



STUDENT-PARENT HANDBOOK

2015-2016

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PRIDE IN YOUR SCHOOL

Part of any school's success is based on the attitudes of its students and their families. The families of Creekside Charter School have much to be proud of: An excellent faculty, an amazing parent group, and a tradition of excellence, all within one of the most beautiful areas in the world. Don't forget YOU are the school. How you act, what you say, your respect for students, adults and the environment, represents how the community sees our school. For those new to Creekside, a good place to start is with the our Vision and Mission:

Our Vision: Turning Passions into Possibilities

The educational vision of Creekside rests in the belief that partnerships build communities. Founded on the teacher/student/parent partnership, we have built a community, celebrating the unique contributions of each individual and promoting cognitive, imaginative, physical, emotional, social, technical and creative development of all students. Our pledge is to facilitate high quality educational experiences intended to enhance the joy of discovery for all and to inspire a commitment to lifelong learning.

Through individualizing the educational experience of each child, we seek to enable students to make relevant connections and contributions in to their curriculum and the world around them. Environmental stewardship and service learning are woven into the fabric of our instruction in order to promote a strong social ethic in our student population. Strong mentoring programs further develop a sense of community, encouraging all members of the school to work together to promote the success of each learner. Enrichment classes, organized through parent-teacher partnerships, take students further outside the classroom and into their community and environment, exchanging ideas, sharing discoveries and making connections with peers in other educational programs, locally and globally.

Our staff members are highly skilled, life long learners and are supported in their endeavors to refine their craft through professional development, peer collaboration and leadership opportunities. A team leadership approach encourages strong professional ethics, monitors progress toward achieving our goals and ensures that we are effectively utilizing available financial and human resources to maximize student performance.

Our Mission: Individualized, Innovating, Involved Learning

Creekside nurtures the whole student by cultivating high academic achievement and strong social development. By encouraging students to discover and pursue their interests, talents, and passions, Creekside and its community partners enable students to become self-motivated, competent, and ethical lifelong learners who actively contribute to the community while pursuing academic excellence. Our collaborative learning model emphasizes experiential instruction, social and environmental consciousness, and an awareness of individual potential. Students are empowered to become positive contributors to society both individually and through partnerships.

Our Core Beliefs:

These Core Beliefs guide our individual behavior and the organizational culture of Creekside:

- 👤 Creative inquiry leads to limitless possibilities.
- 👤 Learning happens in a stimulating and enjoyable environment that is safe and respectful.
- 👤 Knowledge is fully realized in its application.
- 👤 Active involvement fosters healthy thriving communities.
- 👤 Having a voice creates engagement, motivation and empowerment.
- 👤 Individual actions have far-reaching impact.
- 👤 Every child deserves a personalized learning experience.
- 👤 Collaboration around shared purpose creates change.
- 👤 Kind and caring people enhance community.
- 👤 Parent involvement is a vital piece in a child's education.

CREEKSIDE GUIDELINES

Creekside Charter Management has adopted policies which are intended to support the safety and high academic success of its students.

Absolutes

At Squaw Valley Preparatory, all individuals are charged with enforcing and upholding individual dignity, respect and honor through the following three ABSOLUTES, which apply to all individuals on our learning center:

Be Safe

Be Responsible

Be Respectful

Behaviors in violation of our rule, “Be Safe,” include:

- Inappropriate use of materials and equipment;
- Running in the building or in restricted areas;
- Being in restricted areas without specific permission;
- Throwing objects;
- Pushing, shoving, tripping, hitting or kicking;
- Threatening or violent behaviors (physical or verbal); and
- Possession of tobacco products, weapons, alcohol, other drugs, or drug paraphernalia
- Riding skateboards or bicycles while at school

Behaviors in violation of our rule, “Be Respectful,” include:

- Negative or disrespectful attitude (expressions, postures, language, behaviors);
- Destruction of property;
- Disruptive behavior;
- Dress code violation;
- Not following directions;
- Public displays of affection and provocative behaviors;
- Offensive/provocative/inappropriate language; and
- Harassment.

Behaviors in violation of our rule, “Be Responsible,” include:

- Being tardy to class;
- Cheating;
- Failure to turn in homework or class work;
- Not conveying the truth; and
- Taking something that does not belong to you.

Appointments

If a student must leave the site while classes are in session, they are asked to bring a note to their Supervising Teacher before school starts that morning. Please do not rely on email communications during the day as our staff often does not have an opportunity to check their email until the end of the day. Parents must sign their child out when picking them up during the school day.

Arrival & Dismissal

School doors open at 8:20 am. Students are encouraged to arrive with time to put their backpacks and personal belongings away before classes begin promptly at 8:30. There is no morning yard supervision and students should not be dropped or left in the yard without an adult to supervise. Once the student arrives at school, they must remain within the building. Students who arrive after the 8:30 am starting time should quietly and respectfully join the class, checking in with the teacher at break to catch up on anything that may have been missed.

Late arrivals are disruptive to the classroom and promptness is appreciated. Students arriving after classes begin will be marked tardy in our system. At the 2:45 dismissal, students will be brought to the round-about for pick-up. Any student who is to be picked up by someone other than a parent/guardian must have specific written permission from the parent/guardian. We suggest using the [Google Docs Pick-Up List](#) for this purpose.

Attendance

Because attending class is a choice at Creekside, students are held to the terms of the Master Agreement. When a child does not come to class, all independent study work completed as evidence of academic engagement must be submitted the day they return to class in order to receive academic and attendance credit for that day. Teachers will send Student Assignment and Work Records home on the first day of each learning period and will provide weekly updates regarding classroom activities. These documents will guide you when your child does not attend class. Any day a child does not attend class, a call should be made directly to the child's teacher before instruction begins and parents/students should refer to the current weekly memo and Student Assignment and Work Record for independent study work. Remember that attendance is based upon evidence of academic engagement. If Independent Study is not completed by a student on a day when he/she does not attend classes, or the work is not turned in, the missed day is considered an unexcused absence. Unexcused absences exceeding 10% of any Learning Record Period automatically places a student on probation. Attendance below 90% for two or more successive Learning Periods results in a conference with parents, student, teacher and administrator to strategize solutions for the remainder of the school year in order for the student to remain enrolled at Creekside.

Behavioral Expectations

The behavioral expectations for Creekside students and staff are outlined in the Behavioral Expectations Agreement, along with consequences for lapses in appropriate behavioral choices. Attending classes at Creekside is a privilege, not an entitlement, which must be earned through behavior that is respectful, safe and does not interfere with another student's right to learn.

Bicycles and Skateboards

For the safety of all students, unauthorized use of bicycles and skateboards on school grounds during school hours is prohibited. Any authorized use of bicycles and/or skateboards must include use of a helmet.

Celebrations

Creekside birthday and holiday celebrations are a special time where traditions and individuals are honored. Creekside asks that these special occasions not include any food items unless otherwise organized as part of one of the Creekside feasts, an Enrichment class or other teacher or administrative organized event. Birthday invitations are not to be distributed during the school day unless everyone in the class is invited.

Change of Address

Families must inform the office within 5 days of any changes in student/parent address, telephone number or other emergency number information.

Closed Learning Center

Creekside Charter School is a closed learning center. Once a student arrives at school, they must remain on campus until the end of the school day, unless a parent checks the student out of school.

Complaints Regarding the District, School or Personnel

(1) Teacher (2) Director (3) CCM Governance Board (4) District Superintendent

We hope that most complaints can be resolved by contacting the person with whom you have a concern. Many times it is a simple misunderstanding that can be handled directly. If this does not occur, then you should make an appointment to meet with either the Director and person(s) involved, and provide a written complaint so the matter can be easily understood. If resolution is unsatisfactory or not achieved, you may submit your written complaint to any member of the Charter Council for consideration and action. Finally, if the matter cannot be resolved in-house, you may present your written complaint to the District Superintendent.

Discipline

We at Creekside subscribe to many of the tenants of Positive Discipline, creating a safe, nurturing environment for learning not only academics but social and civic responsibilities and graces, where no pain, no shame and no blame is cast, but opportunities to learn and grow are embraced. We believe that discipline is a SHARED RESPONSIBILITY, which includes the student, all staff members at the school and the parent(s).

Discipline is training that enables students to make appropriate choices in an environment of warmth and support, always with clear, concise limits and with reasonable and relevant consequences. Part of everyone's education is learning how to behave responsibly in society. At Creekside, one of our goals is to foster in students a personal responsibility for their actions. Creekside students are responsible and are held accountable for their choices.

It is our feeling that every student has the right to learn without being disrupted by other students. We also believe each student has the right to know what is expected of him/her and to be in an environment, which is safe and supportive.

Creekside's [Discipline Policy](#) states that discipline will be handled primarily at the classroom and activity site level, and administered by the teacher. The approach and procedure will be as follows:

1. Each classroom teacher will lead the class in developing and posting a set of rules for their classroom.
2. A school-wide set of rules.
3. Creekside staff will incorporate the following into their disciplinary procedures as appropriate:
 - 3.1. A cooling off period where students and teachers have a chance to calm their emotions and consider possible solutions before they work on the discipline problem with an attitude of mutual respect.
 - 3.2. A period for reflection and opportunity to make restitution.
 - 3.3. The notion of progressive discipline when appropriate. This means that as a problem recurs or develops, the response and consequences may intensify.

- 3.4. The notion of reasonable, related, respectful consequences through which students learn to be responsible for their actions and to treat themselves and others with dignity.
4. School administration will provide support in disciplinary matters when:
 - 4.1. Progressive discipline has escalated to the point where safety is compromised and it is necessary to go beyond the classroom or duty supervisor.
 - 4.2. Behavior is so serious as to warrant bypassing the normal progressive steps.
 - 4.3. A cooling off period is needed and normal ways of providing this are unavailable.
 - 4.4. An emergency exists.

If suspensions or expulsions are deemed necessary, they will be administered in accordance with established school and district policy. Students will be treated with mutual respect, encouragement and friendliness as much as possible. (See Creekside Discipline Policy on the school website for details)

Dress Code

The intent of a school dress code is to keep students safe and focused on academics. Creekside students are asked to wear closed-toe shoes and to refrain from wearing clothing which exposes a bare waistline, undergarments, tops with straps more narrow than two of the student's fingers, or skirts/shorts with a hemline above the wearer's finger tips. Hats are not to be worn in the classrooms.

In the winter, it is vital to students' safety that they be dressed appropriately for the potentially harsh winter weather. Once it snows, students are expected to have snow pants, jacket, boots, gloves and hats, to be worn during recess. Students who do not have appropriate snow clothing will not be allowed to play in the snow.

Emergency Drills

In accord with Creekside's Safety Plan, emergency drills are important to your safety. When the alarm is first sounded, students will be directed to leave the building as quickly as possible, forming a single line in a designated area, facing the school in order to hear all instructions.

Enrichment Program

Enrichment classes are not a part of Creekside's classroom instruction, but are events organized through the PTO and led by experts, parents and community members. As such, Enrichment Friday is considered an Independent Study curriculum option available for Creekside students. Enrichment classes are divided into three sessions: Fall Session, Winter Session and Spring Session. Session schedules will be provided to families by the PTO prior to each session. Students must be in good standing at Creekside to participate in Enrichment classes and activities.

Enrollment

A student is enrolled at Creekside only when parents have attended the mandatory orientation meeting, the Master Agreement has been signed by the student and parent/guardian, proof of residence and immunization have been provided, and all other enrollment documentation has been submitted to the office.

Fingerprinting

All volunteers must be Livescan fingerprinted prior to volunteering in any Creekside class, field trip or Enrichment activity.

Food

Students should bring a water bottle, a mid-morning snack and a lunch to school every day. While planning your child's snacks and lunches keep in mind you are fueling them to be a student and nutritional value is of tremendous importance. To that end, candy and sodas are not appropriate fuels and students who bring candy and/or soda to school will be asked to wait until school is dismissed to eat the candy or drink the soda. Creekside students are encouraged to bring home any food that they do not eat to let mom and dad know what they like and don't like. There may be several students on site who have extreme nut allergies. For the safety of all students, food sharing is not permitted.

Grading Principles and Practices

Our standards-based grading language and scale is based on providing students with a language of learning. This grading scale is comparable to the 4.0 scale which is used in many schools and colleges.

Grading Rubric:

SCORE	DESCRIPTION
SCORE 4.0: Applied/Extended Knowledge	In addition to SCORE 3.0, student consistently makes in-depth inferences and applications going beyond what was taught
3.5	In addition to SCORE 3.0 performance, student makes in-depth inferences and applications with partial success
SCORE 3.0: Relational Knowledge	Student exhibits no major errors or omissions regarding complex details and related processes
2.5	No major errors or omissions regarding 2.0 content and partial knowledge of the 3.0 content
SCORE 2.0: Functional Knowledge	There are no major errors or omissions regarding the simpler details and processes as the student recognizes or recalls specific terminology and performs basic processes. However, the student exhibits major errors or omissions regarding the more complex ideas and processes.
1.5	Partial knowledge of the 2.0 content, but major errors or omissions regarding the 3.0 content
SCORE 1.0	With help a partial understanding of some of the simpler details and processes and some of the more complex ideas and processes
0.5	With help, a partial understanding of the 2.0 content, but not the 3.0 content.

Gum

Our school has a three-part policy which governs the use of gum at school:

- 1.) NO GUM 2.) NO GUM 3.) NO GUM!

Students are expected to comply with all aspects of this policy. Repeated offenses will result in assignments of civic restitution on the school site.

Independent Study

Families who are planning Independent Study days for their Creekside student(s) must complete and submit the [Online Independent Study Notification](#) at least seven days in advance of the planned Independent Study day(s) in order for the teacher to prepare an Independent Study Packet for the student. A day of independent study work should include the following academic engagement minutes per day:

Kindergarten: 3.25 hrs/day	1-3 Grades: 4.5 hrs/day	4-6 Grades: 4.8 hrs/day
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Completed independent study work is due the day the student returns to class for academic and attendance credit.

Insurance

Creekside Charter School does not carry accident or health insurance for its students.

Learning Conferences

Learning Conferences are part of the attendance component that is unique to Independent Study program. Creekside Learning Conferences are scheduled approximately every 20 school days. The conferences last approximately 15 minutes and include signing Learning Records and sharing important information regarding class activities and/or relevant issues. Occasionally, Learning Conferences may also include student presentations or performances. Arriving on time is vital to keeping the meetings short and staying for the entire conference is expected. Parents/guardians must attend all learning record conferences and sign all learning record documentation in order for the student to remain enrolled in good standing.

Lost and Found

If you find articles such as clothing, books, jewelry, etc., please bring them to the school Lost and Found Box. Items not claimed will be donated to charity twice yearly.

Lunch Time

We believe taking meals together is an important part of social development and a great opportunity to learn social graces. Play and exercise are also important parts of the lunch break. In order to honor both aspects of the 45-minute lunch break, we reserve the first 15 minutes for eating and digesting and the remaining 30 minutes for play. During days of inclement weather, lunch break will be spent indoors.

Nutrition

Creekside Charter School recognizes the important connection between a healthy diet, physical activity, and a student's ability to learn effectively and achieve high standards in school. We recognize the school's role as part of a larger community to promote health, physical activity, nutrition education, sustainable agriculture and environmental restoration. The sharing of time and participation in physical activities are fundamental experiences for all people, are primary ways to nurture and celebrate our cultural diversity, and are excellent bridges for building friendships and intergenerational bonds. A Nutrition Education and Physical Activity Policy has been established to support these beliefs and is a joint effort of the school and the Creekside PTO, Inc., a copy of which is posted to the school website.

Office Hours of Operation

School hours of operation are Mon. - Thurs. 7:30 am to 4:00 pm, and by appointment on Fridays.

Personal Electronic Devices

To prevent disruptions and also to prevent loss and/or theft of personal property, no personal electronic devices, including mobile phones, are to be used on school grounds by students without specific permission. Any unauthorized electronic devices used at school will be confiscated and parents will need to retrieve the item in the administration office. Students may also have a behavioral consequence. Parent volunteers are asked to turn off their cell phones and pagers or, better yet, leave them in the car before coming in to the classroom or the play area to help. This models appropriate choices and tells the students and teachers that you are there 100% for them!

School Grounds

Students are expected to play in the general areas designated by the recess supervisor. Students are to refrain from physical contact games (cherry drops, tackle football, etc.), inappropriate roughhousing, interfering with on-going games, excluding others, and going inside without first checking in with a yard supervisor. Skateboards, roller skates and bicycles are not to be used onsite during school hours of operation.

Snow Days

Creekside Charter School follows the snow days established by TTUSD, which are posted on the TTUSD website and snow phone lines by 5 am. On rare occasions, Creekside may need to call a snow day when TTUSD does not, in which case all families will receive telephone notification. All snow days are considered independent study days. Families are responsible for looking to email and website communications from their student's teacher regarding the independent study assignments for snow days and must turn in their independent study work by the last day of the learning period during which the snow day took place for academic and attendance credit. Teachers are available by email and telephone on snow days.

Teacher Expectancies

Your child's teacher will cover classroom expectancies at Orientation, Back to School Night, during Learning Conferences and through weekly memoranda and classroom website posting.

Telephone Use

The school telephone is for emergencies only and may not be used for social purposes.

Textbooks

The school may issue materials and electronic devices to students, who will be held accountable for the appropriate use, care and safekeeping of said materials and equipment. Families will be billed for the replacement cost of lost or unduly damaged materials and equipment. For details, see the CCM Acceptable Use Policy.

Volunteering

Parent volunteers are a vital part of the spirit and education at Creekside Cooperative. Creekside asks that each family commit to volunteering 30 hours during the 2014/15 school year. Every minute spent volunteering is worthwhile. All volunteers must be Livescan fingerprinted before serving as a volunteer. Please use the Livescan Form provided by the school. All chaperones are held to the CCM Chaperone Code of Conduct.

MONDAY-THURSDAY LEARNING CENTER SCHEDULE

Office Opens: 7:30 am

Classrooms Open: 8:20 am

Instruction Begins: 8:30 am

Morning Break: 10:00 - 10:30 am

Lunch Break: 12:00 - 12:45 pm

All Grades Dismissal: 2:45 pm

Office Closes: 4:00 pm

