



CREEKSIDE
ELEMENTARY

2022-2023

**Student
Handbook**

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

Tara W. Outland, Principal

Verylessie Little, Assistant Principal

September 6, 2022

Dear Creekside Families:

Welcome to a new school year at Creekside Elementary School! The faculty and staff are very excited for the opening of the 2022-2023 school year where we can continue to cultivate emotional, social and academic growth. We are sure you and your child share our excitement about the many learning opportunities, and experiences that lay ahead.

One of our goals is to see that parents and guardians of students feel at home at Creekside. All parents and guardians are encouraged to take an active role in their child's educational process; as we work together, to help ensure the success of all students. We are glad to have you with us this year, and we want to assure you that we will do our best to help your child experience academic, social, and emotional growth. With your help and cooperation, this promises to be another successful school year.

The information contained in this handbook is intended to help keep our parent community informed about the general operations of our school. We encourage each of you to review the information carefully and discuss the contents with your child. Check our school's website for upcoming events and announcements. The Creekside faculty believes that open communication is one key to the success of our students and our school.

Please feel free to contact your child's teacher, the office staff, or the administration with any questions or concerns you may have throughout the school year.

On behalf of the faculty and staff at Creekside, I wish you a "HAPPY SCHOOL YEAR!"

Tara W. Outland, Principal

ACCIDENT REPORTING

If a student is injured or is involved in an accident anywhere on Creekside Elementary property or during a school-sponsored activity, it must be reported immediately to the teacher, sponsor of the activity, administrator, or nurse. The nurse will complete an accident form.

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 to the office to sign-in when arriving after 9:25 a.m. The student will be issued an “admit slip” to 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, 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 sign-out their children in the office 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 time (3:40 and 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.

BELL SCHEDULE

9:00 a.m. Buses unload, homeroom morning work begins, breakfast starts

9:25 a.m. Breakfast ends, homeroom morning work ends, instruction begins

3:40 p.m. Bus preparation begins/Dismissal of students being picked up/walkers

3:50 p.m. Student bus dismissal begins

CAFETERIA

The cafeteria offers a variety of breakfast and lunch choices daily. Breakfast and lunch are provided to all students at no cost. For safety reasons, no drinks in glass bottles are permitted. Breakfast is served in the classroom from 9:00 a.m. to 9:25 a.m. each morning.

CLASSROOM SCHEDULES

All classes are grouped heterogeneously for the 2022-2023 school year. Resource classes (art, music, physical education, computer science and library) are 45 minutes in length. Core subjects of English, Math, Science, and History/Social Science may be scheduled in instructional blocks of time that are 40-120 minutes in length.

CLINIC/SCHOOL NURSE

Full time nurses are available in the clinic for students who become too ill to remain in class, require first aid, or have other health concerns. 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, 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 takes 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 can be accessed on the SPS website or parents may request a hard copy.

CONFLICTS WITH OTHERS

If a student or parent has a concern or a conflict with another person whom he/she is unable to resolve by talking with that individual, the following pathway of assistance is available.

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.
3. If the problem is still unresolved, schedule an appointment with the principal or assistant principal.

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 10, 2022** and **February 15, 2023**. We encourage you to arrange additional conferences throughout the school year. Please contact your child's homeroom teacher to schedule a conference. A scheduled conference with the homeroom teacher is required before visiting the classroom.

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 snacks which meet the nutritional requirements will be allowed when snacks are solicited. (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 are held at school on a monthly basis for everyone's safety. During the first month of school, fire drills will be practiced once a week. Weather drills are practiced twice a semester and crisis drills are practiced once a month. Bus evacuation drills are also practiced twice a year. Random metal detector checks are conducted monthly.

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.

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 meal purchases 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 \$.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. A “Save the Date” reminder notice will be sent home at the beginning of the school

year to remind parents of scheduled meetings and performances. (Second Tuesday of each month)

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 pictures: October 20, 2022- Individual only; Fall retakes: November 16, 2022; Spring pictures: March 30, 2023 Individual and Class pictures)

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	<ul style="list-style-type: none"> -Follow directions the first time given -Raise your hand for permission to speak -Raise your hand to leave your seat -Use positive speech only 	<ul style="list-style-type: none"> -Be prepared for the day -Exercise self-control -Give your best effort every day 	<ul style="list-style-type: none"> -Sit in your chair correctly -Keep your space clutter free -Watch where you are going 	<ul style="list-style-type: none"> -Supervise groups of students at all times -Use behavior specific praise, prompting and pre-correction
Hallway	<ul style="list-style-type: none"> -Single/Straight/Silent Line -Walk on the right side of the hallway -Keep hands feet and objects to yourself 	<ul style="list-style-type: none"> - Stay in line with your class - Wait silently until directions are given 	<ul style="list-style-type: none"> -Walk in the hallways and between mobiles -Stay with your line until an adult tells you otherwise 	<ul style="list-style-type: none"> -Monitor from middle or rear of line -Model silent hallway behavior
Cafeteria	<ul style="list-style-type: none"> -Use an inside voice -Use table manners -Listen to and follow adult requests 	<ul style="list-style-type: none"> -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 	<ul style="list-style-type: none"> -Walk to and from the table -Sit with your feet under the table 	<ul style="list-style-type: none"> -Arrive on time to pick up classes -Establish a lunch line routine before leaving
Playground	<ul style="list-style-type: none"> -Respect other people's personal space -Use proper language at all times -Follow Playground Rules 	<ul style="list-style-type: none"> -Play approved games -Line up when your teacher signals 	<ul style="list-style-type: none"> -Use equipment properly -Keep your hands, feet and objects to yourself -Watch where you are going 	<ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> -Flush the toilet, wash your hands, and leave -Stay in your own bathroom stall -Quietly do your business and return to class 	<ul style="list-style-type: none"> -Report any problems to an adult -Use bathroom supplies wisely -Check bathrooms before and after you use them 	<ul style="list-style-type: none"> - Use water in the sink -Listen to teacher/monitor directions 	<ul style="list-style-type: none"> -Stand between bathrooms to monitor students and noise -Know where all students are at all times
Bus	<ul style="list-style-type: none"> -Use kind words towards the bus driver and other students -Listen and follow the bus driver's rules 	<ul style="list-style-type: none"> -Remain in seat after you enter the bus -Use self-control -Use appropriate language 	<ul style="list-style-type: none"> -Face forward with your feet under the seat in front of you -Use inside voices 	<ul style="list-style-type: none"> -Use behavior specific praise, prompting and pre-correction

*Bolted indicates it falls into all three categories

PROGRESS REPORTS/REPORT CARDS

Progress reports will be sent home halfway through the nine-week grading period. Progress reports show areas needing improvement before the grading period ends. Report cards are sent home after the grading period ends. Parents/guardians should sign and return a copy of each report to school the day after receiving them.

Interim Progress Reports will be distributed on:

October 6, 2022

December 16, 2022

March 7, 2023

May 15, 2023

Report Cards will be distributed on:

November 18, 2022

February 8, 2023

April 21, 2023

June 15, 2023

STANDARDS OF LEARNING

The Standards of Learning (also known as the “S.O.L.”) represent the minimum learning objectives for every Virginia school child in the key academic areas of Language Arts, Reading, Mathematics, Science and Social Studies. Elementary students in grades three, four, and five participate in the Virginia Standards of Learning Assessment Program. Students in grades one and two participate in locally developed District assessments. Additionally, a diagnostic growth assessment will be administered three times throughout the academic year; Fall, Winter, and Spring.

SUPPLIES

Students are responsible for having sufficient pencils and paper each day. 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 cooperating merchants for those Back-to-School shopping days!

Textbooks

Textbooks will 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. All visitors must report to the office upon entering the school building and obtain permission before visiting any area of the school. Unannounced visits can be disruptive to the classroom routine and impact the day's instruction; therefore, a scheduled conference will need to be set with the homeroom teacher. A visitor's badge will be issued to visit a specific area. **Visitation is limited to the designated room or area.** 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.

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. An application through Volunteer Connect must be approved and on file prior to volunteering.