardian.

Students are reminded of the expectations by classroom teachers as well as administration via assemblies and the school-wide broadcast. Students are expected to follow and respect all school rules ensuring maximum safety and well-being. Consequences for inappropriate actions during the school day are based on Ed. Code laws, and the inappropriate action results in progressive discipline.

WEST CREEK ACADEMY BEHAVIOR EXPECTATIONS						
 WEST CREEK SCHOLARS WILL...	CLASSROOMS & HALLWAYS USE CLASSROOM MANNERS	LINES USE TRAVEL MANNERS	ASSEMBLIES USE THEATRE MANNERS	RESTROOM USE RESTROOM MANNERS	LUNCH AREA USE RESTAURANT MANNERS	PLAYGROUND USE GOOD SPORTSMANSHIP
BE SAFE 	<ul style="list-style-type: none"> Keep hands and feet to self Walk safely with awareness of your surroundings Sit appropriately 	<ul style="list-style-type: none"> Keep hands and feet to self Walk safely with awareness of your surroundings 	<ul style="list-style-type: none"> Keep hands and feet to self 	<ul style="list-style-type: none"> Use facility appropriately Wash your hands 	<ul style="list-style-type: none"> Keep hands and feet to self Eat your food only Remain seated at assigned table Get permission before getting up 	<ul style="list-style-type: none"> Keep hands and feet to self Use equipment appropriately Follow rules
BE RESPECTFUL 	<ul style="list-style-type: none"> Be a first-time listener Be kind with your words and actions 	<ul style="list-style-type: none"> Voices off Be courteous as others are learning 	<ul style="list-style-type: none"> Listen, watch, and show appreciation respectfully 	<ul style="list-style-type: none"> Respect privacy of others Clean up after self 	<ul style="list-style-type: none"> Sit and eat politely, and use a quiet voice Follow the directions of campus supervisors 	<ul style="list-style-type: none"> Be kind in words and actions, play fairly, and include everyone
BE RESPONSIBLE 	<ul style="list-style-type: none"> Use materials appropriately Be ready to learn and do your best 	<ul style="list-style-type: none"> Go directly to your destination Be prepared with needed materials 	<ul style="list-style-type: none"> Enter/exit in an orderly manner 	<ul style="list-style-type: none"> Flush the toilet Promptly return to class 	<ul style="list-style-type: none"> Use lunch bins before play Clean up your area/table 	<ul style="list-style-type: none"> Return equipment Use the restroom before the bell

PLAYGROUND/CAFETERIA RULES

During School: The playground is supervised at all times during the school day when children are on it. The school has established behavior expectations designed to safeguard each child. Not following the expectations will result in specific consequences that may lead to being excluded from the privilege of the playground, suspension and/or expulsion.

General Playground Rules

1. Play all games according to their rules.
2. Keep hands and feet to self.
3. Use appropriate language.
4. Be respectful – (teasing, taunting, and/or threatening other students is not permitted)
5. No running on the blacktop except in permitted areas (i.e. basketball court).
6. Walk around (not through) games while they are in progress.

POSITIVE BEHAVIOR AND INTERVENTION SUPPORTS

The school has established behavior expectations designed for the safety of each child. Not following the behavior expectations will result in specific consequences that may lead to being excluded from the privilege of the playground, suspension, and/or expulsion.

General Playground Rules

1. Play all games according to their rules.
2. Keep hands and feet to yourself.
3. Use appropriate language.
4. Be Respectful (teasing, taunting, and/or threatening another student is not permitted)
5. Only school equipment is to be used on the playground. (Games, toys, balls, cell phones, electronic games, MP3 players, etc. are not to be brought from home).
6. Stop all activities immediately upon hearing the bell or whistle.
7. Follow instructions from the campus supervisors at all times.
8. Return all equipment back to its original place/bin.

Cafeteria/Lunch Area

Students will be given ample time to eat their snack and/or lunch, but students will be permitted extra time if needed to finish their lunch. All students are expected to demonstrate appropriate respect and manners at all times. Campus Supervisors will dismiss students by table when students are met by their teacher at the end of lunch recess.

All students are expected to abide by the following basic rules while in the lunch area:

1. Walk in and around the lunch area.
2. No throwing food or any other item.
3. No sharing food with others.
4. Use quiet voices. (Please no yelling and/or screaming)
5. Raise hand to receive permission to leave the lunch table to use the restroom. Leave table area clean, both on the table top, and below and around the table.

Specific consequences are confidential and are only shared with the student and his/her parents or guardians.

After School

There is no formal supervision of students on the playground after school hours. Parents should instruct their children to follow these basic safety guidelines:

1. Leave school immediately after dismissal and do not linger on the grounds.
2. Do not play on playground or playground equipment.
3. Do not ride bikes, scooters or skateboards on campus (including the playground, parking lot and all walkways).
4. Do not linger or play around the restrooms.

Students who remain on campus when not permitted are liable for any damage they may cause.

RESPONSIBILITY FOR SCHOOL PROPERTY

Except when caused by accident, students are liable for damage or loss to school property. Parents are held liable for willful damage and for property loaned to students.

BIKES

Students in grades 3-6 may ride their bike or scooters to school if they have a bike permit on file in the office. Each bike/scooter must be locked in the bike rack. Locks may not be shared with others. Violation of bike safety rules or damage to other student's bikes in the bike rack will result in the loss of the bike permit. **Students are required to wear a helmet when riding a bike or scooter.** Failure to wear a helmet will result in the loss of the bike permit. Skateboards, rollerblades, motorized scooters, motorized bikes, and other wheeled footwear are not allowed on school grounds at any time.

LOST AND FOUND

In order to ensure that lost articles are returned to their proper owner, **please be sure that your child's first and last name is printed on articles, such as sweaters, coats, lunch pails, etc.** Articles that are found will be turned into the school office, or placed in the lost and found area in the multipurpose room. Items may be claimed at recess.

BIRTHDAYS

Due to the District's Wellness Program, allergies and other potential health risks to students and staff, **birthday treats will not be permitted.** Unfortunately, all sweets or food times brought to celebrate a child's birthday will need to be sent back to the parent.

The West Creek Academy staff is committed to promoting quality literature for our students. For students' birthdays, parents may donate a favorite book to our school or classroom library. Donated books will be clearly labeled with your child's name. Classroom teachers will still recognize your child's birthday on his/her special day.

CLASS PARTIES

Two class parties are permitted per year: Winter holiday and End of Year. All food provided must be commercially prepared and delivered in the original sealed package. Homemade foods cannot be distributed to the students. No colored drinks are permitted as spills will stain the carpets. Please refer to the District's Wellness Policy for food guidelines and check with your child's teacher regarding any known food allergies.

EQUIPMENT FROM HOME

West Creek Academy has ample playground equipment. Students are discouraged from bringing their own athletic equipment to school. MP3 players, hand-held video games, iPad, electronic tablets, and toys are not permitted at school.

It is our goal that each and every student feels safe when coming to school so they can enjoy a positive academic and social experience. It is important that students understand that bringing certain objects to school may violate school and District policy. Many students do not realize how severe the consequences can be for bringing items that don't belong at school.

In an effort to prevent students from bringing an item that does not belong at school, it is important for parents to check their child's backpack or pockets each day before school **as well as remind their child that toys, like water guns and plastic knives or dangerous objects, such as utility tools, firecrackers, mail openers, and pocket knives, are not permitted and can compromise one's safety and lead to consequences including suspension and expulsion.**

There are times students place objects in their pockets or backpacks intending to take them out before leaving for school. In the morning when they are preoccupied with getting ready for school, they forget to remove the object and end up bringing it to school.

CUSTODY ISSUES

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any

other person not listed on the emergency card attempts to pick up a child.

CIVILITY (Board Policy 1313)

It is the intent of this administrative regulation to provide orderly educational and administrative guidelines to ensure that schools, administrative offices, facilities, and activities are free from uncivil conduct as specified in BP 1313 and that unauthorized persons are prevented from entering school/district grounds, facilities, and/or activities. Members of the district community (defined as all employees, parents, students, and the public, hereinafter collectively referred to as "school community") will treat one another with civility and expect the same in return. The district encourages positive communication and discourages conduct likely to interfere with peaceful conduct of the school, facility, or activity. The district seeks public cooperation with this endeavor.