

# **CREEKSIDE ELEMENTARY SCHOOL**

**5321 Ephesus Church Road**

**Durham, North Carolina 27707**

**Telephone: 919-560-3919 · Fax: 919-560-2355**

## **FAMILY HANDBOOK**



**2011 - 2012**

## Table of Contents

<u>TITLE</u>	<u>PAGE</u>
A Message from the Principal .....	4
Calendar.....	5
Creekside Staff .....	6
Attendance.....	7
Arrival.....	7
Early Pick-Up/Dismissal.....	7
Absences.....	8
Transportation - Bus & Car.....	9
Drop-Off/Pick-Up Policy.....	10
Before School-After School Program.....	11
Positive Behavior Support & Discipline.....	12
Classroom Expectations & Consequences.....	13
Durham Public Schools Dress Code.....	14
Prohibited Items.....	14
Student Admission & Student Health.....	15
Admission/Enrollment to Creekside.....	15
Medication.....	15
Parents Responsibilities.....	15
Lice Policy.....	16
Food Brought to School.....	16
Cafeteria .....	17
Purchasing Meals in Advance .....	17
Free & Reduced Lunch Program .....	17
Prices for Meals .....	17
Visiting the School.....	18
Durham Public Schools Volunteers.....	18

**Table of Contents (continued)**

<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
<b>Grading Periods, Grading Scale &amp; Honor Roll.....</b>	<b>19</b>
Grading Periods.....	19
Grading Scale.....	20
Kindergarten.....	20
Grades 1 <sup>st</sup> through 5 <sup>th</sup> .....	20
Honor Roll .....	21
Friday Folders .....	21
Testing/Promotion Standards.....	21
<b>School Programs &amp; Services.....</b>	<b>22</b>
Guidance Program.....	22
Academically Gifted Services (AIG).....	22
Student Assistance Program (SAP).....	23
Resource Learning Program.....	23
Speech and Language.....	23
English As A Second Language (ESL).....	24
Exceptional Children’s Services.....	24
<b>Other Things Parents Need to Know.....</b>	<b>25</b>
CES Mascot and Colors.....	25
ConnectED.....	25
Desk and Cubbies - Personal Items.....	26
Pet Policy .....	26
School Photos and Yearbook.....	26
Site-Based Decision Making Committee.....	27
Textbooks.....	27
Translation Services.....	27
Seclusion and Restraint Policy.....	27
Bullying & Harassment Policy.....	28

## A Message from the Principal

Dear Parents,

Welcome to Creekside Elementary School! This handbook is presented as a reference guide in understanding school procedures, policies and opportunities. I hope this information is helpful and will assist you as we bridge the gap between the home and school connections. I extend an invitation and encourage you to visit Creekside Elementary School for a better understanding of its programs and goals.

As we begin the 2011-2012 school year, we look forward to your continued support in the Parent Teacher Association (PTA). Working together, we can make Creekside Elementary School the best! Let us strive to achieve our expected goals that are in the best interest of the children.

Again, I welcome you to our school. The teachers, staff and I look forward to working with you and your child to make this the best year ever!

Sincerely,

Nathan Hester  
Principal



## 2011-12 Traditional Calendar

Month	Day	Weekday	Calendar Event
<b>August</b>	25	Th	<b>FIRST DAY OF SCHOOL FOR STUDENTS</b>
<b>September</b>	5	M	Holiday for students and teachers [Labor Day]
	14	W	PLC Two Hour Early Dismissal
<b>October</b>			
	12	W	PLC Two Hour Early Dismissal
	27	Th	<i>End of first grading period</i>
	28	F	Student vacation
	31	M	<b>Beginning of second grading period</b>
<b>November</b>	11	F	Holiday for students [Veteran's Day]
	23-25	W-F	Thanksgiving Holidays
	30	W	PLC Two Hour Early Dismissal
<b>December</b>			
	21-30	W-F	Winter Holidays [Dec. 21 - Inclement weather make-up day #1]
<b>January</b>	2	M	Student vacation [Inclement weather make-up day #2]
	11	W	PLC Two Hour Early Dismissal
	16	M	Martin Luther King, Jr. Holiday
	20	F	<i>End of second grading period</i>
	23	M	<b>Student vacation</b>
	24	T	<b>Beginning of the third grading period</b>
<b>February</b>			
	24	F	Student vacation [Inclement weather make-up day #3]
<b>March</b>			
	23	F	<i>End of third grading period</i>
	26	M	Student vacation
	27	T	<b>Beginning of the fourth grading period</b>
<b>April</b>			
	6-13	F-F	Spring Break [April 6 - Inclement weather make-up day #4] { April 9-13 Inclement weather make-up days #6-10}
	25	W	PLC Two Hour Early Dismissal
<b>May</b>			
	28	M	Memorial Holiday
<b>June</b>			
	7	Th	<b>Last Day of School for Students</b>
	8	F	[Inclement weather make-up day #5]

**ADMINISTRATION**

Nathan Hester, Principal  
Pam McCann, Assistant Principal

**OFFICE STAFF**

Brenda Cooley, Treasurer  
Kim Faison, NC Wise Data Manager  
Tina Forbes, Secretary  
Crystal Paiz, Bilingual Adm. Asst.

**TEACHERS & ASSISTANTS**

**KINDERGARTEN**

Kristen Bianca, Teacher – Rm 121  
Nicki Veladota, TA  
  
Tamara Carson, Teacher – Rm 119  
Jesse Gilbert, TA  
  
Julie Graves, Teacher – Rm 115  
Nichole Warren, TA  
  
Jessalyn Joshua, Teacher – Rm 181  
Debbie Lee, TA  
  
Deborah Laws, Teacher – Rm 179  
Barbara Burrus, TA  
  
Cora Ramseur, Teacher – Rm 169  
Pat Schwing, TA  
  
Teah Shinn, Teacher – Rm 113  
Bernadette Viola, TA  
  
Maggy Taylor, Teacher – Rm 171  
Kokeya Evans, TA

**FIRST GRADE**

Janet Gall, Teacher – Rm 108  
Amelia Hart, TA  
  
Jill Harrell, Teacher – Rm 126  
TaShonda Vincent, TA  
  
Melissa Haydon, Teacher – Rm 178  
Kim Faison-Royal, TA  
  
Sara Jackson, Teacher – Rm 174  
Deborah Garrison, TA  
  
Ingrid Jones, Teacher – Rm 172  
Deborah Garrison, TA  
  
Bridgette McCowan, Teacher – Rm 110  
Amelia Hart, TA  
  
Tya Tyrrell, Teacher – Rm 176  
Kim Faison-Royal, TA

**TEACHERS & ASSISTANTS**

**SECOND GRADE**

Wendy D'Auria, Teacher – Rm 200  
Melinda Marcin, TA  
  
Kristyn Erdely, Teacher – Rm 202  
Melinda Marcin, TA  
  
Trisha Hoadley, Teacher – Rm 104  
Irma Hann, TA  
  
Danielle Pire, Teacher – Rm 135  
Mary Meschter, TA  
  
Steven Scofield, Teacher – Rm 133  
Mary Meschter, TA  
  
Cheryl Waters, Teacher – Rm 102  
Irma Hann, TA

**THIRD GRADE**

Skip Brown, Teacher – Rm 236  
Katie Jones, Teacher – Rm 205  
Robbyn Labelle, Teacher – Rm 234  
Erika Newkirk, Teacher – Rm 207  
Tonya Roller, Teacher – Rm 231  
Kimberly Villanueva, Teacher – Rm 245  
Kelli Zwickle-Cheek, Teacher – Rm 243

**FOURTH GRADE**

Jess Dunevant, Teacher – Rm 224  
Melissa Eller, Teacher – Rm 219  
Latoya Judd, Teacher – Rm 211  
Margaret Normann, Teacher – Rm 222  
Lindsey Williams, Teacher – Rm 213

**FIFTH GRADE**

Lauren Harris – TR 11  
Martha Matson, Teacher – TR 13  
Linda Mitchell, Teacher – TR 10  
Susan Pape, Teacher – TR 12  
Megan Shulse, Teacher – TR 9  
Blair Waggett, Teacher – TR 14

**SPECIALIST/SUPPORT STAFF**

Chris Shelton, AIG – Rm 128  
Chrissy Slavinsky, AIG – Rm 217  
Carla Woodard, AIG – Rm 229  
  
Pat Vanderhoof, Art – Rm 163  
  
Wanda Matthews, Counselor – Rm166  
Tonya Jackson, Counselor – Rm 101G  
  
Ellen Dearden, EC Fac – Rm 140D  
Robin Pagnanelli, EC – Rm 118  
Sandy Scheuermann, EC – Rm 215  
  
Vivienne Collins, ESL – Rm 106  
Heather Fuller, ESL – Rm 233  
Jessica Lang, ESL – Rm 175  
  
Elizabeth Oas, Lit. Coach – Rm 204  
  
Caroline Kenning, Media – Rm 140C  
Marianne Massey, TA (.5)  
  
Nadine Head, Technology – Rm 137  
  
Amanda Haas, Music – Rm 142  
  
Joy Clarke, PE Teacher – Rm 147F  
Rebecca Punch, PE Teacher – Rm 147F  
  
Kelly Champlin, Sp./Lang – Rm 139  
Marga DeBruijn, OT – Rm 101H  
  
Tiffany Boss, Data Specialist – Rm 232  
Teri King, Interv – Rm 209  
Sherlene Hankins, Math Spec – Rm 138

Tanita Nicholson, BS/AS – Rm 147A  
Jodie Weiner, School Nurse – Rm 101R  
Twala Timmons, Soc. Wrk. – Rm 101C  
Rich Alder, Sheriff Deputy

**Cafeteria Staff**

Bridgette Harper-Reid, Manager  
Jack Daniels  
Asia Pope  
Tanita Nicholson  
Bruce White  
Janice Williams

**Janitorial Staff**

Joel Rebollo  
Wilma Rodriguez

08/17/2011

## Attendance: Arrival, Pick-Up, Dismissal and Absences

- School hours for students are from 9:00 a.m. to 3:30 p.m.
- In order to receive maximum instructional benefits, please ensure that your child is at school on-time and does not leave before dismissal.
- North Carolina school law mandates attendance for all students.

### Arrival

- School staff will not be available prior to 8:35 a.m. to provide supervision unless students are enrolled in the Before-After School program.
- If your child is registered in the Before School program, s/he may arrive as early as 6:45 a.m. Children not enrolled in the Before School program **MUST** remain with a supervising adult and cannot enter the building before 8:35 a.m.
- Students who are not in their classes ready to learn at 9:00 a.m. are considered tardy and must obtain a pink "Late Arrival" slip from the office prior to entering the classroom. Parents arriving to drop off students after the supervising staff members and safety patrols have gone back into the building at 9:00 a.m. **MUST** escort their child(ren) into the building to sign them in. Cases in which students are chronically tardy will be referred to the school social worker for investigation into whether or not further action should be taken.

### Early Pick-Up/Dismissal

- Students who need to leave early during the school day must submit a written request from the parent/guardian to his/her teacher. Students must be signed out in the office by their parent/guardian prior to leaving early.
- Students will be excused for being checked out early for the following reasons only: illness or injury, family emergency, quarantine, medical appointment, death in the immediate family, court or administrative proceedings, or for an approved educational opportunity. (Please note that writing "Home" is not an approved reason.) Cases in which students are chronically checked out early without an approved reason will be referred to the school social worker for investigation into whether or not further action should be taken. Please be aware that there will be NO student check-out after 3:15 p.m. Students will only be released through the dismissal process. If you park on campus, you will not be allowed to walk up to get your child.

- After 3:50 p.m., parents will have to come into the school to sign their child(ren) out. Chronic late pick-ups will be reported to the school social worker.
- In the event of inclement weather, radio and television will broadcast closings. Please make sure your child knows what to do and where to go if school closes early.
- If the student is not going to follow standard dismissal/bus procedures, specific notification must be made in writing to the teacher and office. If any student indicates the need for a last minute change, they will be sent to the office to call parents for clarification. They may miss the bus if this happens.
- Remember that the After School program does not operate if school is dismissed early for inclement weather.

### Absences

- All absences from school must be followed by a written excuse from the parent/guardian and submitted to the child's teacher. Failure to do this will result in an unexcused absence. It is also helpful to contact the school office as soon as you know your child will be absent at 919/560-3919.
- Your child must arrive by 12:15 p.m. to be counted present for the day. Students who leave prior to 12:15 p.m. and do not return will be counted absent.
- Your child's absence is excused in the event of illness or injury, family emergency, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, or for an approved educational opportunity (forms are available in the school office or online). If you know your child will be absent, please send a note or call the office to alert the classroom teacher. Please make arrangements with the teacher for homework assignments. Cases in which students are chronically absent without an approved reason will be referred to the school social worker for investigation into whether or not further action should be taken.
- Our Attendance Notification System (ConnectEd) will automatically call parents/guardians if your child is absent.
- Parents should request permission two (2) weeks ahead of time for an educational trip. The trip must be approved by the Principal. Otherwise, the absence is considered unexcused. Please use the "Request for Excused Absence" form located in the front office or online.

## Transportation - Bus and Car

- Bus stop schedules with approximate times will be posted in the Creekside gym and will be available for viewing at the “Meet the Teacher” night prior to the start of school. Bus information can be provided in writing upon request. Parents can now also access their child’s bus information using the last four digits of their student ID number which can be obtained from the school data manager.
- Students should use their assigned stop and be present at the stop ten (10) minutes before the scheduled pick-up time each day.
- Students should be patient during the first few weeks of school because buses may run later than the scheduled time. Pick-up and drop-off times may be adjusted during the first month of school, as actual riders and stop locations are determined. The bus schedules should run smoothly following this initial adjustment period.
- State guidelines, safety, and the length and time involved for each route govern the placement of stops. If there is a problem with your stop, contact the office first. Then you may contact Durham Public Schools transportation department at 560-BUSS (2877).
- If a student needs to go to a regularly scheduled day care facility or other program after school hours, the parent is required to send a written notification of this to the teacher. The teacher needs to know by what means each student is to go home, and, if this is to be changed, a written note should be sent to the teacher. If your child will not be riding his/her day care van, please notify the day care center.
- If your child is to go home with a classmate after school, both the hosting and visiting students should bring notes from their parents indicating the planned visit and transportation plans. Both students are to report to the school office on the morning of the planned visit with their notes. This is required as a safety precaution. We need to know that both parents are aware of the plans (carpool and buses). If some buses are at capacity, visiting students may be denied riding home on the bus with a friend.
- No student can be permitted to ride home with anyone other than his/her parent unless the child brings a note from his/her parent requesting this change.
- Students are not allowed to leave the school campus during the day without an authorized adult.

- **Transportation changes (other than those covered by a note previously sent to the teacher) must be called into the office at 560-3919 prior to 1:00 p.m. We need time to give your child's teacher the information.**

### **Drop-off/Pick-up Policy**

- A reminder that there is **no parking allowed** on either side of George King Rd. or in the bus lot. Please park in **designated parking spaces only** in the front or main parking lots.
- **Morning Drop-Off:**
  - Children should not be left at the school prior to **8:35 a.m.** unless they are in Before School, Safety Patrol (5<sup>th</sup>), Chorus (4<sup>th</sup>/5<sup>th</sup>), or other morning club.
  - The doors will open at **8:35 a.m.** Please stay in line and in your car with your child(ren) until an adult on duty gives the signal to unload.
  - Please, only let your child(ren) out in the **designated unloading areas** marked by cones at the main entrance. Students **may not be dropped off** at the gates by the playgrounds/lower entrance.
  - **Before 9:00 a.m.**, if you do park, an adult must accompany students into school. Please cross at the crosswalk (child **AND** adult) if you park out front. You may not drop children and let them cross alone. You **may** use the gates by the playgrounds to enter the campus **only** if you have parked and are walking a student into school. **After the supervising adults have reentered the building at 9:00 a.m., all students MUST be walked in by an adult by way of the main office ONLY.**
- **Afternoon Pick-Up:**
  - In order to ensure that traffic can still flow in the parking lot, **the pick-up line cannot begin to form before (around) 3:15 p.m. when the cone and stop sign are placed.** If you stop in either lane before the cone and stop sign are placed, you will be asked to move your vehicle and circle the parking lot.
  - Car rider(s) will receive a name card to be displayed in the front windshield. Please make sure this name card is displayed prominently each day during pick-up.
  - If your child is a car rider, you **must remain in your car** to pick up your child in the carpool line. Parents **may not** enter through the lower gates or other doors to pick up students. After 3:15 p.m., you may not park on campus and walk up to receive your child – you will have to be in the car line.

**\*REMINDER OF MANDATORY CARPOOL LINE EXPECTATIONS \***

- **DO NOT BLOCK THE ENTRYWAY INTO THE PARKING LOT AT ANY TIME!!!** THE CARPOOL LINE BEGINS AT 3:15 pm!!!
- **THE PARKING LOT LANES (2 UP AND 1 DOWN) MUST BE CLEAR OF ANY CARS UNTIL THE CARPOOL LINE BEGINS TO FORM!!!**  
**YOU MAY NOT WAIT IN ANY PART OF THE DRIVEWAY OR PARKING LOT LANES FOR THE LINE TO FORM!!!**
- **AS THE LINE FORMS, DO NOT BLOCK THE LEFT LANE OF THE ONE-WAY UP SIDE OF THE PARKING LOT AS THIS IS A THROUGH LANE!!!**

**Before/After School Program**

- Students enrolled in the Before School Program may arrive as early as 6:45 a.m.
- Students enrolled in the After School Program may remain at school until 6:00 p.m.
- For more information about these programs, please contact our Site Coordinator at 919-560-3919 extension 19305, or the DPS Community Education office at 560-3816.

## **Positive Behavior Intervention Support & Discipline**

Creekside's philosophy is based on the premise that learning occurs best in an environment that embraces positive behavior support. Structure and consistency are keys to its success. It is our hope that positive behavior can be achieved through each student's self-discipline.

Teachers will go over school expectations and bus expectations on the first day of school.

Read carefully and discuss with your children the "DPS Parent/Student Handbook" that will be sent home to you at the beginning of the school year. It contains important information that you need to know. This should be kept in a safe place for quick reference.

If you have a concern regarding your child, first send a note to let the teacher know you want to schedule a conference, or call the office and ask the school secretary to leave a message for your child's teacher regarding your desire to arrange a conference.

If you still are not satisfied, you may contact the Principal or Assistant Principal regarding your concerns.

Any issues regarding the school bus or transportation should be directed to the Assistant Principal.

Creekside staff members welcome the opportunity to meet with you regarding your child.

## Classroom Expectations & Consequences

### Expectations

- Stay on task, be prepared
- Share materials
- Move safely throughout the room
- Listen to directions
- Use proper trash cans
- Keep hands and feet to yourself
- Always do your best!

### SOAR

- S - Show self-control
- O - Offer peer support
- A - Actively listen and learn
- R - Respect people & property

### Classroom Consequences

- Verbal warning
- Time out
- Time in buddy classroom
- Conference with Administrator
- Silent lunch
- Letter home
- Phone call home
- Office referral

### Creekside Daily Pledge

Eagles are leaders.

Eagles are bold.

Eagles soar to great heights.

As a Creekside Eagle,

I promise to Show self-control.

I promise to Offer peer support.

I promise to Actively listen & learn.

I promise to Respect people & property.

Today and everyday,

I promise to be the best that

I can be because I believe in me.

### Major Behavior Infractions (immediate office referral)

- Verbal or physical abuse of teacher
- Violation of DPS internet policy
- Inappropriate touching or another student (consult with counselor)
- Fighting
- Weapons

### Administrative Conference

- Conference
- Phone call to parent
- ISS (In-school suspension)
- OSS (Out-of-school suspension)

## **Durham Public Schools' Dress Code**

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Students are prohibited from wearing clothing, jewelry, book bags, or other articles of personal appearance which:

- depict profanity, obscenity, or violence;
- promote use of tobacco, drugs, or alcohol;
- may create a threat to health or safety of others;
- are associated with intimidation or violence and about which students have been notified,
- may be disruptive.

The following specific items are also not permitted:

- clothing worn to reveal underwear, cleavage, or bare skin between the upper chest and mid-thigh;
- bare feet, bedroom slippers; **ABSOLUTELY NO** hee-ies (shoes with rollers)
- spaghetti straps or halter tops (exposing undergarments), any strapless tops;
- see-through, mesh garments;
- pants worn below waist level;
- clothing that is excessively baggy or tight;
- skirts and shorts shorter than mid-thigh;
- sunglasses worn inside school building;
- hats, caps, hoods, sweat bands and bandannas or other head wear worn inside school building; and
- any other article of appearance that is physically revealing or provocative.

Parents will be contacted and the principal may require a student to change his or her dress or appearance for failure to comply with the dress code.

This policy applies to all students at all times on any school property, including buses and other school vehicles, and when students represent the school.

### **Prohibited Items**

Students are ***NOT*** allowed to bring any ***toys or electronic devices*** (including but not limited to: I-Pods/MP3 players, handheld games, cell phones, electronic pets, etc.) to school. If an electronic device is taken from a student, the parent will be called and must come in to retrieve the item from the office. Creekside is not responsible for lost, stolen, or damaged items.

## Student Admission and Student Health

### Admission/Enrollment to Creekside

To attend Creekside Elementary School, a student must maintain a legal residence in the Creekside district or have approval from the Office of Student Assignment. Legal residence is defined as that address at which the student and his/her parents, legal guardians, or custodians reside on a full-time basis.

The State of North Carolina requires that certain immunizations be given to every child in order to attend school. A grace period of 30 days following enrollment is allowed. Should a student not have proof of proper immunization, the law requires that the principal prohibit the child from attending school until this requirement is met. You will be notified in writing if your child does not have the proper records.

The following immunizations are required:

- DPT            5 doses
- Polio           4 doses
- HIB            4 doses
- MMR           2 doses
- HBV            3 doses
- VARI           1 dose

### Medication

- The school office MUST have on file an Authorization of Medication for Students form signed by both a parent and a physician for any student who needs to be given medication during the school day. This applies for both prescription and over-the-counter medications. The school will accept a faxed copy of the medication authorization form. The school fax number is 919/560-2355.
- New authorization forms must be completed for each new school year or anytime the dosage or directions change. Forms are available in the school office.
- Medicines must be in the original bottle. (No Exceptions) Dosage quantities and times must be provided.
- Parents will be notified if your child has a health-related issue during the school day.

### Parent's Responsibilities

- Parents should inform the school staff of any known allergies or other medical conditions (including conditions such as heart issues or recurring nosebleeds) requiring a specific medical or emergency action plan.
- Parents are responsible for the completion of the authorization forms.

## **Lice Policy**

Head lice is a common problem with school aged children. Please remember that this has nothing to do with cleanliness, and does not reflect poorly on parents.

Head lice can be easily controlled, if given immediate and proper attention. If head lice or nits (eggs) are found in a child's head, the following steps will be taken by the school:

1. Parents will be called to come pick-up the child at school.
2. After treatment, the child will be allowed to return to school, if no nits are visible and there is proof of treatment.
3. Students must be checked in the office prior to returning to class.

## **Food Brought to School**

Food-related illness caused by improperly prepared food brought in from the community is a public concern. In an effort to reduce the risk of a food-related illness with our students, we request that parents refrain from bringing in certain home-prepared foods and/or foods from non-commercial sources.

High-risk foods are foods of animal origin:

- Eggs
- Meat
- Milk, etc.

Additionally, the number one cause of food-borne illness is improper temperature control, so foods that need refrigeration or hot holding (meat and cooked vegetables salads, milk, etc.) carry the most risk.

The following foods have traditionally been involved in e-coli outbreaks and young children are particularly susceptible to this organism.

- Ground beef products (hamburgers, casseroles or ground beef containing dishes)
- Venison in any form
- Unpasteurized milk or juices or products made from unpasteurized milk such as butter, cheese or ice cream.

Any fresh fruits or vegetables brought in should be from commercial sources and washed thoroughly before being eaten. Again, we want to keep students safe and need your support in following the food guidelines. Information and guidelines provided by the North Carolina Department of Environmental and Natural Resources.

## Cafeteria

### Purchasing Meals in Advance

The cashier establishes an account for each student by using a number for identification. A computer-based debit system keeps a record of all transactions for each account. Parents may choose to prepay accounts to eliminate the need to send money.

### Free and Reduced Lunch Program

All children will be given the opportunity to apply for free or reduced lunch. Application forms will be distributed at the beginning of each new school year. If you are applying, it is important that we have a form for every child in your family. Any changes in your family or financial status during the school year should be reported on new forms. Please remember, you must complete a new form each new school year. There is no carryover of applications to the next school year. Also, you will owe any money charged up until the approval date. Forms should be returned to the OFFICE, NOT the cafeteria.

### Prices for Meals

#### Meal Prices 2011-12

	<i>Breakfast</i>	<i>Lunch</i>
Reduced	.30	.40
Grades K-5	\$1.60	\$ 2.10
Adults	\$1.85	\$3.25
Milk	.50	.50

DPS Child Nutrition Services is now using the Federal Automated Recovery Systems (FARS) to protect against non-sufficient fund checks. This system allows for the electronic recovery of non-sufficient fund checks.

### Microwave Use

The microwaves are for adult use only and will not be used to heat food for students. Food should be warmed before coming to school and stored in an insulated container.

### Visiting During Lunch

Parents and siblings are welcomed and encouraged to have lunch at Creekside. Please follow the following procedures.

- Find out from the classroom teacher your child's assigned lunch time.
- When you arrive at school, sign-in and get a visitor's badge.
- You may wait for your child at the cafeteria.

## Visiting The School

- All parents/visitors are required to proceed to the front office and are required to sign-in and out when visiting the school. There are no exceptions to this policy.
- Visitors are required to fill out a name badge at the office and wear it at all times for identification while at the school. Visitors may be required to show proper identification (i.e. driver's license) upon request.
- Please help us protect the instructional day by scheduling conferences with teachers rather than simply popping in while instruction is taking place. Students are easily distracted when visitors come into the classroom unannounced.
- Visitors may park in the visitor parking spaces located in the front and on the east side of school building. Remember that we begin to "double stack" cars around 3:15 p.m. so you may get blocked in, especially if you park in the front. Do not park in the reserved spaces as school personnel must be able to readily exit and enter the building at all times. Do not park in the bus lanes. This is for the safety of our students.

## Durham Public School Volunteers

Anyone wanting to volunteer at Creekside must complete a criminal background check prior to volunteering. The forms may be obtained in the front office. You can check with the front office regarding the approval status of your application. If you have any questions please contact the school at 919/560-3919. Please note that younger siblings are not allowed to accompany parents when volunteering instructionally in the classroom. They are, however, welcome to accompany you during classroom celebrations and when having lunch with your child(ren).

## **Grading Periods, Grading Scale & Honor Roll**

### **Grading Periods**

There are four (4) nine-week grading periods during the school year. Progress reports are sent home to parents prior to Report Card distribution.

The distribution of Eagle Reports is as follows:

- First Quarter      September 23, 2011
- Second Quarter    December 9, 2011
- Third Quarter      February 23, 2012
- Fourth Quarter    May 4, 2012

Report cards are sent home to be signed and returned to the teacher at the end of each grading period.

The distribution dates for Report Cards are as follows:

- First Quarter      November 2, 2011
- Second Quarter    January 26, 2012
- Third Quarter      March 29, 2012
- Fourth Quarter    June 7, 2012

## **Grading Scale**

In all grade levels in which letter and/or numerical grades are given, the grading scale shall be as follows:

- A = 93-100 Excellent
- B = 85-92 Above Average
- C = 77-84 Average
- D = 70-76 Passing
- F = 0-69 No Credit

## **Kindergarten**

At the kindergarten level, students shall be evaluated on personal/social growth, work habits, fine motor coordination, and appropriate subject areas as specified in the North Carolina Standard Course of Study.

Progress shall be evaluated as follows:

- Satisfactory Performance
- Making Progress
- Improvement Needed
- No Progress

## **Grades 1<sup>st</sup> through 5<sup>th</sup>**

Progress reports for grades 1 and 2 shall be a descriptive checklist of academic and social skills. Starting in Grade 3, letter grades shall be given in math and literacy. In Grades 4 and 5, letter grades will be given in all appropriate subjects.

Parent-teacher conferences are required in Grades K-5 by the end of the first grading period, but should be requested earlier for students experiencing significant academic difficulty. A second conference shall be held during the second semester in Grades K-3 and as needed in Grades 4<sup>th</sup> - 5<sup>th</sup>.

### Honor Roll

The purpose of the Honor Roll is to encourage every student to do their best in academic studies. .

- "A" Honor Roll - All A's in grading period
- "A-B" Honor Roll - All A's and B's in grading period
- "BUG" (Bringing Up Grade) Honor Roll - Those students who bring up a grade from the previous period.

### Friday Folders

Friday folders will be our major means of communication. They will be sent home on a weekly basis with all students. Please be sure to check them weekly for important announcements, teachers' bi-weekly newsletters and other relevant school events.

### Testing/Proficiency Standards

Students in 3<sup>rd</sup> grade will not be given a state pre-test at the beginning of the year. Students in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades are given an end of grade test in math and reading. Students in 4<sup>th</sup> grade are also given a state writing test. Students in 5<sup>th</sup> grade are given a science test. To meet proficiency standards in grades 3, 4, and 5, a child must attain Level III or IV on the North Carolina End-of-Grade Tests.

## School Programs and Services

### School Guidance Program

The elementary school counselor works collaboratively with students, families, and teacher to maximize student achievement, and help each student reach full intellectual, social and emotional potential. Students at Creekside Elementary will be exposed to a comprehensive counseling program through their involvement in whole school, classroom, small groups and/or individual counseling and guidance activities. Students can ask to see the counselor or they may be referred by school staff or a parent.

### Academically Gifted Services (AIG)

The Academically and/or Intellectually Gifted Program is available to K-5 students who qualify for services. Students in kindergarten are generally served in the classroom on a consultation basis. There is a screening process in the beginning of the year for all students in third grade to find students who may qualify for AIG services.

To qualify for AIG services, a student must take an aptitude test, an achievement test, and an adult must complete a checklist of characteristics of giftedness. This data is compiled and a determination is made if a student qualifies for services. In primary grades students who qualify for services will be in cluster groups or enrichment classes. In intermediate grades, students will receive services through subject areas - language arts and math.

### **Student Assistance Program (SAP)**

The focus of the Student Assistance Program (SAP) is to respond skillfully and efficiently to student difficulties or concerns as they are observed and documented in the school. Through SAP, the school will assist in the resolution of student problems, thereby allowing students to participate more effectively in daily learning activities. If you, as parent or guardian, are concerned that your child is not working to his/her potential, schedule a conference with their teacher to discuss the possibility of a Personalized Education Plan.

### **Exceptional Children's Resource Program**

The learning disabilities resource program provides direct instruction and consultative services to those students who qualify according to state guidelines. Students in the program are identified through the school-based committee and can best be described as having normal intelligence with specific learning difficulties. An individualized education plan (IEP) is implemented by the resource teacher and regular classroom teacher. Students in the program may be served in an inclusion setting or receive small group instruction for part of the day in a specific academic area. A student's progress may be monitored through informal or diagnostic testing depending on the needs of the child. The IEP is updated annually at a scheduled conference.

### **Speech and Language**

The speech and language program provides direct or consultative services to those students who qualify. Students are identified for this program through the school-based committee. An individualized education plan (IEP) is implemented by the speech and language specialist.

## **Exceptional Children's Services (General)**

A referral to the exceptional children's programs may be initiated by a parent or staff member to the school-based committee. The committee provides a team framework for evaluating data and recommending the most appropriate placement for children referred. It is responsible for receiving referrals, obtaining parental permission for assessment, initiating evaluation procedures, evaluating information, and seeing that an individualized education plan (IEP) is developed and re-evaluated annually, if a placement is made. Exceptional children's resource programs available at Creekside include speech/language, learning disabilities resource, and occupational and physical therapy.

## **English As A Second Language (ESL)**

ESL, English as a Second Language, is a program designed to assist students whose first language is not English. The focus of ESL is to help students become proficient in English for both social and academic situations. Students entering the program take an oral, written, and reading test to assess their level of proficiency in English. In order to exit this program, students must pass all three parts of the test with a level of fluent English.

## **Other Things Parents Need To Know**

### **CES School Mascot & Colors**

Our school mascot is the Eagle, and our colors are green and yellow.

### **Change of Address or Phone Number**

Parents are asked to inform the school office in writing of any change in address or phone numbers so that we have accurate, up-to-date information on all students. In order for your address to be changed in the DPS system, please provide the school office with a copy of your current lease, mortgage or property tax statement showing your new information.

### **ConnectEd**

ConnectEd is a tool for pro-actively contacting large numbers of parents via the telephone. The primary function of the system at Durham Public Schools is to keep parents informed of their child's attendance by delivering nightly messages to the homes of those students who are marked absent.

As an added benefit, the system can send general announcement information to parents. ConnectEd simplifies timely communication and creates a community of supportive parents, successful students and empowered educators. Creating personal messages for attendance notification, parent reminders, and safety announcements will help us communicate effectively with Creekside families.

## **Desks and Cubbies - Personal Items**

All students have either a desk or a cubby in which to put their personal items. Please mark personal items, particularly garments such as sweaters and coats with the student's name. Please contact the main office regarding Lost and Found items.

We cannot be responsible for valuable personal items brought to school.

## **Pet Policy**

For the safety and security of our Creekside community, pets are not allowed to be brought on campus. The administration must clear any exceptions.

## **School Photos and Yearbook**

Each year, individual and classroom group pictures are taken by an outside company that comes to the school. Families have the option of purchasing these pictures prior to the scheduled photo sessions. Each student will receive information about pictures prior to the scheduled photo sessions.

Picture Dates are as follows:

- Individual Pictures - October 2011
- Make-Up Day Pictures - November 2011
- Spring Individual & Class Pictures - March 2012

There will be a yearbook produced at the end of the year, highlighting the year's events. The yearbook includes individual photos of each student by class, as well as, staff pictures and club/activity/special program group pictures. The yearbooks are pre-sold in the fall for a small fee. It is a wonderful keepsake for the students.

## **School Improvement Team Parent Representatives**

The School Improvement Team is a group of school staff members and parents who meet monthly to make decisions regarding Creekside's operations. One major responsibility of the SIT is to develop and monitor the annual school improvement plan.

## **Textbooks**

Most students are assigned textbooks at the beginning of the year. Parent must sign indicating an agreement to replace the book if is lost or damaged by the student.

## **Translation Services**

We are fortunate at Creekside to have a bi-lingual receptionist. In addition, Durham Public Schools assigns translators/interpreters to all schools. Our district-based translator is Madeline Felekos. She can be reached at: 919/560-2410 x 22236.

## **Use of Seclusion and Restraint**

### **4326 USE OF SECLUSION AND RESTRAINT**

It is the policy of the Durham Public Schools to promote the safety of all students, staff, and visitors in its schools. To further this policy, school personnel may, in compliance with G.S. 115C-391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students.

The Superintendent or designee shall provide copies of this policy and G.S. 115C-391.1 to school personnel and parents/guardians at the beginning of each school year. Principals shall notify parents of any prohibited use of seclusion, restraint, or aversive techniques and shall provide a written incident report within 30 days of any such incident as required by G.S. 115C-391.1 and applicable policies and procedures. The Superintendent or designee shall annually provide a record of reported incidents to the State Board of Education. The Superintendent shall develop rules and procedures to implement this policy in compliance with G.S. 115C-391.1

No employee of the Durham Public Schools shall retaliate against another employee for making a report alleging a prohibited use of seclusion, restraint, or aversive techniques, provided, however, an employee may be disciplined for making such a report if the employee knew or should have known that the report was false.

Cross References:

Adopted: January 24, 2008

You should receive a hard-copy of the full seclusion & restraint policy at the beginning of school.

## **4411 - BULLYING/HARASSMENT**

It is the priority of the Durham Public Schools Board of Education to provide every student and employee in the school system with a safe and orderly learning environment.

It is the priority of the Durham Public Schools Board of Education to provide every student and employee in the school system with a safe and orderly learning environment. To this end, the Board specifically prohibits harassing or bullying behavior at all levels: between students, between employees and students, between peers or coworkers, between supervisors and subordinates, or between non-employees/volunteers and employees and/or students. This policy is in addition to Policy 4410/5125 – Sexual Harassment.

Students are expected to comply with the behavior standards established by Board Policy and the Student Code of Conduct. Employees are expected to comply with Board Policy and school system regulations. Volunteers and visitors on school property also are expected to comply with Board Policy and established school rules and procedures.

The Board specifically prohibits reprisal or retaliation against any individual who makes a complaint or reports an incident of harassing or bullying behavior or who participates in an investigation or grievance proceeding initiated under this policy. Reprisal or retaliation against any individual who reports an act of harassment or bullying may result in disciplinary action being taken, up to and including dismissal in the case of employees, or up to and including long-term suspension or expulsion in certain cases for students.

This policy shall be distributed annually in the Durham Public Schools Student Handbook and the Durham Public Schools Employee Handbook.

### **A. Definition of Harassment and Bullying**

1. As used in this policy, bullying or harassing behavior is any repeated, systematic pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication on school property; at any school sponsored function; on a school bus; or as otherwise stated in Board Policy 4301 – Student Code of Conduct, and that:

a. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

b. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. A hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

2. Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

## **B. Reporting Bullying and Harassing Behavior**

1. Any student who believes that he or she has been bullied or harassed in violation of this policy should report such behavior immediately to a teacher, counselor or administrator at his/her school.

2. Any employee who believes that he or she has been bullied or harassed in violation of this policy should report such behavior to their immediate supervisor and/or the Assistant Superintendent of Human Resources or designee.

3. A school employee who witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident as follows:

a. To the principal in the case of a student; or

b. To the immediate supervisor of the alleged bully or harasser and/or the Assistant Superintendent of Human Resources.

c. Failure to make such a report may subject the employee to disciplinary action.

4. Any person may report an act of bullying or harassment anonymously. However formal disciplinary action may not be taken solely on the basis of an anonymous report.

## **C. Investigation of Bullying and Harassment Reports**

1. All complaints of bullying or harassing behavior made by students shall be promptly and thoroughly investigated by the principal or designee. If the alleged bully or harasser is an employee, the principal will determine if a referral to Human Resources is warranted.

2. All complaints of bullying or harassment made by employees shall be promptly reported to their immediate supervisor and/or the Assistant Superintendent of Human Resources. The investigation shall be conducted by the Assistant Superintendent of Human Resources or designee.

3. If the individual required to investigate a complaint made under this policy is the alleged bully or harasser, the investigation shall be conducted by an appropriate school system administrator as designated by the Superintendent. If the alleged perpetrator is the Superintendent, the Board attorney is the investigator. In such cases, whoever receives a complaint of bullying or harassment shall immediately notify the Assistant Superintendent of Human Resources, who shall immediately notify the Board Chair. The Board Chair shall direct the Board attorney to respond to the complaint and investigate. If the alleged perpetrator is a member of the Board, the Board attorney is the investigator. In such cases, whoever receives a complaint of bullying or harassment shall notify the Superintendent

who shall direct the Board attorney to respond to the complaint and investigate. Unless the Board Chair is the alleged perpetrator, the superintendent shall also notify the Board Chair of the complaint.

4. If at any time during the investigation the school official investigating a student's allegation of bullying or harassment receives information alleging the bullying or harassment was based on sex or gender, the school official shall notify the Title IX Coordinator. In such cases, the procedures outlined in Board Policy 4410/5125 – Sexual Harassment shall be followed. Further, in any case of alleged bullying or harassment, the school system shall notify any other appropriate person or entity if required by law or Board Policy 5215 – Reporting Information to External Agencies.

#### **D. Disciplinary Action**

1. The actions taken in response to evidence of bullying or harassing behavior should be reasonably calculated to end any bullying or harassing, eliminate a hostile environment if one has been created, and prevent harassment from occurring again. In addition to taking disciplinary action as necessary, the principal or other school official shall take appropriate remedial action to address the conduct fully.
2. Violations of this policy shall be considered misconduct and will result in disciplinary action up to and including long-term suspension or expulsion in the case of students and disciplinary action up to and including dismissal in the case of employees.
3. This policy may not be construed to allow school officials to punish student expression or speech based on an undifferentiated fear or apprehension of disturbance or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.
4. Nothing in this policy precludes the school system from taking disciplinary action against a student or employee where the evidence does not establish harassment but the conduct otherwise fails to satisfy the school system's high expectations for appropriate conduct.

#### **E. Regulations and Procedures**

The Superintendent shall develop regulations and procedures for implementation of this policy.

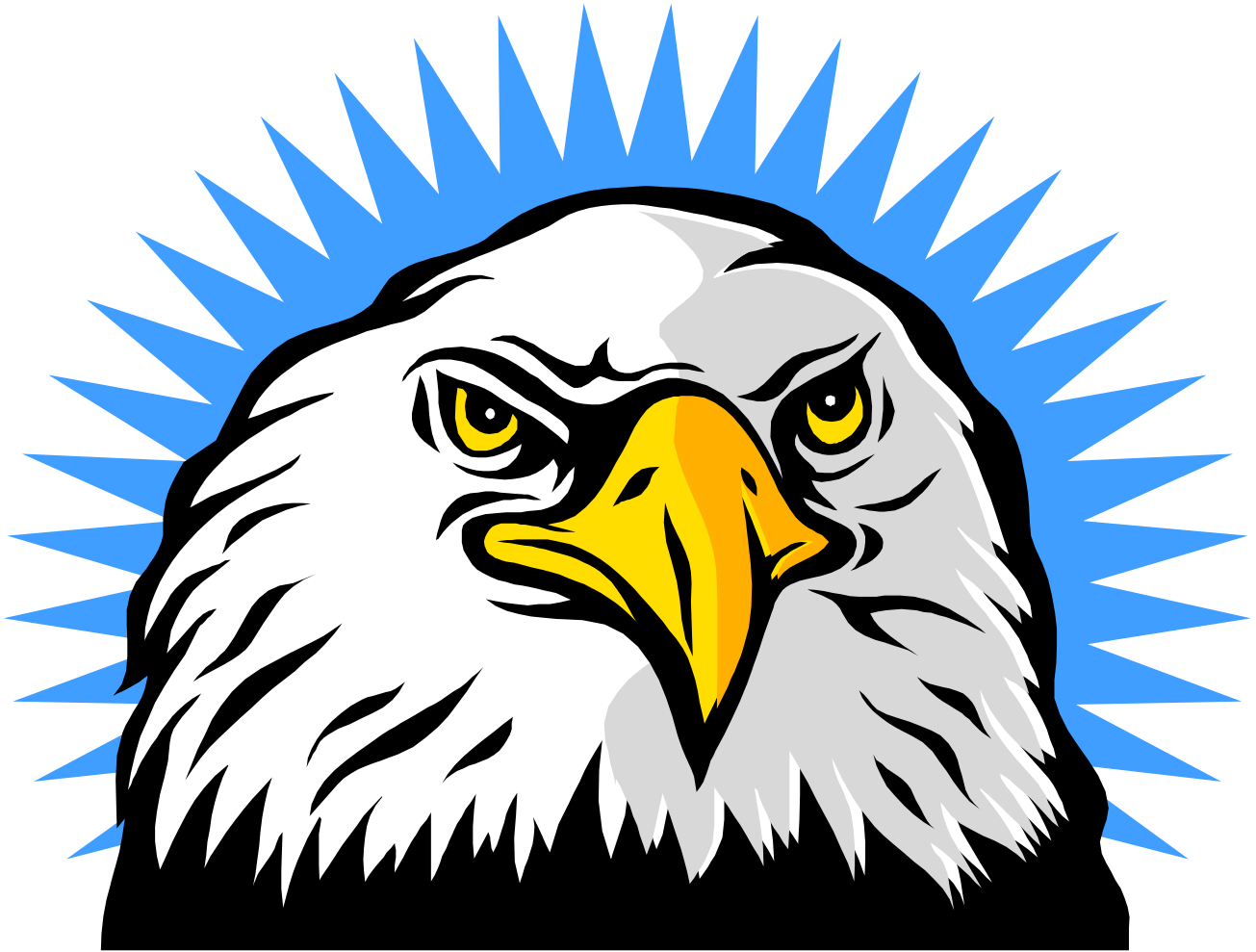
Legal References: Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.; Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.; Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.; G.S. 126-16; North Carolina School Violence Prevention Act.

Cross Reference: Board Policy 4410/5125 – Sexual Harassment; Board Policy 5215 – Reporting Information to External Agencies; Board Policy 4301 – Student Code of Conduct.

**Adopted: December 17, 2009**

#### **RP Attachments**

[Board Policies 4411 and 5126](#)



**At CREEKSIDE, we expect:**

**Excellence**

**for**

**Every child,**

**Every day,**

**in**

**Every way!**