
Roseville City School District
Derk Garcia, Superintendent

Winding Creek Elementary
'Home of the Dragonflies'



2026-2027
GUIDEBOOK for Students and Parents

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This Dragonfly Guidebook will provide you critical information you need about our school and Roseville City School District's policies and procedures as well as your responsibilities as they relate to safety, participation and the expectations of our school. We hope it answers your questions and addresses any concerns as we have tried to touch on every aspect of our school.

This Guidebook is a supplement to our [RCSD Handbook](#).

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Bell Schedule

Winding Creek Elementary
 Bell Schedule 2026.2027
 Note- Earliest drop off is 7:15am
 Breakfast: 7:20 am
 Gates Open: 7:30 am
Instruction Begins: 7:45

Grades TK-5 Regular Schedule (Mon, Tues, Thurs, Fri)		Grades TK-5 PLC Release Schedule (Wednesday)	
Instruction Begins	7:45 AM	Instruction Begins	7:45 AM
TK Recess	9:15-9:32am	TK Recess	9:15-9:32am
Kinder Recess	9:50-10:05am	Kinder Recess	9:50-10:05am
1st/2nd Grade Recess	9:30-9:45am	1st/2nd Grade Recess	9:30-9:45am
3rd-5th Recess	9:50-10:05am	3rd-5th Recess	9:50-10:05am
TK Lunch	12:00-12:40am	TK Lunch	12:00-12:40am
Kinder	12:00-12:40am	Kinder	12:00-12:40am
1st/2nd Lunch	11:15-11:55pm	1st/2nd Lunch	11:15-11:55pm
3rd-5th Lunch	11:15-11:55pm	3rd-5th Lunch	11:15-11:55pm
TK Dismissal	12:42 PM	TK Dismissal	12:42 PM
Kinder Dismissal	1:50 PM	Kinder Dismissal	12:32 PM
1st-5th Dismissal	2:00 PM	1st-5th Dismissal	12:42 PM

The conference schedule will be shared in the Back to School Night information & will be sent in the September/October DragonFly Digest via Parent Square

School Procedures

Arrivals

Breakfast is available beginning at 7:20 am. Students enter through the outside door of the multi-purpose room. Breakfast is served until 7:40 am.

For students not getting breakfast, adult supervision begins at 7:30 am, when the gates open. At 7:30 am students may walk onto campus to their classrooms and wait outside their room. Teachers will open their doors to welcome students at 7:35 am. No supervision is provided by the staff until 7:30 am.

Students not having breakfast should not be on campus before 7:30. Tk-5th grade students must wait behind the gate until the bell rings. After the 7:30 bell rings, all students will enter the campus through designated areas. For your child's safety, please be sure that your student does not arrive on campus before the scheduled breakfast or classroom start time.

Bicycles, Scooters, and Skateboards

Bicycles and scooters are parked at the bike racks. The area around the bicycle racks is off limits to students during the school day.

Students are permitted to ride skateboards to and from school if the student's teacher approves storing them in the classroom. Students will bring these items at their own risk.

All students riding bicycles, scooters, or skateboards are required to wear a helmet, and have the helmet buckled properly. Students using any form of transportation to school must abide by all laws i.e., helmet and directional laws, or privileges will be revoked. Students must walk their bicycles, scooters or skateboards on school grounds.

Departures

All students are to go home or to the parent designated child-care when dismissed. The school day for 1st-5th grade students ends promptly at 2:03 pm, or 12:50 pm on Wednesday. TK is dismissed at 12:47 pm each day. Kindergarten is dismissed at 1:53 pm, or 12:40 pm on Wednesday. There is no after school supervision provided by the office staff. All children who walk to, or from, school must use the sidewalks and crosswalks.

Pick up and Drop off

When dropping off and picking up your students, please be mindful that we have many students walking and biking to school each day and our number one priority is to keep all students safe. This is also a great opportunity for us to work in partnership as role models following expectations for pick up and drop off. Please follow these expectations and drive slowly around Winding Creek:

- Stay with your car and pull all the way up to the end of the pick up/drop off loop areas for TK-K and 1st-5th, unless you are parked in a designated parking space. There should be no gaps between vehicles.
- Do not get out of your car to wait with your child while in the pick up/drop off lane. If you need to park your car for any reason, please use a parking space or spot along the street.
- Please refrain from using your mobile device while picking up or dropping off students.
- Follow directions from the crossing guard/student safety patrol personnel.
- Be polite and considerate of others.

PowerSchool Contact Information

It is essential for families to keep up-to-date phone numbers, address information, and emergency contacts. If you need to change your information, please contact your school site so PowerSchool information remains current.

Emergency Card Information

The online registration process creates a current emergency card within our system for your student. If any information changes during the course of the school year, please visit the Winding Creek school office so your student's information can be updated. Your child cannot receive adequate care in an emergency if we have out-of-date information.

Early Pick Up/Releasing Students From School

Students are released from school during the school day through the school office only. An authorized adult (those over 18 listed on the student's emergency card) must sign the student out of school, and accompany the student from school. The adult should report to the office where the student will be waiting or called from class. The adult must be prepared to show photo identification if asked by the office staff. Please contact the office prior to 9:00 am if you are picking up your child during recess or lunch. We can have your child waiting in the office for you.

Please avoid picking up your child during recess or lunch without prior notice.

Dropping Off Items for Students

We encourage students to come prepared to school each day. If there is an essential item that must be dropped off, all items, including lunches that need to be delivered to students, should be dropped off in the school office. All items should be labeled with the student's name and room number and left on the office counter. Students will be called to the office to pick up items during a time that does not interfere with instruction.

Telephone Calls and Student Messages

The telephone in the office is a business phone and may be used by students with permission only. Students will not be permitted to use the phone for personal business or non-school related telephone calls. The school office will attempt but cannot guarantee and cannot take responsibility for the delivery of messages to students during the day.

Homework

We encourage families to support their child at home with assignments that are sent home for completion and/or practice. Homework is always optional, but encouraged to support your child's learning and practice of skills that are taught in class. If your child is struggling with any assignments at home, please communicate these concerns to your child's teacher so that they are aware and can provide additional support in the classroom setting.

Breakfast and Lunch

RCSD provides free breakfast and lunch to any student who requests them.

You can find monthly RCSD breakfast and lunch menus at rcsdk8.org/nutrition-services.

Students may bring lunch from home or order a hot lunch from the school cafeteria each day. It is important for students to order a hot lunch in their classroom each morning.

Attendance

Reporting: Report ALL attendance matters to the front office **by 10am** to avoid notifications at Noon one of two ways:

Email - windingcreekattendance@rcsdk8.org

Attendance Voicemail - 916-771-1925

You can save both under the contact Winding Creek Attendance on your phone to help make it as easy as possible.

Details/Updates:

- The teachers only mark students present or absent at 7:45 in their classrooms. Check in at the office after 7:45.
 - **All information regarding attendance is only updated by the front office.**
 - It is definitely courteous to message teachers as well, but they are not responsible for relaying any information to update attendance.
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Excused absences: Absences are only excused for health reasons (illness or appointments for the student only), attendance at an immediate family member's funeral, court appearances, or religious holidays.

Daily Reporting: Absences need to be reported daily unless you, your message, or note from your doctor specifies the dates/days your student will be absent.

Sick Days: If a student is absent 11 days or more for illness in a school year, further absences must be verified by a physician in order to be cleared. Sick days that are verified with a note from the student's doctor will be cleared as Physician verified. If a doctor provides a date range for the absence, you do not need to call the office daily.

Independent Study: Please keep in mind that if you plan to have your student out 3 or more days (up to 15 days a school year) you can submit a contract for Independent Study on the District website and the days will not be counted as missed with completed homework turned in. Requests for independent study must be completed 5 or more days in advance for teachers to submit work.

Independent Study link: <https://www.rcsdk8.org/post/short-term-independent-study>

Paperwork: Anything that is requested by the office: doctor's letters, PE letters, volunteer paperwork, registration paperwork, etc, can be sent to the Winding Creek attendance email: windingcreekattendance@rcsdk8.org

Lost and Found

Please make sure that all clothing, lunch boxes, and other items brought to school are clearly marked with your child's name. We accumulate a vast assortment of misplaced property during the school year and want to make it easier to return to your child when found. The Lost and Found is located by the front entrance in the multi-purpose room. All abandoned items in the Lost and Found are donated to charitable organizations at various times during the school year.

Requesting Teachers

Prior to the beginning of each school year, the staff at Winding Creek spends a great deal of time and consideration in placing each student with a specific teacher and classmates for the new year. Care is taken to consider each child's academic and emotional well being when making their classroom assignment. Class rosters are designed heterogeneously, with equity for all being the main goal. For these reasons, parent requests for specific teachers cannot be honored. Your trust and understanding are appreciated.

Classroom Parties and Healthy Choices

In accordance with District policy, classroom parties may be held in fall, winter and spring. In addition, many classes also have end-of-the-year celebrations. Parties are usually coordinated with the assistance of a volunteer Room Parent. If you are interested in helping with class parties, please let your child's teacher and/or PTC know.

Winding Creek supports healthy food choices by implementing the following procedures concerning distribution of foods in the classroom.

- We will not be allowing students to bring in any food items to share with the class on special occasions due to possible food allergies. If you would like to still honor your child's birthday, check with your child's teacher on suggestions for non-food items (book for classroom library, pencils, stickers, erasers, etc.) that could be shared with the class. **We highly encourage donating a book to your child's classroom in celebration of their birthday.**
- In keeping with District policy, **balloons are not permitted on campus** and must be left at home, or given to the student after school.

Winding Creek PTC

Our school Parent Teacher Club is a vital part of our total school community. The PTC meets approximately once a month. All parents, grandparents or other adults interested in supporting the students and staff of Winding Creek Elementary School are invited to attend. Meeting notices and agendas will be sent home throughout the year.

Health Guidelines

Illness Guidelines

Sign/symptom	Symptom definition and when the child should stay home
Abdominal Pain or Stomach Ache 	Definition: Pain experienced anywhere between the chest and groin; pain may be continuous or may come and go. May attend school <u>unless</u> the student has one of the following: • Pain is severe enough that the child cannot effectively participate in class • Pain starts after an injury • Bloody or black stools • Diarrhea (see "Diarrhea" for return guidance) • Vomiting (see "vomiting" for return guidance) • Fever (see "Fever" for return guidance)
Cough or Cold Symptoms 	Definition: May include runny/stuffy nose, sore throat, sneezing, congestion, body aches, and/or cough, typically lasting up to 7-10 days May attend school <u>unless</u> the student has one of the following: • Cough is severe enough that the child has difficulty participating in class • A cough suspected to be associated with asthma where coughing cannot be controlled by medications for which the school has physician's orders or the student requires monitoring • Fever (see "Fever" for return guidance) • Difficulty breathing or rapid rate of breathing (see "Difficult or noisy breathing" for return guidance)
Difficulty or Noisy Breathing 	Definition: Wheezing (high-pitched sounds) that can be heard when a child breathes in or out, chest retractions (see below) OR extra effort is required to breathe. May attend school <u>unless</u> the student has one of the following: • Wheezing that cannot be relieved with medications for which the school has physician's orders and the student has a health care plan and requires no additional monitoring • Skin or lips seem purple, blue, or grey • Fever • Rapid breathing or increased effort to breathe, such as chest retractions (space between ribs sinks with each breath), belly breathing (belly goes up and down with breathing) • Breathing problem that causes the child to have pursed lips, difficulty speaking, or difficulty eating
Earache 	Definition: Pain (dull, sharp, or burning sensation) experienced inside the ear. May attend school <u>unless</u> the student has one of the following: • Behavior changes • Pain starts after an injury • Pain prevents participation in school activities • Fever (see "Fever" for return guidance)
Diarrhea 	Definition: Stools that are more frequent (typically two more than normal) or less formed than usual for that child. May attend school <u>unless</u> the student has one of the following: • Stool not contained in a diaper or the student cannot reach the toilet in a timely manner • Stool looks like it contains blood or mucus, or appears like sticky black tar • Yellow skin/eyes (jaundice) • Diarrhea that occurs during an outbreak, and exclusion is recommended by the local health department *Note: If the child has been diagnosed with a specific infection (such as Shigella, Salmonella/typhoid, Shiga toxin-producing E. Coli, norovirus, etc.), follow the advice of the local health department, or the guidance of the child's health care professional.

Sign/Symptom	Symptom definition and when the child should stay home
Eye irritation, Pink Eye, Discharge 	Definition: Red or pink appearance to the white part of the eyeball. Child's eye may also be itchy, have crusted/matted eyelashes, more watering than normal, or yellow/white drainage. May attend school <u>unless</u> the student has one of the following: • Problems seeing (vision changes) • An injury to the eye involving forceful impact or penetration • Pain or discomfort which prevents meaningful participation in school • Drainage or build up from one or both eyes Note: Pink eye (i.e., conjunctivitis) is inflammation of a layer that covers much of the eyeball. It is most often caused by a virus, and children with viral pink eye typically get better after 5-6 days without antibiotics. Staying home from school or child care is not necessary. Frequent hand washing should be encouraged.
Fever 	Definition: An oral (under the tongue), temporal (forehead), rectal, or axillary (underarm) temperature above 100.4°F. If a temperature is close to 100.4°F, repeat to confirm the result. Unless otherwise directed by a healthcare provider, a child with another symptom or sign of illness who also has a fever should NOT attend school or child care. Return when: • Fever went away in the night – without using fever reducing medications at any time, e.g., Tylenol®, Advil®, Motrin® (acetaminophen or ibuprofen) - and is still gone in the morning; AND • Other symptoms are improving and the child can participate comfortably in routine activities • Student should be fever free for 12 hours since any fever reducing medication
Vomiting 	Definition: Forceful expelling of stomach contents out of the mouth 2 times or more in 24 hours. May attend school <u>unless</u> the student has one of the following: • Vomiting has occurred 2 or more times in 24 hours • Concern for a serious allergic reaction, such as hives appearing with vomiting • Vomit appears green or bloody • Recent head injury • Signs or symptoms of illness • Fever (see "Fever" for return guidance) Return when: • Vomiting ended during the night and child is able to hold down food or liquids in the morning • Vomiting ended during the night and the student's illness symptoms are improving *Note: If there is concern for an outbreak after RCSD has consulted with the local public health department and norovirus is suspected children should not return until 48 hours after symptoms have resolved.
Sore Throat or Mouth Sores 	Definition: Sore throat includes pain or irritation of the throat often resulting from a viral or bacterial infection (e.g., cold, flu, strep throat). Mouth sores include white patches on the tongue, gums and/or inner cheeks; white/red spots in the mouth, blisters on lips or inside mouth; or painful ulcers inside cheeks or on gums. May attend school <u>unless</u> the student has one of the following: • Inability to swallow without significant discomfort • Fever (see "Fever" for return guidance) • Breathing difficulties • Excessive drooling or muffled voice *Note: Most children with sore throat have viral infections. If a child is diagnosed with strep throat, they should receive antibiotics for at least 24 hours before returning.

Sign/symptom	Symptom definition and when the child should stay home
Rash or Itching 	Definition: An area of the skin that has changes in color or texture and may look inflamed or irritated. The skin may be darker than or lighter than normal or red or purple. It may be, warm, scaly, bumpy, dry, itchy, swollen, or painful. It may also crack or blister. May attend school <u>unless</u> the student has one of the following: • Oozing, open wound or infection that cannot be covered and is in an area that might come in contact with others • Skin that looks bruised without a known injury or in an unusual location • Rapidly spreading dark red or purple rash (may indicate a rare but severe bacterial infection; usually accompanied by fever). • Tender, red area of skin, rapidly increasing in size or tenderness • Associated symptoms of a serious allergic reaction (rash with throat closing, abdominal pain, vomiting, or wheezing) • Fever (see "Fever" for return guidance) • There is concern for a disease like chickenpox or measles. If this is the case, the child should see a healthcare provider. *Note: For diagnosed conditions, RCSD communicable disease guidelines will be followed for conditions such as lice, impetigo, ringworm, scabies, and pinworms and the child may return after the appropriate treatment is started
Headache, Stiff or Painful Neck 	Definition: Pain experienced in any part of the head ranging from sharp to dull; may occur along with other symptoms. May attend school <u>unless</u> the student has one of the following: • Pain or discomfort which prevents meaningful participation in school. • Concussion symptoms: Pain occurs after a fall or other injury to the head and is severe or associated with vomiting, vision changes, behavior change, or confusion. • Possible infection: Stiff neck, headache and fever can be symptoms of meningitis a potentially serious infection. Meningitis can also cause sensitivity to light, vomiting, and/or confusion. A stiff neck is most concerning if the child can't look at their belly button (putting chin to chest) due to pain or the BACK of the neck is painful (not soreness in the sides) along with the other symptoms above. Get immediate medical attention for either of the above conditions.

*Note: The RCSD illness guidelines may be modified by RCSD Credentialed School Nurses per nursing judgement, as applicable on a case-by-case basis.

PBIS and Student Standards for Behavior

D.A.R.T

Dragonflies:

- 1. Do the Right Thing**
- 2. Always are Safe and Kind**
- 3. Respect Ourselves and Others**
- 4. Take Ownership**

PBIS, which stands for "Positive Behavioral Interventions and Supports," is a school-wide system designed to teach students expected behaviors providing positive acknowledgements for students engaging in those behaviors. PBIS is a research-based framework that has been proven to improve school climate and reduce unwanted behaviors, thereby increasing instructional time in schools.

PBIS is based on the idea that when students are taught clearly defined behavioral expectations (D.A.R.T) and provided with predictable responses to their behavior, both positive and corrective, all students are more likely to meet those expectations.

The D.A.R.T behavior expectations are taught throughout the year school-wide, appropriate behaviors are recognized, and a clear explanation and reteaching is provided in response to unwanted behaviors.

Our recognition system includes individual, class, grade level and school-wide incentives through the use of D.A.R.T Drop tickets which are given to students who display the expected behaviors. We will have a monthly awards ceremony where students are acknowledged who have been chosen as representing that month's focus expectation. Parents of students being acknowledged will receive an invitation (it is a surprise for the students being acknowledged).

In addition to our PBIS D.A.R.T expectations for behavior, all students are expected to:

1. Be responsible
2. Make good decisions
3. Solve problems

Why PBIS at Winding Creek?

We use PBIS (Positive Behavioral Interventions and Supports) to create a **positive** and **safe** learning environment for all students by proactively teaching and reinforcing desired behaviors, which can lead to improved academic performance, better social-emotional skills, and a more positive school climate, all while reducing problematic behaviors and disciplinary issues; essentially, it aims to improve outcomes for every student through a structured, evidence-based approach to behavior management.

Key Points of PBIS

Focus on positive behaviors:

Emphasizes teaching & actively reinforcing positive behaviors rather than solely punishing negative ones.

School-wide expectations:

Clear & consistent behavioral expectations are established across the entire school to ensure predictability for students.

Data-driven decision making:

Schools use data to monitor student behavior, identify areas for improvement, and adjust interventions accordingly.

Tiered support system:

PBIS offers different levels of interventions depending on individual student needs, including universal supports for all students, targeted interventions for at-risk students, and intensive interventions for students with significant behavioral challenges.

Benefits of PBIS

Reduced disciplinary issues:

Fewer suspensions and office referrals due to proactive behavior management

Improved academic performance:

Positive school climate can lead to increased student engagement and better learning outcomes

Enhanced social-emotional skills:

Students learn important social skills like cooperation, respect, and conflict resolution

Positive school climate:

Increased sense of safety and belonging for students, staff, and parents

As students are learning and growing we do have some teachable moments where these school wide expectations may need to be retaught and reinforced. One way we plan to document this reteaching is by completing Office Discipline Referrals, otherwise known as ODRs. The ODR is a means of communication between teachers, families, and administrators. They also are a way for us to collect data where schoolwide expectations may need to be revisited and provide additional support and reteaching.

There are two different levels to an ODR, Minor and Major. Minor ODRs are typically behaviors that are handled by your child's classroom teacher or another support staff member. Major ODRs document behaviors that an administrator is called to provide additional support. Coming Soon: Winding Creek's ODR and definitions of Major versus Minor behaviors.

Please see District Handbook regarding Discrimination, Sexual Harassment, and Bullying Policies.

Emergency Guidelines/Drills

These procedures are introduced to staff and students through training and drills. On-going drill practice is done in a non-threatening way for staff and students to practice the actions. The idea is muscle memory is created through practice, so our brain knows how to respond during an actual emergency.

The five actions include: Evacuate, Secure, Lockdown, Shelter, and Hold. The language is provided to help you understand the school procedures and the knowledge to review these at home with your child.



Evacuate: This action moves students and staff from one location to another. Most commonly this would be used for a fire.



Secure: This action protects students and staff from a threat outside of the campus, and we want the perimeter of our school secured. No one is in or out at this time.



Lockdown: This action protects students and staff from a threat inside our campus and organizes the students behind locked doors and out of sight.



Shelter: This action protects students and staff from extreme weather conditions. Most commonly this is used for earthquakes.



Hold: This action helps clear the hallways and common areas. This may not be needed at sites. Most commonly used if halls need to be cleared for a medical emergency.

If an emergency should occur during school hours, RCSD will send out ongoing and timely information to parents/guardians.

- Parents/guardians should not call the school. The telephone lines must be open for emergency calls.
 - Parents/guardians should also not immediately drive to the school. Access to the school would be for emergency personnel only.
 - RCSD will provide parents/guardians with clear directions about an incident and unification as accurate information is available.
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