

Creekside Cardinals



Parent/Student Handbook 2019-2020

**Every day, Here in the nest,
we do our best!
We fly together, we try together!
We are the Cardinals!**

**Principal: Paul Briney
Assistant Principal: Yolanda Williams**

**Creekside Elementary
431 Forlines Rd
Winterville NC 28590**

Creekside Website



Creekside PTA Website



School Vision Statement:

Creekside Elementary School provides a professional team of educators that foster community and family partnerships, with the purpose of inspiring students to reach their individual potential. We use a Common Core based curriculum that is inclusive and challenging that stimulates learning and creativity in a positive and safe environment.

School Mission Statement:

Creekside Elementary strives to provide quality instruction that ensures high expectations in a safe learning environment for all students. Working collaboratively within our school and community, we will promote respect for self and others, while nurturing each child's potential for social, emotional, intellectual and physical growth.

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Creekside Elementary
431 Forlines Rd
Winterville NC 28590
(252) 353-5253
Fax (252) 353-8107

Paul Briney
Principal

Yolanda Williams
Assistant Principal

Dear Parents and Students,

Welcome to Creekside Elementary School for the 2019-2020 school year!

The staff at Creekside is dedicated to working diligently every day to provide appropriate and engaging learning activities that are designed to scaffold student learning and meet the individual needs of each student. Our goal is for all of our students to make sufficient academic and social growth during the school year. In order to accomplish this, we will set goals and work as a team to reach and even surpass those goals set.

The purpose of our handbook is to serve as a resource for our parents and students. The first part of the handbook is information specific to Creekside. Please take time to make yourself familiar with the contents of the handbook and review it with your child so that they will have a better understanding of how things work at school.

We look forward to working with you as partners in your child's education this year. When parents, teachers, and administrators work together, students always benefit!

Looking forward to a great school year!

Paul J. Briney
Principal

Faculty & Staff
** Grade Level Chair*

Secretary - Jessica Corder
Data Manager - Kim Williams
Bookkeeper - Michele Myers
School Counselor - Suzanne Hazleton
Instructional Coach - Kim Williams
School Nurse: Gloria Rose
School Psychologist: Anastasia Socie
Social Worker: Kim Anderson
ESL - Amy Dill
AIG - Whit Blanchard

Pre Kindergarten

Sandy Wright - NC PreK
Letha Currin* - EC NC PreK

Kindergarten Teachers

Kerri Ashby
Meghann Boyd
Chelsea Jacobson*
Emily Medford
Danisha Williams

Second Grade Teachers

Kelli Augustson*
Leanna Jackson
Susan Lee
Torie Smith
Lisa Taylor

Fourth Grade Teachers

Elizabeth Bromberg
Paul George
Evan Hamilton
Ashley Horn*

Encore

Jimmy Bowen – PE
Caitlin Crute - Art*
Kenjo Fujii– Orchestra
Katie Richardson - Media
Logan Wynne – PE(Chair)
Katie Alford– Music

BURST/Title 1

Michelle King *
Kristy Foster Romagna

First Grade Teachers

Atoya Beckles
Heather Corbett
Casie Creech
Elizabeth Ennis*
Katie Fisher-Wellman

Third Grade Teachers

Ashley Bennett
Stephanie Cox
Nikki Grabill
Betsy Register*
Lisa M. Taylor

Fifth Grade Teachers

Kenya Hardy*
Jessica Kirk
Sylvia Pittman
Patricia Roach

Exceptional Children

Cindy Arrigada (Language Fac.)
Elicia Bell (IDMO ECTA)
Robin Bliven (Lead D/HH and VI)
Mandy Bullock (SLP)
Bethany Britt (K-2 Resource)
Sarah Capehart (3-5 Resource)
Chelsea Cashion (DHH Teacher)
Letha Currin (EC PreK/Kinder)
Chiquita Daniels (IDMO TA)

Ashley Guttenburger (D/HH)
Rachel Kirker (D/HH @ HMS and DHC)
Samantha Laughinghouse (Lang Fac)
Megan Pender (D/HH @ Hope)
Karen Poole (PT)
Elin Shearin (Currin Pre-K TA)
Sydney Stimmel (IDMO)
Patricia Rippen (Interpreter)
Kim Womack (SLP)

Instructional Assistants

Shanika Davis
Charnel Gordon
Gala Harris-Gibbs
Doris Land
Michelle Mabery
Paula Mitra
Kelly Rivas
William Strathern
Patricia Wheeler
Madison Whitehurst
Lisa Wilson

Custodial Staff

Dominic Joyner (Head)
Rickey Hunter (Lead)
Dominique Baker

Cafeteria Staff

Toishea Haywood (**Manager**)
Lauren Dawson (**Asst. Manager**)
Montresa Blount
Danisha Matthews

BELL SCHEDULE

7:30	Building Opens to Students
7:45	Ten Minute Warning Bell
7:55	Morning Bell and Announcements
2:37	Bell to Dismiss Bus/Car/Van Riders
7:55-2:37	Instructional Day

ABSENCES /TARDIES/EARLY DISMISSALS

Under state law, all children between the ages of 7 (or younger if enrolled) and 16 shall be in school, except for those legitimate, lawful reasons for temporary nonattendance as set forth by the NC State Board of Education.

Regular attendance is compulsory for all students. When a student is absent, he/she is required to bring a written excuse from home including name, date of absence(s), reason and signature of parent/legal guardian on the first day the student returns to school. Parent/legal guardian may be asked to provide doctor's notes or other third-party documentation for excessive absences in order for the absences to be marked excused. Refer to the [2019-2020 Parent-Student Handbook](#) for the complete Pitt County Policy. For the health and well-being of all students and staff, a child should remain home from school when experiencing symptoms such as vomiting, diarrhea and fever. They may return to school when fever-free for 24 hours without the use of fever-reducing medication.

Approval for an educational absence must be made in advance. Only the principal or assistant principal can approve an educational absence. The parent must present a request in writing or email (brineyp@pitt.k12.nc.us) at least one week prior to the planned absence. The parent must include information as to the nature of the trip and its educational opportunities. If the educational trip is approved, the student will be required to keep a daily, grade-appropriate journal of his/her experiences as well as complete any classroom or homework missed while absent. The journal must be turned in to the teacher upon the return of the student to class. The administration will notify the parent of the decision

Instruction begins at 7:55 a.m. and ends at 2:37 p.m. Students who are not in their classroom by the 7:55 bell are considered tardy and must come to the office to receive a pass to class. Parents are asked to come to the office and sign their child in if arriving late (after 7:55 a.m.) and to sign their child out in the office if they need to leave school early. Students must be in class for 1/2 of the school day to be counted present for the day.

Number of Tardies and Early Check Outs	Consequences
3-6	Contact from administrator (Connect 5 system, email, letter, or phone call)
8-10	2nd Contact by administrator (Connect 5 message, email, letter, or phone call)
15	School based meeting with parents or school social worker visit
20	Kindergarten – ½ day of ISS 1 st – 5 th Grade - 1 full day of ISS
30	Kindergarten – 1 full day of ISS 1 st – 5 th Grade – 2 full days of ISS
35+	Kindergarten – 2 full days of ISS 1st – 5th Grade – 3 full days of ISS

AFTER-SCHOOL PROGRAM

This program will be offered through Pitt County Community Schools beginning the first day of school and ending on the last day of school. The program will operate on regular school days from 2:35 p.m. until 6:00 p.m. and on teacher workdays from 7:30 a.m. until 6:00 p.m. The program will also follow the Pitt County Schools’ early dismissal and closing procedures for snow and storm emergencies. Parents will be responsible for picking up children in the event of such early closings. This program will not operate if schools are closed due to inclement weather. The program will not operate during holidays and certain designated days. Applications and Parent Guides are available in the office. For more information contact: Pitt County Schools and Recreation 4561 County Home Road Greenville, NC 27858 (252) 902-1975

ATTENDANCE

Regular school attendance is mandated by North Carolina law. Please see guidelines in the [2019-2020 PCS Parent/Student Handbook](#). Lawful absences are given for the following reasons:

- Illness or injury or quarantine
- Death in the immediate family
- Medical or dental appointments
- Court or administrative proceedings
- Religious observances

- Approved educational opportunities
- *Students missing 20 or more days of school (excused and or unexcused) can be retained in their current grade.

Arrival

Arrival Student arrival time is 7:25 am. Students should not arrive prior to this time. Staff is not required to be on duty until 7:25 am and proper supervision is necessary to ensure the safety of all students. Students arriving prior to 7:25 a.m. are to remain with their parent/guardian in their vehicle or with their parent/guardian on the sidewalk.

AWARDS ASSEMBLIES

Creekside will schedule Awards Assemblies at the end of each marking period after Report Cards are sent home for students in the 3rd-5th grade. Awards Assemblies for Kindergarten-2nd grade will be held at the end of the school year.

BUS CONDUCT / RULES

Bus transportation is an option for parents who live within our assigned attendance area. Buses are assigned through Pitt County Schools Transportation Department. Students are assigned one bus. Students may not ride multiple buses, i.e. one in the morning and a different one in the afternoon. In order to ensure the safety of students and their whereabouts at all times, we must adhere to this rule. Please do not request for your child to ride a different bus home. In addition, drivers will not allow a child to get on a bus not assigned to them in the mornings

Students are to sit in assigned seats, hold their book bag in their lap, and face the front of the bus. Students may talk in a quiet voice, unless at a railroad crossing or instructed not to talk by the driver. Inappropriate behavior on the bus may be a hazard to the safe operation of the bus and the safety of the students riding. Bus drivers are instructed to contact parents and/or report inappropriate bus behavior to the Assistant Principal. Parents that have concerns about the bus should contact the Assistant Principal, not the bus driver. Parents are not allowed on buses to talk to bus drivers. Inappropriate behavior on a PCS bus may result in bus suspension. It is the responsibility of the parent/guardian to arrange transportation for their student during a bus suspension.

BUS STUDENTS

Buses load and unload in front of the cafeteria and gym entrance at the back of the school. In the morning, when students get off the bus, they are to go directly to breakfast or line up in the hallway in the designated area until the 7:30 bell rings. At the end of the school day, teachers or teacher assistants will walk students to buses to ensure that they board the correct bus.

CAR RIDERS

Parents choosing to transport students to and from school are asked to remain in their car and drive through the “kiss and go” lane. The “kiss and go” lane extends along the outside lane of the parking lot and comes along the sidewalk in front of the building. Staff will be on duty 7:25-7:55 a.m. and 2:37-2:55 p.m. to open car doors for students. **All students, parents, and staff should use the crosswalk at all times. Students are not to be**

dropped off on the far side of the parking lot. All students coming from the main parking lot are to be escorted by an adult.

Parents that wish to wait at the front entrance of the building are asked to **park** their cars in a space in the parking lot or park in the overflow parking area to the **left** of the emergency services gate. The emergency Fire Gate must remain locked and cars are not to block the gate or park in the emergency Fire Road behind the gate. This access must remain available to emergency vehicles **at all times**.

CLASSROOM MANAGEMENT & STUDENT DISCIPLINE

All teachers at Creekside Elementary School run their classrooms using a set of expectations. While these expectations vary from teacher to teacher, all are similar in that they seek to maintain a safe and orderly environment in which teachers can teach and students can learn.

School Expectations:

All students attending Creekside Elementary School are required to meet four expectations:

1. Be prepared
2. Be respectful
3. Be responsible
4. Be a learner

Choices & Consequences

All actions, appropriate or otherwise, have consequences. Inappropriate choices also have consequences. While not all inappropriate choices have clear consequences, most do. Students that make poor choices may suffer a variety of negative consequences, from failing a quiz if they choose not to study to receiving a suspension for choosing to get in a fight.

Moreover, students that regularly make poor choices tend to view themselves as failures or “bad kids,” and thus fall into a cycle of misbehavior and negative consequences. While we understand that everyone makes mistakes from time to time, we believe that it is important that students recognize the importance of making good choices, not just regarding how it affects them, but how it affects the school.

Students that behave in an appropriate manner, follow the classroom and school rules, and perform to the best of their abilities are likely to receive primarily positive consequences. Sometimes the consequences may be physical rewards, such as a ribbon, a certificate, or a piece of candy. Other rewards are less tangible, such as a good test grade or a verbal or written compliments from a teacher. Regardless, appropriate behavior and the ability to make good choices are two of our goals for all students attending Creekside Elementary School.

While all teachers maintain their own classroom behavior policies, sometimes poor choices and inappropriate behaviors require intervention from outside the classroom. If a teacher’s

attempts to correct a student's behavior within the classroom fail, then that teacher may refer the student to the administration for further action.

On a case-by-case basis, intervention (and assignment of consequences) by the administration may include but is not limited to, the following:

1. Behavior plan
2. In-school suspension
3. Loss of recess/privilege
4. Lunch detention
5. Time out with Think Sheet
6. Out-of-school suspension
7. Student conference with administration

Administration may suspend a student from school up to ten days. Suspensions are intended to help correct a situation or problem behavior. Suspensions result when a student's behavior is disruptive to the learning process and/or poses a threat to self, his/her peers, or the staff of Creekside Elementary School. Parents shall be notified when the student is suspended, preferably by telephone.

* [*Please refer to PCS Student Code of Conduct*](#)

Zero-Tolerance Behaviors

Zero-tolerance behaviors (and their consequences) may include but are not limited to the following: Assault, bullying, intimidation and threats, fighting, intentional maliciousness (i.e. property damage) Possession of a toy or look-alike weapon.

Possession of weapons or controlled substances – as defined by State law – will result in police contact and may lead to suspension/expulsion and other consequences as stipulated by state and federal law as well as Pitt Co. Board policy.

Finally, in addition to classroom control, all staff in the building should assume responsibility for the general demeanor of students. This applies especially to the corridors and cafeteria. All staff members have a responsibility to help with general supervision.

COMMUNICATION FOLDERS

Creekside sends home a weekly folder every TUESDAY to keep parents informed of their child's progress, school information and/or events. The folder will contain graded papers, notes, newsletters, etc. Please look over the papers with your child. The folder needs to be signed and returned the next day so your child's teacher will know it has been seen at home. If there is no school on a given TUESDAY then the Communication Folder will go home the first day the student attends school that week. *Report cards are sent home on select Mondays. Thank you so much for your cooperation to keep communication ongoing between school and home

DRESS CODE

Students are encouraged to wear comfortable shoes and clothing appropriate for the weather. Messages on clothing, jewelry and personal belongings that relate to drugs,

alcohol, tobacco, sex, vulgarity or that reflect adversely upon others because of their race, sex, color, creed, national origin or ancestry are not permitted.

Pitt County School's Dress Code Policy is included in the [PCS Parent-Student handbook](#) **In the event that a student's clothing does not comply with the County Guidelines, parent/guardian will be contacted and asked to bring appropriate clothes for the student.** Repeated violations of the Dress Code are considered a Category II offense and may be subject to disciplinary action.

During the year, the administration may approve a non-uniform day for all or part of the school. Students must adhere to the following dress guidelines:

- Clothing may not include cuts or slashes
- Decals that are deemed inappropriate (IE: alcohol, drugs, profanity)
- Clothing may not be shorter than 3 inches above the knee when standing up appropriately
- Pants may not be baggy
- Spaghetti straps are prohibited

Students whose clothing fails to follow the guidelines will be allowed to call home for a change of clothing, offered clothing provided by the office (if size is available), or work in ISS for the remainder of the school day. Repeated offenses may result in a variety of consequences which may include the student being unable to participate in additional non-uniform days.

EARLY DISMISSAL DUE TO WEATHER CONDITIONS

In the event that school must be dismissed early due to weather conditions, Pitt County Schools County Office will contact the local media. School staff will attempt to contact parents when there may be a question about where a child is to go after school is dismissed. Although it is not possible for the school to contact every student's parent when an emergency Early Dismissal decision is made, parents will be contacted via the ALERT NOW calling system as well as Facebook.

Parents may call the **Pitt County Schools Information Hotline** at **830-3535** at any time during inclement weather to get up-to-date information about school closings.

ENTERING AND EXITING THE BUILDING

All students, parents, and visitors should enter and exit through the main front doors. All parents and visitors are required to check-in the office and wear a visitor's sticker while in the school. Staff and students have been instructed to NOT open breezeway doors for visitors.

Secure corridors are in place which will limit visitor access on our campus. This additional set of locked doors, between the main entrance and the rest of the school, requires special access. Visitors will only be able to access that main office once they are verified through the Raptor Visitor Management System.

Please know, I firmly believe in the power of home/school relationships. I believe in the power of communication and working together to help our students achieve their goals. My door is always open and we continue to encourage parents to be part of our Creekside Family. Please look at this secure corridor as one more measure to keep our students safe and sound.

FIELD TRIPS

All grade levels will take one field trip during the school year. Field Trip Permission Forms must be returned, signed by a parent/guardian, in order for students to participate. If forms are not returned, students will remain at school in another classroom. Parents may be asked to accompany their student on a Field Trip if the student has medical or behavioral concerns discipline actions may not be allowed to participate due to safety issues. If needed, the cafeteria will provide bag lunches for students at regular price, reduced price or free, depending on a student's lunch status.

FIRE DRILLS

The laws of our state, and the rules and regulations of our school board, that children in our school be trained to leave the school building in accordance with a procedure known as a fire drill. The main purpose of the drill is to make the exit of pupils from the building as automatic as possible, to lessen the chance of injury in the event of a fire. This drill takes precedence over every other school activity and aims at the rapid and safe exit of every pupil and teacher from the school building. A fire drill is not a race or an exhibition, but a serious undertaking intended to decrease the likelihood of injury in an actual fire. Fire drills occur monthly. Students are expected to follow directions quickly, quietly and in an orderly manner when fire drills are conducted. Fire drills are unannounced.

GRADING SYSTEM

Students in grades K-2 will receive the following codes for the core academic areas:

S= Performing at Expectations for the Marking Period

N= Not meeting Expectations for the Marking Period

Students in grades 3-5 will receive numerical grades using the following 10 point scale in core academic areas **effective for the 21018-2019 school year:**

A= 100-90

B= 89-80

C= 79-70

D= 69-60

F= 59 and below*

Grades reported on the report card cannot be below a 50 during any marking period. However, true grades should be recorded in the grade book.

Pitt County Board Policy states that students grades should be rounded to the next highest whole number when the average is .5 or greater.

All students in grades K-5 will receive the following codes for encore classes.

S= Satisfactory performance/participation

N= Needs Improvement in performance/participation

* Refer to the Pitt County Board policy on Procedures for Grading Students for more details.

MARKING PERIODS/REPORT CARDS

Marking Period Ends

10/29/19

01/22/20

03/27/20

06/05/20

Report Cards Issued

11/04/19

02/03/20

04/06/20

Sent Home Last Day of School

ILLNESS

If a student gets sick and needs to go home, every effort will be made to contact a parent/guardian. If a parent/guardian cannot be contacted, the school will attempt to contact persons listed on the student's Emergency Information sheet that parents have completed. In the event of an emergency, the school will call Winterville Fire and Rescue. **PLEASE BE SURE YOUR STUDENT HAS A CURRENT EMERGENCY FORM ON FILE IN THE OFFICE!**

IMMUNIZATIONS

All students must provide documentation of current immunizations or may be subject to Out-of-School Suspension until immunizations are complete. North Carolina State Law requires a statement be on file in a student's permanent record if they are exempt from immunizations for medical or religious reasons.

A kindergarten health assessment form must be completed by a private health provider or the local public health center. It is the parent's responsibility to pay for any costs involved in securing the assessment. Forms are available at the school or health center.

It is the duty of school authorities to inform the parent/legal guardian of the requirements for kindergarten assessment and immunization before the first official day of the school year or first day of admission. The principal shall not permit a child to continue in school after expiration of a 30-calendar day period unless evidence of kindergarten assessment and immunization are presented. Exemptions are allowable only for medical and/or religious reasons with proper documentation.

[*Required Immunizations](#)

INDEPENDENCE DAY

Pitt County Schools has established September 23rd as “Independence Day” for students, including Kindergarten students. We understand that leaving your child at school can be a traumatic experience, especially for the parent. We ask that you adhere to this day and discontinue walking your child to class. Communication with your child in advance and making sure he/she knows what is happening will make things easier. Please understand that not all students have a parent walking them to class. When other students see a child and their parent, it is often upsetting to that child. If we work together, we can make this an enjoyable experience for all students. We can assure you we would not let your child cry for an extended period of time without contacting you.

LOST AND FOUND

Lost and Found items will be kept near the office and in the cafeteria. Unclaimed Lost and Found items may be disposed of at the end of each Marking Period. **Please label coats, sweaters, handbags, lunch boxes, etc. with the student’s name.**

LUNCH PROGRAM

Breakfast and lunch are provided for students daily. Student breakfasts cost \$1.00, lunches cost \$2.35. Those that qualify for Reduced Lunches pay 40¢ for lunch and receive a free breakfast. Applications for Free and Reduced lunch program must be completed by parent/guardian **every** school year and be approved by the Pitt County Child Nutrition Office before benefits begin. Prior to that time, students must pay the regular cost for meals. Parents will be contacted when their student’s lunch account has an unusually low or negative balance. **Until applications are approved, students are required to pay for their meals and parents are responsible for all charges accrued until approval.**

MEDICINE

Medication can only be given at school when accompanied by a Pitt County School’s **Authorization for Medication** form that is signed and dated by both a physician and a parent/guardian. All medicine must be in its original container with the child’s name, name of medication, and instructions legible on the label. Medication will be administered by office staff or homeroom teachers and recorded on the child’s Medication Log sheet. **Medication should not be transported to/from school by students.** Medication should be delivered to and picked up from school. Any medications left at school during summer break will be discarded.

POWERSCHOOL - PARENT PORTAL

The Home Base Parent Portal gives parents and students access to real-time information including attendance, grades, and assignments. Home Base, powered by Pearson's PowerSchool application, helps keep everyone connected and informed about what is happening in the classroom. Students can keep up with assignments, parents can track their child's progress, and teachers can more easily share information about student progress with parents and students.

Go to: Pitt County Schools Website - <http://www.pitt.k12.nc.us/>

Next - Select Parents & Students Directory

Next - Select Home base

Next - On far left side of the page, select Parent Portal Follow the directions and review the tutorials.

****You will need to come into the school office to receive your username and password. This information cannot be released to you over the phone or from the teacher.

SCHOOL PARTIES

Classroom parties should not exceed 30 mins in length and should include organized activities. Holiday parties must not be religious in nature and should be considerate of all students' heritage and cultural background. Exchanging gifts by drawing names is not allowed. Any food provided by parents must be commercially prepared to ensure Health Department standards are met. Parties may only be held after the classroom lunch time.

SCHOOL VISITORS /VOLUNTEERS

All school visitors and volunteers must sign in and out in the office and wear a **Visitor Sticker** while in the building. Visitors and volunteers must be mindful of not interfering with instruction. Parents whose children have forgotten money, lunches, books, or other items, are asked to deliver items to the office. Parents that want to conference with a teacher are asked to call the school and make an appointment to meet with the teacher during non-instructional time.

STUDENT CELL PHONES / PHONE CALLS

Students shall not have cell phones or any other unauthorized electronic items in sight or turned on while on school property during school hours. This includes school buses transporting students to and from home. See Pitt County Schools Code of Conduct for additional information.

Students may use school phones only when given permission by a staff member. Students can not accept phone calls while in the classroom. Parents needing to get a message to their child should leave a message for the child's teacher with the office person that answers the phone.

STUDENT SERVICES

Pitt County Schools strives to provide optimum teaching and learning conditions for all students through a comprehensive education program. It is recognized that in addition to academic challenges, students are at times faced with a variety of social, developmental, emotional and behavioral issues that may interfere with their education success. Qualified professional personnel are available to provide preventive, remedial, and crisis interventions to identify and remove barriers to learning. With a variety of educators, parents, and the community to support students throughout the educational process, Creekside utilizes a team approach. The Student Services Team includes School Counselors, School Social Workers, School Psychologists, School Health Specialists, and additional specialized staff.

School Counselors are assigned at each school to provide on-site services and essential student services coordination. Counselors provide developmental, preventive and responsive direct services to students through individual and group counseling, group guidance, academic and career planning, student assessment, consultation, referral, and follow-up. Indirect services include the coordination of support services within the system and from outside agencies, assisting teachers in integrating guidance goals into classroom instruction 13 and consultation and collaboration within schools, with parents and the community to address student needs.

School Social Workers have multiple school assignments and work in K-12 schools on a weekly and as needed basis. Social workers serve as a liaison between home, school and community, with a primary focus on encouraging parental input and involvement. Assistance is provided in identifying and addressing concerns through assessment of the influences in a student's total environment that may impact the educational setting. Direct services are provided to students and families in the school and home that include individual, group and family counseling, and community support is provided to address student's needs, school board policy and procedures and family and child welfare laws.

School Psychologists also serve the K-12 schools through weekly and as needed contact at their multiple school assignments. Psychologists provide evaluations and analyzed test results to identify students' cognitive strengths and weaknesses and learning, emotional and behavioral including consultations with staff and parents, behavioral intervention plans, serving as members of School-Based and Administrative Placement Committees, program planning and staff development, and all compliance issues. Additional services include community resource information and referral and coordinating contractual services for assessments. School Health Specialists are being provided by Pitt County Memorial Hospital to serve the K-8 schools on a weekly basis. These professionals are Registered Nurses and have multiple school assignments. Coordination of health care services are provided to promote healthy lifestyles and behaviors, disease and injury prevention education, evaluation of specific medical concerns affecting student's achievement, linking students to health care providers, medication management and assisting with coordinating care of children with exceptional needs.

School Nurse Vidant Medical Center provides school nurses for each Pitt County school for two days per week. The school nurse's responsibilities include:

- Chronic illness management
- Conducting medication audits
- Evaluation of medical concerns that may affect student achievement
- Disease and injury prevention
- Linking students to health care providers

SUPERVISION AFTER SCHOOL

All students remaining on campus after school must be with a parent/guardian or enrolled in the After-School program.

SUPERVISION BEFORE SCHOOL

Creekside School opens for students at 7:30 a.m. Bus riders are admitted to breakfast at 7:25 a.m. Car riders are admitted to breakfast beginning at 7:30 a.m. Students should not be dropped off at school unsupervised at any time.

TITLE I PARENT INVOLVEMENT POLICY (CSE 2019-2020)

As a Title I community, we enlist the involvement of parents of participating children in the planning and implementation of District and School Title I projects. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

To involve parents in the policy process we will:

- Encourage all parents to attend CSE Curriculum Nights, held at the beginning of the year, to learn about our schools' participation in Title I, the requirements of the Title I program, and your rights as parents to be involved.
- Hold Title I Parent Involvement meetings at different times and on different days, and may provide transportation, child care, or home visits to accommodate the scheduling needs of our parents.
- Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of CSE's Title I programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan (if applicable).
- Provide parents with timely information about Title I programs, a description and explanation of the curriculum in use at CSE, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
- Upon request, provide parents with opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to suggestions as soon as possible.
- If CSE's school -wide program plan (if applicable) is not satisfactory to the parents, we are required to submit any parent comments on the plan to Pitt County Schools Federal Programs Office.

To share responsibilities for high student academic achievement we will:

- Develop with parents, a school-parent compact that outlines how parents, school staff, and students will share responsibility for improved student academic achievement.
- Help parents create a supportive and effective learning environment at home by providing information on the importance of attendance, homework completion and the positive use of extracurricular time; limiting time spent watching television and playing video games; and volunteering in their child's classroom and participating in decisions relating to the education of their children.
- Address the importance of communication between teachers and parents through parent teacher conferences, progress reports, and provide reasonable access to staff, opportunities to volunteer and participate in their child's class, and observe classroom activities. To build capacity for involvement we will:
- Ensure effective involvement of parents and support partnerships among the CSE staff, our parents, and our community to improve student academic achievement. ● Provide

assistance to parents in understanding topics such as the State's academic content standards, the State's student academic standards, State and Local assessments, the requirements of Title I, and how to monitor your child's progress and work with educators to improve the achievement of your children.

- Provide parents with materials and training, such as literacy materials and technology training, to help them work with their children to improve their achievement, and to foster parental involvement.

- Educate teachers and school staff about the value of the contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; implement and coordinate parent programs; and build ties between the parents, the school, and the community.

- Coordinate and integrate Title I parent programs and activities with other programs, and conduct activities and provide resources that encourage and support parents in more fully participating in the education of their children.

- Ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and to the extent practicable, in a language the parents can understand.

- Provide other reasonable support for parental involvement activities as requested.

To be accessible to all parents we will:

- Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.

- Provide information related to Pitt County Schools, CSE, plans, meeting notices, report cards, and other accountability information in a format, and to the extent practicable, in a language that parents understand.

TITLE I PROGRAM DESCRIPTION

Creekside Elementary School is a Schoolwide Title I school. Title 1 funds are used to employ reading remediation teachers who provide supplemental literacy support for students in kindergarten through second grade. A portion of the Title 1 funds are used to support parental involvement activities.

TRANSPORTATION CHANGES

Parents/guardians must send a **signed note** with their child if there is any change in a child's usual mode of transportation.. If a note is not received by the teacher, the child will leave school by the usual method. **Transportation changes cannot be accommodated by phone.** After 2:15 p.m., classes are often in transit in the hallway and teachers cannot be reached to receive messages at this time.