

Welcome to Cherry Creek Elementary

801-489-2810

484 S 200 E Springville, UT 84663



Principal: Mrs. Darrington
Staff Developer: Mrs Galt
Head Secretary Kerrie Taylor
Assistant Secretary: Misty Pratt

<p><u>Bell Schedule Full Day</u> <u>Kindergarten-5th grade</u></p> <p>Mon 9:15-2:45 Tues - Fri 9:15 -3:30</p> <p><u>AM Kindergarten</u></p> <p>Mon AM 9:15-11:30 Tues - Fri AM 9:15-11:50</p>	<p><u>Preschool</u></p> <p>3-year-old: Monday 9:30-11:00 am</p> <p>4/5-year-old: AM Tues-Fri 9:30 am-12:00 pm</p> <p>4/5-year-old: PM Tues-Fri 12:45-3:15 pm</p>
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Cherry Creek Elementary is a Title I school. We work hard to provide instructional support for all of our learners. As a Title I school we focus on academic skills, leadership, and social/emotional skills. We have a highly qualified, caring faculty and staff who are dedicated to creating a positive learning environment for all children.

The motto at Cherry Creek Elementary school is, "We Lead, We Learn, We Inspire, I Am Important. The students, faculty and staff work daily together to live the motto in academics, leadership and socially. Our motto is recited each morning

and displayed in our building.

This handbook has been prepared to assist families in knowing the policies and procedures at Cherry Creek Elementary. This handbook certainly does not contain everything pertaining to our school. Please feel free to contact us anytime you have a question. We hope this will be a helpful resource to you and your family as we work to make this a great year.

Nebo School District

Notice of Nondiscrimination: It is the policy of Nebo School District not to discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, disability, age, or any other legally protected classification in its educational programs, activities, admissions, access, treatment, or employment practices. Nebo School District provides equal access to the Boy Scouts and other designated youth groups.

In compliance with the American Disabilities Act, qualified individuals needing reasonable accommodations (including auxiliary aid and services) should contact the Principal or the Nebo School District ADA coordinator, Mr. David Gneiting, Telephone 801-354-7400 or Utah Relay System 1-800-346-4128. Please inform us at least 3 days prior to the activity.

General Information A-Z

Absences and Tardies

- It is in the best interest of students to develop good habits of attendance and punctuality and staying at school throughout the day.
- Absences must be excused by calling the office at 801-489-2810 within two days of the absence.
- Students who have excessive unexcused absences (10) or excessive excused absences (10) will be required to meet with Mrs. Darrington and could be referred to the district attendance office.

It is important to keep a child home if he/she is sick or has the following symptoms:

- Fever of 100.4 F or higher
- Cough
- Shortness of breath
- Decrease in sense of smell or taste
- Sore throat
- Muscle aches and pains

Accidents and Illnesses

Whenever an accident or illness occurs, and if it is of a serious nature, we do everything within our power to contact a parent/guardian. If this is unsuccessful, we will notify your emergency contact person. Under extreme emergencies, when we are unable to contact these people, we will take the necessary steps for hospitalizing your child. Under no circumstances will we send a child home unless the parent or person listed as the emergency contact gives us permission and the student can be picked up by the adult emergency contact.

Arrival and Departure

Students should arrive at school between 8:45am - 9:10am. They should return home promptly following each school day. When a teacher needs your child to stay after school, you will be notified. Please help us by not having your student arrive too late or too early each day. If a student arrives before 8:45 am, they will need to wait outside until there are not faculty members available for supervision. The students may then enter the school through the gym doors and either eat breakfast, sit in the gym, play outside, or wait next to the front office until the bell rings and they are excused to their classrooms. The first AM bell rings at 9:10 and school begins at 9:15.

Bicycles and Scooters

All bicycles and scooters are to be left in the bike rack when arriving at school. Bikes are not to be used during school hours. Students should **walk** bikes and scooters while on school grounds and at the crosswalks. The school will cooperate in investigation of theft or damage during school hours, but cannot be responsible for bikes or scooters left overnight.

Birthday Treats

Utah State Health regulations prohibit the serving of homemade treats to children at school. Treats should be commercially prepared items (individually wrapped), or non-edible items (i.e. pencils, stickers, erasers, etc.). It is certainly not required or expected that you send treats to school, however, if you choose to do so please follow these guidelines so that we will be in compliance with the Health Department regulations. Please be mindful that often students have nut-allergies and to avoid those types of treats if possible.

Cell Phones, Smart Watches and Other Electronic Devices

Students are not to bring items to school which will distract themselves or others from learning. We **strongly discourage** students from bringing cellphones to school. If a parent gives permission for a cellphone, it must be turned off and stored in the student's backpack. All audio-type devices are not allowed at school (i.e. ipods, mp3 players, cd players, etc.) We do not want any student to lose or have electronics stolen while at school. If students use a cellphone/smart watch during school hours without permission, it will be taken by the teacher and returned at the end of the day (or after multiple times it will be taken to the office to be picked up by a parent).

Checking Students In and Out

When students leave the school grounds during the school day they need to be signed out by a parent/guardian or other person listed in the student's records. We will release students only to legal guardians or emergency contacts listed on the student information card. When your child needs to leave school early or is late, please stop in the office and check the student in or out. As much as possible and except for emergencies, please allow your child to stay until the end of the school day.

Cousins/Visitors at School

Occasionally out-of-town cousins or friends visit during the school year. According to Nebo School District Policy, only students enrolled in our school are permitted to attend.

Dress Standards

According to the district's dress standard for elementary students (policy JDG) is as follows: "clothing shall be neat, clean, in good repair and shall include shoes. In general, clothing must cover from one armpit to the other down to mid-thigh on the front, sides, and back, with no viewable underwear, and must connect from front to back over the shoulders with at least a wide strap. Hats and caps shall not be worn during regular school hours." Hats/caps may be worn on a few exceptions during the such as field trips, field day, or spirit days. Other than designated days, they are not allowed. More details can be found [here](#). If students are not dressed according to district policy, they will be asked to call home to change.

Emergency Evacuation

In the event of a major disaster affecting the community, students will be held at school and be released only to family members or those listed as emergency contacts on the student record. In the event of a disaster, school staff will remain at the school and care for the students. If a situation were to arise that students need to be reunified with parents, we ask that parents come to the North Gym, East doors. Students will participate in drills to help prepare for emergencies.

Exterior Doors Will Be Locked

For safety reasons only the main front entrance doors will be unlocked during the school day. Anyone who enters the school during school hours must check in at the front office. The other exterior doors will remain locked during the school day. Parents who walk or drive their children to school are encouraged to have a meeting place pre-arranged with their students.

Financial Contributions

Your generous contributions to Cherry Creek Elementary are appreciated. Planning for the year is based on the donations we receive at the beginning of each school year. The money we receive from you is used to buy supplies and to fund field trips and special classroom projects. Your contribution is confidential and tax deductible. All students will participate in every activity regardless of donation. Donations can be paid online in the parent portal of [Infinite Campus](#).

Immunizations

According to Nebo policy [JHCB](#), "Utah law requires proof of a student's immunization against communicable diseases, unless specifically exempted, before the student may attend public school. Utah law also requires the withholding of the weighted pupil unit for a student unless the student has shown proof of immunization or exemption as described herein".

Lost But Not Found

To help return lost articles of clothing, etc., PLEASE put your child's name on everything he/she brings to school. Valuable and/or tiny items are turned into the office. Larger items are placed in the lost and found area. **Lost articles that are not claimed by the last day of each term will be donated to a charitable organization.**

Lunchroom

Students should be respectful while in the lunchroom, eat their lunch, clean their area before they leave, and use a reasonable voice level. Students will sit by grade levels and have twelve minutes to eat, at which time they will be excused to go outside for recess or move to another table to finish eating before leaving for recess. Tables will be sanitized between each group of students sitting there. No food may be taken from the lunchroom. A nut-free table is provided for those with nut allergies.

Medication

School personnel cannot give children medication unless a Medication Administration Release Form has been completed by the physician. These forms are available in the office. Students may be given a non-aspirin pain reliever when given permission by the parents.

Pets

Please do not permit pets to accompany or follow your child to school. Your child's teacher will contact you if they would like a pet sent as part of a unit of study or for show-and-tell.

Phone Use

Telephone use is limited to important calls as judged by the teacher or school staff. Students should only use the office phone to make such phone calls. If a student calls home, it should be for reasons of illness or other emergencies and the student must have a phone pass from their teacher. Calling home to get permission to go home with a friend is not considered an emergency. Students will not be called out of class to come to the phone other than for emergencies.

Playground and hallway supervision

Staff members are assigned supervision duty. Supervision before and after school will focus on the crosswalks on the east side of the school, bus zone and lines, as well as in the hallways and lunchroom during breakfast and lunch. Staff members will supervise students on the playground before school (starting at 8:45) as well as during lunch breaks. Teachers will supervise students during morning recess.

School Rules and procedures

Students will be expected to follow all school rules and procedures. Discipline for breaking rules may include: a staff member reminding the student of the school rules, the student filling out a reflective "Think Time Sheet" with a plan to improve, sent to skill building to improve behavior skills, a behavior ticket given, or a parent may be contacted by the principal for a meeting or further action depending on the nature of the misbehavior. See the "discipline rubric" below for more information.

Weather conditions

Children should arrive at school dressed for the weather of the day so they can safely and comfortably enjoy recesses. In winter months, children are encouraged to bring shoes to change into from their snow boots. All healthy children will be expected to go out for recess except in extreme weather conditions (low wind chill factor, severe rain or snow, etc.). The guideline for winter weather is 20 degrees and below is an inside day. If your child cannot participate in recess for health reasons, please send a note to this effect. If it is to be a prolonged indoor stay (longer than 3 days) please send a note from the doctor. Inclement weather guidelines and closures for Nebo School District can be found [here](#) or on their social media pages.

Withdrawal – Transfer

Should it be necessary to withdraw your child during the school year, please notify the office and his/her teacher as soon as possible. Checking out properly

will do much to help with a smooth transition from one school to the next. Checking out includes the return of books, and other school materials, and making sure your school lunch account is current. Permanent records will be released only to the appropriate school upon their request.

Cherry Creek Elementary Rewards and Incentives

Cherry Creek Elementary will continue to implement a school-wide behavior plan this year based off of PBIS (positive behavior interventions & support). Cherry Creek faculty will proactively teach students how to cooperate in all areas of the building and how to use the 7 Habits to solve problems before they escalate. Teachers and staff will focus on recognizing and rewarding students for good behavior. This will be done in a variety of ways:



Croc Cash

All students can earn Croc Cash in a variety of ways, such as being a good citizen and helping others, being a friend to someone, working hard, doing something positive or helpful to others that wasn't asked or expected. Students can earn Croc Cash by following rules and being examples of a leader who is showing responsibility and engaging in their learning, etc. Students are then able to redeem their Croc Cash for prizes in their classroom, or the office. Any adult employee can pass out Croc Cash. Each grade level and the Office has a menu of options on which students can "spend" their Croc Cash. One of the popular choices is to come to the front office with 25 Croc Claws to receive a token which they can use to get a prize from the token machine.

Croc Claws

Croc Claws are given out to students for living the Habits that are part of the

Leader In Me skills taught in classes and specialty time. Croc Claws can be handed out at any time and by any adult. When a Croc Claw is earned, the student will come down to the front office and will be able to ring the bell, receive a token to be used at the token tower. Along with that, Wednesday mornings during announcements several Croc Claws are read so the entire school is aware of their peers who are receiving Croc Claws.

Croc Cave

Croc Cave is a room filled with games and activities where students are rewarded for good behavior as a class, if the teacher chooses, and for various other positive behaviors. Students are able to choose any activities and games to play with during their assigned time.

Planning time reports

Classes have the opportunity to earn perfect scores for behavior in their planning time classes (library, p.e., computers, art and leadership academy). Teachers can determine class rewards after so many are earned if they so choose.

Leadership Opportunities for Students

We have 25 different student leadership positions available for students to apply for. These positions include things like announcement leaders, student lighthouse leaders (similar to student council) peer mentors, assembly set up crew and cone crosswalk leaders. Each position or team is supervised by a staff member.

On Time Board (AKA No Tardie Smarties)-

Each morning we will randomly choose students and announce their name. If they are in their class on time, they will be able to come to the office and receive a packet of Smarties candy and write their name on the Croc Club Board. Once the board is filled, a random row will be chosen to spend time in the croc cave.

Victory Assemblies-

Monthly victory assemblies will be held to recognize students that have exhibited outstanding leadership (academic and/or behavior). Leaders of the Month and Top Crocs/Principal Award winners will also be recognized and will have an opportunity to walk in the Victory Lap.

Croc SWAMP-

This is a de-escalation room, used in a proactive manner, with positive

reinforcement and identification of emotions. Students can be referred by all staff members when they notice a student's emotions beginning to rise. Students are supervised as they select an appropriate amount of time needed and various activities to help them identify and learn to control emotions.

Cherry Creek Elementary Discipline/Referral Levels

Level 1- Incidental Violations (Non Referred/Teacher Documented)	Level 2- Minor Violations (Non Referred/Teacher Documented)	Level 3- Major Violations (Referred/Office Documented)	Level 4- Illegal Violations (Referred/Office Documented)
These are <u>teacher managed</u> behaviors using classroom behavior management strategies. The teacher should document repeated infractions in the event it moves to a Level 2.	These are <u>teacher managed</u> behaviors using logical consequences and teacher discretion. (think time, apology, take a break, lose a privilege, issue a ticket)	These are <u>principal managed</u> behaviors. The student should be issued a ticket by the teacher, and sent to the office.	These are <u>principal managed</u> behaviors. The student should be referred directly to Mrs. Darrington.
1st offense: Warning 2nd offense: Warning and think time 3rd offense: (for the SAME incident) Becomes a minor violation with a ticket.	1st offense: Warning and think time 2nd offense: Ticket with lunch detention 3rd offense: Referred to principal and plan of action is created with parents.	1st Offense: Minimum of ½ day ISS 2nd Offense: Minimum of 1 ISS, given opportunity to do school community service to remove a ticket 3rd Offense: Minimum of 2 days suspension of school, given opportunity to do school community service to remove ticket	1st offense: Minimum of 2 day at home suspension 2nd offense: Minimum of 3 day at home suspension
<ul style="list-style-type: none"> ● Running in halls ● Loud voices/yelling ● Off Task behavior ● Name calling 	<ul style="list-style-type: none"> ● Lying ● Cheating ● Swearing ● Inappropriate language (done without malice) 	<ul style="list-style-type: none"> ● Intentional or repeated inappropriate language/gestures (done with malice and 	<ul style="list-style-type: none"> ● Drug use/possession ● Weapon use/possession ● Truancy ● Arson

<ul style="list-style-type: none"> ● Noise making ● Out of seat ● Missing homework ● Disruptive ● Breaking cafeteria rules ● Inappropriate behavior in bathroom ● Chewing gum ● Teasing ● Inappropriate notes ● Dress code violation ● Intentionally late to class ● Spitting ● Other: 	<p>or intent)</p> <ul style="list-style-type: none"> ● Inappropriate gestures (maybe an example or two) ● Theft (minor value) ● Throwing or kicking snow/ice ● Riding bikes, scooters, ripsticks, rollerblades on campus ● Play fighting, horseplay ● Using electronic devices during school hours ● Reference in conversation, or pictures to weapons or acts of violence (use best discretion on student intent and involve Amy as needed) ● Third level 1 offense 	<p>intent to harm)</p> <ul style="list-style-type: none"> ● Fighting/Physical aggression ● Harassment/Bullying (that meets the district protocol) ● Overt defiance ● Property destruction/misuse ● Theft (major value) ● Internet misuse/cyberbullying ● Skipping class ● Pantsing ● Third level 2 offense 	<ul style="list-style-type: none"> ● Bomb Threat ● Extreme property damage/vandalism ● Combustibles ● Assault/Threats ● Other:
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Cherry Creek Elementary Think Time Form

Cherry Creek Think Time

Date: _____

Name: _____

Referring Teacher: _____

What was my mistake?

What could I have done instead?

Which habit(s) will I choose to live next time?

<input type="checkbox"/> Be Proactive	<input type="checkbox"/> Seek to Understand and then be Understood
<input type="checkbox"/> Begin with the End in Mind	<input type="checkbox"/> Synergize
<input type="checkbox"/> Put First Things First	<input type="checkbox"/> Sharpen the Saw
<input type="checkbox"/> Think Win Win	

Student Signature: _____

Teacher Signature: _____

Cherry Creek Elementary Behavior Ticket

Cherry Creek Elementary

Behavior Ticket

Date: _____

Location: _____ Time: _____

Student
Name: _____

Teacher
name: _____

Issued by: _____

Parent
Signature: _____

Reason for ticket: _____

Choose the habit that will help me next time:

- | | |
|---|--|
| <input type="checkbox"/> Be Proactive | <input type="checkbox"/> Seek to Understand and then be Understood |
| <input type="checkbox"/> Begin with the End in Mind | <input type="checkbox"/> Synergize |
| <input type="checkbox"/> Put First Things First | <input type="checkbox"/> Sharpen the Saw |
| <input type="checkbox"/> Think Win Win | |

**Tickets will be issued to students by any school staff member according to behaviors. When a student receives a ticket, he/she will be expected to take a copy of the ticket home, have a parent sign it, and return it to the office the following day. Student will receive an automatic lunch detention for getting the ticket, as well as for each subsequent day the ticket is not returned with a parent signature. The office staff will track the number of tickets a student receives. If a student receives more than two tickets in a term, the student will not be allowed to attend the end-of-term reward activity. Students will receive a clean slate to begin each new term.

White—Student (to be returned with parent signature) Yellow—Office Pink—Teacher