

# Student and Parent Handbook



Creekside Elementary School  
2023-2024

# Plans and Procedures

## **ARRIVAL TIME**

Children should arrive at school in time to get to their classrooms and unpack their book bags before the tardy bell rings at 7:30 a.m. Students can enter the building at 7:05 a.m. Breakfast will not be served after 7:30 a.m.

## **TARDY POLICY**

The tardy bell rings at 7:30 a.m. Parents should park and walk their child in after 7:30 a.m. Parents/guardians will be contacted if the number of tardies becomes excessive.

## **CHECKING OUT AND IN**

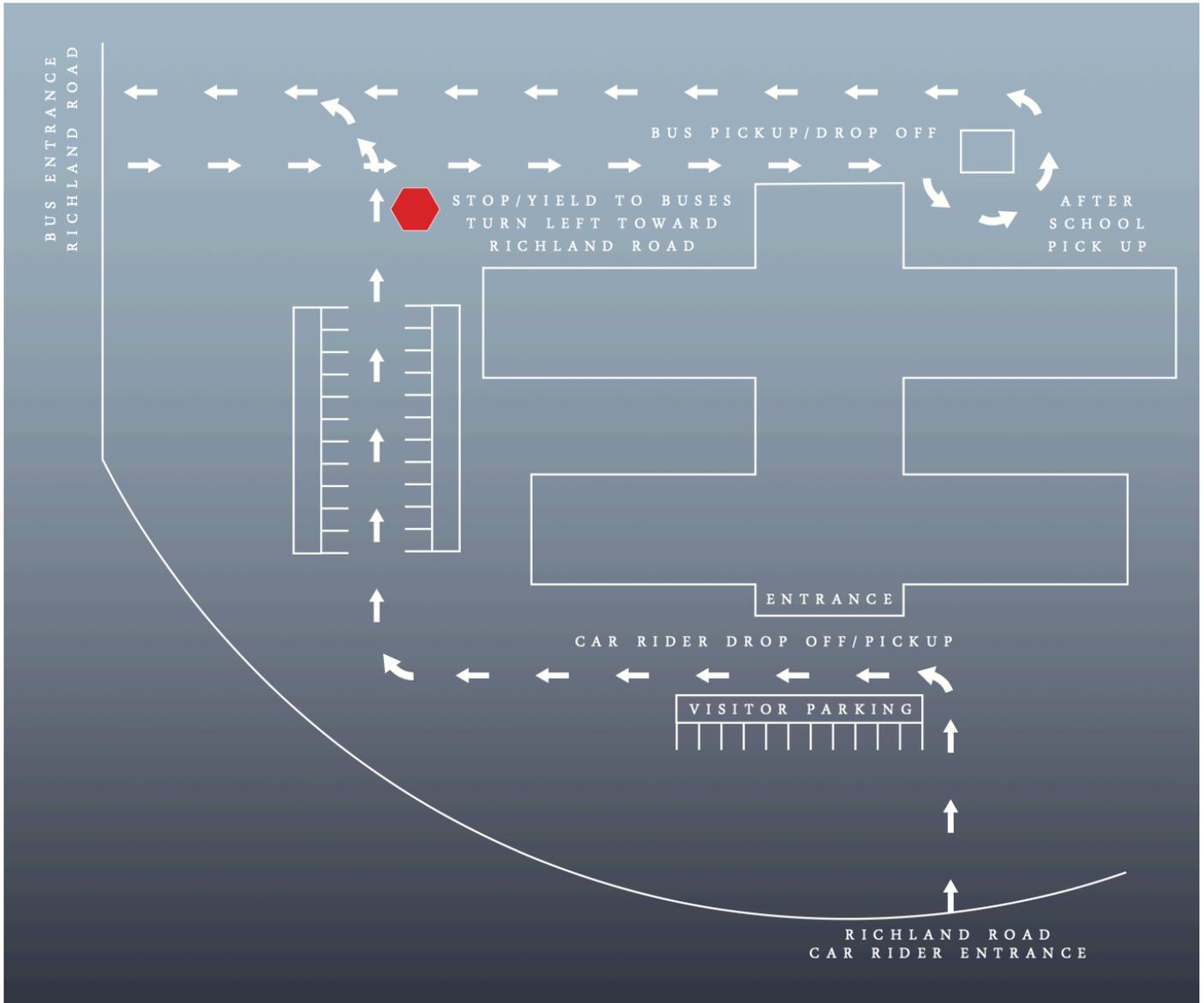
If you need to pick your child up during the school day, please report to the office and sign him/ her out. Your child will be called from the classroom to meet you in the office. Upon returning to school, please sign your child in at the office.

## **PARENT CHECK IN**

Raptor Technologies is a visitor management system that is employed by more than 18,000 K-12 school systems across the country. All school visitors will have their government identification (driver's license) scanned and instantly checked against the NATIONWIDE database. Raptor Technologies allows us to better protect our students, staff, and guests while making Creekside Elementary safe and secure.

## **DISMISSAL**

Dismissal will begin at 2:20 p.m. At Meet Your Teacher, you will be provided the opportunity to let the teacher know your child's mode of transportation to and from school. Those picking students up by car should present the bar-code attached to your child's name. The bar-code will be provided to you at Meet Your Teacher by your child's homeroom teacher. Parents may line up in the car line no sooner than 2:00 p.m. A map is included with additional directions and traffic patterns.



Please do not pick up your child prior to 2:20 p.m. unless absolutely necessary. Any child not going home in the usual manner must bring a dated transportation form signed by the parent or guardian to the teacher in the morning. Otherwise, the child will return home in the manner of his/her usual way. The transportation form can be picked up at the school office or copied from the ACS website.

We understand emergencies may happen which will keep you from picking up your child by 2:20 p.m. Please call and inform us of the problem and what time you will arrive at school. At 2:45 p.m. any children who are not picked up will be brought into the office. We ask that you come in to sign them out. If you are frequently late or if you will be after 2:45 p.m. picking up your child, they will join the other children in our after-school program and a charge will be assessed.

**ATTENDANCE/ ABSENCE**

Students must bring a written statement explaining the reason for the absence signed by the parent or guardian. Signed excuses must be presented within three days of the absence or it will be considered unexcused. Any absence due to family trip, vacation, or family business trip is

considered unexcused. Extended family trips should be discussed with the principal prior to the student's absence. If a child is absent, parents wishing to pick up schoolwork should call the office by 9 a.m. The work can be picked up between 2:45 p.m. and 3:00 p.m. unless other arrangements are made. Excuses must state the reason for the absence. After five written notes, a doctor's medical excuse is required. Notices will be sent home after a student has accumulated three unexcused absences. After five unexcused absences, a student may be referred to Early Warning Court. For more information refer to ACS Student/Parent Handbook.

**WITHDRAWAL**

Students withdrawing from Auburn City Schools should notify the school at least two days in advance. This advanced warning gives us time to clear your child's school record. Student records will be forwarded to the new school upon receipt of the request from that school.

**BUS**

School bus safety is very important to the faculty and staff of CES.

Students must abide by the following rules when riding the bus:

1. Cooperate with the bus driver. The driver may assign seats for students.
2. Be seated immediately after boarding the bus and remain seated while the bus is in motion.
3. Yelling, fighting, and the use of profanity are prohibited.
4. Keep feet, arms, and belongings out of the aisle.
5. Keep hands, head, and objects inside the bus.
6. Help keep the bus clean by picking up any trash that is dropped.
7. Food and/or drinks should be kept in back packs while riding the bus.

Discipline for students who do not conduct themselves acceptably on the bus is strictly enforced.

Bus drivers report misconduct to the principal or assistant principal. If the driver reports a student for misbehavior, the following consequences will result.

- First offense: Suspension from the bus for one week.
- Second offense: Suspension from the bus for one month.
- Third offense: Suspension from the bus for the remainder of the school year.

Concerns or problems should be directed to the principal and assistant principal. Parents are responsible for transporting students who have missed or have been suspended from the bus. Students must ride their assigned bus and will be returned to their assigned bus stop.

**CHILD NUTRITION**

It is the intent of the Auburn City Schools Child Nutrition Program to provide nutritionally balanced meals for students during each school day. It is also the policy of the Auburn City Schools Board of Education to operate in compliance with the federal, state, and local regulations pertaining to the National School Lunch and Breakfast programs (ACS Policy Manual, File EE.)

<b>Breakfast Prices</b>	<b>Lunch Prices</b>
Elementary Schools- \$1.50	Elementary Schools- \$2.50
Reduced Price- \$0.30	Reduced Price- \$0.40
Visiting Adults- \$2.00	Visiting Adults- \$3.50
ACS Employee- \$2.00	ACS Employee- \$3.50

## **Visitors**

Parents are welcome on campus when they have an appointment. Parents can come when the purpose is to have a teacher/admin conference, assist a teacher with a task, or to do the purposeful work of PTO. This appointment should be made in advance.

We welcome parents for lunch. Parents may have lunch with their children at the picnic tables located in front of the school or at the tables located in the commons area.

## **SNACKS/FRUIT BREAK**

Students will be provided the opportunity to have a healthy snack during the morning. Water may be sent as a drink during snack break. Carbonated drinks are not allowed. Please do not send cookies, chips, cake, candy, or sodas for a snack. Healthy food options are best. Student will utilize hand washing and sanitizing practices before and after students eat their snack.

## **FOOD ALLERGIES/INTOLERANCES**

If your child has a food allergy or intolerance (i.e. nuts, milk, etc.), you must pick up the Alabama Child Nutrition Program-Food Allergy/Intolerance Statement form in the front office to be completed by your child's physician. Unless the Child Nutrition Program at CES receives this completed form, your child's menu will not be altered.

## **RELIGIOUS FOOD RESTRICTIONS**

If your religion has food restrictions, you must pick up the Alabama Child Nutrition Program-Food Allergy/Intolerance Statement form in the school office. Unless the CES Child Nutrition Program receives this completed form, your child's menu will not be altered.

## **COMMUNICATIONS**

Conferences, open houses, report cards, teacher newsletters, and school-wide newsletters are formal ways you can learn about your child's school experiences.

Equally important is informal communication. Set aside time each day to hear about what your child has learned in school. Talk about the day's happenings as well as friendships and feelings. Consider joining PTO to find out ways to support the school and your child.

## **CONFERENCES**

All parents are strongly encouraged to arrange a conference on Parent/Teacher Conference Day in October. Conferences are a vital part of home-school communication. Parents or members of the school teaching staff can request conferences; however, appointments are required. To make an appointment for a conference with a teacher or CES administration, contact the person through email, or call the school to leave a message with the receptionist (887-0070).

## **ELECTRONIC COMMUNICATION EQUIPMENT USAGE**

The display of and/or use of a cellular telephone or any use of other electronic communications device used by students is not permitted on any Auburn City Schools campus during regular school day during instructional hours.

## **EMERGENCY NUMBERS**

The office must have a current record of parent telephone numbers and local telephone numbers of two friends or relatives who can be contacted in case of an emergency. Parents are encouraged

to inform teachers of phone numbers where they can be reached at any time during school hours. These numbers are for your child's protection in case he or she becomes hurt or sick. Please call the school as soon as possible to report any changes of emergency information.

### **CREEKSIDE KETTLES**

At Creekside, we strive to ensure that all students feel a sense of belonging in our school community. We are excited to implement a new strategy to achieve this goal. Students, faculty, and staff have been randomly placed into a kettle which is known as a group of hawks. The kettle system provides a structure in which students will lift each other up and encourage each other daily all while feeling a sense of belonging as a member of the Creekside family. Each kettle is named based on a type of hawk and identified by a positive character trait and color.

- BROAD-WING ~ Ambitious ~ Orange
- COOPER ~ Considerate ~ Yellow
- RED-TAIL ~ Courageous ~ Red
- SHARP-SHIN ~ Dependable ~ Blue
- SWAINSON ~ Compassionate ~ Green

Quarterly, students will meet with their kettles for team building, leadership, and collaboration with students outside of their normal daily activities.

Each student can individually contribute to kettle points to reach a team goal. Each week the kettle points are calculated and displayed in the commons area. At the end of the month, the kettle with the most points will receive a special reward as a group.

Students can earn points for their kettle by:

- Wearing their kettle colors on Thursdays
- Exhibiting exceptional HAWKS behavior expectations and kettle character traits
- Achieving personal, academic, behavioral, and social goals

### **FAMILY RIGHTS AND PRIVACY ACT**

All official school records, files, and data directly relating to one's own student are available to the parents. Requests for these records should be made to the CES administration.

## *Academics*

### **CURRICULUM**

Students at CES are taught a balanced curriculum developed and reviewed regularly by teams of educators using the Auburn City Schools program objectives and Alabama State Department of Education Courses of Study for each area of learning. Copies of the Auburn City School Curriculum maps and Alabama Courses of Study are available upon request.

### **RESPONSE TO INSTRUCTION (RTI)**

In order to meet all students' academic and behavioral needs, Auburn City Schools (ACS) utilizes the Response to Instruction (Rtl) process. Within this process students' progress

through a continuum of services that focuses on providing quality core instruction in Tier I (general education curriculum), targeted interventions in Tier II (specific to student needs) and intensive interventions in Tier III (specific to student needs). Each of these tiers will include both academic and behavioral instructional programs and interventions. The expectation in this tiered approach is that all teachers in grades K through twelve will provide high quality, research-based core instruction (Tier I) that follows the best practices included in the Alabama Quality Teaching Standards. When student performance data indicate that the core instructional program is not effective in supporting students in reaching desired levels of success, early intervention strategies (Tier II) will be implemented in an effort to prevent the need for longer term, more intensive interventions (Tier III).

These strategies may take place in the regular classroom, during an intervention and enrichment time, or at some other time as provided for within the school schedule. Interventions are not designed to replace core instruction. Every child will continue to receive their core instructional program but interventions are designed to add benefit to that instruction so that students can make faster progress toward reaching grade level mastery in all areas. These processes will be monitored by a group of teachers and administrators working together in a Data, Support and Intervention Team (DSI Team). This team will monitor student progress and help design the right instructional support for each student.

These approaches are part of the general education program for all students. Every student in ACS will be assessed periodically, through a variety of methods, to determine their skill level. This is a normal part of good teaching. Rtl requires that when we find skill deficits that we act early by providing different teaching strategies and materials designed to help the student eliminate those deficits so that they are mastering all skills at their grade level. Parents will be notified when additional support through Rtl is being provided to their child so that we are working in partnership to help maximize the educational benefit to each student.

## **BOOKS**

Textbooks are provided to students. Students are responsible for school textbooks and library books, and parents are responsible for replacing lost or damaged books. Prices for textbooks can be obtained from the school office. Prices for library books can be obtained from the media center.

## **LIBRARY-MEDIA CENTER**

The media center is a “laboratory” for students to practice reading skills they have been taught in the classroom. Students may be engaged in a variety of independent or group activities that accent their classroom instruction such as research, book checkout, listening to stories, STEM activities, and book talks.

## **ART PROGRAM**

All students attend art classes on a regular schedule. The art program is a discipline based curriculum according to the Alabama State standards. Children are exposed to art terms, techniques, art history, and art production, which can be tied to the classroom themes/units. The children’s artwork is displayed in the hallways to encourage our students and make our school environment warm and friendly.

## **COMPUTERS IN EDUCATION**

Each classroom is equipped with multimedia computers, iPad, and Smart panels with Kapp IQ. Students may practice writing and math skills, do research, use the Internet and create products using the computer. All students receive instruction in a computer lab on a weekly schedule. Computer lab instruction includes keyboarding, technology presentations, research, and content reinforcement. Students receive a keyboarding skill mark, which reflects conduct and participation of lessons in the computer lab.

## **COUNSELING**

All students attend classroom guidance classes on a regular schedule. The elementary school counseling program is designed to assist in providing for the child's developmental needs. Emphasis is placed on self-understanding, decision-making, interpersonal relationships, study skills, and career education. Individual and small group counseling and classroom guidance lessons are included in this program. Should you or your child wish to talk with the counselor, please call the school or email the counselor.

## **SPECIAL EDUCATION**

Students with speech, hearing, special learning and/or severe emotional problems may be eligible to receive assistance through special education. Talk with your child's teacher or school administration if you want to know more about special education services. Every child with a disability is entitled to services based on their Individualized Education Plan.

## **VENTURE**

Auburn City Schools is an enrichment district, which identifies who has demonstrated the potential to perform at high levels in academic and creative fields when compared with others of their age, experience, or environment. These children and youth receive services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Any individual with knowledge concerning a student's abilities may refer a student to be considered for an evaluation to determine if the student qualifies according to ACS guidelines. Additionally, all second-grade students will be observed as potential Venture/gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in areas of aptitude, characteristics, and performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for services. A referral to the venture program can be made by contacting the venture teacher, the principal, or the special education coordinator for Auburn City Schools.

## **MUSIC**

CES offers music as part of the regular curriculum. Students in each grade level are given age-appropriate instruction in general music. The emphasis in each class is on providing a variety of musical experiences for the students at CES. Students have the opportunity to learn about singing, instrument recognition, great composers, musical theatre, and music theory. All students perform with their class at some of the school's special programs. In addition, CES offers group performance opportunities in both choral and instrumental music. Students in third through fifth grade may participate in the CES Chorus.

## **PHYSICAL EDUCATION**

Physical Education is a vital part of the school curriculum and all students participate for 30 minutes daily. Students are provided with opportunities to learn skills necessary to perform a variety of physical activities, to learn about fitness and a healthy lifestyle, and to participate in and enjoy daily physical activity. All students are expected to participate unless parents send a written request for non-participation due to illness or injury. If the extended illness does not allow P.E. participation, a doctor's excuse is required.

Students should wear tennis shoes to fully participate in P.E. activities.

## **FIELD TRIPS**

All field trips planned by the school are for specific educational purposes. Parents of children going on field trips are requested to assume the responsibility for any necessary fees. A permission slip signed by each child's parent is required for field trips. Students will not be permitted to participate unless the permission slip has been returned.

Parents may provide transportation and supervision for their students on field trips. A parent may only transport his or her own child. While parents who agree to serve as field trip chaperones are greatly appreciated, younger siblings are unable to attend. All students, including those accompanied by their parents, are expected to stay with the group.

# *Grading, Homework and State Testing*

## **GRADING**

The purpose of a grade is to show academic progress and the mastery level of a skill. Only after a skill has been introduced and practiced in class with guidance from the teacher will independent performance be assessed. This is to help teachers make the best decisions regarding your child's academic needs and determine strategies to best meet your child's learning style. Teachers in each grade level will provide information at the beginning of the academic year regarding grading practices and weighted scores during grade level curriculum nights. The grading scale below reflects Auburn City Schools' grading policy as stated in the ACS Parent and Student Handbook.

### **Grades 3, 4, and 5**

90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

Students are responsible for completing assigned homework. Turning assignments in on time is a life-skill and one we want your child to develop. Some assignments or projects may be given in advance and include a criterion for grading. It is important that you check your child's planner/folder each night so that you can assist your child in completing assignments.

Communicate with your child's teacher if you do not understand an assignment. Check the teacher's web page for more information regarding assignments, due dates, and projects. Teachers may use a variety of methods to assess your child's work. Some examples of assessment techniques might include: rubrics, self-assessments, criteria goals with points, paper/pencil tests, fill in the blank, written answers, projects, small group projects, computer-based assessments, presentations, oral assessments or a combination of more than one of the above.

It is our goal at Creekside Elementary to help your child feel and be successful each and every day. Adopting good study habits, planning ahead, communicating with the teacher regarding questions or gaps in knowledge, and attending parent conferences are ways that will assist you in understanding your child's progress during the year. Your involvement in your child's education is crucial to your child's success.

### **HOMEWORK POLICY**

Homework assignments provide an opportunity for students to practice skills learned at school. Parents should check to see that their child completes the assignment. Please set aside a time each day to supervise homework. Parents are an integral part of their child's education. They are their child's first and most important teachers. In addition to homework, every child at CES should read 20 minutes every night.

### **ANNUAL ASSESSMENTS**

Each year elementary students participate in state assessments. The following tests are administered:

#### STAR assessments

STAR is a universal screening tool that is used to determine a child's present level of performance and monitor progress throughout the year. This assessment is administered in August, December, and May. Students who qualify for intervention will take the test more often to monitor progress more closely.

#### The Alabama Comprehensive Assessment Program (ACAP)

The ACAP is the new Alabama accountability assessment for grades 2-8. Second grade will take the assessment in the spring, and their scores will be used to measure growth for their third grade year. Third grade will also take the assessment in the spring as part of the state and district accountability requirements to measure student growth and achievement. Reading, math, and writing will be assessed in both second and third grade.

#### Alabama Alternate Assessment (AAA), Grade K-12 as appropriate

The AAA is the assessment administered to special education students whose Individualized Education Program (IEP) Team determines they cannot participate in regular state assessments, with or without accommodations. The results are based on a special education student's mastery of his/her IEP goals and benchmarks and are reported using the same four achievement levels as other state assessments.

#### Assessing Comprehension and Communication in English for English Language Learners (ACCESS), Grade K-12 as appropriate

The ACCESS test addresses English language development standards and rates students on a 1-5 scale (entering, beginning, developing, expanding, and bridging) according to their abilities with regard to their grasp with the English Language.

Limited-English proficient students in their first academic year of enrollment in U.S. schools are not required to participate in the statewide Reading assessment but must participate in the English language proficiency test, *ACCESS*, and in the statewide mathematics tests.

Confidentiality of test results will be assured and information will be released only in compliance with the Education Amendment of 1974 (P.L. 93-380) known as the Buckley Amendment.

### **CELL PHONES**

When cell phones are brought on campus, students are asked to turn them off to limit classroom disruptions. When administering State tests, The State of Alabama strictly enforces a cell phone policy that prohibits the use of cell phones in the testing environment.

### **Alabama State Department of Education Policy Cell Phone/Digital Device in a Testing Setting by Students**

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is strictly prohibited in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room. If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the Local Education Agency.

## *Behavior*

### **DISCIPLINE**

Creekside Elementary School will utilize Positive Behavior Supports (PBIS) to establish student behavioral expectations and to assist students in monitoring their own behavior. Parents have the primary responsibility for the conduct of their children. CES has established expectations and routines which students are expected to follow throughout the school day and on school property.

Creekside Elementary staff, parents, and students have high expectations that students, parents, and staff will support each other positively. All students are a part of the CES community and will be treated with respect. Students will take responsibility for their own behavior

### **DRESS CODE**

Refer to the ACS Parent and Student Handbook on page 23 & 24 for ACS dress code guidelines.

## General Information

### **SCHOOL SUPPLIES**

The office has a copy of supplies needed for your child's grade level. Supply kits are pre-sold each spring and are delivered by our PTO to each child's classroom. The supply kits are ready for students on the first day of school. If a supply kit was not ordered for your child, a grade level supply list is available on our school website or in the school office.

### **CLASSROOM BIRTHDAY CELEBRATIONS**

Cupcakes and other food items may **not** be brought into the classroom for individual student birthday celebrations. Parents may send in trinket items such as pencils, colored pens, stress balls etc., or if parents would like to provide ice cream, they may purchase enough for the class from the cafeteria. The price for ice cream is \$1.00 each. A form will be available on our website for parents to use to secure the ice cream order for their class. The form must be completed to notify school staff. Payment may be made through My School Bucks. Parents should send the form to the homeroom teacher **at least one week before** the celebration.

### **LOST AND FOUND**

Lost and found is located in the commons area. It is important that personal possessions be labeled so they can be returned when misplaced. Students must assume responsibility for personal belongings; textbooks and other property brought to or left at school. It is the responsibility of the student to check for missing items. Any items not claimed by the end of the school year will be donated to a charity.

Personal items such as toys, balls, electronic devices, etc. are not to be brought to school. If these items do show up and then are taken, the school is not responsible. Leave all valuable items at home!

### **VIRTUAL COMMUNICATION**

Please visit the following media outlets to keep up to date with happenings on our campus.

**WEBSITE:** [www.auburnschools.org/creekside](http://www.auburnschools.org/creekside).

**FACEBOOK:** Creekside Elementary

**INSTAGRAM:** @creeksideauburn

**TWITTER:** @CreeksideAuburn

## Illness, Medication, Safety and Emergencies

### **ILLNESS AND DISEASES**

When your child becomes too ill to remain in school, we will contact you. For this reason, it is most important that your emergency contact information be kept up to date. Our facilities for sick children's care are limited. We appreciate you making arrangements for picking your child up promptly for adequate care when he/she is sick.

## **Auburn City Schools Medication Information**

There is a school nurse available for every school. Please contact her to discuss your child's health needs. Details of our medication policy and forms can be found in the Pupil Progression Plan and Statement for School Personnel, Parent and Students booklet (School Health section).

All medications must be delivered to the school by a parent/guardian.

### **1. Prescription Medications**

- Must be in a pharmacy labeled container with child's name and instructions matching Medication Prescriber/Parent authorization form
- Physician and parent must sign Medication authorization form
- A parent may come to school and give child medication

### **2. Over the Counter Medications**

- Must be in original container
- Must be given as prescribed on container
- Parent only need to sign medication authorization form

### **3. Asthma Inhalers**

- Parent signs parent Medication Prescriber/Parent Authorization form giving permission for student to carry and self-administer medication
- Physician signs Medication Prescriber/Parent Authorization form
- Parent may opt to keep inhaler in office

### **4. Emergency Medications**

5. Please inform nurse if your child needs access to emergency meds such as Epi Pens, Diastat or Glucagon.

## **SAFETY**

To ensure the safety of all our children, staff, and visitors, Creekside Elementary follows specific safety regulations. These include having visitors sign in at the office, conducting monthly drills, practicing the handling of emergency situations, and having a comprehensive safety plan.

## **SECURITY**

CES has adopted a policy of keeping the school doors locked for the safety of all. All visitors must enter the school through the main office door, sign in, and present valid ID.

## **EMERGENCY CLOSING OF SCHOOLS**

In the event of severe weather, other emergency conditions or state of emergency, the Superintendent will announce whether the schools will be closed. When the safety of students and staff is in question, the decision will be made to close the schools. Information will be sent out through social media and the automatic notification system that will call, text, or email using the information on file at the school.

## *After School Program and Activities*

### **AFTER-SCHOOL PROGRAM**

CES offers an after-school enrichment program for a minimal charge. The program begins immediately after school and ends at 5:30 p.m. The program is designed to provide a safe, relaxed place for students to go in the afternoons where they will be given the opportunities to have assistance with homework, participate in enrichment and sports activities, and develop better computer skills. For more information please call the school office.

## *Parent Teacher Organization*

### **PARENT/TEACHER ORGANIZATION (PTO)**

The PTO is a vital part of the Creekside community. Parents provide important support in the form of volunteer services, hospitality and fund raising. All parents are welcome at PTO meetings.

### **PTO OBJECTIVES**

- To promote the welfare of children.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, so that the parents and teachers may cooperate intelligently in the training of the child.
- To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social and spiritual education.

### **PTO FUNDRAISERS**

Our PTO provides deeply appreciated extra funding to enrich our educational programs with several projects throughout the year. Parent participation and support is needed and appreciated.

### **PTO VOLUNTEERS**

Each fall, help is sought in a number of areas. New volunteers are welcome anytime during the year. Please call the office or the PTO president!

Moms and dads are sought by the PTO each year to help with activities such as parties, field trips, and special projects. Watch for the requests that will be sent home with your child in the fall.

**Please also read the ACS Parent Student Handbook. The Creekside Student/Parent Handbook is a supplement to that information and deals specifically with our school.**