



**STUDENT / PARENT HANDBOOK  
AUGUST 2018**

**170 WEST SPRING CREEK PARKWAY  
PROVIDENCE, UTAH 84332**

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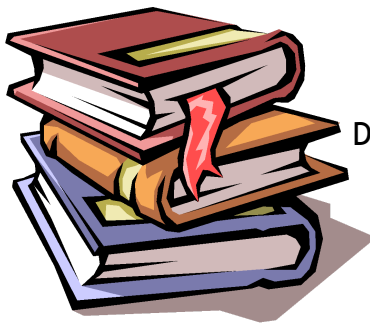
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Dear The Center for Creativity, Innovation and Discovery Families:

A warm welcome to all of our Center for Creativity, Innovation and Discovery, (“CCID”) families! We look forward to an outstanding year at CCID!

At CCID, it is our goal that staff and parents work together to create a positive learning environment and strive to meet the unique needs of each child. Our mission is to impart knowledge, teach skills and instill a love of learning, in a STEM, place and project based environment. We emphasize the importance of building self-esteem, along with respect for others and for one’s environment.

We understand that a student’s success depends upon your support and involvement. By working together, we can ensure that your child receives a rich and purposeful education. We thank you for working together as partners.

The information contained in this booklet is to assist parents and children. We hope you will find the time to review and discuss this information together. Please feel free to contact me with any questions or concerns.

Respectfully,

Laura Banda  
Executive Director

## CCID OFFICE SCHEDULE

The CCID School office hours are from 8:00 a.m. to 4:00 p.m. daily.  
The school phone is 435-258-7097.

### Kindergarten - Monday through Thursday

AM Early Start: 8:30 a.m. - 11:30 a.m.      PM Late Start: 12:05p.m. - 3:05 p.m.

Extended Day Kindergarten: 8:30 a.m.- 3:05 p.m.

Grades 1<sup>st</sup>-7<sup>th</sup> Monday through Thursday      8:30 a.m. - 3:05 p.m.

### Friday - Minimum Day

Each FRIDAY is a Minimum Day at CCID School for grades 1 through 7.

1st - 7th grade: 8:30 a.m. to 1:05 p.m.

Kindergarten: Each Friday all K's attend Early Start Kindergarten: 8:30am - 11:30am

## ABSENCES AND TARDIES

CCID School practices a "protect our children" program. All children not present at school are accounted for daily. We ask that parents follow this procedure:

**Please notify the school between 8:30 a.m. - 9:30 a.m. on the morning that your child will be absent or late. State child's name, teacher's name and reason for absence.**

If your child is late, please have him/her go to the office for a tardy pass.

Once the attendance records are checked each morning, parents of any child not accounted for will be contacted to clear the absence.

Administrative counseling is provided for "at risk" students to discourage a pattern of absenteeism before it becomes established.

Teachers encourage children to arrive at school on time, ready for instruction. Parents can help by sending children off to school with a good breakfast.

**Unexcused absences during instructional time are very disruptive to student learning. School is an important place and "making up work" does not substitute for the valuable instruction that goes on in school. Please help us educate your child by ensuring that he/she is in attendance at school.**

**Tardies** - Consistent, on-time attendance is a priority at CCID School. Students who arrive late must report to the school office for a tardy slip. All tardies are recorded on the attendance register.

## ARRIVAL

CCID School campus has no adult supervision before 8:00am. School begins at 8:30am.

## BIKES, SKATEBOARDS, SCOOTERS, SPORTS AND PLAY EQUIPMENT

In order to ensure a higher level of safety for pupils who ride bicycles to and from school, CCID highly recommends pupils wear bicycle helmets.



**ALL** bikes must be walked on the school grounds. The school attempts to keep this area as secure as possible but accepts no responsibility for damaged or stolen bicycles. Bike riders must have a bike lock and chain. Violation of bicycle regulations at school, or to and from school, may be cause to deny a pupil the bicycle riding privilege.

Because we have regular P.E. equipment supplied at school, bringing personal sports equipment to school is not allowed. No hard balls or metal bats are allowed at school. **NO** skateboards, scooters or skates are permitted on school grounds.

## CAFETERIA - BEHAVIOR

Children eating lunch at school are expected to practice the appropriate table manners.

Selling or trading food to one another is not permitted.

We have cafeteria behavior expectations which must be observed in order that the lunch period may be a pleasant period for all:

1. Good table manners are expected of all.
2. Children are expected to eat a lunch unless a written request is received from parents.
3. Loud yelling is not permitted. Students may talk in a quiet manner and should raise their hands if anything is needed.
4. All paper and food dropped on the floor must be picked up as soon as possible.
5. No food is to be taken from the lunch area without teacher/administration approval. All trays are to be disposed of properly.
6. Children are to take a minimum of fifteen minutes to finish their lunch.
7. Once seated, children are not allowed to change seats and must remain seated until given permission to leave.
8. When adults begin a clapping pattern or raise one hand, everyone is to remain quiet.
9. Due to food allergies children are not allowed to share their food.

## CAFETERIA - FOOD SERVICES

A school lunch program is provided for pupils. Students may purchase cafeteria prepared lunch, or bring a sack lunch from home. Students bringing their own lunch may purchase milk. Cafeteria menus are provided one month in advance. Students

may bring their money to school or pay online at MySchoolBucks.com. Checks are to be made payable to: CCID School. It is helpful if students bringing money have the correct change. It is important that children keep their lunch money in a pocket or other safe place. Money should not be laid down carelessly, nor should children bring extra money to school.

### CAFETERIA - FOOD PRICES

School Lunch: \$2.50 which includes a milk (students) / \$3.40 (adults)  
Milk .50

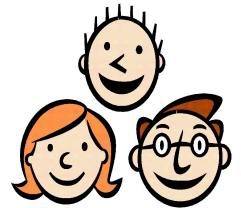
### CLASSROOM INTERRUPTIONS

In fairness to the students and their educational programs, classroom interruptions are kept to a minimum. We ask your assistance by planning ahead and helping students with the responsibility of being prepared for school. Please assist us by reminding your child to take home all necessary items after school (backpacks, textbooks, eyeglasses, lunch bags etc.) **Classrooms will be opened with CCID staff supervision.**

### CLASSROOM PARTIES / BIRTHDAY CELEBRATIONS

Student birthday celebrations will be coordinated by the classroom teacher. **School wide non - food items are welcome to be brought in for student birthdays. In accordance with school wellness policy birthday celebrations will be limited to non-food items only.**

Classroom celebrations are arranged by each grade level, and the parties are planned through the mutual efforts of the classroom teacher and parent volunteers. As we have a CCID Wellness Policy in place, we encourage nutritious treats or non-food items, as always treats must be coordinated with the classroom teacher.



### DISCIPLINE CODE

A pupil shall not be suspended from school or be recommended for expulsion unless the Executive Director, or their designee of the school in which the pupil is enrolled determines that the pupil has violated rules / regulations found in Discipline and Behavior Policy.

The Governing Board and CCID staff urge you to discuss these rules and regulations with your child. With your support and cooperation, we are confident that a level of excellence will be associated with CCID School.

### DISMISSAL



Please inform your teacher your child's dismissal procedures. Any change to regular routine requires a note to the child's teacher.

## **STUDENT DRESS CODE**

The Student Dress Code of The Center for Creativity, Innovation and Discovery, (“CCID”) reflects the vision of providing a safe, non-distracting and welcoming learning atmosphere. The Governing Board desires to keep the school environment free from the harmful influence of groups which advocate substance abuse, violence, criminal activity, or disruptive behavior. As such, we believe that our school dress code should contribute to a safe and respectful learning and teaching environment. Parents have the primary responsibility for ensuring that pupils are properly attired. CCID does not desire that our staff spend inordinate amounts of time policing fashion. We believe in common sense guidelines set forth below.

### **Student Dress and Appearance Guidelines**

Parent/guardian will be called and pupil will be asked to change into acceptable clothing. (Pupil will be offered a change of T-shirt if needed.)

1. All clothing should be clean, neat and unexaggerated.
2. Clothing items which are intentionally excessive cut-off, ragged, or torn will not be allowed.
3. Closed-toe shoes must be worn at all times, except for medical necessity.
4. A substantial sole is required and all shoes must have backs. Skate shoes (Heelie) are not allowed on campus.
5. Extremely brief clothes such as short shorts, halter tops, bare midriffs, tube tops, net tops, oversized tank tops, spaghetti straps, and plunging necklines (front and/or back) etc. are not allowed.
6. Shorts must be at an appropriate fingertip length.
7. Underwear must be unseen and covered by outer clothing.
8. Tights, nylons, leggings or other similar clothing must be combined with another layer of clothing that reaches the fingertips.
9. Hats may not be worn indoors, except for medical necessity. Hair nets, bandannas, hats with English lettering or identifiable gang-related hair ornaments are not allowed.
10. Hair shall be clean and neatly groomed.
11. Clothing, jewelry and or personal body modification with slogans or pictures promoting the use of drugs or alcohol, tobacco, substance abuse, vandalism, graffiti, gang identification, violence, or profanity will not be allowed.
12. Clothing and / or jewelry with bathroom humor, suggestive, inappropriate, obscene, or sexually explicit statements or pictures will not be allowed.
13. Clothing must be fitted. Pants must stay up at the waist without the use of a belt and/or suspenders. Extremely tight fitting or overly loose clothing shall not be worn.
14. Dangling earrings or other jewelry which may present a safety hazard will not be allowed. Pierced jewelry is limited to the ears only.
15. Inappropriate types of chokers, heavy chain necklaces, other heavy chains, spike necklaces and wristbands or wallet chains are not allowed.

## **DRUG & TOBACCO FREE SCHOOL**

CCID believes that the use of tobacco, alcohol and other drugs adversely affects a pupil's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. Additionally, students shall not be in possession of any drug, alcohol, or tobacco products while on school property, before, during school hours or after school, at any school sponsored events, or while

under the supervision of school employees when off campus. Students who violate this prohibition shall be subject to disciplinary procedures which may result in suspension from school.

## HEALTH AND MEDICATION



If your child needs to take daily medication, it will be necessary to have a signed request from your doctor. Please see the school office to obtain these forms. All medications will be kept in and dispensed by the school office.

Students wearing casts, slings, stitches, or special supports may not be on the playground during recess, lunch, and P.E. During recess/lunch, these students may visit with others, read or do schoolwork in the Atrium area. Children should be helped to understand this is not a punishment but simply a means for keeping them safe and avoiding any further injury.

## INDEPENDENT STUDY

When a child must be taken out of school for unavoidable personal reasons, parents may request schoolwork for their child. A voluntary Independent Study Program is available to enable students to keep up with class work. In order to participate in the Independent Study Program, the parent or guardian must give the school a minimum of one week advance notice. Approval of a request for an Independent Study Program is based on evidence that the student can work independently and complete the assigned work.

## LIBRARY



CCID hallways are our school library and students are welcome to check books out as they wish. Students will self scan their desired book selections. We ask that students read, enjoy and love their books. When students return their books, they are to self scan them and return the books to the shelves.

## LOST AND FOUND

We urge parents to sew or mark children's names in coats, sweaters and other personal items. This will facilitate the return of lost garments and articles. Please label lunch boxes also. A Lost and Found area is located in the Multi-Purpose room. Due to sanitary reasons, lunch boxes not claimed will be disposed of each Friday. Please check this area periodically for lost articles. Articles of clothing not claimed at the end of each month will be donated to charity.

## NOTICES

Notices will be sent home routinely during the school year. Please encourage your child to bring them home promptly. A newsletter, The Phoenix Press, from the Director and a calendar of events will be sent home weekly on Fridays.



## **PARENT VOLUNTEER GROUPS - PTO**

CCID has a wonderful, active and enthusiastic group of volunteers, our Parent Teacher Organization, (PTO), whose primary purpose is to support, enhance, and enrich the educational experience of children at CCID School. Your membership and participation in the CCID PTO is needed, encouraged and warmly welcomed. Watch for announcements of upcoming meetings!

## **REPORT CARDS/ PLP CONFERENCES**

Report cards are issued two times during the year. Parents and their students will be invited to a Personal Learning Plan (PLP) conference three times during the school year. Also, parents may make an appointment to formally conference with a teacher at any time, and we encourage this practice.

## **SAFETY RULES FOR ARRIVAL / DISMISSAL (BY CAR)**

### **Front Valet**

1. Enter the parking lot by entrance driveway by following established traffic lanes. Do not enter the parking lot through the exit entrance.
2. U turns in the parking lot are not allowed at any time of the day.
3. Children may be dropped off or picked up at curbside only. Drivers must not leave cars unattended at any time at the front of the school or in the valet loop. Unattended parked cars are a safety danger for emergency personnel and cause traffic congestion.
4. Please review detailed Safety Rules for Arrival and Dismissal enclosure for valet procedures.

## **SAFETY RULES FOR WALKING TO SCHOOL**

If your child is going to walk to and from school, please discuss the safest and most direct route and the approximate time the trip takes. Insist he/she cross at crosswalks and obey signals. Encourage your child to walk with a partner or group.

It is wise to discuss with each child the importance of refraining from conversation with strangers and of securing identifying data such as license number, description, etc., if he or she should be approached. A child should understand that under no circumstances is he or she to accompany a stranger or enter an automobile without parents' permission.

Personal property rights of others should also be stressed. Good citizenship is to be practiced both to and from school.

## SCHOOL FORMS

We consider emergency information a very important priority for each child. Please make sure that you have completed the emergency card enclosed with this packet, and be sure to include at least two additional local references. If there is an illness or injury, these cards are used to contact the person you have designated to be responsible for your child. Please provide the office with any address, home phone number or work number changes.

## SCHOOL PARENT INVOLVEMENT COUNCIL

CCID School Parent Involvement Council is composed of parents and community members and members of the school staff elected by their representative groups. Functioning in an advisory capacity, they assist in planning and assessing the CCID program. Once the dates for our CCID School Parent Involvement Council meetings have been set, they will be published in the weekly newsletter. All meetings are open to the public.

## SCHOOL STANDARDS

For the safety of the children, we have standards that are to be followed by all children while on the school grounds. They are:

1. Kindness and respect are to be shown toward all at all times.
2. Items may not be brought from home unless students have teacher permission.
3. Fighting is prohibited on school grounds, and to and from school.
4. Inappropriate language is not to be used.
5. Students may not climb trees, fences or buildings.
6. Bicycles must not be ridden on school grounds or sidewalks.
7. Shoes must be worn at all times.
8. Balls are not to be bounced against the campus walls.
9. Gum is prohibited at school.
10. Students may not enter the school building before 8:00a.m. without teacher permission and supervision.
11. Students are to walk at all times on front sidewalks of school.
12. Children are to go directly home after dismissal from school.
13. Student dress is to be neat, clean, and nondisruptive to the educational process.
14. Electronic devices such as pagers and cellular phones are to be turned off during the school day and must not distract students. If this policy is not followed, such devices may be confiscated by school personnel. Parents will then need to collect the electronic device in the school office. I-Pods, MP3 players, etc. are not allowed on the CCID campus.

## VOLUNTEER PROGRAM



Parents are welcome and invited to participate in our volunteer program at CCID. Volunteering is the most valuable way for parents to participate in their child's education and gain a special awareness of how best to help their child at home. Please refer to our School Volunteer Policy for information and guidelines.

