

Willow Creek Academy



2019-20 School Handbook

MIDDLE SCHOOL ADDENDUM

Daily Arrivals and Departures

Arrival Times

The campus is open for students at 8:00 a.m. every morning. The exception to this is for students who have breakfast with us; breakfast students may report to the Multipurpose Room starting at 7:45 a.m.

Students not having breakfast should not arrive to campus until 8:00 a.m. This helps to keep the campus safe for all children.

Students in Kindergarten may be dropped off at the Multipurpose Room starting at 7:45 a.m. if they are eating breakfast at school. All other Kindergarten students should be dropped off at the Kindergarten campus no earlier than 8:00 a.m.

Students in grades 1st-8th may be in the following areas from 8:00-8:10 a.m.:

- Multipurpose Room
- Basketball court
- Field
- Play Structure

At 8:12 a.m. there will be a signal bell for students in grades 1-8. **At that time, all students in grades 1-5 are to report to the Multipurpose Room to meet their teachers, and all students in 6-8 are to report to their homeroom advisories. Middle school students who arrive to their advisories after 8:15 will be considered tardy and will need to go to the office for a late pass.** At 8:15 a.m. students in 1-5 will be seated with their teachers for Morning Assembly. Following Morning Assembly, students will be escorted to class. Kindergarten students will not line up in the Multipurpose Room but will go directly to their classrooms when the bell rings.

Tardies and Absences

Attendance Requirements

The California Education Code requires that students come to school every day, arrive on time, and stay at school during the entire day. Students in grades 1-5 are expected to be on campus in the Multipurpose Room ready to meet their teachers promptly at 8:15 a.m. **Students in middle school are expected to be in their homeroom advisories promptly at 8:15 a.m.**

The morning bell will ring at 8:12 to alert students that they need to head to the Multipurpose Room to meet their teachers. Students who arrive at school after Morning Assembly are considered tardy and will need to obtain a tardy slip from the office before they go to their classes.

Tardies can be excused for certain reasons, including doctor and dentist appointments. However, being tardy due to oversleeping, traffic, or missing the bus is considered an **unexcused** tardy. Students who arrive late after 8:45 a.m. three times without a valid excuse will have one unexcused absence reported.

Homework Guidelines

Grade Level	Maximum Time	Content
K-2 nd	20 minutes daily	Weekly Reading Log (Dreambox encouraged)
3 rd	30 minutes daily	Weekly Reading Log Weekly Math Review Packet
4 th	40 minutes daily	Weekly Reading Log Daily Math Review
5 th	50 minutes daily	Weekly Reading Log Daily Math Review Problems Occasional Writing Assignment
6 th	60 minutes daily	Reading/Writing/ Science/SS Daily Math Review Problems
7 th	70 minutes daily	Reading/Writing/ Science/SS Daily Math Review Problems
8 th	80 minutes daily	Reading/Writing/ Science/SS Daily Math Review Problems Long term projects

School Uniform and Dress Code

School Uniform Policy

Willow Creek requires students to wear a school uniform because we believe uniforms offer some important benefits:

- No student stands out because of what he or she can or cannot afford to wear to school.
- Parents are spared arguments about what to wear to school because of the uniform requirements.
- Wearing a uniform to school signals to students that school is to be taken seriously and they are dressed and ready to learn.

Lower School Uniform (grades K-5)

Kindergarten through fifth grade students wear forest green shirts combined with khaki colored pants, shorts, skirts or jumpers. Shirts with a collar are preferred, but a solid colored crewneck or turtleneck tee shirt may be worn. Shirts should be free of large writing and/or pictures. A small logo is acceptable.

Middle School Uniform (grades 6-8)

Sixth through eighth grade students wear navy blue shirts combined with khaki colored pants, shorts (no shorter than one inch above the knee), skirts or jumpers. Shirts with a collar are preferred, but a solid colored crewneck or turtleneck tee shirt may be worn. **On gym days, students are permitted to wear a Willow Creek Academy t-shirt or a plain solid colored t-shirt (no logos) and plain navy blue or black sweatpants or track pants (no leggings) or athletic shorts (no shorter than one inch above the knee) on warmer days.**

Dress Code

In addition to the uniform policy, Willow Creek expects students to dress appropriately. For example, pants must fit well and not be either exceedingly baggy or unusually tight. If shorts are worn, they are to be close to knee length. Hooded sweatshirts that zip all the way over a child's

face are NOT permitted. Sneakers with built in wheels are also not permitted. **Sleeveless/tank tops of any kind are not permitted, including on “free dress days”.**

Willow Creek students should wear comfortable uniform clothing and shoes on the days they have PE.

Students who do not wear the required uniform or are not in proper dress will have to do one of the following:

- Report to the office for a loaner uniform for the day
- Parents report to school with the uniform so the child can immediately change

Field Trip Dress Code

School uniforms are generally required for field trips. If a uniform is not required, whether because of the weather or the nature of the activity, your child’s teacher will notify you. Field trips may also require your child to wear layers, closed-toe shoes or other items identified by your child’s teacher.

Free Dress Days

The last Friday of the month is a free dress day, which means students can wear any clothes they want as long as they adhere to the general dress code. **This includes no sleeveless /tank tops, no revealing clothing, and no inappropriate logos on t-shirts.** Occasionally there are other special days when a uniform is not required; when these days happen, families will be notified in advance. Otherwise, students are expected to be wearing their uniform when they are at school.