

WWW.CPSOA.ORG



PARENT HANDBOOK

THE MINDS TO CREATE,
THE HANDS TO BUILD,
AND THE VOICES TO BE HEARD...

4428 N. Stewart Ave., Baldwin Park, CA 91706
626 / 856-1710

PARENT HANDBOOK 09-10

MISSION STATEMENT

Creative Planet is a private arts magnet dedicated to providing a space for accelerated academic training, intense arts education, creative expression, and community outreach.

By offering a disciplined and challenging curriculum that strives towards academic excellence through high expectations coupled with high energy teaching; we intend to provide a gifted level of education to all children regardless of pre-conceived abilities or previous standards. We hold to the belief that students who are creatively challenged, believed in, and given a clean slate to learn upon can achieve high levels of academia beyond their present expectations.

By offering a diverse selection of classes in music, dance, acting, and the visual arts taught by high level professionals from the entertainment and arts communities; we intend to provide an equal opportunity for children from all racial, financial, social, and geographical situations a chance to explore and/or pursue the arts. We hold to the belief that students who are well-rounded in the arts have a higher level of self-esteem, become outgoing leaders in high school and college and develop creative tools to tackle whatever they pursue in life.

By providing an arena for creative expression, we intend to give the youth of our communities new and healthy ways to express their issues while steering them away from more destructive ones. We hold to the belief that enabling children with the minds to create, the hands to build, and the voices to be heard; nurtures positive and artistic communication skills.

By supporting and fostering community and humanitarian events with the talents developed at Creative Planet, we intend to instill within our students a sense of responsibility for the environment, social ills and personal needs of their communities. We hold to the belief that the arts are a viable source in cultivating tolerance, providing healing and promoting change.

Creative Planet is dedicated to the integration of academia and the arts in order to provide our communities' children with a wider scope of possibility.

ADMISSION POLICY

Racial Discrimination Prohibited:

Creative Planet shall make no distinction in its admission policy or educational services on the grounds of race, color, religion, or national origin.

Sex Discrimination Prohibited:

Creative Planet shall not discriminate against any applicant because of sex either in its admissions procedures or through its educational programs and activities.

SCHOOL BOARD

All major decisions regarding Creative Planet are made by its Board of Directors under guidance of the executive committee and the Artistic Director. The Board consists of members of the arts, entertainment, and education communities; as well as parent representatives. The members of the Board are vitally interested in the education of all those who are in its education program. They are a policy-making group and keep themselves abreast of current trends in the field of education and the arts.

SCHOOL HOURS AND DAYS

All classes begin at 8:30am and are dismissed at 3:00pm. After school classes are from 3:15pm – 4:15pm and 4:30pm – 6:00pm. School dates correspond closely with local public school districts. Frequent absences or tardies affect the academic and artistic progress of your student. Pulling students out early should be kept to a minimum as it disrupts the flow of the class.

TUITION PAYMENTS

Creative Planet's annual academic tuition is \$3,000.00. Tuition may be paid in ten monthly installments beginning on September 1st and ending June 1st. Payments are due on the 1st of every month and are considered past due after the 5th. Any returned checks will carry a \$30.00 charge. The final payment for the year is due June 1st. After-School Arts classes are an extra \$5.00 per class.

We suggest that payments be made by check or money order to avoid loss. Parents are asked to be prompt with tuition payments. Reminders are not sent out unless an account has become past due. In case of financial emergency, a family may ask the Board for special consideration by submitting a written request in the office.

SCHOLARSHIP PROGRAM

Financial Aid is given in the form of Student-Artist scholarships to individuals who attend the CPSOA Academic and After-School programs full-time. At the beginning of each new term, applications are accepted to be a part of the Scholarship program. Students on scholarship are held to a higher standard of academic study, arts training, attendance, and discipline. Scholarship students receive opportunities to attend professional productions and represent the school in outside performances as well as receive reduced rates in their tuition. All students between the ages of 5-15 may audition for CPSOA scholarship regardless of race, color, or national and ethnic origin.

DAY CARE

Childcare is available for all of our students beginning at 7:00am. There is no supervision before 7:00am. Children must not arrive before that time. Any students staying after school must attend after school arts classes until they are picked up.

LUNCH PROGRAM

Creative Planet offers a hot lunch program on Tuesdays and Thursdays. Every Tuesday students may purchase McDonalds, and every Thursday students may purchase pizza.

McDonald's

Happy Meal (Chicken nuggets or Burger) = \$3.50

Junior Meal (Big Mac or Quarter Pounder) = \$3.50

Apples and Milk are included with every meal.

Pizza - \$2.50

Drink is included.

Snack Bar (open M-F, during breaks and lunches)

Water / Juice .50

Popsicles / Fruit Roll Ups .25

Yogurt .50

Granola Bar .50

Chips / Popcorn .50

Carrots .25

Taquitos 1.00

Hot Dog 1.00

Burrito 1.00

WITHDRAWAL

Whenever parents move or decide to withdraw their child from the school, proper procedures should be followed:

1. Inform the school office and teacher.
2. Transfer paper will be issued from the office
3. Leave a forwarding address with the name of the new school, which the child will be attending.
4. Take care of all financial obligations.
5. Return all textbooks, library books, and other school equipment.
6. Gather student's personal belongings from the classroom.
7. Records will be forwarded to the succeeding school upon proper request from that school.

PARENT/TEACHER CONFERENCES

Scheduled parent/teacher conferences are held in conjunction with the issuing of the first and third quarter report card. (See school calendar) After-school classes will be cancelled and shortened day classes will be held during these conferences. The first conference is at the end of the first quarter. This is a mandatory conference. **All parents are required to attend.** Special conferences can be arranged with teachers by calling the office.

VISITING HOURS

We welcome inquiries by parents concerning the progress of their children. We urge you, however, to make such inquiries during non-class hours and by definite appointment with the teacher. It must be remembered that the teacher's first responsibility is to the students. Advance appointments are appreciated. Classroom visits are welcomed and may be arranged through the office.

CONCERNS

Whenever you have a question about the programming of the school or some concern that has developed, it would be appreciated if you would contact the school office immediately. This will help to keep confusion to a minimum and allow the smooth operation of the school.

MEDICAL RECORDS AND CARE

Physical examinations are important to the child. Students already in school should be re-examined every three years. A good health record keeps us informed and being informed helps insure the health of your child. Please notify the office of any additional information we should include on the school health record.

When a child is sick or hurt, the parents are informed immediately. In case of severe problems the paramedics are called.

Parents must send written permission for a child to take medicine at school. It is best if medicines are not administered at school. If this cannot be avoided, the medicine must be left in the school office. No medications are to be kept in the classroom.

INSURANCE

Student accident insurance is included in their tuition. The policy covers students during school, day care, and after-school arts hours. Your insurance provider must be billed first. The school insurance will pick up the remainder.

SCHOOL OFFICE POLICIES

Parents are welcome in the school. When you desire to visit a class for any reason, please come by the office first. Do not go directly to the classroom. Lunch, homework, books, etc. may be left in the office to be delivered, but may not be taken directly to the student. By state law, students are allowed to bring cell phones to school; but they are to remain in their bags and turned off. **The school office phones are to be used for students and parents to contact each other during school hours.**

ABSENCES AND EXCUSES

In order for your child to gain the most in school, he/she must be regular in attendance. Please do not ask for your child to be excused for any reason other than illness or dire emergency.

Under state law, if a student misses more than 40 days during the school year, his/her promotion will be in jeopardy.

When your child is absent, please call the school office first thing in the morning before 9:00am. All students must have a written excuse for their absence from his/her parents or guardian upon their return to class.

All excuses will be kept on file for the school year. The office will make daily calls to check on our absent students.

Please do not send your child back to school too quickly following an illness. The student should be free of vomiting, diarrhea, and fever for a minimum of 12 hours. If you do send your child to school sick, you will not only jeopardize your own child's well-being, but you put all other students at risk for becoming sick as well.

Promptness is important. The principal will be notified when students are repeatedly tardy or absent and will take whatever steps are necessary to correct the situation.

Parent's cooperation will be appreciated in this seemingly small, but important area of school and personal discipline.

CARE OF PERSONAL AND SCHOOL PROPERTY

Students must not deface buildings, desks, floors, etc. Special care is expected from all students.

LOST AND FOUND

Students are urged to have their names written on jackets and other personal belongings. Lost clothing, jewelry, shoes, etc. will be placed in the "Lost and Found" box outside the office. If you have lost any personal belongings, please check the "Lost and Found" ASAP. Each year, any unclaimed items will be sold at our rummage sale.

SCHOOL PICTURES

Every year all students' pictures are taken. The purpose of this is so that a picture can be kept in each student's cumulative record. This helps in some identifying processes and is also used in the yearbook. Over and above this, as a service to students and parents, packages of school pictures may also be purchased. Monies from picture sales do not go to CPSOA. We would like to emphasize that school pictures are taken primarily for the school records. Students and parents are not required to purchase them.

COURSE OF STUDY

Creative Planet uses curriculum which is considerably more challenging than that of schools in the surrounding area. Creative Planet meets all requirements of the Education Department of the State of California. CPSOA students are required to take academic courses in Reading, Writing, Language Arts, Mathematics, Science, Health, History, Geography, Spelling, Spanish, Phonics, and Cursive.

HOMEWORK

Homework is given out at the discretion of the individual teacher. While parents may assist in seeing that the work is completed, and in explaining work when necessary, the work must be done by the child, and he/she must take responsibility for it. The parents are invited to discuss this phase of cooperation with the teacher. Parents should insist that their child bring home papers, tests, projects, etc. for them to see.

GRADING POLICY

The purpose of our reporting system is to give parents and students indication of the progress that is being made. Each child's ability, attitude, application, and achievement are taken into consideration in the grading, but the students are marked on actual achievement, not primarily on effort put forth.

Reports to parents are made four times per year. In order for parents to know firsthand their child's progress, there will be a conference at the end of the first and third quarters. After-school classes will be cancelled and a shortened day schedule will be held during these conferences. Parents may arrange additional conferences when necessary by contacting the school office. The teachers welcome such opportunities.

Students should be encouraged to work for achievement as such, not just for grades. Please do not compare your child's grades with those of other children. Each student is different and the reports are written on the basis of his/her progress and should be interpreted in accordance with his/her ability.

FIVE-WEEK NOTICES (Progress Report)

As part of our desire to cooperate with parents whenever a child is struggling academically, notification will be sent by the teacher at the end of the 5th week of each nine-week quarter. Special help should be given whenever 5-week notices are sent home. Notices are not "failing" notices. The purpose of the notice is to alert the parents that their child is deficient in a certain subject. Parents should then contact the teacher if any questions arise as to what the student needs to do. A parent need not wait until the fifth week to ask the teacher questions about their child's progress. These five-week notices do not affect your student's permanent academic record.

SPECIAL EVENTS

BACK TO SCHOOL NIGHT: Attendance by at least one parent is mandatory. This is a night to see your child's classroom and go over school rules and policies. Teachers present to the parents the goals of their particular grade and how they propose to reach them.

WINTER MUSICAL: All students must participate in this program as part of their Arts grade. This performance is one of the highlights of the school year.

FINAL MUSICAL: This performance is also a requirement for all students as part of their Arts grade. This show provides parents and other members of the community a chance to see, first-hand, how much the students of Creative Planet have grown artistically throughout the school year.

GOLDEN PLANETS: This event includes an awards ceremony for the entire school and the eighth grade graduation. The Golden Planets is one of our most formal events, and usually includes a formal dinner and entertainment. This event is used to honor the students, teachers, staff, and board members for their hard work over the year.

A NIGHT AT THE ARC: An exhibition of all CPSOA students Visual Art work from the year in a museum/gallery gala at the ARC in Baldwin Park. The older students round out the evening with the presentation of a theatrical play.

MUSIC RECITAL: A formal presentation by CPSOA piano and violin students to showcase their talent and hard work in the instrumental arts.

FIELD DAY: There is a school Field Day just before the close of school in June. Games and outdoor activities are planned.

SUMMER CAMP: A 4-week arts intensive that gives students a chance to creatively explore many aspects of the performing and visual arts from a variety of professional arts educators and performers from the entertainment and arts industries. Arts classes are offered Mon.-Fri. from 9:00 am – 5:00 pm. Camp fee is \$50.00 per week for 40 hours a week of arts classes or \$5.00 per individual class.

COMMUNITY and SMALL GROUP PERFORMANCES: Other events and performances may come up throughout the year. Scholarships are expected to attend these events if chosen. Many times they are open to non-scholarships to participate if desired. Community Performances are used to increase visibility, raise funds, and nurture professionalism. They are instrumental and necessary to the financial stability of our scholarship program.

FUNDRAISERS

Our school cannot survive on tuition alone, so we hold many fundraisers throughout the year. Any monies earned through fundraisers are applied to teacher's salaries, rent, productions, and all other daily operating costs. Some of our fundraisers include: car washes, rummage sales, candy sales, and donations given at shows.

We also have a program called "The Celestial Circle". Any person who makes a significant donation, whether it be financial or in-kind (time or supplies), becomes a member of "The Celestial Circle".

It is through tuition, fundraisers and the generosity of outside donors that our school survives.

If you ever have any fundraising ideas, please submit your ideas in writing to the office. All ideas for fundraisers will be reviewed and voted on by the Board of Directors.

STUDENT CONDUCT

Creative Planet hopes to cooperate with the home in forming good habits in the student such as:

1. **Obedience to authority** (parents, teachers, aides, etc.) and school regulations when the person in charge is not immediately present.
2. **Responsibility** in doing assigned or expected tasks.
3. **Cooperation** with others while playing and working at school and on the playground.
4. **Courtesy and respect for others** (students, teachers, visitors, etc.). Students should learn to be quiet in class, raise their hand to speak, not interrupt others, walk in buildings and hallways, and eat with proper manners.
5. **Cleanliness** in person and property. Put all trash in trash cans: pick up all papers on floor and grounds, keep desks neat, and dress neatly.
6. **Truthfulness** and honesty in word and life.
7. **Respect** for property of school and other people.
8. **Clean language**. Children's conversations should reflect the moral standard of our school.
9. **Promptness** in attendance and school assignments.
10. **Morally good conduct** in respect to recreation, social relationships, and language.

Student conduct is to reflect the moral, safe, and acceptable standards put forth by the school. Attendance at Creative Planet is a privilege. Any student whose conduct or attitude in or out of school proves to be in opposition to the basic principles and purpose of the school or who maliciously destroys school property will be dismissed or asked to withdraw from the school.

SCHOOL DRESS CODE

All students attending CPSOA must wear school uniform during the academic day and change into dance clothing for the arts classes.

School Uniform: (CPSOA colors are Blue, Purple, & Green)

We are moving towards a more uniformed look while still maintaining the creativity and comfortability necessary in an Arts-Training Environment.

Blue, Purple, Green or Black pants, shorts, sweats, dance pants, or skorts
Plain Blue, Purple, or Green collared shirts, t-shirts, or blouses (no logos, wording, or pictures)
CPSOA Logo T-Shirts or Sweatshirts

- NO overly baggy or sagging pants; NO overly tight pants.
- All shorts and skorts must be no higher than 2 inches above the knee.
- NO gang related clothing or jewelry at any time.
- All students must wear tennis shoes at all times. NO open toe shoes, sandals, or clogs.
- NO hoop or dangling earrings.
- NO JEAN pants or shorts!!!!

The dress code is to create a professional, disciplined learning environment coupled with the active style of arts training.

Dance Class:

At Creative Planet, everyone is required to take dance class. Proper attire is necessary and required. You may wear:

- Any sweats, dance pants, track pants, or tights. In CPSOA colors, black, or white only.
- Plain T-shirts, tank tops or leotards. IN CPSOA colors, black, or white only.
- Proper dance shoes
- Shorts are not recommended
- NO jeans or uniform pants
- NO inappropriate sizes (whether that be too short or tight, or too baggy)

All dance clothes should allow for proper stretching and movement, and should uphold other dress code standards. Not wearing proper clothes to dance classes will result in a lower grade for that class.

WE DEPEND ON OUR PARENTS to work with the school in maintaining these standards by checking your child before he/she leaves for school, making sure he/she is dressed and groomed properly. It is understood that enrollment in Creative Planet means a pledge on the part of both parents and students to abide by these regulations. We thank you for your understanding and assistance as we transfer into this new dress code.

CHILDREN GOING HOME WITH OTHER CHILDREN

Arrangements must be made beforehand in writing from parents (both sides).

TESTING PROGRAM

SAT Testing is administered in the spring to all students in Kindergarten through eighth grade. Although test scores are not the ultimate indicator of how students are progressing academically, they do give teachers a good indication of the subjects in which students are doing well and what subjects need improvement. *“Studies show that kids who participate in the Arts score higher on the SAT’s by an average of 51 points on Verbal and 38 points on Math.” LA TIMES*

FIELD TRIPS

Classes usually take a few field trips throughout the year. These are meant as learning experiences and are directly related to academic or artistic curriculum. Adults asked to go will be expected to help with the supervision of a group of children as assigned by the teacher. Students are sometimes asked to share part of the expenses.

LUNCH AND PLAYGROUND RULES

1. Students should be quiet and orderly while eating in the lunch area.
2. Permission to leave the lunch area for any reason must be granted by the lunch time supervisor.
3. Lunch boxes and food to go home must be placed in neat rows in the eating area before going out to play.
4. Before leaving the playground, the lunch area must be free of debris, such as lunch wrappings, sacks, straws, milk cartons, spilled food, etc. Everyone should pick up the area.
5. NO throwing food or drinks allowed.
6. Everyone must walk, not run in the hallways.
7. NO food or drinks allowed on the playground.
8. NO gum allowed on campus.
9. When a ball goes over a fence or into the street, the lunch time supervisor must be notified. No student should try to climb a fence or go into the street.
10. All rules of safety must be followed on the playground.
11. Cell phones are not to be used at CPSOA until after 6:00 pm.
12. Headphones / Disc players may be used during breaks only, but at the sole risk of the owner.

CREATIVE PLANET CLASSROOM RULES

Students will:

1. Obey and respect teachers, and be courteous to fellow students.
2. Be kind with your words and actions.
3. Be honest at all times.
4. Listen carefully.
5. Work quietly. Do not disturb others who are working.
6. Follow directions.

All students involved in fighting, showing disrespect, causing bodily harm, or using bad language will be suspended from school unless another decision is made by administration.

AFTER-SCHOOL ARTS EXTENSION

An intensive, gifted-level of arts training offered as an extension to their present education and open to students from throughout the community. Class periods are from 3:15pm - 4:15pm and 4:30pm – 6:00pm, Mon. – Fri. All classes are \$5.00 per class. Some classes offered are Music, Visual Art, Acting, Ballet, Hip-Hop, Jazz Dance, Theatre Dance, Creative Writing, Script Writing, and much more. These classes are free to CPSOA scholarship students.

ARTS HIGH SCHOOL PREP PROGRAM

Eighth grade students have the opportunity to participate in a private study program that gives them the added training to audition for the famed LA County High School for the Arts and other respected private and charter schools. These schools are free (NO tuition) to students, but you must audition to get in. Graduating students interested in auditioning should notify Mr. Billy at the start of their eighth grade year. This program is free of charge and is open to those wishing to pursue dance, acting, visual art, or singing. These schools also have academic standards higher than most public schools in the area.

THE ROLE OF PARENTS

Parents are encouraged to take an active role in the education of their children. They should keep themselves informed of CPSOA activities by reading school notices and mailings, visiting CPSOA's website at www.cpsoa.org, and attending school activities.

Parents are encouraged to take an active role in the academic and artistic progress of their child by attending/parent teacher conferences, communicating with teachers and staff, and encouraging their child to take full advantage of the opportunities provided to them. The principal and teachers gladly welcome open conversation by setting up an appointment in the school office to discuss any needs or concerns your child may be having.

When parents have concerns or questions, they are encouraged to contact the school office and set up an appointment to speak directly to the teachers, staff, or parent board members who can address their concern or answer their questions. This year's parent board representative is Debbie Reynosa Cosio.

CPSOA PARENTS COMMITTEE

Each year CPSOA will set up a parent's committee to be a conduit of communication between the board, staff, teachers, and parents; as well as assisting with fundraising and events. The Parent's Committee will make a presentation each year at the Back to School Night, which will encompass the needs for the upcoming year. Parent's who wish to be a part of the Parent's Committee should contact Mr. Billy at the office.

The members of the parent's committee are to put in place to support the educational and artistic programs of CPSOA; assist in the communication between parents, faculty, and staff; keep the board informed of parental concerns and issues; and participate in fundraising events that enhance the programs of CPSOA.

CONTACT

Office	Liz Spencer	626/856-1710
Artistic Director / Principal	Mr. Billy	billy.rugh@cpsoa.org
Director of Outreach	Ms. Mishka	michelle.benton@cpsoa.org
Board of Directors Administrator	Santo Ragno	santo.ragno@cpsoa.org
Parent Committee Representative	Debbie Cosio	an_adams_rib@yahoo.com