Altamont Creek Staff Handbook

2022 - 2023

1. Staff Orientation
- Mission & Vision
- Team Wildcat Resources
- Wildcat Wrap Ups
- Site Map 22-23
- Student Handbook 22-23
- Student Picture List

2. Attendance/Independent Study
- Attendance Guidelines
- Absence Management

3. Data
- Single Plan for Student Achievement
- Assessment Calendar 22-23

4. Forms
- PE Logs
- Purchasing & Warehouse Info
- Deposit Form
- Stores Order Form
- Stores Catalog
- Purchase Requisition Form
- Preferred Vendor
- Teacher Supply Reimbursement Purchase Reimbursement
- Purchase Reimbursement Form
- Field Trips
- Employee Incident Report
- Student Adult Accident Form
- CPS Report Form
- Wildcat Way Certificate
- Cleared Volunteers
- Certificated Request for Leave (Informed K-12)

5. Health and Safety
- Safety Plan
- Emergency Procedures
- Evacuation Map
- Site Map
- Emergency Staff Information Form
- Guidelines for Preventing Heat Stroke

6. PTA
- Family Calendar of Events 22-23

7. COST/PLC
- COST Referral Form
- MTSS Handbooks

9. Schedules and Calendars
- Altamont Creek Master Schedule 22-23
- Altamont Creek Calendar Schedule 22-23
- LVJUSD Instructional Calendar 22-23
- Altamont Creek Bell Schedule 22-23
- Telephone List
- Assessment Calendar 22-23
- Professional Development Calendar 22-23
- Lunch Table Assignments/Procedures 22-23
- Grade Level Articulation Days

10. Meetings
- Staff Meetings
- ILT Meeting Agenda/Minutes
- School Site Council
- Committees
- PD Resources

11. Social/Emotional
- Zones in the Classroom
- Zones Visuals
- Zones of Regulation
- Choose Love

12. Sunshine
- Starbucks Orders
- Staff Birthdays
- Staff Spotlight Facts
- Photos

13. Technology
- Chromebook Policy, Procedures Handbook
- Create a Google Pin to Sign In
- Translation Call Line
- Keenan
- Blackboard
- District Tech Recommendations
- District Furniture Surplus

14. Report Cards
- Report Card Calendar 22-23
- Report Card Entry Instructions
- Blank report cards

15. Curriculum
- LCAP Major Focus Areas
- SVMI Login Information
- 21-22 Savvas Investigations Unit Tests
- Savvas Investigations Pacing Guides 21-22

- LVJUSD COST Handbook
- LVJUSD SST Handbook
- PLC K-5 Calendar 22-23
- LVJUSD Framework for Success
- Kid Connection Referral Form

8. PBIS

- PBIS Expectations by Location
- Wildcat Way PBIS Resources
- Wildcat Pride Matrix
- Wildcat Way Reminders
- LVJUSD PBIS Handbook
- PAWS Nomination Form
- PAWS Academy Form
- Behavior Management Flow Chart
- 5 Minute Break Slip
- Growth Mindset for Kids videos

- CA ELD Standards
- ELD Standards at a Glance
- LVJUSD ELD Handbook
- Homework Policy

16. COVID

- COVID Protocols

17. CAASPP

- District CAASPP Folder
- CAASPP Testing Accommodations
- IAB Guide