

**Gators**



**CREEKSIDE**  
**ELEMENTARY**

**2019-2020**

**Student  
Handbook**

Creekside Elementary  
1000 Bennett's Creek Park Road  
Suffolk, VA 23435  
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*Principal*

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**September 3, 2019**

**Dear Creekside Families:**

Welcome to a new school year at Creekside Elementary School! The faculty and staff have been working diligently to prepare for another superb school year cultivating 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 excellent 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.

**Happy New School Year!**

**Creekside Elementary Faculty and Staff**

## ***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, start of breakfast
- 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
- 3:50 p.m. Student bus dismissal begins

### ***CAFETERIA***

The cafeteria offers a variety of breakfast and lunch choices daily. Breakfast is optional. Everyone is required to report to the cafeteria for lunch, which may be purchased or brought from home. (For safety reasons, no drinks in glass bottles are permitted.) Free or reduced-price meal applications are available in the school's main office. All students applying will receive a notice of their eligibility from Food Services offices during this two-week grace period and the new meal status will begin immediately. Students may apply for free or reduced meals at any time during the school year.

Breakfast is served from 9:00 a.m. to 9:25 a.m. each morning.

### ***CLASSROOM SCHEDULES***

All classes are grouped heterogeneously for the 2019-2020 school year. Resource classes (art, music, physical education, computer lab and library) are 40 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 on file written permission 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) 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 at any time during the school year.

### ***CONFLICTS WITH OTHERS***

If a student or parent has a concern or a conflict with another person that he/she is unable to solve 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 guidance 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 November 15, 2019 and February 18, 2020. We encourage you to arrange additional conferences throughout the school year. Please call the school to arrange an appointment.

### ***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.

### ***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 regularly.

### ***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 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.

## ***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.

## ***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.

## ***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 3, 2019

December 11, 2019

March 4, 2020

May 13, 2020

**Report Cards** will be distributed on:

November 15, 2019

February 18, 2020

April 24, 2020

June 15, 2020

### ***STANDARDS OF LEARNING***

The Standards of Learning (also known as “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 SOL assessments.

### ***SUPPLIES***

Students are responsible for having sufficient pencils and paper each day. Grade level 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***

All students receive one set of books free of cost. Students are expected to provide reasonable care for their textbooks. Parents and students are held responsible for payment of fees for lost or damaged books. If moving to another school during the school year, be sure to return all Creekside issued books.

### ***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 by 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 in the main office.

### ***VOLUNTEER***

Volunteers are always appreciated. We ask that all volunteers report to the office and sign into the building 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.