

*The mission of Clear Creek School District is to:*

**ENCOURAGE STUDENTS TO REACH THEIR POTENTIAL AS PRODUCTIVE CITIZENS IN A CHANGING WORLD**

# **2022-2023 CLEAR CREEK HANDBOOK**

PARENT/STUDENT HANDBOOK

Clear Creek School  
17700 McCourtney Road  
Grass Valley, CA 95949  
Phone (530) 273-3664  
Fax (530) 273-4168  
<http://www.clearcreekschool.com>

Carolyn Cramer

Superintendent/Principal

## Board of Education

Karen Wallace	President
Patsy Hannebrink	Clerk
Nancy Messier	Trustee
Jerily McCormick	Trustee
Bart Riebe	Trustee
Lisa Vaughan	Recording Secretary/

Administrative Secretary

## BOARD MEETINGS

2nd Tuesday of each month at 4:30 PM.

***Please note that policies stated in this handbook are subject to change based on Public Health Guidelines that may change during the school year. Policies may be reevaluated if we get updates from the county health department.***

Dear Parents and Students,

It is a pleasure to welcome transitional kindergarten through eighth grade students to Clear Creek School. Clear Creek School has served this community for over 150 years and we are proud of both our excellent educational program and our updated facilities. It's a privilege for our District and staff to provide a positive educational experience for every student. In order

to carry out our goals, it is necessary to set standards of conduct, establish ongoing lines of communication, and provide vital information. This handbook has been compiled to help facilitate this process.

It is imperative for every student and parent to completely read and understand this entire handbook and keep it available for future reference.

If you have questions or concerns not covered by the information in the handbook, please call the school office or set up an appointment for a conference.

The Clear Creek Staff is looking forward to working together with parents and students to make this a truly excellent school year.

The Clear Creek School/District Staff

### **ADMINISTRATION AND OFFICE STAFF**

**Scott W. Lay**  
**Victoria Haas**  
**Laura Flores**  
**Patty Bielen**

Superintendent/Principal  
District Business Secretary  
District Fiscal Services Advisor  
Receptionist

### **TEACHERS**

**Andrea Hansen**  
**Jennifer Lubarsky**  
**Lisa Kauffman**  
**Alexandra Steffen**  
**Susan Lemmons**  
**Jennifer Cariaga**  
**Emily Smith**  
**Andrea Guild**  
**Akasha Dykes**  
**Arinn Barrieau**  
**Diana Wilkinson**

### **ASSIGNMENTS**

TK & K  
1st Grade  
2nd Grade  
3rd Grade  
4th Grade  
5th Grade  
6th Grade  
7th Grade  
8th Grade  
Intervention Teacher  
RSP -Part time

### **SCHOOL SUPPORT STAFF**

Kim Gilliland  
Ray Groom  
Rylie Jeffers

Aide/Librarian  
Maintenance/Custodial  
Aide

Alison Kennedy	After-School Program/Aide
Kindell Tygart	Business Official
Lisa Vaughan	Admin. Secretary/ Sp. Ed. Secretary
Sara McKinnon	School Secretary
Therese Marrero	Aide
Poppi West	Aide/Cafeteria Assistant
Maykenzie South	Before-School program/Aide
Rebecca Baker	Aide/Tutor
TBD	School Nurse
Patricia Dodd	Speech and Language Therapist
Melanie Facundo	Psychologist
Nancy Zeisler	Counselor

**VOLUNTEER INFORMATION**

To achieve Clear Creek's goal of providing quality education and more individual attention to our students, parent and community volunteers are always encouraged and appreciated. There are a wide variety of jobs and commitments available; some on an ongoing basis, some intermittently. If you are interested in any of these, contact the school office to volunteer for any of the following positions:

Year Book Coordinator	Parent Teacher Club
School Site Council class	Tutoring, assisting students in class
Sports Programs	Driving for field trips
Assisting the classroom teacher	Book Fair
Seasonal activities	Environmental Education
Fundraising events (Walk-a-Thon)	

Please note that the Parent Teacher Club (PTC) members value your assistance with special activities and projects throughout the year. Positive and productive involvement by many people ensures in the overall success of our activities. Your help is appreciated.

**PARENT TEACHER CLUB**

The PTC and its committees meet once a month to coordinate activities and distribute funds. Parents will be notified of the time, place and agenda of these meetings through the monthly newsletter, calendar and flyers. Individual committees will meet as needed at the convenience of its members.

The 2022-2023 PTC Board Members:

Chairperson—Amanda Courtney-Smith	Treasurer—Carrie Ramsour /Hailey Potter
Vice Chairperson-Suzanne Carrington	Secretary—Olivia Churchill
Fundraiser—Andrea Hansen /Stephanie Ferreira	

Please join this active group of dedicated parents! **PTC meetings will be held on the last Wednesday of the month at 8:00 am.**

**ROOM HELPERS**

Room helpers assist and support the teachers in many class activities. Some of these activities include seasonal classroom parties and field trips

**SCHOOL SITE COUNCIL**

The Clear Creek School Site Council (SSC) is an advisory council which monitors a variety of special categorical funds and programs such as Title I, and Title VI. Additionally, this committee develops and monitors the LCAP, which prioritizes student and school needs to make Clear Creek School the best possible educational environment.

The Council consists of parents, teachers, a classified employee, and the Principal. Members and officers (chairperson and secretary) are elected by the Council to fill any existing vacancies. Monthly meetings are held after school. The exact meeting dates are determined by the Council at the September meeting. An agenda is posted prior to every meeting.

We encourage your participation on the Council and invite you to attend our meetings. Your input regarding curriculum, textbooks, assemblies and other aspects that impact our children's education is important.

## **GOALS**

***Our goals are to provide Clear Creek Students the opportunity to:***

- Develop a lifetime love of learning and intellectual curiosity
- Become actively engaged in the learning process
- Possess relevant and meaningful knowledge
- Develop pride in their work and a feeling of self esteem
- Access, organize, and apply information
- Develop problem solving skills
- Communicate effectively
- Possess basic values
- Develop self discipline
- Have access to positive role models
- Have an appreciation of arts and nature
- Have an understanding and appreciation of cultural differences
- Develop inquiry of concepts and ideas rather than factual recall
- Possess an appreciation and understanding of health and safety
- Be able to make critical decisions in our global society
- Become a good manager of time, money, and property
- Have a sense of creativity, passion, and humor
- Develop a responsibility to the community
- Have hope and vision for the future

"The service and technology-driven global economy of the twenty-first century will demand a much higher level of intellectual attainment for a far greater percentage of workers than did the smokestack and agriculture-dominated one of the past. American business leaders have been telling educators that they seek employees who not only can read and compute but also can think creatively and critically and adapt to change." [from *Its Elementary!*, a publication of the California Department of Education]

It is our hope that these goals will prepare our students for the 21st century and beyond!

**BELL SCHEDULE FOR CLEAR CREEK SCHOOL**

## 2022-2023 SCHOOL YEAR

8:30 AM	Warning bell
8:35 AM	Classes begin
9:45-10:00 AM	TK and Kindergarten Nutritional Break
10:00 -10:15 AM	Nutritional Break, Grades 1-3
10:15 -10:25 AM	Nutritional Break, Grade 4-6
10:30 -10:40 AM	Nutritional Break, Grade 7-8
11:30 - 12:05 PM	Lunch and Recess - Grades 1-4
12:00 - 12:35 PM	Lunch and Recess - Grades 5-8
1:00 PM	Transitional Kindergarten (TK)/Kindergarten
Dismissal	
2:40 PM	Warning Bell
2:45 PM	Monday-Thursday Dismissal 1st– 8th Grades
<b>1:30 PM</b>	<b>Friday Dismissal 1st– 8th Grades</b>

***Students should arrive at school between 8:15 and 8:30 AM, unless under the supervision of Camp Cougar before school care.***

## FACE MASKS

The District will follow the CDPH and local health department guidelines on face masks. Student and staff are not required to wear face masks when indoors or on campus unless they would like too. Masks are available in the office.

## LUNCH AND BREAKFAST

Breakfast and lunch will be available to all students free of charge. Breakfast must be ordered the day before and is served from 8:10 to 8:25 each school day. Students must order lunches from their teacher during morning attendance. If your student will be late to school please call the office by 8:30 to order.

## EMERGENCY SCHOOL CLOSING

If snow conditions make car travel unsafe, or if there are power outages, the school will be closed. Any such emergency will be broadcast by radio from the following radio stations: **KNCO 94.1 FM AND 830 AM.** **Please do not call KNCO.** Listen to this station between 6:00 AM to 7:30 AM for closure information. We will also call each student's home with our All Call

System. In the event that students need to be sent home from school, your student's emergency card procedures will be followed.

### HEALTH AUXILIARY SERVICES

Our school district offers minimal health services to all students.  
Contact the school office for information on new state and county programs.

### TELEPHONE

Student use of the telephone is limited to emergencies and unusual situations only. **Any after-school arrangements, such as going home with a friend, need to be made by parents before school. The office phone will NOT be used for this purpose.**

### BIRTHDAYS

To protect our children from hurt feelings when not included, children are NOT to distribute party invitations at school. While we recognize the importance of celebrations in children's lives, food brought for celebrations and other activities should be approved by teachers.

### ABSENCES

Attendance at school is very important. A missed day equals missed learning opportunities. Students should miss school only when ill. Each absence must be verified. Please call the attendance clerk every day your student is absent stating the reason for the absence, and specifying the dates. Excused absences include medical or dental appointments, and illness. (Excessive medical/dental absences will require a doctor's note.) **Students who are absent on the day of extra-curricular activities (i.e. dances, sporting games) will not be able to participate in those unless, it is due to medical appointments.**

If your child has a communicable disease, please notify the school upon diagnosis.

### COVID-19 DAILY SYMPTOM CHECKLIST

You do not always know which people have a chronic illness or underlying health condition that increases their risk for serious consequences from Covid-19. By monitoring your family for symptoms and keeping your potentially sick family member home from school or work, you are helping to protect every child and adult in our community.

If you answer "YES" to any of the below questions, please contact the office for further instruction.

Is your temperature 100.4 F or greater?

Have you been exposed to someone with COVID-19 in the past 10 days?

Do you feel ill?

Do you have:

Cough

Difficulty breathing

Sore Throat

Congestion or runny nose  
Muscle or Body Aches (not associated with exercise)  
Fatigue  
Headache  
Chills  
New loss of taste or smell  
Nausea or Vomiting (unrelated to anxiety or eating)  
Diarrhea

### **VISITING SCHOOL**

All visitors must come to the office to sign-in. If you are visiting a particular classroom, prior arrangements should be made with the teacher. It is requested that conferences or discussions with teachers be held during non-instructional time. Teachers will be happy to arrange appointments for special conference times. Student friends or Clear Creek Alumni, wishing to visit, must contact the office ahead of time. Permission will be granted by the school principal, based on convenience and class schedule so there is a minimum of disruption to the educational program. All visitors, staff, and students shall obey the No Tobacco or Alcohol signs at all times while on the Clear Creek School Campus. School visits will be allowed based on the current health department guidelines. Visitor policies will be reevaluate as we get updates from the county health department.

### **SPECIAL SCHOOL ACTIVITIES**

Clear Creek School participates in various field trips as selected by teachers, parents, and students from all grade levels. The upper grades participate in an outdoor education program, ski program, dances, and other activities. Any parents transporting students must have proof of adequate insurance coverage, A DMV driving record print out, and a valid driver's license on file in the office prior to driving. (Forms are available in the office). All students and adults must wear seat belts. Per board policy, no siblings are allowed on field trips.

Special school activities will be scheduled based on the current health department guidelines. Special school activities will be reevaluate as we get updates from the county health department.

### **ITEMS FROM HOME**

The following items are not be brought to school: Cell phones, pets, toys, knives, guns, bullets, water pistols, caps or cap guns, electronic devices, camera, sling shots, or other items which may be classified as dangerous or a nuisance. If cell phones are needed they must be checked into the office before school starts and picked up at the end of the day.

**In the best interests of your child's belongings, students are not allowed to bring personal sports equipment to school**

While we will take care to protect personal items, Clear Creek School is not responsible for personal items brought on campus.

**DRESS CODE**

State Law requires that students be clean and that they dress appropriately for the weather and school activities. Shirts that have inappropriate pictures, gestures, or statements or that distract from an educational environment, will not be permitted. Parents are urged to assist students in using good judgment in selecting their school clothing keeping in mind our educational setting.

For safety reasons, slick-soled shoes, flip-flops, athletic slides, slippers or bare feet are not acceptable. All shoes should have backs or a heel strap.

All tops must cover mid torso and all undergarments. No see through or net tops. No "short-shorts" are allowed. Shorts must be hemmed, (no "cut-off"), and at a mid-thigh length. The hem line should be below that which can be touched with the extended finger tip. Please join us in using good judgment with respect to appropriateness for an educational setting. Thank you.

Appropriate changes for running and exercise will be expected for physical education classes.

**LOST AND FOUND**

We urge you to label your children's coats, sweaters, jackets, boots, mittens, caps, and lunch bags. If your child returns home minus an article of clothing, please check with the school immediately. If lost and found items are not claimed within a month, they will be given to a needy organization. Lost and Found is located in a large wooden box in the gym. Please check it.

**TIME OF ARRIVAL AND DISMISSAL**

Children should arrive no earlier than 8:15 AM, unless under the supervision of Camp Cougar's before-school care or eating breakfast in the gym. Exceptions are made with prior arrangements or emergencies only. In the event your child is late for school, he/she must report to the office before going to class. School is dismissed at 1:00 PM for Transitional Kindergarten (TK) and Kindergarten and 2:45 PM (1:30 PM on Fridays) for grades 1st-8th. Please make sure students are picked up on time unless under supervision at the Clear Creek after-school Program or other organized extra curricular activities. We cannot allow students to remain on campus unsupervised, including siblings of those participating in extra curricular activities.



On **Minimum Days**, grades TK-8th are dismissed at **12:10 PM**.

If a student is not picked up within 1/2 hour of the appropriate departure time, the student's emergency card is used. (It is the parent's responsibility to keep this emergency card current.) If proper arrangements cannot be accommodated, the staff member in charge is directed to assume that there is an irreconcilable concern and is to immediately contact the Sheriff's office and/or the Co. Social Services, Child Protective Services. **PLEASE PICK STUDENTS UP ON TIME!!!**

**Please drive with extreme caution when on campus. Parking spaces and correct traffic patterns are clearly marked.**

### **ATTENDANCE**

School hours are:

8:35 AM to 1:00 PM for TK/Kindergarten

8:35 AM to 2:45 PM for 1st—8th Grades, Monday—Thursday

8:35AM to 1:30 PM for 1st—8th Grades, **Fridays ONLY**

It is the parent's responsibility to ensure that children between the ages of six and sixteen attend school the full time the public schools are in session. (EC 12101 - 12158). Phone calls, letters, and the School Attendance Revue Board (SARB) will be used to help correct any attendance and tardy problems.

**State law (SB105) defines a student as "truant" if the student is absent without valid excuse 3 full days, or tardy or absent without valid excuse more than 30 minutes on 3 occasions in a school year, or any combination thereof.**

Clear Creek School will be utilizing an automated calling system to contact families if a student misses part or all of a school day. Please contact the school office if your student will be absent. If an absence is not cleared with the office by 10 AM an automated call will be generated.

If it is necessary for you to pick up your child during school hours, please come to the office first. Teachers will not release students unless the office has been contacted. Children will not be released to anyone other than a parent without written or verbal permission from the parent stating the person's name to whom the child will be released. If anyone is not permitted to pick up a child, the office needs specific court documents on file for legal verification.

A Short Term Independent Study Program is available to students. Prior arrangements need to be made with the office attendance personnel and class teacher. This is very important, as the school gets credit and funding for each day a student is at school or is involved in the Independent Study Program.

### **TARDINESS**

If students are late, they are to report to the office before going to class. (UNEXCUSED tardies are used to define trancies. Please see above.) UNEXCUSED tardies may result in loss of privileges.

### **RESOURCE SPECIALIST & NURSING, SPEECH AND LANGUAGE, SPECIAL EDUCATION SUPPORT SERVICES, AND PSYCHOLOGIST**

Among the services available through the school district Special Education staff are the following:

1. Screening and identifying children needing special services or having speech and language challenges. Testing and identifying pupils who qualify for special education programs is done by the psychologist and Resource Teacher.
2. Providing support services when students qualify, via an I.E.P. (Individualized Education Plan).
3. Conferencing with teachers who plan classroom adjustments based on observations and recommendations. Consulting with teachers and parents of referred students before and during provision of special education services.
4. Parent resource connection to other agencies.

Parents who have academic concerns or would like an appointment may communicate with their child's teacher or telephone the school.

Nursing/health services are available only 1 day/per month.

Accommodations and modifications of regular education classes and course content are made for students with identified disabilities per each student's I.E.P. and/or 504 Team decision. They are included in the I.E.P. or 504 Plan.

### **ACCIDENTS OR ILLNESS AT SCHOOL**

It is our policy to notify parents when a student is injured or becomes ill while at school. The staff usually determines the need for this notification. Please be certain to keep the office

informed as to any change in your phone number. Emergency cards are sent home for each student. Please see that emergency cards are returned to the office immediately and updated throughout the year, as needed. The name and phone number of the person to be contacted in any emergency must also be on record. We recommend that you give written permission for your family doctor to give emergency treatment should you not be available.

### **CHANGE IN WALKING OR PICK-UP ROUTINE**

Prior arrangements must be made by families for any changes in the routines of where children go after school and a note by his/her guardian must accompany the child on any day changes are anticipated. If there is no such notification of change, the student will ride or walk as usual.

### **CHILDREN ON MEDICATION AT SCHOOL**

For any medication (including prescriptions, and non-prescriptions etc.) a form is supplied by the school. This form must be filled out by the child's doctor and signed by the doctor and parent/guardian. This will be kept on file at the school office for the school year.

All bottles of medication **MUST** be in the original containers, and labeled with the student's name and contents. All medication **WILL** be kept in the office and dispensed by the staff as designated by the Superintendent or Principal.

By law, no medication, whatsoever, will be given to students unless the above requirements are met completely.

### **CLEAR CREEK SCHOOL DISTRICT RULES AND GUIDELINES**

#### **1. BE IN CLASS ON TIME AND PREPARED WITH THE REQUIRED CLASS MATERIALS**

Use the restroom before class, during recess or the lunch period.  
Be in the class on time with books, pens, pencils, and homework.  
Stop playing when the bell rings and return equipment to cart.  
Stand in line quietly before going into the classroom.  
Enter the classroom quietly, and sit down quietly, ready for class.

#### **2. RESPECT THE RIGHTS AND PROPERTY OF OTHERS**

Do not damage, steal, deface, or otherwise destroy any property, including things belonging to students and the school.  
Do not get into another student's desk.  
Be respectful to other persons.  
Do not tease or bother another student.  
Profane and obscene language, immoral behavior or talk, and obscene gestures, are inappropriate.  
Honesty is expected at all times.

#### **3. BEHAVIOR MUST NOT DISRUPT THE TEACHING/LEARNING PROCESS**

Raise your hand when you wish to speak in the class, and do not interrupt.  
When permitted, use a low voice when talking to a neighbor.  
Stay in your seat unless there is a purpose for being up.  
Do not make unnecessary noise.  
No chewing gum allowed.

Radios, tape recorders, and electronic games are not permitted in school.  
Cellphones should not be brought to school.  
Items for class "sharing" are to be teacher approved and remain within the classroom.

#### **4. BE COURTEOUS, RESPECTFUL, AND COOPERATIVE AT ALL TIMES**

Do not call names or say anything that will hurt another person.  
Help keep the school clean. Please throw your trash away properly.  
Be respectful when speaking with adults and students.  
Do not argue when asked to do something by the staff.  
Know and follow the school rules and guidelines.  
Hats may be worn in the classroom at the teacher's discretion, but hats are to be removed inside common public areas of the school such as the office, library and Multi-purpose room.

#### **5. EXHIBIT BEHAVIOR THAT IS SAFE FOR YOU AND WILL NOT ENDANGER OTHERS**

Please keep your hands, feet and objects to yourself.  
Do not lean back in chairs.  
Use athletic equipment properly.  
Students must remain on school grounds during the entire school day.  
Do not throw any objects at another person.  
No student shall bring alcohol, tobacco, or illegal drugs on campus at any time.

### **STUDENT RESPONSIBILITIES**

Use common sense and respect the rights of others.

Pupils should arrive at school between 8:15 AM and 8:30 AM.  
If they have ordered breakfast, they may arrive in the gym  
between 8:10-8:25.

Students are not to be in any room or play area without adult supervision.

All play must stop at the bell and students should report promptly to their classes.

When arriving for school, students should proceed to the quad until supervised on the black top.

Bicycles, skateboards, hoverboards, scooters or roller blades are not to be ridden on the campus at any time. If a bicycle or skateboard is ridden to school it must be checked in and left in the office during school hours.

Clear Creek School is a "Public Entity" under FFA regulation. Therefore, we can not approve any outdoor Drone/UAS use on campus.

8. Students must have permission from the office before leaving school during school hours. Permission will be given only if the student is called for by a parent or the parent sends a note.

The following information related to volunteer assistance guidelines and parent's assistance is intended to be used as a tool to help in the overall educational process of all students. Parents are an essential part of the educational program. Here is how you can help your child:

### **PARENT RESPONSIBILITIES**

Regular and reasonable bed times with at least 8 hours sleep for upper grade students and 10 hours for primary grade students.

Monitor and limit TV time and emphasize watching educational programs. (Short TV time equals higher academic achievement.)

Read to your child.

Encourage your children to read.

Set up a specific time and place that is free of distractions to do homework.

Determine a specific place to put finished homework each night.  
Give positive reinforcement for a job well done.

Allow free and fun time for your children

Design and keep assigned chores appropriate to the age level. (Ask your teacher for appropriate lists.)

Allow a time for communication about school and daily assignments.

Make sure children receive a good breakfast.

Send a nutritional snack for break time.

Know our school handbook information.

Work positively with the staff to best help your child.

Provide access to libraries in town.

Incorporate vacations with educational and travel opportunities.

Make sure attendance is consistent and punctual.

Send children to school with needed materials and supplies.

Clarify situations with the teacher first. Set an appointment if needed.

Read "newsletters" from teachers and school.

Emphasize and expect appropriate behavior.

Be consistent with your children.

**If you have any questions about any actions taken, programs, or other areas, please talk with the teacher first.** If the issue cannot be resolved, the next step would be talking with the teacher and the Principal. After that, the next step is for the parent, teacher, and Principal/Superintendent to meet. The last step is the parent, teacher, Principal/Superintendent and Board President to meet to reach a satisfactory resolution. If it cannot be satisfactorily taken care of, a letter can be sent to the Board of Trustees President, either directly or through the Superintendent. A special meeting may be called to consider input and the Board's decision is final.

## NOTES

## HOME OF THE COUGARS