



CREEKSIDE
ELEMENTARY

2023-2024

**Student
Handbook**

Creekside Elementary
1000 Bennett's Creek Park Road
Suffolk, VA 23435
(757) 923-4251

Jill S. Paraska, Principal
Verylessie Little, Assistant Principal
Leigh Ann Speed, Dean of Students

Dear Creekside Families:

Welcome to Creekside Elementary School, home of the Gators! As the new principal, I am excited and honored to join a school with such a strong foundation of support from the staff, parents, and community. Creekside Elementary has a proven record of commitment and success. I am excited to be part of the team and look forward to working together to foster continuous growth and improvement.

We encourage you to take an active role in this journey. We will continue to put our students first and work diligently to ensure their success. Please contact me or Mrs. Little, the assistant principal with any questions, concerns, or suggestions throughout the school year. Open communication is key to the success of our students and our school.

In this handbook, you will find important information about the procedures and expectations at our school. Please take time to read and review this information with your child. Throughout the school year, additional updates on upcoming events and announcements will be posted on our school website, Facebook page, and Twitter account.

I am eager to get to know this awesome school family. On behalf of the Creekside faculty and staff, I wish you a “GR8 G8OR SCHOOL YEAR”!

Sincerely,

Jill S. Paraska, Principal

CREEKSIDE ADMINISTRATIVE TEAM

Mrs. Paraska	<i>Principal</i>
Mrs. Little	<i>Assistant Principal</i>
Mrs. Speed	<i>Dean of Students</i>
Mrs. Eley	<i>Academic Coach</i>
Ms. Sanders	<i>Administrative Assistant</i>
Mrs. Topping	<i>Bookkeeper</i>
Ms. Fitzwater	<i>School Nurse</i>
Mrs. McMillion & Mrs. Burden	<i>School Counselors</i>
Mr. Walker	<i>Safety Monitor</i>
Mrs. Waters	<i>Head Custodian</i>

SCHOOL HOURS OF OPERATION

Office Hours: 8:30 a.m. - 5:00 p.m.

Staff Hours: 8:50 a.m. - 4:20 p.m.

Bus Arrival: 9:00 a.m.

Breakfast Served: 9:00 a.m. - 9:25 a.m.

Student Hours: 9:25 a.m. - 3:50 p.m. Students arriving after 9:25 a.m. will be considered tardy.

Students should NOT be dropped off before 9:00 a.m.

Early Dismissal: 1:15 p.m. (Lunch will be served)

ATTENDANCE

Arrival: The instructional school day begins at 9:25 a.m. Buses begin unloading at 9:00 a.m.

Students must not arrive at school before 9:00 a.m. NO PARKED CARS ARE PERMITTED IN THE BUS DRIVEWAY, FIRE LANES, OR CAR LOOP.

Absence: Students are required to bring a written excuse signed by a parent/guardian or physician explaining the absence(s) on the day the student returns to school. **Documentation for an absence must be submitted the day the student returns from the absence(s).** **Excessive unexcused absences (5 or more days) will result in a truancy meeting.**

Below are reasons for “excused” absences and tardies:

1. Sickness of student
2. Severe illness in the **immediate** family (parent/guardian, sister, brother)
3. Exposure to contagious disease
4. Death in the immediate family

5. Fire to place of residence which requires the family to move
6. Other extenuating circumstances (Principal discretion)

Tardies: Parents **must** accompany their child in the front foyer to sign in when arriving after 9:25 a.m. to ensure safety. The student will be issued an “admit slip” to the class. If a parent does not sign a student in, the student will receive an unexcused tardy.

Early dismissal/student release: Students are not permitted to leave school with anyone other than the parent/guardian. If someone else is picking up your child, written changes must accompany the student to school and will not be permitted to be hand delivered by anyone other than the parent/guardian. Please provide the school with specific instructions regarding release information. Parents/Guardians are required to present picture identification to sign out their children in the front foyer for early dismissal.

Please be mindful that students picked up early on a daily basis are missing valuable instruction. Excessive early release of students can result in truancy; as a child is missing the same content daily. Releasing students between normal dismissal times (3:40 - 3:50) will allow them to receive instruction for the duration of the school day.

All persons signing a student out for dismissal will need to present a form of picture ID prior to the release of the student.

9:00 a.m. Buses unload, homeroom morning work begins, and breakfast starts
9:25 a.m. Breakfast ends, homeroom morning work ends, and instruction begins
3:40 p.m. Bus preparation begins/Dismissal of students being picked up/walkers
3:50 p.m. Student bus dismissal begins

BUS TRANSPORTATION

School buses are provided for the convenience of the students. This privilege may be taken away from a student who endangers his/her safety or the safety of others.

Bus drivers are instructed not to pick up or take an additional student without a written bus pass issued by the front office. The parent/guardian must send a permission note to the school office if the student is to ride another bus. If approved, a bus pass will be given to the bus driver. Students must ride their regular bus and get off at their assigned bus stop unless the school has received a written note from the parent.

Early Start and Kindergarten students must have an ADULT at the bus stop in the morning and afternoon. If there is not a parent present at the bus stop in the afternoon, the driver will return the student to school.

PARENTS ARE PROHIBITED FROM BOARDING A SCHOOL BUS. Please call the school administration for information or to express a concern.

CAFETERIA

The cafeteria offers a variety of breakfast and lunch choices daily at no cost to the students. For safety reasons no drinks in glass bottles are permitted at school. Breakfast is served in the classroom from 9:00 a.m. to 9:25 a.m. each morning. Snacks will be offered for \$1 during the student's lunch time in the cafeteria. No change will be given back to the student. For example, if the student brought \$5 to school to purchase one snack that costs \$1, then the other \$4 will go on the student's account.

CHILD CUSTODY

If you have legal custody of your child through a court order (or deed of separation), please see that the administration (principal/assistant principal) has a **current** copy of this document. Please do not assume that school employees know about custody issues. Be sure we know if any family member is not to pick up your child from school. Please make sure that this information is included on the school's Emergency Information Card.

CLASSROOM SCHEDULES

All classes are grouped heterogeneously for the 2022-2023 school year. Resource classes (art, music, physical education, computer science, and library) are 50 minutes in length. Core subjects of English, Math, Science, and History/Social Science may be scheduled in instructional blocks of time.

CLINIC/SCHOOL NURSE

A full-time nurse is available in the clinic for students who become too ill to remain in class, require first aid, or have other health concerns. We do have a part-time nurse also two days a week. In case of legitimate illness or accident, we will contact you to arrange transportation home. School personnel may not diagnose or administer treatment beyond first aid. Only trained school personnel can administer medication with proper documentation.

State law prohibits the school from dispensing any kind of medication to students unless the nurse has written permission on file from the child's doctor. **The medication must be brought to school by the parent in a container appropriately labeled by the pharmacy or physician.** All students taking medication (including inhalers) at school must have a doctor's note on file in

the clinic at the beginning of each school year. NO medication (including Tylenol, cough drops, or any over-the-counter medication) will be given unless there is an order form from the doctor on file in the clinic and the medication is in the appropriate prescription container. This form may be obtained from the nurse or on the SPS website under the Departments-Student Health section at any time during the school year.

CODE OF CONDUCT

Suffolk Public School believes in a fair and equitable approach to student discipline focused on promoting positive behaviors. We are committed to ensuring that our schools are safe, orderly, and supportive environments in which teaching and learning take place each day. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community. The Code of Conduct is available on the SPS website or parents may request a printed copy.

COMMUNICATION DEVICES

Cell Phone use is prohibited on the bus or at school during school hours. Cell phones must be kept in the student's backpack and turned off unless otherwise approved by school administrators. Using a cell phone at an inappropriate time on the bus or in school can result in the confiscation of the cell phone and/or disciplinary action.

PARENT/STUDENT CONCERNS

Please follow these steps to resolve the problem as quickly as possible:

1. Notify and/or conference with the supervising teacher, bus driver, or other school staff of the problem immediately.
2. Make an appointment with the school counselor to seek conflict mediation if needed.
3. If the problem is still unresolved, schedule an appointment with the principal, assistant principal, or dean of students.

CONFERENCES

Your child's teacher welcomes the opportunity to discuss your child's progress with you. The two scheduled parent conference days this school year are **October 24, 2023, February 15, 2024, and April 26, 2024**. We encourage you to arrange additional conferences throughout the school year. Please contact your child's homeroom teacher to schedule a conference.

DISCIPLINE AND SCHOOL JURISDICTION

The authority of the school over the conduct of students extends to the following locations:

1. On school grounds before, during, and after school hours
2. Off the school grounds at any school-related activity, function or event as a participant or spectator.
3. During the time spent at bus stops waiting for or getting off the bus and on school bus transportation.

DISTRIBUTION OF LITERATURE AND POSTER DISPLAY

No posters, literature, leaflets, flyers, or the like will be distributed or displayed without Central Office Administrative approval.

DISTRICT WELLNESS POLICY

Special celebrations may not take the place of school lunch. Any special celebrations must be coordinated with Food & Nutrition Services or be conducted after the last lunch period. All special celebrations must first be approved by the building principal. Only pre-packaged store-bought snacks that meet the nutritional requirements will be allowed when provided to students in school. (See district Wellness guidelines for further details).

EMERGENCY CARDS

An emergency card will be kept in the clinic for each child. Please provide the school with emergency phone numbers and keep the information up-to-date during the school year.

EMERGENCY DRILLS

Fire drills will be conducted twice during the first 20 days of school. Thereafter, they will be conducted monthly. Weather drills are practiced twice a year and crisis drills throughout the year. Bus evacuation drills are also practiced twice a year. Metal detector checks are conducted daily/weekly.

FIRE LANE

The fire lane directly in front of the main entrance is to be kept clear of vehicles at all times. Visitors are not permitted to park vehicles in this area for any reason. Violators are subject to being ticketed by the Suffolk Police Department.

HOME ACCESS CENTER (HAC)

Home Access Center allows parents to view their student(s) grades and attendance online. Grades that appear in HAC are drawn directly from the teacher's grade book and will provide an electronic progress report, which is available anytime. Parents who wish to sign up for Home Access should contact the school office. It may take up to 72 hours to activate.

HONOR ROLL

Grades 1 – 5 are eligible for Honor Roll recognition.

All "A" Honor Roll: All grades must be "A" in core academic subjects and "S" in all resource classes (music, art, library, and physical education).

Honor Roll: All grades must be "A" or "B" in core academic subjects and "S" in all resource classes.

INCLEMENT WEATHER AND EMERGENCY CLOSING

At times, it becomes necessary to close school due to inclement weather. Decisions for schools to close or delay opening are made by the Superintendent as early as possible. Notice will be given by the Superintendent to local radio and television stations, including channels 3 (CBS), 10 (NBC), 13 (ABC), Suffolk's cable channel, Suffolk Public Schools' website, as well as School Messenger. Parents are encouraged to listen to these sources for up-to-date information about school closings.

MONEY

Students should avoid bringing large amounts of money to school. Students should bring only the amount of money needed for food and/or special activities. Students are to keep money and purses with them at all times.

ONLINE SCHOOL PAYMENTS (OSP) PORTAL

The OSP portal will be used to pay for various school fees, activities, and events by using a credit or debit card (VISA or MasterCard) on a secure online payment system. A 4% service fee on the items selected plus a \$0.35 per order fee will be added to the total cost when completing the purchase. The fees are retained by the software vendor and the credit/debit card companies. They are not collected by Suffolk Public Schools.

Access OSP on the Creekside Elementary School website under the For Parents tab.

Any questions should be directed to the School Bookkeeper.

PARENT-TEACHER ASSOCIATION (PTA)

We encourage all parents and teachers to join this organization which directly benefits our children. PTA meetings are held once a month at 6:00 p.m. in the cafeteria unless otherwise announced. Meetings will be held on the second Tuesday of each month, unless otherwise stated.

PICTURES

Individual pictures will be taken during the early fall and spring seasons. If parents wish to purchase pictures, checks are payable to Lifetouch Studios. Dates for school pictures will be announced and notices will be sent home.

Fall Individual Pictures: October 19, 2023

Fall Individual retakes: December 1, 2023

Spring Class Pictures: March 25, 2024

Spring Individual Pictures: March 25, 2024

PBIS

School-wide Positive Behavior Interventions and Supports Expectations (PBIS)

- Be Responsible
- Be Respectful
- Be Safe

Creekside uses a process known as PBIS (Positive Behavior Interventions and Supports) to maintain discipline and to create a safer and more effective school environment. PBIS is composed of procedures and processes that are intended for all students and staff in all settings. If students are to be held accountable and be taught it is important for them to know and follow the school's expectations. These expectations are consistent throughout the building and can be found in our school's PBIS matrix. These expectations will be taught to students and shared with parents the first week of school so that we can make sure all students receive the best learning environment.

As part of the PBIS process. Teachers and other staff members use practices to increase learning and decrease classroom disruptions. To keep the students following rules and expectations in a positive manner, we do the following when teaching academics and behavior:

- Teach and model consistently our school-wide expectations: Be Respectful, Be Responsible, and Be Safe
- Focus on specific positive behavior support rather than correction

- Communicate verbally and nonverbally in a respectful manner to build strong trusting relationships
- Actively engaging students during instruction
- Using preventative, prompting and redirecting strategies as we teach
- Look for and recognize the positives first and provide feedback to the student



Creekside Elementary PBIS Matrix

Location	Respectful	Responsible	Safe	Adult Expectations
Classroom	-Follow directions the first time given -Raise your hand for permission to speak -Raise your hand to leave your seat -Use positive speech only	-Be prepared for the day -Exercise self-control -Give your best effort every day	-Sit in your chair correctly -Keep your space clutter free -Watch where you are going	-Supervise groups of students at all times -Use behavior specific praise, prompting and pre-correction
Hallway	-Single/Straight/Silent Line -Walk on the right side of the hallway -Keep hands feet and objects to yourself	- Stay in line with your class - Wait silently until directions are given	-Walk in the hallways and between mobiles -Stay with your line until an adult tells you otherwise	-Monitor from middle or rear of line -Model silent hallway behavior
Cafeteria	-Use an inside voice -Use table manners -Listen to and follow adult requests	-Eat your own food and only your food -Choose a seat and stick with it -Clean up all trash -Wait in line quietly for your teacher to pick you up	-Walk to and from the table -Sit with your feet under the table	-Arrive on time to pick up classes -Establish a lunch line routine before leaving
Playground	-Respect other people's personal space -Use proper language at all times -Follow Playground Rules	-Play approved games -Line up when your teacher signals	-Use equipment properly -Keep your hands, feet and objects to yourself -Watch where you are going	-Monitor all games and activities -Stay in designated area so students can find you easily -Bring your emergency bag and walkie talkie with you outside
Bathroom	-Flush the toilet, wash your hands, and leave -Stay in your own bathroom stall -Quietly do your business and return to class	-Report any problems to an adult -Use bathroom supplies wisely -Check bathrooms before and after you use them	- Use water in the sink -Listen to teacher/monitor directions	-Stand between bathrooms to monitor students and noise -Know where all students are at all times
Bus	-Use kind words towards the bus driver and other students -Listen and follow the bus driver's rules	-Remain in seat after you enter the bus -Use self-control -Use appropriate language	-Face forward with your feet under the seat in front of you -Use inside voices	-Use behavior specific praise, prompting and pre-correction

PROGRESS REPORTS/REPORT CARDS

Progress reports will be distributed halfway through the nine-week grading period (4 ½ weeks).

Progress reports show areas needing improvement before the grading period ends. Report cards are sent home after the grading period ends.

Interim Progress Reports will be distributed on the following dates:

October 5, 2023

December 14, 2023

March 6, 2024

May 15, 2024

Report Cards will be distributed on the following dates:

November 17, 2023

February 9, 2024

April 19, 2024

June 14, 2024

SUPPLIES

Students are responsible for having sufficient pencils and paper each day. CES grade-level supply lists and SPS supply lists will be available to parents in the main office or on the school website as well as displayed at local merchants for those Back-to-School shopping days!

TEXTBOOKS

Textbooks will only be issued on an as-needed basis. Students will be responsible for care of the issued textbooks.

VISITORS

Visitors are welcome at Creekside Elementary. According to school policy, parents are considered visitors. Parents or visitors that are not serving as a volunteer are not permitted to visit classrooms. For safety, this includes drop off and pick up of students. Visitors can only enter through the front/main door.

A visitor's badge will be issued to visit a specific area. **Visitation is limited to the designated room or area.** Currently, the cafeteria, the media center, and the front office have been approved for volunteering opportunities. Visitors must sign in and sign out with the safety monitor at the front kiosk. All visitors must have their picture ID when entering the school for scanning in the RAPTOR system/national sex offender database. Visitors will also enter the building through metal detectors at the front door.

NOTE: These procedures are subject to change to align with CDC guidelines throughout the school year.

VOLUNTEER

Volunteers are always appreciated. We ask that all volunteers report to the front kiosk and sign into the building to receive a volunteer badge before going to the designated area. If you are interested in serving as a parent volunteer, please contact the school. All volunteers must complete the RAPTOR Volunteer Application on the SPS website. Volunteers will follow the same practice as visitors of presenting a valid state-issued ID each time they enter the building to be checked by the national sex offender database. Volunteers will also enter the building through metal detectors at the front door.