

Willow Creek Academy



2019-20 School Handbook

**Willow Creek Academy
636 Nevada Street
Sausalito, CA 94965
(415) 331-7530**

*Para obtener una copia del libro "Instrucciones a la familia,"
por favor hablen con Carlos Gonzalez, en la oficina de la escuela.*

Welcome to Willow Creek!

Willow Creek consists of three families: Lower Elementary (K-2), Upper Elementary (3-5) and Middle School (6-8). Teachers in each family work together to ensure a smooth transition from grade to grade and to plan special events (field trips, electives, assemblies) for students.

The purpose of this handbook is to facilitate communication between Willow Creek Academy and our families. This information is current as of August, 2019, but it subject to change during the course of the school year. If changes are made, we will let you know via the Willow Creek website (www.willowcreekacademy.org).

While this handbook may not answer all of your questions, we hope it will be a helpful introduction to Willow Creek and a useful resource for your family. If you have questions about specific procedures or need more information, please contact the School Office at (415) 331-7530 Ext. 202.

Here's to a wonderful year!

Emily Cox
Head of School

Nondiscrimination Policy

Willow Creek Academy prohibits discrimination and harassment based on an individual's sex (including sexual orientation or gender identity, pregnancy, childbirth or related medical condition); ethnicity (such as race, color, national origin, and ancestry); religion (including religious accommodation); disability (mental or physical disability or reasonable accommodation); age; marital status; or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment based on any of the above protected categories is a form of unlawful discrimination and will not be tolerated by Willow Creek. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including verbal remarks and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admission to and employment by Willow Creek, as well as access to and participation in any of its educational, athletic, recreational, or other school-administered programs and activities. Willow Creek is committed to ensuring that the lack of English language skills will not be a barrier to admission to or participation in programs or activities.

The Head of School is designated to handle all inquiries or complaints regarding Willow Creek's efforts to comply with and carry out its responsibilities related to discrimination or harassment based on a student's sex (Title IX); sexual orientation or gender identity (Title 5, CCR, §4910); race, color, or national origin (Title VI); or mental or physical disability (Section 504).

For Uniform Complaint Procedures and Forms, see:
<http://www.smcsd.org/index.php/resources/community-resources>.

Willow Creek Academy School Directory for 2019-20

Phone: (415) 331-7530
Website: www.willowcreekacademy.org
Fax: (415) 331-1622
Email: office@willowcreekacademy.org
Mailing address: 636 Nevada Street
Sausalito, CA 94965

School Office (415) 331-7530 ext. 202

<i>Name</i>	<i>Position</i>	<i>Phone</i>	<i>Email</i>
Emily Cox	Head of School	Ext. 213	ecox@willowcreekacademy.org
Kristine Duran	Assistant Head of School	Ext. 240	kduran@willowcreekacademy.org
Aleshia Adams-Page	Office Administrator	Ext. 202	apage@willowcreekacademy.org
Mehreen Ahmed	Data Manager	Ext. 238	mahmed@willowcreekacademy.org

Lower Elementary Family Faculty (Grades K-2)

<i>Name</i>	<i>Position</i>	<i>Room</i>	<i>Phone</i>	<i>Email</i>
Alise Perez	K – Teacher	P1	Ext. 210	aperez@willowcreekacademy.org
Hope Feldman	K – Teacher	P2	Ext. 208	hfeldman@willowcreekacademy.org
April Gregory	1 – Teacher	2	Ext. 206	agregory@willowcreekacademy.org
Meegan Devol	1 – Teacher	1	Ext. 205	mdevol@willowcreekacademy.org
Becky Jackson	2 – Teacher	3	Ext. 209	rjackson@willowcreekacademy.org
Kelly Browning	2 – Teacher	4	Ext. 221	kbrowning@willowcreekacademy.org

Upper Elementary Family Faculty (Grades 3-5)

<i>Name</i>	<i>Position</i>	<i>Room</i>	<i>Phone</i>	<i>Email</i>
Melissa Lopez	3 – Teacher	6	Ext. 211	mlopez@willowcreekacademy.org
Kevin Breakstone	3 – Teacher	7	Ext. 204	kbreakstone@willowcreekacademy.org
Jennifer Carrade	4 – Teacher	11	Ext. 207	jcarrade@willowcreekacademy.org
Adrienne Thompson	4 – Teacher	10	Ext. 226	athompson@willowcreekacademy.org
Zuhra St. Denny	5 – Teacher	12	Ext. 242	zst.denny@willowcreekacademy.org
Jenny Schmidt	5 – Teacher	19	Ext. 218	jschmidt@willowcreekacademy.org

Middle School Faculty (Grades 6-8)

<i>Name</i>	<i>Grade</i>	<i>Room</i>	<i>Phone</i>	<i>Email</i>
Monica Rizzo	6 th Language Arts and Social Studies	20	Ext. 214	mrizzo@willowcreekacademy.org

Lindsey Roberts	6 th Math and Science	21	Ext. 225	lroberts@willowcreekacademy.org
Brittney Martinez	7 th /8 th Grade Science	27	Ext. 216	bmartinez@willowcreekacademy.org
Roy Baker	7 th /8 th Grade Social Studies	28	Ext. 219	rbaker@willowcreekacademy.org
Sean St. Denny	7 th /8 th Grade Math	25	Ext. 217	sst.denny@willowcreekacademy.org
Michelle Rampulla	7 th /8 th Language Arts	26	Ext. 243	mrampulla@willowcreekacademy.org
Belinda Perez Ingraham	Spanish	Library	Ext. 223	bingraham@willowcreekacademy.org

Arts/Music Faculty

<i>Name</i>	<i>Position</i>	<i>Room</i>	<i>Phone</i>	<i>Email</i>
Emilie Rohrbach	K-5 Music	17	Ext. 234	erohrbach@willowcreekacademy.org
Phil Logan	6-8 Music	17	Ext. 234	plogan@willowcreekacademy.org
Lauren Haberly	Art	24	Ext. 231	lhaberly@willowcreekacademy.org

Resource

<i>Name</i>	<i>Position</i>	<i>Room</i>	<i>Phone</i>	<i>Email</i>
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Jennie Fung	Resource	Port 5	Ext. 229	jfung@willowcreekacademy.org
Allura Lehrer	Speech	5B		alehrer@smcsd.org
Claire Harty	Psychologist	5A	Ext. 238	charty@smcsd.org

Counselors

<i>Name</i>	<i>Position</i>	<i>Room</i>	<i>Phone</i>	<i>Email</i>
Christina Petersen	School Counselor	14	Ext. 215	calexanderpetersen@bacr.org

Library

<i>Name</i>	<i>Position</i>	<i>Room</i>	<i>Phone</i>	<i>Email</i>
Diana Rivers	Librarian	Lib	Ext. 237	drivers@willowcreekacademy.org

Directors of Play and Physical Education

<i>Name</i>	<i>Position</i>	<i>Phone</i>	<i>Email</i>
David Singleton	Dir. of Play and P.E.		dsingleton@willowcreekacademy.org
Lynnette Egenlauf	Dir. of Play and P.E.		legenlauf@willowcreekacademy.org

After-School Program (Explorers)

<i>Name</i>	<i>Position</i>	<i>Phone</i>	<i>Email</i>
Steve Wiig	Director	Ext. 222	swiig@willowcreekacademy.org

Sausalito-Marín City School District Staff

<i>Name</i>	<i>Position</i>	<i>Phone</i>	<i>Email</i>
Itoko Garcia	Superintendent	415-332 -3190	igarcia@smcsd.org

Assistant Teachers

<i>Name</i>	<i>Position</i>	<i>Phone</i>	<i>Email</i>
Taria Cordova	K Asst. Teacher		tcordova@willowcreekacademy.org
Jaime Crowe	K Asst. Teacher		jcrowe@willowcreekacademy.org
Sumaira Modan	1 st Asst. Teacher		smodan@willowcreekacademy.org
Gabe Leonoudakis	2 nd Asst. Teacher		GLeonoudakis@willowcreekacademy.org

Student Support Specialists

<i>Name</i>	<i>Position</i>	<i>Phone</i>	<i>Email</i>
Patricia Bardoul	K-4 SSS	Ext. 239	pbardoul@willowcreekacademy.org
Jasmin Hall	5-8 SSS	Ext. 239	jhall@willowcreekacademy.org
Joel Villalobos	5-8 SSS	Ext. 239	jvillalobos@willowcreekacademy.org

Academic Specialists

<i>Name</i>	<i>Position</i>	<i>Phone</i>	<i>Email</i>
Maya Creedman	Literacy Specialist	Ext. 224	mcreedman@willowcreekacademy.org
Jennifer Lawrence	Math Specialist	Ext. 224	jlawrence@willowcreekacademy.org
Aracely Gonzalez	Primary Intervention Specialist	---	agonzalez@willowcreekacademy.org
Karima Seghier	3 rd /4 th Intervention Specialist	---	kseghier@willowcreekacademy.org

Lead Custodian

<i>Name</i>	<i>Position</i>	<i>Phone</i>	<i>Email</i>
Manny Gebremichael	Lead Custodian		mgebremichael@willowcreekacademy.org

Willow Creek Academy and Campus Map

Please see next page for Campus Map Key.



Willow Creek Academy 2019-20		
1	WCA	1 st Grade (Mrs. Devol)
2	WCA	1 st Grade (Ms. Gregory)
3	WCA	2 nd Grade (Miss Jackson)
4	WCA	2 nd Grade (Ms. Browning)
5a	WCA	Counseling/Testing
5b	WCA	Counseling/Testing
5	WCA	Primary Intervention (Ms. Gonzalez)
6	WCA	3 rd Grade (Ms. Melissa)
7	WCA	3 rd Grade (Mr. Breakstone)
8	WCA	Student Support (Ms. Patricia)
9	SMCSD	Resource Room and Learning Center
10	WCA	4 th Grade (Ms. Thompson)
11	WCA	4 th Grade (Ms. Carrade)
12	WCA	5 th Grade (Ms. St. Denny)
13	WCA	Math and Literacy Center (Ms. Lawrence and Ms. Creedman)
14	WCA	Counseling (Ms. Petersen)
15	WCA	Counseling (TBD)
17	WCA	Music (Ms. Emilie and Mr. Phil)
19	WCA	5 th Grade (Mrs. Schmidt)
20	WCA	6 th Grade Language Arts and Social Studies (Ms. Rizzo)
21	WCA	6 th Grade Math and Science (Ms. Roberts)
22	WCA	Maya Angelou Center (Student Support Center)
23	WCA	Assistant Head of School (Ms. Duran)
24	WCA	Art (Ms. Haberly)
25	WCA	Middle School Math (Mr. St. Denny)
26	WCA	Middle School English (TBD)
27	WCA	Middle School Science (Ms. Martinez)
28	WCA	Middle School Social Studies (Mr. Baker)
Portable A	WCA	STEAM Lab
Portable 1	WCA	Kindergarten (Ms. Perez)
Portable 2	WCA	Kindergarten (Ms. Hope)
Portable 3	WCA	Explorers
Portable 4	WCA	Explorers
Portable 5	WCA	Counseling/Testing
Admin. 1	WCA	Main Office, Head of School, Staff Room
Admin. 3	Leased	Robin's Nest

Table Of Contents

Welcome to Willow Creek!	1
School Directory for 2019-2020	2
Willow Creek Academy Campus Map	5
Table Of Contents	7
Chapter 1: DAILY OPERATIONS	9
Daily Schedule	9
Daily Arrivals and Departures	9
<i>Arrival Times</i>	9
Getting to School by Car: Drop-Off and Parking	10
Drop-Off Rules	10
Parking	10
<i>Getting to School by Bicycle</i>	10
<i>Getting Picked Up</i>	11
<i>Walking or Biking Home from School</i>	11
<i>Changes to Routine</i>	11
Tardies and Absences	12
<i>Attendance Requirements</i>	12
<i>Tardy Procedures</i>	12
<i>Unplanned Absences</i>	12
<i>Planned Absences and Independent Study</i>	13
<i>Truancy</i>	13
Lunch and Snacks	14
<i>Lunch Options</i>	14
<i>Bringing Lunch from Home</i>	14
<i>Food Restrictions</i>	14
<i>Birthdays and Other Celebrations</i>	14
<i>Snacks and Treats</i>	15
Learning Inside and Out (Field trips)	15
<i>After School program</i>	15
Homework.....	15
.....	15
School Uniform and Dress Code	15
<i>School Uniform Policy</i>	15
<i>Lower School Uniform</i>	16
<i>Upper School Uniform</i>	17
<i>Where to Buy Uniforms</i>	17
<i>Uniform Swap</i>	17
<i>Labeling and Lost & Found</i>	17
<i>Dress Code</i>	16
<i>Field Trip Dress Code</i>	17
<i>Free Dress Days</i>	17
Chapter 2: FAMILY/SCHOOL COMMUNICATION	18
Communicating with Willow Creek	18
<i>The Friday Post</i>	18
<i>Willow Creek's website: www.willowcreekacademy.org</i>	18
Communicating With Your Child's Teacher	18

<i>How (and When) to Contact Your Child’s Teacher</i>	18
<i>Communications from Your Child’s Teacher</i>	18
<i>Teacher Conferences</i>	19
Cumulative Files	19
Acceptable Use Policy	19
Language Access	19
Special Concerns: Behavioral and Educational	19
Notification of Special Events	19
Chapter 3: ILLNESSES AND MEDICAL ISSUES	20
When Your Child Should Stay Home	20
Illness and Injuries at School	20
Medication at School	20
Allergies	20
Lice	20
Chapter 4: EMERGENCY PREPAREDNESS PLAN	21
District Emergency Preparedness Plan	21
Monthly Drills	21
Emergency Notification Procedures	21
Family Preparedness	21
CHAPTER 5: STUDENT BEHAVIOR AND DISCIPLINE	22
Student Behavior	22
<i>General Expectations – All Students</i>	22
<i>Where These Expectations Apply</i>	22
<i>Rules Applicable to All Students</i>	23
Supplies and Homework	23
Classroom Supervision	23
Items Not Allowed at School	23
Cell Phones and Music Players	23
Internet and Social Media	23
<i>Class-Specific Rules</i>	24
<i>Recess Rules, Consequences and Boundaries</i>	24
Promoting Good Behavior	24
Discipline Processes	24
<i>In-Class Consequences</i>	25
<i>Restorative</i>	
<i>Process.....</i>
.....	24
<i>Referrals, Suspension and Expulsion</i>	25
<i>Communicating About Discipline Issues</i>	26
<i>Procedures for Addressing Incidents Involving Bullying</i>	26
Chapter 6: FAMILY INVOLVEMENT	28
Volunteering	28
Parent Council	28
School Site Council and English Learner Advisory Committee (SSC/ELAC)	28

Appendix 1: Procedures for Addressing Bullying

Appendix 2: Calendar for 2019-20 School Year

Chapter 1: DAILY OPERATIONS

Daily Schedule*

August 21 – August 23 – All students

Wednesday-Friday 8:15 – 2:00

Rest of school year (starting August 26)

Kindergarten

Monday-Friday 8:15 – 2:00

Grades 1-8

Monday, Tuesday, Thursday, Friday: 8:15 – 3:00

Wednesday 8:15 – 2:00

* After-school programs start at 2:00 for kindergartners. For all other students, after-school programs start at 2:00 on Wednesdays and 3:00 on all other weekdays. Staff is available from 2:00-3:00 to supervise kindergartners who do not attend after-school programs and need to commute home with an older sibling.

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. 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.

Students who arrive after Morning Assembly are late and will report to the office for a late slip.

The school day begins at 8:15, and Willow Creek staff is available for supervision on campus at 8:00 in only four locations: the Multipurpose Room, the field, the basketball court, and the play structure. All other areas are off limits because there is no adult supervision. Unless they are eating breakfast at school, students should not be dropped off before 8:00.

Breakfast service begins at 7:45 in the Multipurpose Room. Students who are eating breakfast at school are welcome to arrive as early as 7:45, provided that they eat their breakfasts in the Multipurpose Room and remain there until outside supervision begins at 8:00.

Getting to School by Car: Drop-Off and Parking

Drop-Off Rules

We ask families to use the drop-off zone on Buchanan Drive, entering onto Tomales from Nevada Street. This project was spearheaded by students and families and aims to increase safety by reducing cars on campus. The school entrances are used by pedestrians, bicyclists, school buses, and cars; they can be very crowded at the start of the school day, so our number one priority is student safety. If you arrive by car, there may be staff or volunteers assisting at the drop-off locations, and you must follow any instructions they give you. When dropping off, you should:

- Pull forward as far as possible to make room for other cars to enter the drop-off area.
- Do not attempt to pass stopped or slow-moving vehicles in the drop-off area.
- Encourage your children to have backpacks and other items ready so they can exit quickly and safely to the sidewalk. **Do not allow students to exit on the driver's side of your vehicle.**
- Once your passengers have exited, leave the drop-off area promptly.
- Do not park in the drop off area.

Children who are being dropped off must follow instructions from staff and volunteers at the drop-off area and must walk on the sidewalk rather than the street or driveway.

Parking

There are a few parking spaces on either side of the Buchanan Drive turnaround. There is no parking in either turnaround drop-off areas. If you want to park and walk your child to his or her class, you may use:

- The Kindergarten parking area; or
- Street parking on Buchanan, Nevada, or Wateree streets; or
- The upper parking lot off Nevada Street

There is no parking on campus on in the MPR traffic circle during school hours.

Getting to School by Bicycle

We encourage students to ride bikes, scooters, and skateboards to school if possible. Some families ride bikes together as a family activity. If your child uses a bike, scooter, or skateboard to get to school, these must be stored in the bike racks located around campus. Skateboards may be stored in the classroom with the teacher's permission or in the front office.

Bicycles, scooters and skateboards may **NOT** be used during the school day. Due to District rules and for the safety of students and adults, all manner of wheeled transport must be walked – not ridden – while on the school campus. This means that at the end of the day, bikes, scooters, etc. must be **WALKED** down the driveway before being used.

Dismissal

Students have only two options at the end of the school day: leave campus or report to our After-School Explorers Program.

If a student who does not regularly attend the Explorers Program is not picked up by 3:15 p.m., staff will escort the student to the Explorers Program. The student's family will be charged for one afternoon of care regardless of how long the student stays in the Program before his or her family arrives.

Getting Picked Up

At the end of the school day, students can be picked up at the following locations:

Kindergarten:	Classrooms
1 st and 2 nd Grade:	Entrance to courtyard
3 rd Grade and 3 rd /4 th Combination:	Near flag pole
4 th – 8 th Grades:	Blacktop area parallel to the large field

Students who attend after-school programs should be picked up directly from those programs. It is very important that you pick your child up promptly. If you are running late, you can call the school office and the office staff will attempt to relay a message to your child's teacher.

Only those people who are listed on the student's current After-School Arrangements card are permitted to pick up the student. If you need to make changes to the After-School Arrangements card, please contact the school office. No student should walk home from school unless the student has made an advance plan with his or her family and this plan is documented on the student's After-School Arrangements card.

Walking or Biking Home from School

When walking or biking home from school, please use caution and follow all traffic rules. Willow Creek's behavior expectations apply when students are on their way to and from school, and misbehavior while traveling to and from school can result in disciplinary actions. (For more information on behavior expectations and discipline, see Chapter 5.)

Changes to Routine

At the beginning of the year, families complete an After-School Arrangements card indicating how and when a student will leave school each weekday. If you need to make a temporary change, such as picking your child up rather than sending him or her to the After-School Program at the start of a holiday weekend, you should notify the office and your child's teacher. For all other changes, please contact the school office and fill out an updated After-School Arrangements card.

Please remember that **ONLY** the people listed on the After-School Arrangements card are permitted to pick up your child.

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 are expected to be on campus in the Multipurpose Room ready to meet their teachers **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.

Tardy Procedures

When you know your child will be tardy, you must:

- Notify the school office by calling (415) 331-7530, extension 202 or emailing mahmed@willowcreekacademy.org and apage@willowcreekacademy.org; and
- Write a note explaining why your child is late.

When your child arrives at school, he or she must deliver the note to the school office and get a tardy slip before going to class. A child who reaches the classroom without a tardy slip will be sent back to the school office.

Unplanned Absences

When your child is absent due to illness, injury or other unplanned reason, you must do the following:

Each day your child is absent:

- Notify the school office by calling (415) 331-7530, extension 202 or emailing mahmed@willowcreekacademy.org and apage@willowcreekacademy.org
- Notify your child's teacher as a courtesy and to find out about any assignments your child will need to make up.

The day your child returns to school:

- Send a written or emailed note to the school office explaining the absence.
- If your child is absent for more than 3 days due to illness or injury, you must also provide a note from his or her doctor.

Notes should be given to the office on the first day your child returns to school. If you do not send a note (and a doctor's note, if required) within one week of your child's return to school,

your child's absence will permanently be considered unexcused. After 3 unexcused absences, a student attendance review committee will convene to discuss student attendance.

Planned Absences and Independent Study

We ask that families minimize student absences, as it affects both a student's education as well as school funding. Should you need to take your child out of school for a family emergency, outside educational experience, or for any other appropriate reason lasting three or more days, you may request an Independent Study for your child, subject to the approval of the Assistant Head of School. If you do not follow the Independent Study Procedures, your child's absence will be considered unexcused. Families should also be mindful that requests for an independent study also place an extra burden on the classroom teachers, since they have to do additional work to prepare and grade the materials.

To arrange Independent Study, you must do the following:

At least two weeks prior to the absence:

- Notify the Assistant Head of School about the planned absence. Be sure to let the Assistant Head of School know the exact dates your child will be absent.
- Fill out an Independent Study Request Form (available in the front office or via the Willow Creek Website).

During your child's absence:

- Because the school office and your child's teacher have been notified in advance regarding the absence, there is no need to call or email each day your child is absent.
- Your child completes all assigned work.

The day your child returns to school:

- Have your child turn in all of his or her independent study work within 7 days of returning to school. **Late assignments will not be accepted.**

Please be mindful about planning absences around school holidays and during the month of May. Many class projects end in the days leading up to school holidays, and students may miss important content and/or assessments if they are absent in the days leading up to school holidays.

Truancy

If your child has three unverified or unexcused absences, he or she is considered legally "truant." You will be notified if your child has more than three unverified absences. If you would like more information about the Education Code regarding absences, see the Absences page under the heading Parents on the Willow Creek website. **Unverified** means that the school has not received information from the parent explaining the reason for the absence. Unverified absences are eventually considered unexcused.

Generally, there are only 4 accepted excuses for absences in grades K-8:

- Illness
- Medical appointment

- Death in the family
- Religious holiday

The following are NOT valid excuses for missing school:

- Extending vacations during school holidays
- Planned absences without an approved Independent Study plan two weeks in advance
- Unwillingness to come to school

Students who are chronically truant will be referred to a SARB (School Attendance Review Board) meeting. The SARB is a county-wide Board containing representatives from alternative education institutions, the Sheriff's Office, Child Protective Services, County Office of Education programs, the County District Attorney's Office and other organizations concerned with juvenile behavior issues.

Lunch and Snacks

Lunch Options

Willow Creek offers school lunch through our own garden, nutrition, and meals program. We provide students with locally produced, healthy meals containing sustainably raised and organic products whenever possible. Vegetarian and non-dairy options are available on each day's menu. All meals meet the nutritional requirements of the federal food programs.

Willow Creek participates in the Federal School Lunch and Breakfast Program. Under this program, you may be eligible for free or reduced lunches, but you must fill out an application to determine if you qualify. Families receive an application in the packet sent during the summer. If you did not receive an application, or if you need another one, check with Mehreen Ahmed in the school office. If you qualified for free or reduced meals last year, that certification will remain in place for the first 30 days of this new school year, which provides the time to fill out a new application for the current school year.

We encourage you to apply for the program if you think you may qualify, even if you plan to have your child bring his or her own lunch. Many state and federal programs that help fund education depend in part on the percentage of students who **qualify** for free or reduced lunch, regardless of whether those students actually receive free or reduced lunch.

Families who pay for school lunch are strongly encouraged to go paperless! Go to mymealtime.com to set up an account using your child's PIN so that you can make payments using a credit card online. As an incentive to go paperless, families who pay online exclusively will receive one free lunch for their student each trimester. If your child does not know his or her PIN, please contact Mehreen Ahmed at mahmed@willowcreekacademy.org. Families may also pay for school lunch by writing a check to Willow Creek Academy and submitting the check to Mehreen Ahmed.

Bringing Lunch from Home

If you send lunch from home, please keep in mind that:

- Student lunches cannot be refrigerated, so you may wish to include a cold pack.

- Students are not allowed to use microwaves or school kitchens, so hot food needs to be sent in a thermal container.
- Gum, soda, high-sodium snacks and candy are **NOT** allowed at school. (If a child does bring these items to school, they may be confiscated for the day).

We strongly recommend that lunches contain protein, fruits and vegetables, and milk or water. We also encourage you to use re-useable containers rather than add to the refuse often created at lunchtime.

Food Restrictions

Currently, peanuts and other nut products **ARE** allowed at Willow Creek. However, food restrictions may be adopted on a class-by-class basis if necessary in order to accommodate a student or teacher with severe food allergies. If this is the case, your child's teacher will let you know.

Birthdays and Other Celebrations

Generally, birthdays and other special events can be marked with a small celebration in the classroom. Each teacher develops guidelines for his or her class regarding parties and other celebrations, and you should check with your child's teacher before planning an event.

Snacks and Treats

Gum, candy, high-sodium snacks and soda are **NOT** allowed at school, and we encourage you to send fruit and other healthy snacks instead of sweets. School staff are authorized to take away unhealthy food students bring to school. Occasionally, candy, cookies or cupcakes might be allowed as part of a special classroom celebration, a bake sale, or a similar event.

Learning Inside and Out

Field Trips

Field trips are an integral part of the Willow Creek learning experience and philosophy. Students are expected to wear uniforms on field trips unless there are specific reasons for alternate attire, which have been discussed and pre-approved by the Head of School. Students are to be reminded that they are representing Willow Creek.

Please note that California's Booster Seat Law, effective in 2012, applies to students traveling in cars on school field trips. Under this statute, children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat. It is the responsibility of families to send children to school with a booster seat on the day of the field trip.

Anyone who drives on a field trip needs to have a complete and current Field Trip Driver Information form on file in the WCA office. The form certifies that each driver has a valid driver's license and meets insurance requirements, and that each car has adequate seat belts and is in safe operating condition. The school asks all parent chaperones to follow the instructions of the teacher in order to keep trips safe and fun.

After-School Programs

Willow Creek Academy offers fee-for-service after-school programming from 3:00 to 6:00 p.m. every day (2:00 to 6:00 p.m. on Wednesdays and for Kindergarteners). Scholarship opportunities are available. For more information and instructions on how to enroll your child in

the After-School Program, go to the Willow Creek website under the heading [Parents](#) or contact Program Director Steve Wiig at swiig@willowcreekacademy.org.

Homework

At Willow Creek Academy, teachers assign homework to reinforce concepts and skills that students have learned in the classroom. Daily reading is important for long-term success in school. Homework also provides the opportunity for students to practice time management, independence, and good study habits.

Homework is checked for completion, understanding and timeliness. Students are expected to show their work for math homework and be able to discuss their reading. Homework is assigned Mondays through Thursdays with occasional long-term projects in middle school. Students should be able to complete homework independently (3rd-8th graders) and finish homework in a reasonable amount of time.

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

Parent Guidelines

- Discuss homework with students, ask questions about the content
- Provide a quiet space and regular time for homework
- Encourage students to use their time wisely and practice good study habits
- Provide support, supervision and encouragement
- Encourage students to work independently (3rd -8th graders)
- Communicate with teachers if students can not complete assignments independently
- Review teacher Friday Letters and emails for up-to-date information

Student Guidelines

- Bring home assignments and materials
- Do their best work
- Complete homework independently (3rd -8th graders)
- Ask teachers for clarification and help when needed
- Return completed homework on time

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.

Where to Buy Uniforms

Willow Creek does not require you to buy uniforms from a particular source—it's the color combination that matters, not where you buy the clothes. School uniforms are available from a variety of sources, including Target, Old Navy, JC Penney and Land's End. Land's End donates cash back to schools for uniform purchases, and accepts orders online or by phone. For ordering details, see the [Shop to Benefit WCA](#) page in the [Fundraising](#) section of the Willow Creek website. Many lightly worn uniforms are available for free in our office.

Uniform Swap

Willow Creek organizes an annual uniform swap at which you can trade in outgrown uniforms that are still in good condition and share gently used uniforms with younger students. For more details or to donate your old uniforms, please check with the school office.

Labeling and Lost & Found

Willow Creek maintains a lost-and-found in the MPR. Unclaimed items will be donated at the end of each month or before holiday breaks.

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.

Chapter 2: FAMILY/SCHOOL COMMUNICATION

Communicating with Willow Creek

For Willow Creek families, the two best sources of information about the school are the Willow Creek website and the electronic Friday Post. We cannot emphasize enough how important it is for you to check the Friday Post (available on our website) every week. Remember, teachers will use the Post to communicate information that may be necessary to Monday's class. And, of course, the Post will keep you up to date on all the exciting events happening at Willow Creek!

The Friday Post

In an attempt to consolidate the stream of information that flows from school to home and to minimize our environmental footprint, we put together an electronic Friday Post. At a minimum, the Post will contain a letter from your child's teacher and information from the office. Other information may also be included such as order forms for lunch, information about Parent Council activities, etc. If you prefer to receive your Friday Post in hardcopy, please notify the front office.

Willow Creek's Website: www.willowcreekacademy.org

You will find a wealth of information about the school on the website, including a calendar of events; articles about school programs, accomplishments, and projects; a link to the School Charter; and our Friday Post. The website also allows you to donate online to the Willow Creek Foundation.

Communicating With Your Child's Teacher

How (and When) to Contact Your Child's Teacher

Two-way communication between teachers and families is highly valued at Willow Creek Academy. There are several ways to communicate with your child's teacher. Email addresses and campus phone numbers for all teachers are provided in the School Directory in this handbook. The expectation is that teachers will do their best to respond to calls and email messages within 24 hours. Given how busy our teachers are, we do ask families to be mindful of not sending multiple communications before waiting for the 24 hour time period.

Please note that campus phone numbers ring directly to the classroom, not to voicemail, and should not be used when class is in session except in an emergency. If you urgently need to reach your child's teacher or get a message to your child, please call the school office first. If the office staff is not available and you have a true emergency (family emergency, serious illness, etc.) you may call the classroom phone. Once the school day has ended, the classroom phone can be used to contact your child's teacher regarding non-urgent matters.

If you have multiple issues to discuss with your child's teacher, please schedule an appointment. Email works well for brief questions, but face-to-face communication is preferred for more complex issues. If you need to meet with a teacher, email or call to schedule an appointment. Please do not plan to meet with your child's teacher without an appointment.

Communications from Your Child's Teacher

Teachers communicate with parents via mail, phone, email and personal meetings. Your child's teacher will have access to the contact information you provided as part of the registration or re-enrollment process but may also ask for additional information and contact preferences. If your information changes during the year, be sure to notify the school office and your child's teacher.

The Friday Post will have information about your child's specific classroom as well as school-wide events and opportunities. Please take the time early in the weekend to review the Post—often there is information about events occurring on Monday of the following week.

Parent-Teacher Conferences

Conferences take place twice annually, in October and in March. These formal meetings are designed to let parents know just how well students are progressing and provide suggestions for both improvement as well as maintenance of excellent work habits. Please Note: We are happy to talk with parents about other issues concerning your child. However, we ask that you schedule a separate meeting for non-academic/learning discussions.

Parent teacher conferences are approximately 20-30 minutes long. As a courtesy to other parents, we try to stick to the timeline as scheduled so as not to inconvenience parents who have appointments later in the schedule. If you arrive late we will be sure to allow you the remaining time for your conference, and we are happy to reschedule if we need more time.

Inspecting Your Student's Cumulative File

Families may make an appointment to inspect their student's cumulative file by calling the Main Office.

Technology and Acceptable Use Policy

Students and families are required to sign our Technology Acceptable Use Agreement. This Agreement outlines the way that technology should be used as a learning tool and outlines consequences for misuse. Consequences can include loss of internet privileges at school and reimbursing the school for damaged equipment. For more information, please see the Technology Acceptable Use Agreement.

Language Access

Willow Creek recognizes the importance of communicating with all our families, including those who speak a language other than English at home. During enrollment we use a home language survey to understand which languages are spoken in our students' families. Simultaneous translation and interpretation services are available as provided in state guidelines.

Special Concerns: Behavioral and Educational

We encourage close parent/teacher/school contact and recognize that as a school, we can best serve your child by staying in close touch. Please feel free to contact your child's teacher(s) at any time you feel it is necessary to set up an appointment to talk, but particularly if you have specific concerns about your child's behavior or ability to approach certain tasks or subjects. Speak with your child's teacher to see if the teacher shares your concern. A Student Study

Team (SST) meeting may be scheduled to discuss how to support your child more effectively using Response to Intervention, etc.

Notification of Special Events

Activities that affect the entire school, like field trips or school photos, will be communicated through the Friday Post or our electronic communication system. The school website will also have details about both individual classrooms as well as the entire school community.

Confidential information—such as your child’s report card—will be mailed to your home.

Chapter 3: ILLNESSES AND MEDICAL ISSUES

When Your Child Should Stay Home

At Willow Creek, we understand that kids can't learn if they aren't in class, and we ask that you use good judgment in deciding whether to send your child to school with a minor illness. Sniffles and mild coughs are generally no reason to keep your child home, but if your child has a fever, a severe cold, or vomiting and/or diarrhea, he or she should stay home. Other symptoms that may indicate your child is contagious, such as a persistent cough or unexplained rash, should be discussed with your child's doctor, but those symptoms should also keep students at home.

For information on what to do when your child is absent, please see "Absence Procedures" in Chapter 1.

Because your child's learning is our primary focus and because the impact of missing instruction can be stressful for any child, we ask that you schedule student appointments (dental, etc.) after school hours.

Illness and Injuries at School

If your child gets sick or injured while at school, we will do our best to reach you or the other adults listed on your child's emergency information form. Unless there is an obvious emergency, we will wait until we reach you to provide any unusual assistance to your child. In extreme cases we will call for emergency services to transport a student to the hospital.

Medication at School

We are unable to administer any kind of medication without written permission from a parent or guardian. When your child requires that medication be administered at school, please talk with the office staff and sign a permission form for school staff to be able to give your child medication. All medication must be kept in the office and be administered from the office. Students may not carry medication with them, including over-the-counter medication.

Vaccinations

Willow Creek Academy follows all state laws and policies regarding vaccinations. For more information regarding these regulations, please visit the Marin County Office of Education's website: <http://www.marinschools.org/Health-Wellness/manual/Pages/default.aspx>.

Allergies

If your child has been prescribed an EpiPen, please ensure that one is brought to school to be kept in our medicine cabinet in the office. As with all medication, please make sure that the EpiPen has not expired. Written permission to use the pen is required to be on file and school staff has been trained in how to administer an EpiPen if necessary. If your child has any kind of medication kept at school, please check regularly to make sure that it is up to date.

Lice

If a lice outbreak affects your child's class, we will notify you. Students with live lice will be sent home for treatment, and other students may be asked to take steps to help combat the spread of lice, such as wearing their hair up and not sharing hats. Children who are affected by the outbreak may return to school once they are free of live lice. On the child's first day back, he or she should come to the school office to be checked. Upon passing the lice inspection, the child will be permitted to return to class.

Chapter 4: EMERGENCY PREPAREDNESS PLAN

District Emergency Preparedness Plan

The Sausalito Marin City School District maintains a District-wide emergency preparedness plan that applies to all schools in the District. A complete copy of the plan is available in the school office if you wish to examine it. We are also happy to make a copy of the plan for you should you wish.

As part of the plan, Willow Creek staff members have been assigned specific responsibilities should there be a disaster or unsafe condition at the school. These tasks range from turning off gas valves to checking children out as they are picked up to search and rescue activities. Food and water are kept on campus in a storage container for use in the event that students and staff need to remain at school for a period of time.

Monthly Drills

Monthly drills are held at school so that students know how to respond to a fire alarm, an earthquake alarm, or a lockdown situation. Teachers and other staff prepare students as to proper evacuation measures, and these drills are often coordinated with the fire and/or local police departments.

Emergency Notification Procedures

Should there be a reason to cancel school, notification will be made by both telephone and where possible, by email, texting and radio/TV broadcasts. The Head of School makes the decision regarding school closure.

In order to be fully prepared for an emergency situation at Willow Creek, it is imperative that you keep us informed when your phone number and/or email address changes.

Family Preparedness

In addition to the District emergency preparedness plan, we recommend that all families create their own plan, which should include planning for how you will react if a disaster strikes while your child is at school. The Marin County Office of Education maintains a set of useful disaster planning resources for parents at

<http://www.marinschools.org/SafeSchools/Pages/Emergency-Services.aspx>.

CHAPTER 5: STUDENT BEHAVIOR AND DISCIPLINE

Restorative Process

At Willow Creek Academy we believe that every mistake presents an opportunity to reflect and improve. Our goal is to help every student to take responsibility for his or her actions and to repair the harm his or her actions cause.

While some misbehavior will result in immediate disciplinary action, our primary goal is not to punish but rather to help all students to conduct themselves as responsible members of our school community. In service of this goal, we have implemented restorative process as a pillar of our discipline system. This gives students the opportunity to take responsibility for their actions in a real way under the guidance of our Student Support Specialists, Patricia Bardoul (K-4), Jasmin Hall (5-8) and Joel Villalobos (5-8).

The restorative process has three elements:

1. Students will reflect on the impact of their misbehavior individually and/or as a small group;
2. Students will contact their families to discuss their misbehavior; and
3. Students will complete restorative service at the school site.

Student Behavior

Good behavior is crucial to learning, and misbehavior can have consequences outside the school environment. Willow Creek has established straightforward school rules and classroom guidelines that are intended to help create a safe and comfortable learning environment for all our students. We need family support to ensure that these rules and guidelines are followed and to help address any ongoing behavior issues.

General Expectations – All Students

Willow Creek has the following expectations for student behavior:

- Students are expected to be kind and respectful to others.
- Students are expected to be responsible for their actions.
- Students are expected to be safe.
- Students are expected to be honest.
- Students are expected to respect school property and the property of others.

At Willow Creek we expect students to treat each other and adults with respect and courtesy. Fighting, bullying (including cyberbullying) and severe teasing are not allowed. This may include, but is not limited to, profanity, racial epithets, sexual harassment, and any form of verbal abuse or bullying. Any information about bullying should be reported immediately to Emily Cox, Head of School, at ecox@willowcreekacademy.org.

Where These Expectations Apply

Willow Creek's student behavior expectations apply:

- At school and all school grounds;
- At and traveling to and from all field trips and other off-campus school events;

- When children are in transit to or from school;
- To student use of technology and social media that impacts other members of the school community.

Rules Applicable to All Students

Supplies and Homework

Every student is to arrive at school on time and with his or her necessary school materials. Homework, if assigned, is to be completed and ready to hand in at the beginning of the day (unless the classroom has a different time schedule).

Classroom Supervision

Students are allowed in classrooms only when supervised by an adult.

Outdoor Supervision

Students are allowed outside (e.g. the field, playground, etc.) only when supervised by an adult.

Items Not Allowed at School

The following items are **not** allowed at school:

- Illicit drugs, drug paraphernalia, hookah pens, and e-cigarettes
- Weapons of any kind, including knives, guns and weapons paraphernalia
- Tobacco in any form, including vaporizers and e-cigarettes
- Alcohol in any form
- Candy, gum, soda and high-sodium snacks
- Toys (including electronics such as portable game systems)
- Cash over \$10.00

Cell Phones and Music Players

Willow Creek strongly recommends that students not bring cell phones or MP3 players to school. If your student will be bringing a cell phone to campus, your child must follow his or her teacher's cell phone rules. Typically this means your child will be required to turn the phone off from 8:10 a.m. when the morning bell rings until the end of the school day and keep it in a location specified by the teacher, usually the student's backpack or the teacher's desk.

Students who access the Internet on their phones must comply with Willow Creek's Internet policy and not access any site blocked by Willow Creek's Internet filtering software.

If a student is found to have used a cell phone or MP3 player in violation of these rules, the phone or MP3 player will be confiscated and the following will apply:

- First offense: Cell phone / MP3 player returned at end of school day.
- Second offense: Parent must come to school to retrieve cell phone / MP3 player.
- Third offense: Student loses cell phone / MP3 player privileges for rest of school year.

Willow Creek Academy is not responsible for the loss or theft of any student belongings. Again, we strongly recommend leaving valuables such as cell phones at home.

Internet and Social Media

Willow Creek maintains Internet access rules that apply to students' use of technology when on campus and to off-campus use of technology, including social media, that affects members of the school community.

Class-Specific Rules

In addition to the general rules listed above, each classroom has its own rules regarding student behavior. Your child's teacher will describe these rules to you at Back to School Night, and you should discuss them with your child.

Recess Rules, Consequences, and Boundaries

In order to promote safe and friendly play at recess, we have adopted the following Recess Rules, Consequences, and Boundaries:

Rules

- Stay within the boundaries.
- Keep your hands, feet, and objects to yourself.
- Follow directions the first time they are given.
- Use the courtyard steps to walk to the upper campus bathroom.
- Show respect for adults, for each other, and for the rules.

Consequences

- 1st warning: Verbal warning
- 2nd warning: Time out
- 3rd warning: Referral to Student Support Specialist
- Severe misconduct will result in an immediate referral to the Assistant Head of School.

Boundaries

- Driveway: The upper boundary is the painted red line near the library. Students must use the courtyard stairs to walk to the bathrooms. The lower boundary is the sidewalk that borders the drop-off area. The side boundaries are the retaining wall and the field.
- Field: Students who are playing an organized game of soccer, football, or kickball may use the areas of the field designated for those sports. Students who are not playing an organized game may not go past the mosaic bench. The dugouts are off-limits for all students.
- Courtyard and Bathrooms: The courtyard is off-limits for all students during recess times, unless they are walking to or from the bathrooms.
- Hillside: The hillside is off-limits. If students are walking to recess, they are to use the stairways or the driveway.

Promoting Good Behavior

Willow Creek uses various methods to help students meet the school's behavior expectations. All teachers are trained in the Responsive Classroom and Restorative Justice models, which promote social-emotional development, logical consequences, and inclusive community building.

Discipline Processes

The Willow Creek discipline process starts with promoting good behavior. When behavior expectations are not met, students will first receive in-class consequences. If in-class

consequences are not effective, or if there are serious or repeated problems, the student will be referred to the Assistant Head of School. Repeated referrals may result in suspension or even expulsion. **Some serious behavior problems may result in immediate suspension or a mandatory recommendation for expulsion, even if the child has no previous record of discipline and has not received in-class consequences or referrals.**

In-Class Consequences

Each teacher sets consequences for minor misbehavior and discusses those consequences with the class. Your child's teacher will discuss his or her approach with you at Back to School Night, and you can contact the teacher if you have questions. In-class consequences are designed to resolve behavior problems quickly and, if needed, teachers can escalate from a minor consequence (such as a verbal warning) to a more serious one (such as an in-class separation). A typical set of in-class consequences might include:

- Verbal warning
- Written warning (child's name goes on the board or in the teacher's record book)
- Time out (child is seated away from other students for a period of time)
- Buddy Room and/or referral to Student Support Specialist

Restorative Practices

Principles of restorative discipline underlie many of the discipline practices at Willow Creek Academy. The principles of restorative discipline include:

- Preventing misconduct by building a solid and inclusive school culture
- Viewing misconduct as an offense against the entire school community
- Encouraging students to reflect on and to repair the harm caused by their misconduct
- Addressing the root causes of misbehavior
- Where appropriate, seeking alternatives to discipline that excludes (such as suspension or expulsion)

At all grade levels, Student Support Specialists work with staff to implement restorative discipline practices.

Referrals, Suspension, and Expulsion

If in-class consequences are not effective, or in the case of serious or repeated behavior problems, students will be referred to the Head of School. If your child receives a referral, you will be notified in writing, and must return a signed copy of the referral notice to the school office. Referral notices become part of a student's permanent discipline record.

A student who receives three or more referrals in a trimester may be suspended from school for one or more days. If your child is suspended, he or she may not attend school or any school activities, including after-school programs.

Students may have an opportunity to have a disciplinary notices (ex. referrals and suspension notices) removed from their records. The process for this depends on the student's grade level and the nature of the misconduct.

If a student receives two suspensions in a school year, school administration may meet with the student, his or her family, and his or her teachers to implement a contract outlining behavior

expectations. If, after four weeks, the student has not made adequate progress toward meeting these expectations, the student and his or her family may be referred for a meeting with teachers, administrators, and members of the Discipline Committee of the Willow Creek Academy Board of Directors. If a student receives three or more suspensions in a school year, the Head of School may recommend that the student be expelled, and the Willow Creek Academy Board of Directors will hold an expulsion hearing.

Administration may recommend a same-day suspension for a student who engages in severe misconduct prior to 10:00 a.m. In this case, the student will be suspended and sent home that same day. A same-day suspension is recorded in a student's permanent file.

Certain serious behavior problems will result in immediate suspension and may also result in expulsion, even if the student has no previous record of discipline and has not received in-class consequences for the behavior. Among these are:

- Bringing a weapon of any sort or any weapon paraphernalia to school or to a school activity
- Possession or use of alcohol or illicit drugs or drug paraphernalia at school or at a school activity
- Sexual harassment
- Extreme violence

In addition, local law enforcement will be contacted if any student is found to be in possession of drugs or drug paraphernalia or firearms or firearm paraphernalia.

Communicating About Discipline Issues

Family involvement is critical to resolving behavioral issues and developing positive solutions. If your child has a discipline issue, you may receive various types of communications from the school. Many discipline issues are resolved with an in-class consequence and a phone call or email from your child's teacher. If discipline issues persist, you may receive referrals or other paperwork to sign and return, or you may be asked to come to school for a meeting with your child's teacher, school administrators or counselors, or members of the Willow Creek Academy Board of Directors.

If your child's teacher or a Willow Creek staff member contacts you about a discipline problem, please respond promptly. If you are asked to meet with school staff but have a schedule conflict, let the school know right away and work with them to find an alternate time when you can be present. If you are asked to sign and return paperwork, do so. Dealing with discipline issues can be challenging and sometimes uncomfortable. When you are communicating with school staff about discipline issues, please keep in mind that our goal is not to embarrass you or your child, but rather to help your child behave in ways that promote learning and success.

Discipline and Student Privacy

Some student behavior issues, such as fights and bullying, involve multiple children. If you are concerned about another child's behavior toward your child, please talk with your child's teacher. Because federal law makes student discipline records private, it may not be possible for the teacher to disclose the specific steps that are being taken with respect to another child, or the reasons why discipline was or was not imposed.

School Procedures for Addressing Incidents Involving Bullying

Maintaining a healthy school culture where students feel valued and respected is of the utmost importance to our community. Fighting, bullying, and severe teasing are not allowed. This may include, but is not limited to, profanity, racial epithets, sexual harassment and any form of verbal abuse or bullying. Any bullying should be reported immediately to the Head of School.

Student Support Specialists and/or administration will meet separately with all students involved to find out what happened. Information will be documented. Parents will be notified of their student's involvement.

Depending on the incident, school staff may write a referral, issue a suspension, or recommend a student to a restorative process through our Maya Angelou Center for Restorative Practices. School staff will contact the students' teachers to get more information and/or to notify them of the incident. School staff will contact school counselors to notify them of the incident and to develop a support plan.

With the student's approval, school staff will meet with the students (either two at a time or with a small group if more than one other student is involved) to hold a Problem Solving Meeting. WCA staff understand that restorative processes are not always appropriate for situations involving bullying because of power imbalances between the students involved. However, they can be extremely helpful when students are engaged in conflicts based on miscommunication or status rivalries. WCA staff will carefully facilitate any conversation between students.

Problem Solving Meetings include the following steps:

- Step 1: Tell what happened and how you feel. (Each student takes a turn, while the other listens)
- Step 2: Ask for what you need. (Each student takes a turn, while the other listens)
- Step 3: Look for solutions. (Brainstorm on how to solve the problem)
- Step 4: Keep the best solution. (Make an agreement about how to move forward)
- Step 5: Set a date and time for the next check-in to see if there has been improvement.

School staff will continuously check in with the child/children involved to find out if there are ongoing issues, or if the issue has improved.

Homeroom classes will hold daily morning meetings with each class, in accordance with our Responsive Classroom program. The purpose of morning meetings is to build classroom community, provide positive acknowledgement of each student, and to resolve problems as they arise.

Our Student Support Specialists administer our restorative practices program, facilitate weekly girls' and boys' groups, and coach students on social skills and coping strategies. They are available to students throughout every school day. Our school counselors are available five days a week to meet with parents and students. A counseling referral form must be filled out in order for a student to meet with the counselor regularly (based on availability).

Discipline Committee meetings or Student Study Team meetings will be held to address concerns about particular students who bully or tease others regularly.

As a general rule, a student will be held accountable for all text and/or images posted on his/her social media pages, blogs, or mobile phones. With this in mind, we strongly recommend each family closely monitor their student's online activities, ensure that their student's accounts are protected by strong passwords, and immediately deactivate any accounts when hacking or unauthorized use is suspected. Cellular phones must be turned off and left in backpacks or with teachers between the hours of 8:10 and 3:00 every school day.

Chapter 6: FAMILY INVOLVEMENT

Volunteering is Encouraged!

Willow Creek encourages—but does not require—families to volunteer their time as a way to support the learning environment. We do this because educational research indicates that parental involvement is the single most important component of helping a child attain academic success. In addition to this positive effect on students, parents find that when they volunteer, they create a caring community within the school.

How to Volunteer

Volunteer opportunities are everywhere. To get started, talk to your child's Room Parents, read the Friday Post, check out the volunteer sign-ups at orientation or Back to School Night, and return your Volunteer Sign-up form that is mailed each summer with enrollment materials.

Evening and Weekend Volunteer Opportunities

We always need people to make phone calls, do laundry for the lost and found, work at fundraisers, prepare materials for teachers, participate in campus clean up days and participate in ways that do not require someone to be on campus Monday-Friday.

Parent Council

What the Parent Council Does

The Parent Council supports Willow Creek's mission and activities in various ways, such as by providing room parents for each classroom, managing the school garden, and organizing school events. Without the Parent Council, there would be many fewer opportunities for our students to learn and thrive.

If you are a parent at Willow Creek, you are automatically a member of the Parent Council. Unlike a PTA, the Parent Council is not part of a national organization and does not charge dues. Please refer to the school's website for Parent Council meeting agendas, times and dates.

School Site Council and English Learner Advisory Committee (SSC and ELAC)

What the SSC and ELAC Do

The SSC and ELAC make recommendations on how Willow Creek Academy can use federal funds (Title I and Title III) to support low-income students and students who do not speak English as a primary language. The SSC and ELAC create our Single Plan for Student Achievement each year and monitors progress to ensure all students meet academic goals. The

SSC and ELAC also manage our annual Family Survey and provide significant guidance with regard to the development of our Local Control Accountability Plan (LCAP).

All family members and community members are welcome to join the SSC and ELAC. For more information, please contact Emily Cox, Head of School at ecox@willowcreekacademy.org.

School Procedures for Involving Bullying



Addressing Incidents

Maintaining a healthy school culture where utmost importance to our community. Fighting, bullying, and severe teasing are not allowed. This may include, but is not limited to, profanity, racial epithets, sexual harassment and any form of verbal abuse or bullying. Any bullying should be reported immediately to Emily Cox, Head of School at 415-331-7530, ext. 213.

students feel valued and respected is of the

Administrative Response to Reports of Bullying

Joel Villalobos Jasmin Hall (Student Support Specialists for grades 5-8) or Patricia Bardoul (Student Support Specialist for grades K-4) will meet separately with all students involved to find out what happened. Information will be documented. Parents will be notified of their student's involvement.

Depending on the incident, school staff may write a referral, issue a suspension, or recommend a student to a restorative process through our Maya Angelou Center for Restorative Practices.

School staff will contact the students' teachers to get more information and/or to notify them of the incident.

School staff will contact our school counselors to notify them of the incident and to develop a support plan.

With the student's approval, school staff will meet with the students (either two at a time or with a small group if more than one other student is involved) to hold a Problem Solving Meeting. WCA staff members understand that restorative processes are not always appropriate for situations involving bullying because of power imbalances between the students involved. However, they can be extremely helpful when students are engaged in conflicts based on miscommunication or status rivalries. WCA staff will carefully facilitate any conversation between students.

Problem Solving Meetings include the following steps:

Step 1: Tell what happened and how you feel. (Each student takes a turn, while the other listens)

Step 2: Ask for what you need. (Each student takes a turn, while the other listens)

Step 3: Look for solutions. (Brainstorm on how to solve the problem)

Step 4: Keep the best solution. (Make an agreement about how to move forward)

Step 5: Set a date and time for the next check-in to see if there has been improvement.

School staff will continuously check in with the child/children involved to find out if there are ongoing issues, or if the issue has improved.

Year-long and Ongoing Strategies

Homeroom classes will hold daily morning meetings with each class, in accordance with our Responsive Classroom program. The purpose of morning meetings is to build classroom community, provide positive acknowledgement of each student, and to resolve problems as they arise.

Our Student Support Specialists administer our restorative practices program, facilitate girls' and boys' groups, and coach students on social skills and coping strategies. They are available to students throughout every school day.

Our school counselors are available five days a week to meet with parents and students. A counseling referral form must be filled out in order for a student to meet with the counselor regularly (based on availability).

Student Study Team meetings will be held at parent or teacher request to provide a forum for problem-solving around specific student issues.

As a general rule, a student will be held accountable for all text and/or images posted on his/her social media pages, blogs, or mobile phones. With this in mind, we strongly recommend each family closely monitor their student's online activities, ensure that their student's accounts are protected by strong passwords, and immediately deactivate any accounts when hacking or unauthorized use is suspected. Cellular phones must be turned off and left in backpacks or with teachers between the hours of 8:10 and 3:00 every school day.



WILLOW CREEK ACADEMY 2019-20 CALENDAR

12 Staff returns
13 K-2 Orientation (8:30-7:30p)
14 3-5 Orientation (8:30-7:30p)
21 First Day of School
21-23 Early dismissal (2pm)

AUGUST 2019						
S	M	T	W	Th	F	S
				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						
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23	24	25	26	27	28	29

17-21 Mid-Winter Break (no classes)

2 Labor Day (no classes)
5 Back to School Night
28 Fall Welcome

SEPTEMBER 2019						
S	M	T	W	Th	F	S
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22	23	24	25	26	27	28
29	30					

MARCH 2020						
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22	23	24	25	26	27	28
29	30	31				

6 End Trimester 2
20 Conference Day (no classes)
23 Staff Day (no classes)

18 Conference Day (no classes)
.....
21 Staff Day (no classes)

OCTOBER 2019						
S	M	T	W	Th	F	S
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27	28	29	30	31		

APRIL 2020						
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26	27	28	29	30		

6-10 Spring Break (no classes)

11 Veterans Day (no classes)
15 End Trimester 1
25-29 Thanksgiving Break (no classes)

NOVEMBER 2019						
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MAY 2020						
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31						

25 Memorial Day (no classes)
28 Open House

20 Early dismissal (12:30)
23 Winter Break starts (no classes)

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	31				

JUNE 2020						
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28	29	30				

5 Last Day of School
Crossing the Bridge
Early dismissal (12:30)
9 Last day for Staff

3 Last day of Winter Break (no classes)
6 Classes resume
20 MLK Day (no classes)

JANUARY 2020						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Start time
8:15am daily
Dismissal
M, T, Th, F: 3:00pm
Wed: 2:00pm
Kindergarten: 2:00pm daily

"This day has been given to me fresh and clear..."