



# Parent Handbook

2022–2023



# Center for Creative Learning Parent Handbook

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**Learning and Support Services  
Rockwood Gifted Program**

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**Dr. Dennis Rhodes**  
Director of Gifted Education

Jun 10, 2022

Dear Center for Creative Learning Parents:

We are excited about the wonderful year of learning ahead and the opportunity to work with your child. We hope you had a wonderful summer and are looking forward to days at the CCL! Our mission is to provide outstanding gifted education services for our students. Our teachers are looking forward to providing stimulating and challenging learning opportunities tailored to meet the needs of gifted learners.

We hope that the information provided in this handbook will answer many of the questions you may have about the operations and procedures at the CCL. If you have any questions or concerns, please don't hesitate to contact us.

We look forward to a great school year and appreciate the opportunity to partner with you and your child.

Sincerely,

Dr. Dennis Rhodes  
Director of Gifted Education

Dr. Paul Husch  
Administrative Intern



# Center for Creative Learning Staff

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Art Teachers	Lynn Blosser Bernie de la Fuente	blosserlynn@rsdmo.org delafuentebernadette@rsdmo.org
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### **Gifted Definition**

Gifted individuals are those who demonstrate high intellectual ability, possess exceptional potential in one or more domains, exhibit talent in creative and critical thinking, and often experience asynchronous development. These individuals also possess unique social, emotional, and learning needs and require differentiated educational services beyond those provided in the regular classroom setting.

### **Mission Statement**

To provide a learning community that maximizes the potential of gifted students with unique cognitive, social, and emotional needs.

### **Vision Statement**

The RGP provides rigorous and complex learning experiences through specialized curriculum and instruction, which enables students to contribute to the demands of an ever changing society.

### **Philosophy Statement**

- Gifted students possess exceptional potential that may be evidenced in one or more domains. Domains may include intellectual, emotional, physical, visual arts, performing arts, and/or creative and critical thinking.
- Gifted students exist in all age, cultural/ethnic, and socio-economic groups, may be twice exceptional, and often experience asynchronous development.
- Gifted students have unique learning and social emotional needs and require specialized, rigorous, differentiated educational experiences.
- To realize their potential, gifted students need support from their parents, classroom teachers, school counselors, gifted education teachers, gifted counselors, and administrators working in collaboration. Gifted students benefit from interaction with similarly gifted peers and mentors throughout their school careers.

# **Policies and Procedures at the CCL**

## **Attendance/Absences**

If your child will be absent on his/her CCL attendance day, please call the CCL office, (636) 891-6550. CCL Office hours are 8:00 a.m.- 4:45 p.m. The CCL does not receive information from your child's elementary school regarding your child's absence. If you do not contact the CCL, someone will try to contact you to verify the absence. If any absence is not verified by a parent, the absence is recorded as unexcused. If a child is absent from the CCL three days in any given quarter without a documented explanation, parents will be called to discuss the child's interest in continuing at the CCL. If a decision is made to withdraw from the CCL, the student cannot return to the CCL until the following school year.

## **Student Expectations at the CCL**

Appropriate student behavior is essential to an environment conducive to learning. Learning appropriate behavior assists the students in developing self-discipline, independence, and character. These expectations guide our learning and interactions with one another.

- We are kind.
- We are respectful.
- We are responsible.
- We are safe.
- We are here to learn.

## **Discipline**

Discipline policies are important for the maintenance of an atmosphere where orderly learning is possible and encouraged. Specifically, the "Rockwood School District Guidelines in the Policies and Procedures Pertaining to Elementary Students Attending Rockwood Public Schools" will be followed at the Center. If a student's behavior becomes a disruptive factor, the teacher in charge will handle it until such time that he or she feels the disruption cannot be resolved. At such time, an administrator will be consulted.

## **Food Brought from Home to Share at the CCL**

Due to the increasing number of allergies and other health issues, we ask that students not bring food to school to share with other students. This request includes sharing snacks, sharing lunch items, and bringing birthday and holiday treats.

Under some circumstances, a teacher will use food to enhance student learning of a topic. When this happens, the classroom teacher will contact all parents ahead of time, via e-mail or a notice, to let them know what type of food is being served. If a student has a food allergy that is documented on our health forms, the teacher will also call the student's family.

## Lunch

Students have the options of bringing or buying their lunch at the Center. The Center follows the same menu as Rockwood's elementary schools. A copy of the menu will be available on the Rockwood website. If your child wants to buy lunch at the Center, they need to pay for it through the Rockwood [www.myschoolbucks.com](http://www.myschoolbucks.com) account, or send a check or cash to CCL to the cafeteria manager. If your child attends a private school or is home- schooled and you wish to have your child buy lunch at the Center, you can pay for lunch through the Rockwood [www.myschoolbucks.com](http://www.myschoolbucks.com) account or send cash or check payable to Rockwood Child Nutrition.

Parents are welcome to join their child for lunch on special occasions. We ask that you call ahead so we can be sure there are enough chairs set up. We ask that you limit lunch visits to no more than three a year.

Information can be found at <http://www.rsdmo.org/childnutrition/Pages/default.aspx>. Please do not send soda as a snack or lunch drink.

## Snacks

Your child's day at the Center will be very intense. Lunch on the Center day is approximately one-half hour later than your child's lunchtime at his/her home school. Therefore, children have the OPTION of bringing a healthy morning snack. Students in grades K, 1, and 2, have the OPTION of two snacks a day, one in the morning and one in the afternoon. Children will need to bring a refillable water bottle from home each week for CCL. This can be used when eating snacks.

## Field Trips

An important educational aid is the field trip. Some units of study at CCL are more conducive to field trips than others. As a result, not all units of study have field trips. If your student does not wish to attend a field trip, they will need to remain at the homeschool on the field trip day.

## Student Emergency Information

The CCL uses the district student database, Infinite Campus, to access student emergency information. This is the same emergency information parents provide to their child's home school. **If there is any change in the emergency information listed in Infinite Campus, please contact your child's home school. It is important to report any change of email addresses, telephone numbers, address, or place of employment.**

## Medication

### Medication at School: What Parents Need to Know

If your child needs to take medication at school, including over-the-counter medications, here are some important rules and policies to follow:

1. Medications must be brought to school by the parent or another responsible adult in the original container.
2. All medication is to be taken to the nurse's office for secured, locked storage.
3. Prescription medications must be in a prescription-labeled container; the label stating the child's name, current date, the name of medication and directions for administration.
4. Over-the-counter medications must be in their original containers.
5. Parent permission forms must accompany any kind of medication. Physician requests also must accompany over-the-counter medications and any prescription medication to be given differently than stated in the label directions.
6. School nurses have standing orders from our district consulting physician to administer some medications. These include acetaminophen, antacid chewable tablets, ibuprofen, cough drops (only grades 6-12), albuterol and epinephrine. These medications may be given according to package labeling based on the nurse's assessment of your student and his/her symptoms. Please contact your school nurse if you have any questions or concerns in regards to these medications and your student.
7. Cough drops contain an "active ingredient" and therefore are considered an over the counter medication. Parent permission and physician orders must be on file for students to be allowed this medication in elementary schools.
8. If your child has asthma and you and your child's physician believe it is necessary for your child to carry a "rescue" inhaler, as opposed to keeping it in the nurse's office, please contact your school nurse.
9. In grades 9 through 12 only, students may carry over-the-counter medications and self-administer these medications, if: the medications are in their original containers, and the authorization form is filled out on file with the nurse's office.

[Download request for medication to be given at school form.](#)

If you have questions, please contact your school nurse or Amy Wehr, Supervisor, Wellness and Health Services at 636-733-2008.

## **Recess**

At the CCL, a twenty minute recess is combined with lunch. Some students have recess then lunch and some students have lunch then recess. For specific times, see the CCL daily schedules. All children will go outside for recess. If a child needs to stay inside for recess due to a medical condition or allergies, parents should send a doctor's note to the CCL nurse. Children remaining inside for recess will stay in the office area.

Playground Recess: The following rules apply to all students during playground recess

1. Recess will be held on the blacktop area and the field next to the patio.
2. When the weather does not permit outside recess, an email will be sent to classroom teachers.
3. When the field play areas are wet, an email will be sent to classroom teachers indicating where students should play.
4. Personal athletic equipment should be left at home.
5. Students who display inappropriate behavior will be asked to stand against the wall for the remainder of recess.
6. Students should go to the bathroom before recess. However, in case of emergency, students may ask the recess personnel to use the bathroom.
7. When the whistle blows to indicate the end of recess, students stop playing, place the equipment in the proper places, and line up in their designated lines.
8. Students are to enter the building quietly, accompanied by their teacher, and proceed to their classrooms.

Indoor Recess: The following rules apply to all students during indoor recess

1. Indoor voices are appropriate.
2. Using the Internet during indoor recess must be supervised by a classroom teacher.
3. Students need to remain in their designated room.
4. Students should push in used chairs and return classroom games to storage areas at the end of indoor recess.

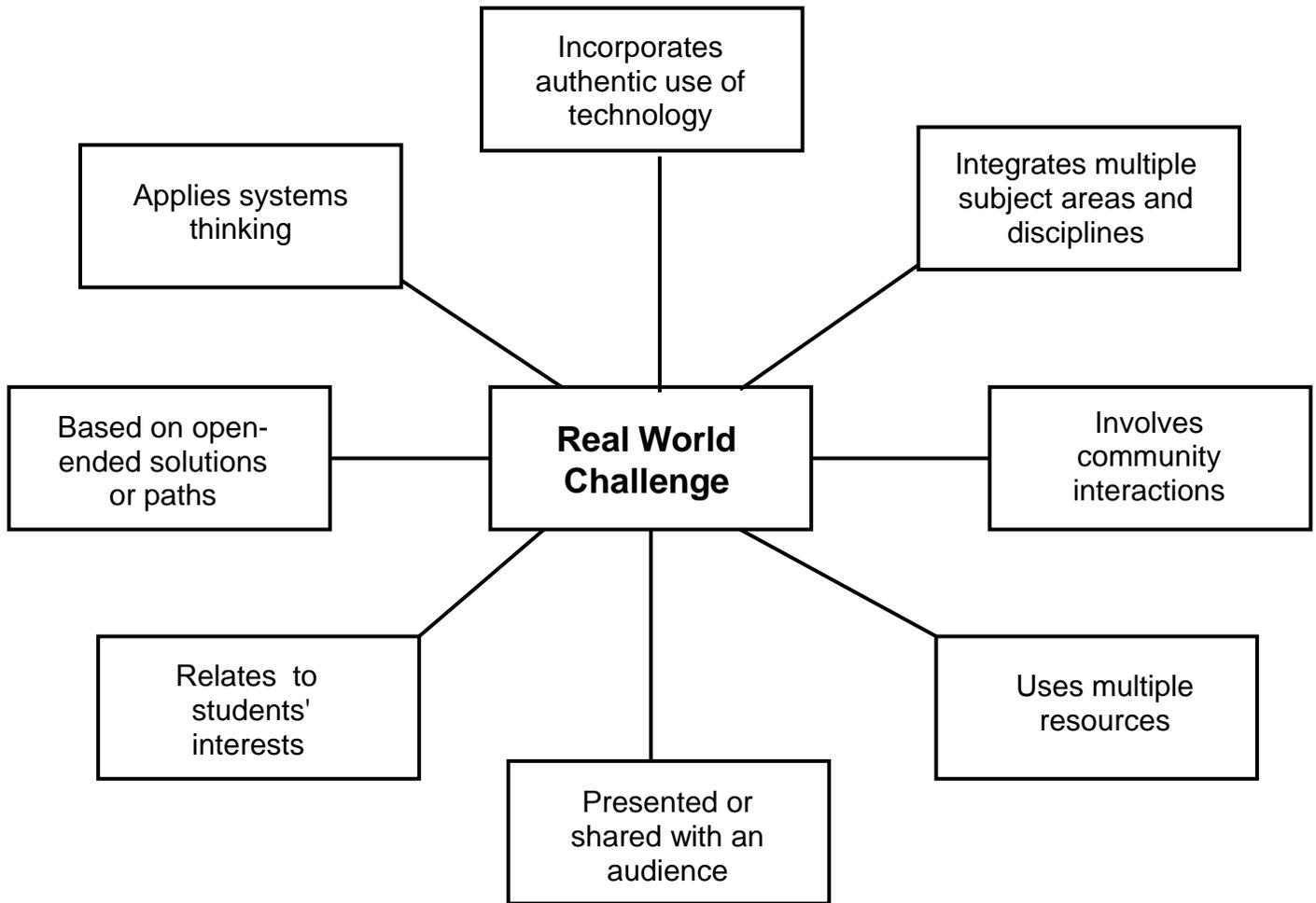
# Rockwood Gifted K-5

Adapted from ISTE Student Standards:

<https://www.iste.org/standards/for-students>

<b>Empowered Learner</b>	Students take an active role in choosing, achieving and demonstrating competency in their learning goals.
<b>Knowledge Constructor</b>	Students critically select a variety of resources to construct knowledge, produce relevant artifacts and make meaningful learning experiences for themselves and others.
<b>Innovative Designer/Problem Solver</b>	Students use a design process to identify and solve problems by creating new and purposeful solutions.
<b>Computational Thinker (Critical Thinker and Decision Maker)</b>	Students develop and employ strategies for understanding and solving problems.
<b>Creative Communicator</b>	Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and media appropriate to their goals.
<b>Global Collaborator</b>	Students use tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally.

# Rockwood Gifted Program Curriculum Model



The Rockwood Gifted Program Curriculum Model focuses on student choice in developing a solution or product for real world problems. When researching and developing curriculum, teachers correlate unit goals to Rockwood School District and Missouri Learning Standards. Unit objectives, goals, daily assessments, project and product assessments and student portfolios relate to each other and to the standards.

## **CCL CONTENT AREAS**

Kindergarten:	Earthlinks
First Grade:	Wild Science
Second Grade:	CCL Design Studio
Third Grade:	Ancient Civilization Amusement Park Architecture Bridge Building
Fourth Grade:	Design Thinking Studio Ideation of Play SPARK! Coding
Fifth Grade:	Archaeology Biotechnology Click Photography Studio Test Kitchen
Art:	Artistic Connections
Kinesthetic Learning:	Kinections
Music:	Music
STEAM:	STEAM

# **SPECIALIZED CCL PROGRAMS**

## **Counseling Services**

The role of the counselors at the CCL is to respond to the unique needs of the gifted child. It is hoped that children will develop an appreciation of their talents, sensitivities and interests. Supporting the CCL's children and their families is a daily goal and is done in a variety of ways. The counselors meet individually with students, counsel students in whole group settings, facilitate family counseling sessions, conduct Care Team meetings, provide academic support and guidance, advocate for at-risk children, and provide information on gifted related topics.

## **Art, Music, STEAM and Kinections**

Specialized art, music, STEAM and Kinections learning experiences are offered to connect curricular ideas across disciplines. The interdisciplinary approach broadens learning about the morning topic through art, music, STEAM and movement. The experience enables students to practice critical thinking, creativity, problem solving and effective communication in multiple settings.

## **Kindergarten**

A full-day kindergarten program is offered at the CCL during the second semester of each school year. Kindergarten students identified as gifted during first semester attend the CCL with identified students in grades one through five. In the morning, kindergarteners participate in an environmental unit called "EarthLinks." The unit is interdisciplinary in nature and focuses on how living things are linked to each other and the environment. In the afternoon, a Kaleidoscope class is offered. Students also receive art and physical education instruction and have the opportunity to participate in lessons with the program counselor.

# COMMUNICATION WITH PARENTS

Communication is one of the most important components in the continued success of our students, our teachers and our program. Face to face communication is often the most effective and beneficial means for sharing information. However, there are many other ways to communicate, and the Center staff attempts to maximize the options that are available. Below is a list and brief description of the approaches we use to keep parents and the community-at-large informed about the work that takes place at the Center.

## Written and Electronic Communication

**Rockwood Gifted Program Website** includes up-to-date information about the CCL as well as the Middle School Program and the High School Program. Links to teacher websites can also be found there. The website is an important resource for parents and we ask that all parents check the website on a regular basis. Go to [www.rsdmo.org/giftededucation](http://www.rsdmo.org/giftededucation)

**CCL Report Cards** for morning units and Kaleidoscope units are emailed to parents individually. In October and March parents will receive first and third quarter Kaleidoscope report cards. In January and May parents will receive semester main unit and quarters two and four Kaleidoscope report cards. The report cards provide parents with information regarding how their child performed in their main unit of study and their Kaleidoscope units.

**Personal Notes and Telephone Calls** are used by the teachers to share information with parents about their children and the progress they are making at the Center. This communication is as often initiated to share positive news, development, and dialogue about concerns and strategies to enhance success.

**School Messenger** is a phone/email/text program used by the district to contact parents when necessary. School Messenger messages are sent when a bus is more than fifteen minutes late, when there is a snow day, or when important information needs to be shared. Sometimes a School Messenger message will be sent through just one media, other times a combination of media will be used.

## Conferences and Meetings

***Parent-Teacher Conferences*** are conducted in October and April. Conferences provide an opportunity for teachers and parents to discuss student strengths, areas for growth, and academic and personal goals.

***Individual Conferences*** are conducted throughout the year as student issues/concerns arise. These conferences may be held at the Center or conducted over the phone.

***PTO Meetings*** bring parents and the Center staff together in a collaborative effort to plan and implement programs and activities.

***Experience CCL Week, Project Nights and Cognitive Carnival*** are opportunities for parents and district staff to visit the CCL and participate in student learning. Experience CCL Week is held in November and the other two are in April and May.

***Grade Level and Class Demonstrations*** are opportunities for students to share their learning and projects with an audience. These presentations are scheduled both during the Center day and in the evening.

# Gifted Education Best Practice Guidelines When Students Attend the CCL

In order to address the needs of students involved in programming at the Center for Creative Learning, we ask that the following **six guidelines** be followed when planning educational programs at the elementary school level.

## HOMESCHOOL CLASSROOM WORK

1. When students miss instruction on CCL days, teachers should provide direct instruction to students on these concepts when they return to class. Students should not be responsible for obtaining this information on their own.
2. Students should only be required to complete work that is necessary to learn new information or to understand complex concepts. Classroom work that is missed because of CCL participation should be compacted or waived.
3. Avoid, to the extent possible, administering tests on students' CCL day. This guideline refers to both district-sponsored tests as well as teacher-generated tests on major instructional units.

## HOMESCHOOL HOMEWORK

4. Homework assignments resulting from both missed classroom work and regularly assigned homework should be compacted so students who attend the CCL *do not have more homework than other students* in their class. If the amount of homework exceeds that of other students, students should be given a minimum of two days to complete the work assigned to them.

## SPECIALTY CLASSES

5. Conflicts with specialty classes are inevitable. Attempts will be made to minimize scheduling conflicts whenever possible. If a student's strings class is scheduled on CCL days, an effort will be made to offer CCL students an alternative day of the week to attend strings instruction.

## SPECIAL EVENTS

6. Avoid, to the extent possible, scheduling special events on students' CCL day. Special events include field trips, guest speakers, room parties, assemblies, special instructional films, performances, etc. If a conflict arises, the CCL should be notified and *families should be given the option* of having their children participate in the special event or attending the CCL.



# CALENDAR 2022-2023

Visit our website for more information: [www.rsdmo.org/giftededucation](http://www.rsdmo.org/giftededucation)

Month	Date	Event	Time	Location
August	18	Orientation for Parents of New Students in Grades 1-5 (Parents Only)	6:00-7:00 p.m.	MPR
	22	New and Returning Student Open House	4:00-6:00 p.m.	Classrooms
	22 & 23	CCL PD/Curriculum Days, Students Attend Home Schools		
	24-26 & 29-30	First Days of 1st Quarter for Students at CCL		Classrooms
September	5	Labor Day, No School		
	6	District Curriculum Day, No School		
October	3	District Professional Development Day, No School		
	12	CCL Testing Day, Students Attend Home Schools		
	19-21 & 24-25	Last Days of 1 <sup>st</sup> Quarter		
	26-28	Parent-Teacher Conferences, Students Attend Home Schools	10/26: 1:00-8:00 pm 10/27: 8:45 am - 7:30 pm 10/28: 8:45 am -12:00 pm	Classrooms
	31-Nov. 4	First Days of 2 <sup>nd</sup> Quarter		
November	7	District Professional Development Day, No School		
	8	Conference Compensation Day, No School		
	14-18	Experience CCL Week & PTO Book Fair Parents and District Staff Invited	9:40 am - 12:30 pm	Classrooms
	23-25	Thanksgiving Holiday, No School		
December	6	CCL Testing Day, Students Attend Home Schools		
	21	CCL Curriculum Day, Students Attend Home Schools		
	22- Jan 2	Winter Holidays		

Month	Date	Event	Time	Location
January	3	Classes Resume at CCL		
	4	Orientation for Parents of New Students in Grades 1-5 (Parents Only)	6:00-7:00 pm	MPR
	6 & 9-12	Last Days of 1 <sup>st</sup> Semester		
	11	New and Returning Student Open House	5:30-7:00 pm	Classrooms
	12	Students Attend in the Morning Only; District-Wide Teacher Records Day in the Afternoon	Dismiss at 1:10 pm	
	13	District Teacher Work Day, No School		
	16	MLK, Jr.'s Birthday, No School		
	17-20& 23	First Days of 3rd Quarter for Students at CCL		
	25	Kindergarten Open House	6:00- 7:00 pm	MPR
	26	CCL Testing Day, Students Attend Home Schools		
Jan/Feb	30- Feb 3	Kindergarten Classes Begin at CCL		
	30- Feb 3	Informal classroom pictures for Kindergarten and Grades 1-5	Daily	Classrooms
February	15	CCL Testing Day, Students Attend Home Schools		
	17	District Professional Development Day, No School		
	20	Presidents' Day, No School		
March	7	CCL Testing Day, Students Attend Home Schools		
	13-17	Last Days of 3 <sup>rd</sup> Quarter		
	20-24	Spring Recess, No School		
	27	District Professional Development Day, No School		
Mar/Apr	28- April 3	First Days of 4 <sup>th</sup> Quarter		
April	4-6	Parent-Teacher Conferences, Students Attend Home Schools	4/4: 1:00-8:00 pm 4/5: 8:45 am – 7:30 pm 4/6: 8:45 am -12:00 pm	Classrooms
	7	District Spring Holiday, No School		
	24-28	Experience CCL Week & Book Fair, Parents and District Staff Invited	9:40 a.m.- 12:30 p.m.	Classrooms
May	15-19	Kindergarten Program	2:30-3:30 pm	Classrooms
	22-26	Last Days of 2 <sup>nd</sup> Semester		
	22-26	5 <sup>th</sup> Grade Send-Off Picnic	TBA	Classrooms
	29	Memorial Day, No School		
	30- Jun 1	CCL Curriculum Days, Students Attend Home Schools		
June	1	Last Day for Rockwood Students, Students Attend Home Schools (Half Day)		
	2	District Records Day, No School		

# ARRIVAL AND DISMISSAL

## Arrival Procedures:

- Your child rides his/her regular bus to the home school.
- Upon arrival at the home school, the CCL students board the CCL bus to be transported to the CCL.
- Parents may drop their children directly off at the CCL Campus in the mornings.
- Students should arrive no earlier than 9:25 am (15 minutes before the start of the school day). With the front door locking systems, the doors will only be unlocked for 15 minutes before school begins.
- When students arrive, they should go directly to their classrooms. If a student arrives before a teacher is on duty, they must wait in the entryway by the main office until a teacher arrives.

## Dismissal Procedures:

- Dismissal is at 4:20 PM daily. This process begins at 4:10 PM.
- Based on parent's instructions, students may be bussed directly back to their homes, back to their home schools, back to home school for Adventure Club, or they may be picked up at the CCL.
- We do not offer an inside pick-up option due to the large size of our student body and congestion in our parking lot. Inside pick-up is only an option if parents have an appointment in the building or students need to leave early on a particular day because of an appointment.
  - If you need to pick up your child in the last half hour, please park at Bethesda and walk over to CCL to sign out your child. **If you arrive during our dismissal time, we will ask you to wait to sign-out your child until after dismissal is over. Our dismissal procedures begin 10 minutes before the end of the school day**
- If you plan to pick up your child every week at the CCL, your child will be dismissed as "Outside Parent Pick-Up."
- When picking up your child as "Outside Parent Pick-up," please become part of the pick-up "loop."
  - The loop forms along the north covered sidewalk and will require the person who is picking up to drive on the "wrong side" side of the parking lot, and go around the parking circle the "wrong way."
  - We will have your child walk out at dismissal time, and a teacher will assist your child in your car.
  - Please display an 8 ½" by 11" card with your child's last name on it in the front window of the car, as it is a great help.
- If you plan to change your student's dismissal, please call the CCL as soon as you know about this change.
  - If you are making a change that does not involve a bus, a note may be given to your child's teacher who will, in turn, bring the note to the main office. You may also contact the CCL office at 636-891-6550.

- o If you are making a change that does involve a bus, please keep in mind that the Transportation department requires a 3-day notice prior to making busing changes. You may contact the CCL office at 636-891-6550.
- o No same day dismissal changes can be made after 4pm.

In the event of a transportation problem **during CCL school hours**, please **call** the front office at **636-891-6550**. In the event of a transportation concern **after CCL offices close (4:45 p.m.)**, please **call** the district Transportation Department at **636-733-8500**.

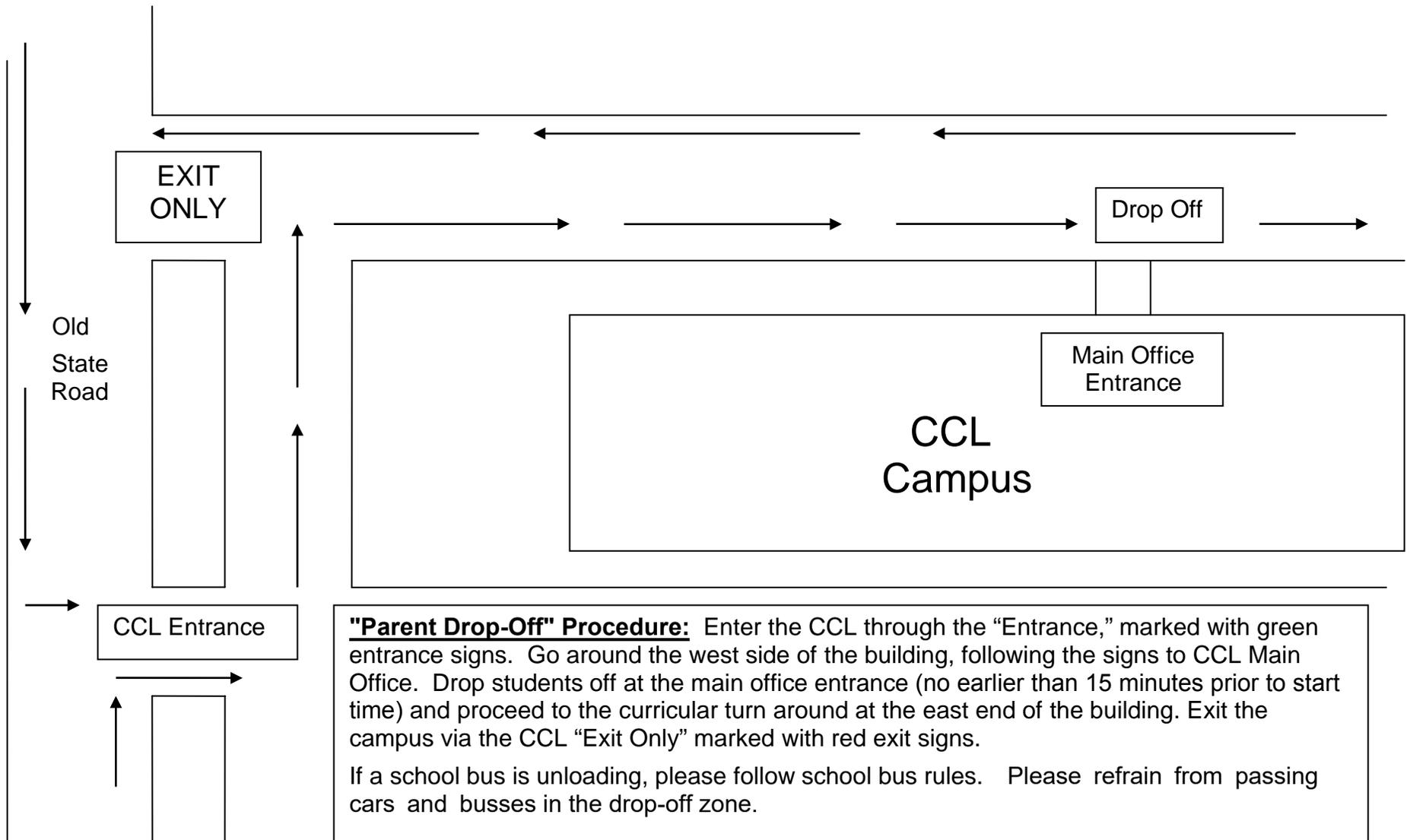
**Inclement Weather Policy:**

- If your child is in attendance at the CCL when the District cancels school due to inclement weather, your child will be transported using his/her normal transportation method; unless you are notified differently.

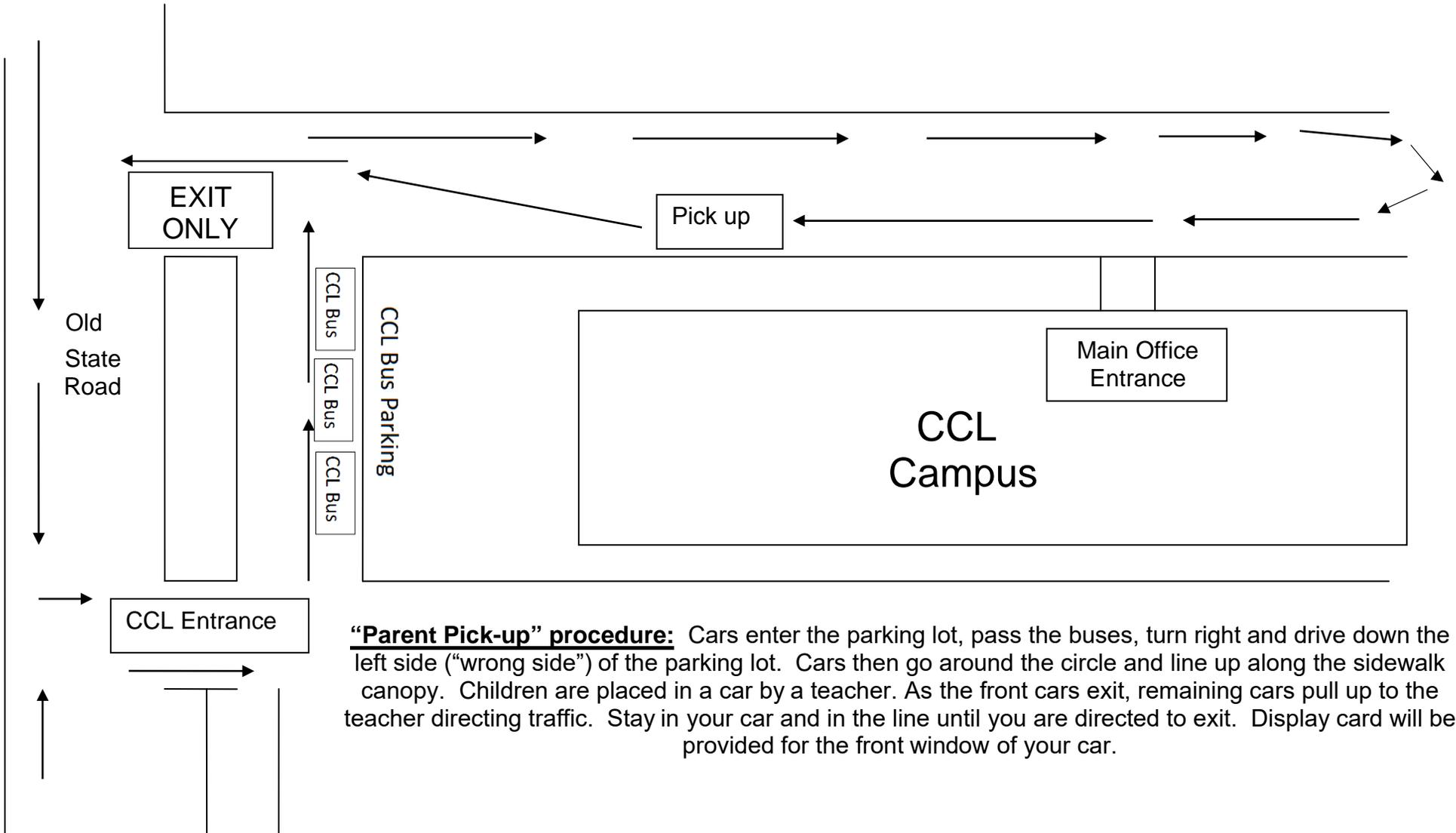
***\*\*\*\*Please note that there is a great deal of traffic coming into and leaving the CCL parking lots at pick-up time. \*\*\*\****

**IF AT ALL POSSIBLE, PLEASE ALLOW YOUR CHILDREN TO RIDE THE BUS BACK TO THEIR HOME SCHOOL.**

# Center for Creative Learning - Drop off Procedure



# Center for Creative Learning - Pick up Procedure



**“Parent Pick-up” procedure:** Cars enter the parking lot, pass the buses, turn right and drive down the left side (“wrong side”) of the parking lot. Cars then go around the circle and line up along the sidewalk canopy. Children are placed in a car by a teacher. As the front cars exit, remaining cars pull up to the teacher directing traffic. Stay in your car and in the line until you are directed to exit. Display card will be provided for the front window of your car.