



STUDENT ~ PARENT HANDBOOK

2009-2010

330 Fairway Drive
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Dear Students and Parents,

I am thrilled to welcome you and your family to Creekside Cooperative Charter School. Creekside has been providing quality education in the Tahoe community for over 10 years. Our experienced staff is dedicated to providing every child with the best educational opportunity possible. We hope this will be a successful and satisfying year for you and your student(s).

We are using this Handbook as a means of communicating between the home and school. There are guidelines, policies and services discussed in these pages. Please read and keep this handbook readily available throughout the year.

Many of your questions have been anticipated and are discussed in some detail. Those that are now answered herein will be addressed at the Orientation Meeting on August 20, 2009 at 10:00 a.m. Please know that we are always available to clarify any school matter that may arise. Don't hesitate to call your child's teacher or me if you have any questions or require additional information.

Sincerely,

Camille Taylor
Director

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 Cooperative 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 the school. For those new to Creekside Cooperative, a good place to start is with our Mission and Vision:

Mission: Creekside Cooperative Charter School is committed to nurturing 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 Cooperative Charter School and its community partners enable students to become self-motivated, competent, and lifelong learners and active contributors to the community, while pursuing academic excellence. Our dynamic, collaborative learning model emphasizes experiential instruction, social and environmental consciousness, and an awareness of each student's unique potential. Students are empowered to become positive contributors to society through partnerships with education specialists, parents, peers and within the community.

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

Through personalizing the educational experience of each child, we seek to enable students to make relevant connections between the curriculum and the world around them. Environmental stewardship and service learning are woven into the fabric of our curriculum in order to promote a strong social ethic in our student population. Multi-grade classrooms and 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. 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.

CREEKSIDE COOPERATIVE COMINGS, GOINGS AND GENERAL SCHOOL POLICIES

Appointments

If a student must leave the site while classes are in session at any time for any reason, they are to bring a note to the teacher **before school starts that morning** and a parent must sign the student out when they are picked up.

Arrival & Dismissal

Our doors open at 8:50. Students are encouraged to arrive with time to put their backpacks and personal belongings away before classes begin promptly at 9:00. Because there is no morning yard supervision, students should not be dropped off prior to 8:50, or left in the yard without an adult to supervise. If there are special circumstances requiring an early drop off, arrangements must be made in advance with the student's teacher. Once the student arrives at school, they must remain within the building and not go out into the parking area without adult permission and supervision. Students who arrive after the 9:00 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. More than 4 tardies during a learning record period may result in the student shifting to independent study until a conference with parents, student, teacher and administrator can be arranged to strategize solutions for the remainder of the school year. At 1:00 pm and 3:00 pm, students will be brought to the parking lot 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.

Attendance

When a child is absent for ANY reason, parents are required to submit all independent study work **on the day of the child's return**. If your child is ill and you wish to pick up independent study or homework, please call the school before 9:00 am. The teacher will need time to get homework and books together. You may pick up assignments during lunch recess or after school. If Independent Study does not take place on a day when a child does not attend classes, or the work is not turned in the day the student returns to class, the missed day(s) is considered an absence. Absences exceeding 10% of any Learning Record Period automatically places a student on probation. Two or more successive Learning Record Periods of attendance probation may result in a student's enrollment transfer out of Creekside Cooperative Charter School.

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.

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.

Change of Address

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

Closed Learning Center

Creekside Cooperative 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. Students must be picked up from the classroom by a parent if they are leaving before the end of the school day.

Complaints Regarding the District, School or Personnel

- (1) Teacher (2) Director (3) Charter Council (4) 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 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 Cooperative, one of our goals is to foster in students a personal responsibility for their actions. Creekside students are responsible and will be held accountable for their choices.

It is our feeling that every student has the right attend class 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.

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 will be in effect this school year.
3. Teachers and aides will incorporate the following into their disciplinary procedures as much as possible:
 - a. 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.
 - b. The notion of progressive discipline when appropriate. This means that as a problem recurs or develops, the response and consequences will intensify.
 - c. The notion of logical consequences wherein students learn to be responsible for their actions by developing and experiencing the logical consequences of their actions.
4. The Director will provide support in disciplinary matters when:
 - a. Progressive discipline has escalated to the point where it is necessary to go beyond the classroom or duty supervisor.
 - b. Misbehavior is so serious as to warrant bypassing the normal progressive steps.
 - c. A cooling off period is needed and normal ways of providing this are unavailable.
 - d. 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.

Disciplinary Consequences

Inappropriate choices lead to consequences, which are progressive in nature (i.e., consequences will become more severe if certain behaviors continue). These include:

- Time out in the classroom or on the playground;
- Recess detention spent in the classroom or office;

- Referral to the Director;
- Loss of Privileges (e.g., field trips, enrichment classes and events, attending classes on site, etc.)

Students with outstanding disciplinary issues may not attend enrichment classes without being accompanied by a parent. Such suspension of Enrichment participation will be communicated to the student, parents and Enrichment Coordinator prior to the next Enrichment event.

Dress Code

The intent of a school dress code is to keep students safe and focused on academics. Creekside students are asked to wear close toe shoes and to refrain from wearing clothing which exposes a bare waistline or tops with straps more narrow than two of the student's fingers. 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.

Electronic Devices

To prevent disruptions and also to prevent loss and/or theft of personal property, no personal electronic devices are to be used on school grounds by students or volunteers without specific permission. Students bringing personal property to school do so at their own risk. Damage or stolen personal property are the responsibilities of the owner. This includes, but is not limited to radios, Walkmen, CD players, pagers, cell phones, iPods, cameras and laser pens. Any equipment used at school will be confiscated and parents will need to retrieve them and 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!

Emergency Drills

Emergency drills are required by law and are important to your safety. When the alarm is first sounded, you must immediately follow instructions and leave the building as directed as quickly as possible. You will form a single line in the grassy field, facing the school so you can hear any instructions that might be given.

Enrichment Program

Enrichment classes, organized through the PTO and lead by parents and community members, are considered part of the school's Independent Study curriculum. Enrichment classes are divided into four sessions: Fall Session 1, Fall Session 2, Winter Session and Spring Session. Session Schedules will be provided to families by the PTO prior to each session. Attendance, behavior expectations and consequences during Enrichment activities are the same as all other school-related activities and events. Students must be in good standing to participate in Enrichment classes and activities.

Enrollment

A student is enrolled at Creekside Cooperative only when all paperwork, including the Master Agreement has been signed and by the student and parent/guardian and submitted to the student's teacher and the student and parent have attended an orientation of the Creekside program.

Fingerprinting

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

Food

Students should bring a water bottle, a mid-morning snack and a lunch to school with them 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 students on site who have extreme nut allergies. To ensure the safety of all students, food sharing is not permitted. During lunch and snack times, there will be designated "feeling nutty" and "no nuts" tables/areas to encourage nut awareness and safety. Teachers will discuss this in class and we encourage parents to do so at home, as well.

Grades

Report Cards with final grades will be provided to the student's parent(s)/guardian(s) at individual conferences at the end of each semester.

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.

Hours of Operation

School hours of operation are Monday through Thursday, 8 am to 4 pm., and by appointment on Fridays.

Independent Study

Families who are planning Independent Study days for their Creekside student(s) must complete the Independent Study Notification Form and submit it to their child(ren)'s teacher(s) at least one week in advance of the planned Independent Study day(s) in order for the teacher to prepare an Independent Study Packet for the student. **All independent study work is due the day the student returns to class in order for the student to receive attendance credit for the days out of class.**

Insurance

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

Learning Record Conferences

Learning Record Conferences are part of the attendance component that is unique to Independent Study program. Creekside Learning Record 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. 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 at Creekside Cooperative.

Lost and Found

If you find articles such as clothing, books, jewelry, etc., please bring them to the school Lost and Found box located downstairs in the administrative work room. Items not claimed will be donated to charity twice yearly.

Lunch Time

We believe that 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 Cooperative 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. Our cooperative also recognizes the schools' role as part of a larger community to promote health, physical activity, nutrition education, sustainable agriculture and environmental restoration. The sharing of food 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 will be provided to all families.

Pets

NESD policy states that no pets, of any kind, are allowed at school. The one exception to this policy is that a teacher may give special permission for a pet to be brought to school as part of a special sharing or activity **during which time the student's parent must be in possession of the guest pet.** Under no other circumstance is a pet to be brought onto the school grounds.

Physical Education

The staff at Creekside Cooperative believes that physical and health education vital to a balanced educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, congeniality and respect through our physical education program.

School Grounds

Students are expected to play in the general areas designated by the recess supervisor(s). 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.

School Rules

At Creekside Cooperative Charter School, there are only three school rules, all of which apply to students and adults, alike. They are:

- 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, weapon, alcohol, other drugs, or drug paraphernalia.

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

- Negative or disrespectful attitude;
- Destruction of property;
- Disruptive behavior;
- Dress code violation;
- Not following directions;
- Offensive/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 telling the truth; and
- Stealing.

Snow Days

In general, Creekside Cooperative 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 Cooperative 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 the next day of classes in order to receive attendance credit for the independent study snow day.** Failure to turn in independent study work constitutes an unexcused absence.

Teacher Expectancies

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

Telephone Use

Students must check with their classroom teacher to use the telephone. The telephone is for emergencies only and may not be used for social purposes.

Textbooks

The school may issue textbooks to some students who will be held accountable for the care and safekeeping of books received. Families will be billed for the replacement cost of lost or unduly damaged books. Text books must have a book cover on them at all times.

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 2009-2010 school year. Every minute spent volunteering is worthwhile. Each family must complete a Family Participation Plan Form as part of the enrollment process, acknowledging the volunteer requirement and stating what areas of volunteering they might have interest in. Additionally, all volunteers must be Livescan fingerprinted before serving as a volunteer. Livescan forms are available at the school and the cost is \$32 per person (paid at the Sheriff’s office) **All school visitors and classroom volunteers are required to sign in and wear a “guest” nametag while on school grounds.**

DAILY SCHEDULE

Kindergarten:	9:00 – 1:00
First-Sixth Grades:	9:00 - 3:00
Doors Open:	8:50
Classes Begin:	9:00
Morning Recess:	10:15 - 10:45
Lunch Recess:	12:15 – 1:00
Kindergarteners Dismissed	1:00
School Dismissed:	3:00

CONTACT INFORMATION

MISS ANNE

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Here is your 2009 – 2010 edition of the

**CREEKSIDE COOPERATIVE CHARTER SCHOOL
STUDENT/PARENT HANDBOOK**

Please sign and return this slip indicating that you have read, understand and accept the rules, responsibilities and expectations set forth in the Student/Parent Handbook.

Print Student Name(s)

Student Signature

Date

Parent/Guardian Signature

Date