



CREEKSIDE
ELEMENTARY

2024-2025

**Student
Handbook**

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

Jill S. Paraska, Principal
Amber Reese, Assistant Principal
Leigh Ann Speed, Dean of Students

Dear Creekside Families:

Welcome to Creekside Elementary School, home of the Gators! We are eager to begin the 2024-2025 school year. Creekside Elementary has a strong foundation of support from the staff, parents, and community. We look forward to working together to foster continuous growth and improvement.

We encourage you to take an active role in this journey. A strong partnership is key to helping our children thrive. Please look for opportunities to volunteer throughout the school year, as we welcome you to CES. We will continue to put our students first and work diligently to ensure their success. Please contact us 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. We recommend parents and students review the contents of this handbook together. Throughout the school year, additional updates on upcoming events and announcements will be posted on our school website, facebook page, and newsletter/flyers.

There is nothing greater than a GATOR. On behalf of the Creekside faculty and staff, I wish you a “GR8 G8R SCHOOL YEAR”!

Sincerely,

Jill S. Paraska, Principal

CREEKSIDE ADMINISTRATIVE TEAM

Mrs. Paraska	<i>Principal</i>
Ms. Reese	<i>Assistant Principal</i>
Mrs. Speed	<i>Dean of Students</i>
Mrs. Eley	<i>Academic Coach</i>
Ms. Arline	<i>Administrative Assistant</i>
Mrs. Finney	<i>Bookkeeper</i>
Ms. Thomas	<i>School Nurse</i>
Mrs. McMillion	<i>School Counselors</i>
Mr. Walker	<i>Safety Monitor</i>
Mr. Artis	<i>Head Custodian</i>

SCHOOL HOURS OF OPERATION

School Hours: 9:00 a.m. - 3:50 p.m.

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

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

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

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

ARRIVAL

The school will open to students at 9:00 am. Buses, childcare programs, parent drop off and walkers will begin entering the building at this time. **Students may not arrive at school before 9:00 a.m. as there will not be staff in place to monitor before 9:00 am.**

NO PARKED CARS ARE PERMITTED IN THE BUS DRIVEWAY, FIRE LANES, OR CAR LOOP.

The instructional school day begins at 9:25 a.m. Students arriving after 9:25am **must** be accompanied by a parent and signed in at the front foyer. The students will be issued an “admit slip” to class. Students are marked tardy if arriving after 9:25 am.

ATTENDANCE

When absent from school students are required to bring a written excuse signed by a parent/guardian or physician explaining the absence(s). Documentation for an absence must be submitted within 5 days of their return to school.

Excessive unexcused absences (5 or more days) will result in a truancy meeting.

Below are reasons for “excused” absences and tardies:

1. Sickness
2. Severe illness in the **immediate** family (parent/guardian, sister, brother)
3. Death in the immediate family
4. Fire to place of residence which requires the family to move
5. Other extenuating circumstances (Principal discretion)

AWARDS

Students will be recognized for attendance, academic performance, and citizenship each nine weeks.

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.

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.

Parents must complete an SPS Transportation Registration Form. Students will not be assigned a bus or bus stop without submitting this form. The form is due July 15, 2024 to have transportation in place on the first day of school. Any forms or changes received after this date will be processed after school starts in the order that they are received. A separate form is required.

The first day of school students’ bookbags will be tagged to identify their assigned bus. Please leave these tags on the bags for the first month of school.

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 if there is a bus 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 may be purchased during lunch. No change will be given back to the students, as the change will be added to their lunch account for future purchases.

Parents and family members are welcome to eat lunch with the students. These visitors must be on the approved list.. **All lunch visitors must present a valid state-issued ID each time they enter the building. These IDs will be checked to a national sex-offender database.** Visitors will also enter the building through metal detectors at the front door.

CHILD CUSTODY

If you have custody or court documents, please be sure a current copy is submitted for the student record. 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 also.

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. The school nurse will reach out to parents when appropriate, 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 may result in the confiscation of the cell phone and/or loss of privilege.

DISMISSAL

The school day ends at 3:50 p.m. We will begin the dismissal process at approximately 3:45 p.m.

Parents must select one dismissal procedure for their child. (Bus, Permanent Parent Pick-up, Afterschool Childcare-*Vans or In-house*) For safety reasons, students will not be allowed to switch back and forth between these options.

Bus Riders: Must complete the SPS transportation Form

Permanant Parent Pickup: Must complete the CES application and secure a 2024 car tag.

Afterschool ChildCare: Please share this with the homeroom teacher prior to the start of school.

Early Dismissal/Pickup: Students being picked up early before dismissal must be signed out by a parent or another adult who has written permission given to the school by the parent.

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.

All persons signing a student out for dismissal will need to present a picture ID prior to

the release of the student.

CONCERNS (PARENT/STUDENT)

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 **November 14, 2024, February 6, 2025, and April 10, 2024**. We encourage you to arrange additional conferences throughout the school year. Please contact your child's homeroom teacher to schedule a conference.

DISCIPLINE

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.

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 outside of the 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.

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.

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.

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.

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.

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

PROGRESS REPORTING

Interim 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. These will not be printed but will be available through the Home Access Center for parent review. Report cards are sent home at the end of each grading period.

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 14, 2024

February 6, 2025

April 10, 2025

June 6, 2025

SUPPLIES

Students should provide appropriate school supplies. 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! If there is a hardship getting these supplies please reach out to the administration for assistance.

TEXTBOOKS

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

VOLUNTEERS

Volunteers are always welcome and appreciated. Please make arrangements before reporting to school with staff that you will be assisting. Staff must inform the office of the volunteer's name and assignment ahead of time.

Volunteers must complete the *RAPTOR Volunteer Application* on the SPS website prior to arrival. All volunteers must present a valid state-issued ID each time they enter the building. These IDs will be checked to a national sex-offender database. Volunteers will also enter the building through metal detectors at the front door.

All volunteers must 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 volunteer, please contact the school.

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