

# LITTLE CHICO CREEK ELEMENTARY SCHOOL



**2022-2023**

## **PARENT AND STUDENT HANDBOOK**

**Little Chico Creek Elementary School**

2090 Amanda Way, Chico, CA 95928

**PRINCIPAL:** Kristen Schrock

**PHONE:** (530) 891-3285

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### **OFFICE HOURS**

**8:00 a.m. - 4:00 p.m. - Monday through Friday**

## School Description

Little Chico Elementary School opened its doors to students in July of 1991. It is located on the East Side of Chico, serving children from Chico's southeast quadrant and surrounding neighborhood. LCC enrolls students in kindergarten through fifth grade on a traditional schedule.

In fall of 2017, Little Chico Creek adopted the AVID (Advancement Via Individual Determination) approach to learning. LCC is the only AVID school in Chico Unified School District. AVID's Mission is to close the gap by helping **all** students become college and career ready so that they can be most successful in a global society.



### **It is the mission of Little Chico Creek School to:**

- Develop self-discipline for all people
- Demonstrate respect for all people
  - Achieve academic success
- Foster partnerships between school and families
- Nurture a growth mindset within our school community

Our teachers are skilled at organizing instructional practices to maximize student learning. Our language arts Wonders curriculum incorporates phonemic awareness, phonics, fluency, multisyllabic word decoding, vocabulary, spelling, and comprehension strategies into reading instruction. Our math curriculum is Ready Math from curriculum associates. Science and social science curricula are Amplify and Harcourt Reflections, respectively. Teachers plan and develop lessons and utilize instructional strategies that focus on student achievement based on the California Common Core Standards.

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# **ACADEMIC SUPPORT PROGRAMS**

## **LIBRARY/MEDIA CENTER**

The library/media center is available to all students during their class library time and for research at the teacher's discretion. It is the student's responsibility to return his/her library book when it is due. If a student loses or damages a book the student and their family are responsible for the replacement of that book. Our library is also open to all students during lunch and recess.

Our library is also home to our computer lab. Our staff includes one computer technician who helps students and staff work in the lab. Please check our lab policy to determine the requirements for volunteering in the lab.

## **FINE ARTS**

Little Chico Creek students receive instruction in the Visual and Performing Arts eleven times a year for a half day each session. They experience music, art, drama and dance through a thematic approach.

## **MUSIC**

The music program includes instrumental and classroom components. Instrumental music is for Transitional Kindergarten, Kindergarten and fifth grade students. The classroom music program is provided for all intermediate students in fourth and fifth grade.

## **P.E./HEALTH SPECIALIST PROGRAM**

Our P.E./Health Specialist works with students in grades 1 through 5 for one hour 12 times a year. Students learn new P.E. games, are instructed in health related issues and work on team building activities.

# **TITLE 1 and RESOURCE PROGRAMS**

## **School Site Council**

The School Site Council (SSC) is the governing board for this program. The School Site Council consists of a committee of parents and staff members elected by their peers. The Council works on planning, implementing, and evaluating the school program. The SSC meets quarterly on the 3<sup>rd</sup> Monday in September, December, March and May.

## **Speech and Language Therapy**

Speech and language therapy is available to assist students with articulation, language, and speaking fluency development. Speech and language students are identified for service through our Response to Intervention (RTI) process and/or state qualification criteria. They are then served and monitored through school-based intervention or an Individualized Education Plan (IEP). Services are delivered through pull-out or push-in models to support development and practice of speech and language skills.

Our Title 1 and Resource classrooms provide support for Special Education students, students needing academic intervention, and English Language Learners. Our staff includes our Resource Specialist teacher, our Title I coordinator and our bilingual aide. In addition, our programs are supported by parent and Title 1 aides.

Early Intervention instruction is provided to all kindergarten and first grade classes, focusing on students having difficulties with beginning literacy skills. Students in Kindergarten through fifth grade classes are identified for intervention and/or English Language service by district assessments and teacher referrals. Once identified for intervention or English Language service, students are provided a variety of academic supports, both in the classroom and/or in our Title 1 and resource classrooms. All students receive services that vary according to student abilities and needs. Student groupings and the level of support is continually adjusted as students' needs change. Special Education students are identified for service through our Response to Intervention (RTI) and School-Based Intervention Team (SBIT) process and state qualification criteria. They are then served and monitored through an Individualized Education Plan (IEP).

### **School Counseling Assistant and Counselor**

Our counseling assistant and school counselor work with all students by providing classroom lessons on social emotional skills. Select students are recommended to individual or group services by staff referral. Our counseling assistant and school counselor work with students one-on-one and in small groups to establish positive connections to school and to work on skills such as empathy, problem-solving, impulse control, and anger management.

### **Textbooks**

In compliance with the Williams vs. The State of California lawsuit, textbooks are provided for each student. Students will be held responsible for the care of books assigned to them. If a book is lost or damaged, it is the responsibility of the student to pay for the book. **All books must be accounted for before promotion or transfer.**

## **COMMUNICATION: SOCIAL MEDIA AND AERIES**

**The Cheetah News:** This is our monthly (or bimonthly as needed) parent newsletter. It is our major mode of communication with parents and is available online on our website. The Cheetah News provides a current calendar of school events. It also contains articles related to school activities and important links.

**Website:** From the CUSD homepage at [www.chicousd.org](http://www.chicousd.org), click on the "Schools" icon and then find Little Chico Creek School. Please save this on your home screen so you have easy access. Parents will find up-to-date information about school activities, Cheetah News, a staff directory including links to email addresses, and much more. Also follow us on **Facebook, Instagram and Twitter**.

**Aeries:** Throughout the school year important announcements will be sent by the district, the school, and teachers. Depending on your preferences chosen through Aeries Communication, you can receive messages by phone, text or email. The messages may also refer you to our website for more detailed information.

# OFFICE SUPPORT

## ATTENDANCE

For students to progress academically it is essential that they are on time and in class daily. We ask that parents notify the office when their child is absent. Please call and tell us the student's name, teacher, date and the reason for the absence at 891-3285. If there is no absence verification within 3 school days, the absence will be considered unexcused. If your child is late to class please come to the office and check in. The office answering machine is available for you to leave a message during non-office hours.

## HEALTH OFFICE

Our onsite health aide is here 4 hours per day to help injured or ill students and administer medications. Medications need to be accompanied by a **MEDICINE AUTHORIZATION FORM signed by a physician**. If your child must take medication during school hours, an adult must bring it to the office in the original container. This policy includes cough drops, which are considered a medication. Our school nurse is on site one day per week. She primarily supervises vision and hearing screening for our students.

**EMERGENCY CONTACTS:** Please keep contact information updated throughout the year. In case of emergency we will first call parents and then those noted in the emergency contacts in Aeries. Please make sure that those listed on the card are able to come and get your child if the need arises. If your child is contagious, please keep him/her at home to recover so that infections are not spread to other students and adults.

## OFF CAMPUS

We ask that all doctor and dentist appointments be scheduled after school hours or late in the day. However, we understand parents will occasionally need to take their child off campus during school hours for appointments. Parents must stop by the office and provide a photo ID to sign out their student. Your student will be called into the office once you arrive. ***\*\*Only individuals listed on the emergency card are allowed to pick up children during school hours.***

## STUDENT CLASS PLACEMENT

The Little Chico Creek staff meet in late May to determine classroom placement for the following school year. Teachers and administration work together to determine the best placement for your student. As a staff we believe that group dynamics highly affect instruction and individual performance. Our teaching staff will place your child in a classroom creating a cohesive environment, which will foster your child's success. Each classroom will be balanced for academic ability, gender, special needs students, positive leaders, and students with behavior issues. This careful consideration will ensure that each student in every classroom will meet his/her learning potential. Teacher assignments may change during July due to students transferring in and out of our school. For this reason, final lists are not available until 4:00 PM on the school day prior to the first day of school through the Parent Portal.

## TRANSFER TO NEW SCHOOL

If you anticipate a move in or out of LCC, please notify the office in advance. This enables us to complete the necessary paperwork in a timely manner.

# VOLUNTEER INFORMATION

## CLASSROOM VOLUNTEERS

Classroom Volunteers provide a major support to our teachers and students. We would like to invite all parents to take an active role in their child's education by volunteering at school, for field trips or by doing clerical work at home. **All volunteers** are required to complete an application, which clears them to work with students. You can find the application on the LCC website under the Student/Parents tab. (then go to Parents, then Volunteer Requirements) **Forms are updated annually so please make sure to sign in at the office when on campus.**



Our PTSO is a major support system for the activities that bring school and community together. This group sponsors the Jog-A-Thon, our annual fundraiser. PTSO is an active group of parents and teachers who sponsor the Family Reading Incentive Program and Book Fairs. Our PTSO President welcomes new Kindergarten parents and new families to LCC to become involved in their child's school and education process. We encourage all parents to attend the monthly PTSO meetings and become a member of this very important support program.

## VISITATIONS

We encourage parents to visit their child's classroom. If you wish to spend time in your child's class **please call the teacher ahead of time and make arrangements.** Please check in at the office for a visitor pass.

If you need to contact your child during school hours or if your child needs to leave school, please check in at the office for assistance.



## DAILY SCHEDULE

### Kindergarten

8:30 AM – 2:15 PM

### Grades 1<sup>st</sup> – 5<sup>th</sup>

8:30 AM – 2:40 PM

## RECESS SCHEDULE

### Kindergarten

10:30-11:00 (snack/recess)

1:15-1:30

### Primary 1<sup>st</sup>-3<sup>rd</sup>

10:10-10:30

1:40-2:00

### Grades Intermediate 4<sup>th</sup>-5<sup>th</sup>

10:40-11:00

## ARRIVAL TIMES

At 7:45 AM, the door to the MPR will open and supervision for students on campus will begin. We ask that students do not arrive at school before 7:45 AM. If students arrive earlier than 8:00 AM, they are to report to the cafeteria before going to their classrooms or playground.

## DISMISSAL TIMES

Students who do not ride the bus are asked to go directly home or to be picked up by parents at dismissal time. **There is no student supervision past 2:55 after school. Please pick your child up promptly.** We ask that students make all arrangements for going home prior to that school day (i.e., going to Billy's after school), as the office phone is for emergencies only. If plans change, call the school 10 minutes before dismissal and your call will be transferred to the classroom. Any students remaining on campus after 2:55 will be taken to the office to wait for pick up.

Kindergarten students are dismissed at 2:15 p.m. Students must be picked up at this time. Please wait for 1<sup>st</sup> through 5<sup>th</sup> grade students off campus.

**There is no parking, stopping or dropping off in the red zone in front of the school at any time. The white zones are for dropping off or picking up only. You cannot leave your vehicle or stop for longer than 3 minutes in the white zones. Please instruct you students to use the crosswalks at all times when crossing the street.**

## MINIMUM DAY SCHEDULE, for Little Chico Creek ONLY

**Please note the following minimum days for LCC Only: All grades (8:30 am-11:50 am)**

**November 14<sup>th</sup>-18<sup>th</sup>, December 22<sup>nd</sup>, and June 2<sup>nd</sup>.**

## NUTRITION SERVICES

### SCHOOL LUNCH AND BREAKFAST

The cafeteria at Little Chico Creek Elementary School serves meals at:

**7:45 – 8:25 for Breakfast**

**11:15 – 12:00 for 1<sup>st</sup> Lunch (1<sup>st</sup> & 2<sup>nd</sup> Grades)**

**11:50 – 12:35 for 2<sup>nd</sup> Lunch (Kinder & 3<sup>rd</sup> Grades)**

**12:25 – 1:10 for 3<sup>rd</sup> Lunch (4<sup>th</sup> & 5<sup>th</sup> Grades)**

The menu can be viewed on the Chico Unified School District's web page at [www.chicousd.org](http://www.chicousd.org) or our website at <http://littlechicocreek.chicousd.org/>.

## STUDENT SUPPORT SERVICES

### SCHOOL BEHAVIORAL PLAN

In order to ensure a quality learning experience for your child and all children at Little Chico Creek Elementary School, a Behavioral plan has been developed by our staff, parents, and students. Every student at Little Chico Creek Elementary is entitled to a safe and nurturing school environment. We believe that all of our students will behave in a safe, respectful and responsible manner at school, and that each student can be held accountable for his/her behavior. *Please read the school's behavioral plan, located on the following page, and go over it carefully with your child.* In order to create a safe and positive learning environment it is important that we all work on following the school rules.

**Little Chico Creek Students are:  
Safe, Respectful, Responsible**

# Little Chico Creek Elementary Behavioral Expectations

	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<b>All common areas</b>	<ul style="list-style-type: none"> <li>• Walk quietly facing forward. • Keep hands, feet and objects to self.</li> <li>• Use all equipment and materials appropriately.</li> <li>• Use appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions. • Wait for your turn.</li> <li>• Clean up after self.                             <ul style="list-style-type: none"> <li>• Follow adult directions. • Remove hats and hoods when indoors.</li> </ul> </li> <li>• Cell phones off and in backpacks during school day.</li> </ul>	<ul style="list-style-type: none"> <li>• Use hall pass.</li> <li>• Remind others to follow school rules.                             <ul style="list-style-type: none"> <li>• Take proper care of all personal belongings and school equipment.</li> </ul> </li> <li>• Cell phones after school only. • Follow dress code.                             <ul style="list-style-type: none"> <li>• Leave toys &amp; other personal belongings at home.</li> </ul> </li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Sit on bench with feet on floor.</li> <li>• Walk and stand in line calmly.</li> <li>• Clean up spills.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep all food to self.</li> <li>• Respond quickly to quiet signals.</li> <li>• Use quiet voices.</li> <li>• Be polite to others.</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated and wait to be excused.</li> <li>• Throw away all garbage and leave your area clean.</li> <li>• Carry food tray with both hands.</li> </ul>
<b>Playground/Recess</b>	<ul style="list-style-type: none"> <li>• Walk to and from the playground.</li> <li>• Stay within boundaries. • Be aware of activities &amp; games around you.</li> <li>• No play fighting.</li> <li>• Freeze at bell, walk to class at whistle.</li> <li>• Follow all other playground rules.</li> <li>• Tag in grass area only.</li> </ul>	<ul style="list-style-type: none"> <li>• Play fairly and take disagreements out of the game.</li> <li>• Include everyone.</li> <li>• Clean up after yourself. • Use kind words and actions.</li> </ul>	<ul style="list-style-type: none"> <li>• If someone gets hurt and you are the closest to them, stay with them and send someone for adult help if needed.</li> <li>• Take playground equipment to tubs and racks.</li> <li>• Take personal belongings to class.</li> <li>• Use restroom and get drinks before bell.</li> </ul>
<b>Passing Areas</b>	<ul style="list-style-type: none"> <li>• Allow others to pass.</li> <li>• Walk facing forward</li> </ul>	<ul style="list-style-type: none"> <li>• Hold the door open for the person behind you.</li> <li>• Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on sidewalks.</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Keep feet on floor.</li> <li>• Keep water in the sink.</li> <li>• Wash hands.</li> <li>• Put towels in garbage can.</li> </ul>	<ul style="list-style-type: none"> <li>• Knock on stall door.</li> <li>• Give people privacy.</li> <li>• Use quiet voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Use a bathroom pass.</li> <li>• Use toilet properly.</li> <li>• One person per stall.</li> <li>• Return to room promptly.</li> </ul>
<b>Arrival and Dismissal Areas</b>	<ul style="list-style-type: none"> <li>• Walk bikes, scooters, etc. on school grounds.</li> <li>• Use sidewalks and crosswalks.</li> <li>• Meet your ride in designated areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions. • Follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time.</li> <li>• Leave on time.                             <ul style="list-style-type: none"> <li>• Get teacher permission to use the classroom phone.</li> </ul> </li> <li>• Walk calmly in designated areas.</li> </ul>
<b>Library/Computer Lab</b>	<ul style="list-style-type: none"> <li>• Use all equipment and materials appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices                             <ul style="list-style-type: none"> <li>• Use kind words and actions.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• No food or drink.</li> <li>• Take proper care of school equipment.</li> </ul>
<b>Special Events and Assemblies</b>	<ul style="list-style-type: none"> <li>• Wait for arrival and dismissal signal.                             <ul style="list-style-type: none"> <li>• Keep all hands, feet and objects to self.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Clap politely.</li> <li>• Sit on bottom in assigned area.</li> <li>• Remain silent during assemblies.</li> <li>• Use kind words and actions. • Respond quickly to quiet signals.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow school rules.</li> <li>• Remind others to follow school rules.                             <ul style="list-style-type: none"> <li>• Take proper care of all personal belongings and school equipment.</li> </ul> </li> </ul>

## **Positive reinforcement for good behavior includes:**

1. Cheetah Cash awards are given to students who demonstrate safe, respectful and responsible behavior. Students can exchange Cheetah Cash awards for monthly incentive activities and Pop Friday events (popsicles or popcorn).
2. Other incentives may also be awarded.
3. Incentives may also be awarded by the classroom teacher.

## **Consequences for inappropriate behavior include:**

**In class:** “Refocusing” is a time-out along with a reflection sheet on which the student will be asked to reflect on their behavior and the behavioral expectation. A student may receive up to 4 refocus sheets before a citation for the same behavior is issued. A citation will be sent home to be signed by a parent and returned the next day. A student who receives a citation will spend lunch the following day in “Reflection” with one of our two school counselors. During reflection, the student will have time to discuss with the counselor the inappropriate behavior and how the child can handle the situation differently next time.

**On the playground:** Students are to follow all school rules at all times. A warning will be given to any student breaking a school rule. The second time that rule is broken, a citation will be issued. A citation will be sent home to be signed by a parent and returned the next day.

Maximum consequence – A school referral is issued resulting in a day or longer spent in “Reset”, our district classroom for student reset or suspension from school. (Please review Ed. Codes on our school or district websites listing suspendable offenses or causes for expulsion.) [www.chicousd.org](http://www.chicousd.org)

## **DRESS CODE**

The Board of Education has adopted a policy which states that students’ dress and grooming is the responsibility of parents. Since the manner in which AVID students dress for school can influence behavior, learning, and the classroom environment, we encourage a parent to dress their children in neat, clean clothing appropriate for elementary school activities.

Please keep the following guidelines in mind:

- Clothes shall be sufficient to conceal undergarments at all times. Clothing such as see-through or fish-net fabrics, halter tops, low cut tops, tube tops, bare midriffs, or pants that drag on the ground causing a safety hazard are prohibited. Tank tops and sport jerseys with enlarged arm-holes should have a t-shirt worn under them. If students are to wear shorts or skirts that are shorter than a two inch inseam, they must wear “bike type” shorts underneath.
- Footwear shall be appropriate for reasons of health/safety and Education Code provisions. Platform, open-toed, and backless footwear are prohibited (including slides and flip flops).
- Accessories such as jewelry or make-up that distracts others from learning is not appropriate. Any items such as dog collars, accessories with spikes, or those that are potentially dangerous are prohibited.
- Clothing with inappropriate writing or symbols is prohibited from campus at all times. This includes vulgarities, sexual themes, drugs, alcohol, tobacco messages or innuendoes.

**The school will notify parents in the event a child’s dress or grooming is not deemed acceptable or appropriate for school.**

## **HARASSMENT - FREE LEARNING ENVIRONMENT**

All members of the school community; students, faculty, classified staff, and administrators are protected by state and federal law from discrimination, harassment and retaliation on the basis of race, national origin, sex, age, disability and other protected status. Chico Unified School District has a discrimination and harassment policy and a complaint procedure for students, which was developed to provide information and guidelines regarding the law and the proper procedure for addressing inappropriate conduct directed toward them by their peers or district staff. You may request a copy of this policy by calling the District’s personnel office at 891-3000, ex. 144 or visiting the LCC office.

## LOST AND FOUND

Lost and Found clothing items are kept in the Multipurpose Room. Small and valuable items are kept at the office. Please encourage your child to check the Lost and Found on a regular basis. The PTSO donates the clothing from the Lost and Found to charities every trimester. **Please label all clothing, lunch boxes and personal school materials with your child's first and last name.**

## SAFETY INFORMATION

Chico Unified School District has developed a School Safety Plan for all schools. The plan includes disaster preparedness drills and emergency plans for students, staff and members of the public. School Plans are reviewed annually with teachers and students in order to ensure effective action in the event of a school emergency or disaster.

## ANIMALS

Animals are not to be brought to school unless arrangements are made with the teacher in advance. Please do not bring dogs on campus before or after school or on the weekends. Dogs are not allowed on campus. Service animals must have the required paperwork prior to visit.

## CLASSROOM PARTIES

District policy allows classrooms to have two parties per year, which are determined by the teacher. Please check with your student's teacher in advance regarding any individual celebrations. We ask that you not send party invitations to your child's classroom for parties to be held outside of school hours ***unless you are inviting the entire class***. Classroom parties will be required to follow the district's wellness policy. Due to COVID restrictions we are not allowing parents to bring edible treats for the class to celebrate birthdays.

## TOYS

Toys and electronic instruments (cell phones, MP3 players, headsets, fidget spinners, yo-yo,, trading cards, etc.) cause distraction in the classroom and on the playground and can be costly to students if they are lost. Please leave toys, etc. at home unless the teacher has approved the item for sharing.

If cell phones are brought to school they must remain in the student's backpack and off. If phones are seen at any time during the school day they will be taken and placed in the office where they can only be retrieved by a parent.

**The school will not be responsible if any of the items listed above are lost or stolen.**

Chico Unified School District  
1163 East Seventh Street  
Chico, CA 95928  
530-891-3000  
<http://www.chicousd.org>