



# Creekside Primary

## Parent Handbook

2019-20 School Year



16049 Sanderson Rd.  
Harvest, AL 35749  
[www.creeksideps.org](http://www.creeksideps.org)

256-216-8702

#GoCreekside



**Matt Scott**

**Principal**

My name is Matt Scott and I am very excited to be your child's Principal. The 2019-20 school year begins my 16th year to be the Principal @ Creekside and my 24th year overall.

Thank you for choosing Creekside for your child's education. Creekside Primary consists of grades PreK, K, 1 and 2. Grades 3, 4 and 5 are located in the Elementary wing, our new building on the south side of campus.

Creekside is a great school set in a great community in East Limestone. At Creekside, we have a very dedicated staff and a hard working PTO. Creekside has a very positive school culture which in turn creates a great environment for teaching and learning.

We are a "Leader in Me" school which means we place a high emphasis on developing leaders in our school. At Creekside, our mission is to "Develop Leaders, One Child at a Time".

At Creekside Primary, we have over 500 students and Creekside Elementary has over 500 students. Combined we have approximately 1,100 students.

At Creekside, we place a high emphasis on academics. In Kindergarten, the majority of our instruction will focus on Reading and Math. Students will also enjoy going to Art, Music, Library and PE. Every classroom is equipped with an interactive Smartboard, LCD projector, Apple TV and a document camera to provide a technology-rich classroom for our students. Students will also utilize iPad & MacBook carts in the classroom.

Thank you for enrolling your child at Creekside and for making our school a great place. If you have any questions or concerns, just let me know.

Matt Scott

Principal

[matt.scott@lcsk12.org](mailto:matt.scott@lcsk12.org)

Instagram - PrincipalMS

# 2018-19 School Calendar

## 2019-2020 Calendar



**LIMESTONE COUNTY SCHOOLS**

300 South Jefferson Street  
Athens, Alabama 35611

*Board approved 12/11/18*

### July 19

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### August 19

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### September 19

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October 19

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### November 19

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December 19

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### January 20

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### February 20

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### March 20

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### April 20

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### May 20

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### June 20

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### July 20

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### August 20

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Important Dates

July 30, 31	Professional Development
August 1	Institute/Mandatory Training
August 2	Teacher Workday
Aug 5	Student's First Day
Sept 2	Labor Day/No School
Sept 25	Half-day for students/PD
Oct 7-11	Fall Break/No School
Nov 2	FLEX Day for 12/2 PD
Nov 11	Veteran's Day/No School
Nov 25-29	Thanksgiving Holidays
Dec 20	Half-day for students/PD
Dec 23-Jan 1	Christmas Holidays
Jan 2	FLEX Day from 11/2 PD
Jan 3	Professional Development Day
Jan 6	Students Return
Jan 20	Martin Luther King Day
Feb 17	President's Day
Feb 26	Half-day for students/PD
Mar 30-Apr 3	Spring Break
May 21	Half-day for students/PD
May 22	Teacher Workday

School in Session		
Student Days	Teacher Days	
1st	88	92
2nd	92	95
<b>Totals</b>	<b>180</b>	<b>187</b>

**Half-Day Dismissal Time**  
K-5: 11:10 AM 6-12: 11:30AM

Midterm	9/11; 11/8; 2/10; 4/30
Report Cards	10/17; 1/7; 3/27; 6/1

Calendar Template © 2016 Vertex42.com

[LINK to the 2019-20 School Calendar](#)

## **Mission, Vision and Beliefs of Creekside Primary**

### **Mission Statement:**

"Developing Leaders One Child at a Time"

### **Vision:**

Creekside **L.E.A.D.S.**

- Learning
- Engaged
- Accountable
- Determined
- Success

### **Beliefs of Creekside Primary:**

- We believe our primary focus is student learning
- We believe students should be held accountable for demonstration of quality work, problem solving skills and mastery of essential knowledge of skills.
- We believe that children should be provided a variety of instructional approaches to accommodate their various learning styles.
- We believe students learn best when they actively participate in the learning process.
- We believe all students have value.
- We believe all stakeholders share the responsibility for advancing the school's mission.
- We believe commitment to continuous improvement is essential if we are going to enable our students to become productive citizens and lifelong learners.

## Dear Parents:

The *Creekside Parent Handbook* is provided to assist you with an array of procedures particular to Creekside. From time to time, it may be necessary to make adjustments in our procedures and policies. As this occurs, I will make every effort to inform you.

Regulations that govern all of Limestone County schools are found in the current edition of the Limestone County Schools *Student Handbook* @ [LINK](#)

## School Hours – 7:35 – 2:40

### Arrival and Dismissal Procedures

#### Morning Arrival

7:05 - North Car line begins.

- Students go to the lunchroom or gym if dropped from 7:05-7:20.
- If dropped after 7:20, students will go to class.

7:20 - South Car line begins. Students go directly to class.

All students who arrive before 7:20. will be directed to the gymnasium or to the cafeteria for breakfast. At 7:20, students who are not eating breakfast will be directed to their rooms.

If you are transporting your child to school by car, please remain in your car and follow the traffic pattern on the north side of the school.

- Parents may not enter the building except during the first week of school.
- Doors will be locked at 7:35 a.m.
- Safe and courteous driving must be followed at all times.

**First day of school, parents of students in grades 1-5:** You may escort your child to his/her class on the first day of school, but please do not linger.

**First week of school, Kindergarten parents-** You may walk your kindergarten child to class **for the first week of school** to help him/her to become better acclimated to the new environment.

#### Afternoon Dismissal:

**CPS - North side**

**CES - South side**

- Students who will be picked up at the drive-thru area will go to the cafeteria (Primary students) and CES gym (Elementary students) to wait for their number to be called.
- We use a numbering system for student pick-ups to help us dismiss car riders more efficiently.
- Pre-numbered plastic window clings will be available at the office.

- A teacher on car duty will radio your number to the teacher in charge inside the cafeteria who will then call the number aloud over the P.A. system.
- This is how we know to send your child outside to the car line.
- Please help your child learn this number

### **Bus Riders**

- Bus unloading and loading area is behind the CPS and CES gyms.
- Student who wish to eat breakfast will enter lunchroom via the doors by CPS gym.
- Students not eating breakfast will enter CPS gym or CES gym to wait for the 7:20 bell.
- If there is a need for your child to ride a different bus than normal, send a note to the teacher, specifying the child's name, date, and the change.

### **Bus Discipline**

Our first priority is for the safety of all children that ride the bus. For this reason, students are expected to follow the bus rules as outlined in the "Transportation" section of our *Student Handbook*.

When a child does not follow the rules and procedures, that child is subject to disciplinary action.

Disciplinary actions for infractions of bus rules may range from a verbal correction from the bus driver to the suspension of bus riding privileges or even suspension from school by the principal.

### **Student Discipline in General**

We intend to maintain an environment conducive to effective teaching and learning. Students are expected to comply with rules and directives from school staff and students are expected to respect school staff members, their classmates, and themselves. We want to promote positive attitudes and develop positive character traits. However, if infractions of school discipline do occur, as they will from time to time, students are subject to correction.

### **Tardy Policy**

- The tardy bell for Creekside Elementary rings at 7:35 a.m.
- Students should be seated and ready for class at 7:35 a.m.
- Chronic tardiness is a Class I Disciplinary Violation. Creekside policy for chronic tardiness is defined as 10 or more tardies in one academic school year.

### **Emergency Information**

Please complete the school information forms and return them to your child's teacher as soon as possible. This information must be completed each year and will enable school personnel to notify the parent, guardian, or designated adult in case of an emergency.

### **Attendance**

Please see our Limestone County Schools Student Handbook @ [www.lcsc12.org](http://www.lcsc12.org) under Parents for more information concerning attendance policies.

1. To address chronic absenteeism

- A. Students in Grades K-5 who have 18 or more absences may not be able to participate in Field Day.
- B. Students in K-12 who accumulate 5 or more absences **per semester may not be allowed to participate in field trips.** (Discretion will be used with hospital stays or chronic illness.)

2. E-Learning days. Parents may request up to 3 per semester for educational trips, non-school related athletic competitions, and college and/or career visits **IF:**

- The child has NO unexcused absences, excessive absences (5 or more) OR excessive tardies (10 or more)
- Has a minimum average of 80 in ALL classes
- No Class II or III discipline write-ups during the semester requested.
- AND these days are not during the first 5 days of the school year OR during the last 10 days of both semesters.

Please read the Limestone County *Student Handbook* to answer questions concerning attendance. Also, please be reminded that parents have a total of 10 parent excuses they may write for illness of a child for the entire school year. After the tenth note is written, a doctor's excuse must be submitted to the school for that absence to be recorded as excused.

**All notes for absences must be given to your child's teacher within three school days of the absence in order to be excused.**

**COPY OF PARENT ATTENDANCE LETTER - [Link](#)**

**Student Check In / Check Out Procedures**

- Parents must sign their child out in the office.
- We will **not** call your child to the office to wait to be picked up.
- A staff member will call the child to the office when the parent arrives.
- To provide for a secure, learning environment, we restrict access to students to authorized personnel only.
- Parents may not go to the classroom unless we are having special activities and they have been invited.
- When arriving late, a parent must accompany their child to the receptionist's desk to sign-in their child.

**Parent Visitors**

We are always happy for parents to visit Creekside. However, our main concern is for the safety and education of your child. For the safety of our children, all doors will remain locked except for the front entrance. Parents and visitors must report to the office, sign-in, and receive a visitor's

pass. Please wear your visitor's pass at all times. As you leave, please sign-out through the office.

### **Clothing and Dress Code**

The Limestone County Board of Education "Student Dress Code" is available in the Limestone County *Student Handbook*.

- The length of shorts, skirts, and dresses should come to mid-thigh. Please monitor your child's attire for the day prior to leaving for school.
- Please send your child to school dressed in clothes for learning.
- Sneakers/ athletic shoes are required for physical education each day.
- Your child's name should be in clothing, such as sweaters, coats, hats, and gloves, which he/she might take off at school.

### **Notes to Parents**

Occasionally, your child will bring home duplicated notes about special events. Please read the notes and let your child know that you have read them. You may choose to check your child's book bag/ notebook on a daily basis.

### **Holidays and Birthdays**

- Parties and/or special activities will be conducted throughout the school year.
- If for any reason you do not wish your child to participate in holiday activities, please inform your child's teacher.
- Three class parties for the year are allowed during the last hour of the day: Halloween, Christmas, and Valentine's Day.
- Parents are allowed to attend the Christmas party only.
- Children may also celebrate their birthday at school by sharing a treat with classmates during their break period. Please drop off snacks/treats in the office and we will make sure your child's class receives them in time for their normal snack time.
- No balloons, gifts or flowers please.
- Party invitations may be distributed at school only if everyone in the class is included. (One exception is if a female student invites all female students or a male student invites all male students.)
- It is against school policy to distribute home addresses of children.

### **Field Trips**

Educational field trips will be taken by your child's class during the school year. Only students and school personnel are allowed to ride the school bus. Children participating in the field trip activities must have a signed permission form on file with the teacher.

Students choosing not to participate in a field trip will be required to attend school. He/she will be assigned to a class for the day with class work to be completed.

### **Conferences**

Parent-teacher conferences provide an avenue for communication between parents and teachers. A parent-teacher conference may be arranged by calling the school between the hours of 7:35 a.m. and 2:40 p.m. or by emailing or sending a note to your teacher. Conferences can be scheduled during a teacher's regular planning time or after school on a day suitable to each party.

### **Breakfast, Lunch and Snack**

The Limestone County Child Nutrition Program (CNP) provides a food service program under the USDA National School Lunch Program. Breakfast and lunch is served daily at Creekside. A copy of our lunch menu can be found on our website @ [www.creeksideps.org](http://www.creeksideps.org)

If your child chooses to participate in the breakfast and/or lunch program, you may pay with cash or check for the day, week, month, or year.

#### **Breakfast**

Breakfast is FREE for all students

Served from 7:05-7:30

- We have 2 options for breakfast
  - "Hot" breakfast is eaten in the lunchroom - served from 7:05-7:20
  - "To go" breakfast in a bag is taken to the classroom - served from 7:20-7:30

#### **Lunch**

\$2.50 for students

Lunch \$\$ can be paid for daily, weekly, or monthly.

Please send \$\$ in an envelope with your child's name written on the outside. You may also place money in their account through PayPam, an online payment program.

[Free/reduced lunch forms can be found online @ LINK.](#)

Free / reduced applications must be filled out each year.

#### **Snack**

The snack can be brought from home or can be purchased at school. A drink and food item can be purchased for \$1.50. This money is separate from lunch money. If you send a snack from home, please pack it separately from lunch.

### **Weather Conditions / School Closings / Early Dismissals**

The threat of flood, snow, ice, or tornado activity may result in early school closings. The Superintendent of the Limestone County Board of Education determines school closings. Central Office staff will relay the decision to the local schools and the media. Early dismissal or closing announcements will be broadcast on local radio and television stations.

The school's extended day program will also dismiss at the early dismissal hour so that all school staff and day care employees may go home as quickly as possible.

## **Report Cards & Progress Reports**

Report cards will be sent home each nine-week grading period. Progress reports will be sent home the fourth week of each nine-week grading period. Please check the school calendar for the dates regarding progress reports.

## **Change of Address and/or Phone Numbers**

It is very important for emergency and administrative reasons that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address or phone number.

## **Extended Day Services**

Extended day services are available to all students.

2:40-5:40 - Monday-Friday

\$40.00 a week for first child

\$35.00 a week for each additional child

\$10.00 a day for daily rate

\$30.00 registration fee

If you are interested, please contact our office.

More Ext Day info here (prices and registration papers) - [LINK](#)

## **Lost and Found**

Lost and Found" is located by the lunchroom near our concession stand. We will donate any lost items not claimed after each 9-week grading period.

## **Medication**

Please read the Limestone County Student Handbook regarding the distribution of medication at school and if your child is to receive medication, of any form. There is a form to be completed and returned to school before your child can receive medication as required. This form must be completed every year.

## **Parent Volunteers**

Creekside has an active parent volunteer program through the hard work and dedication of PTO and those who volunteer their time and talents to help us make Creekside the best that we can be. PTO serves as the organizing and coordinating entity for our parent volunteer program.

Please visit our [Creekside PTO Facebook page](#) if you are interested in volunteering or email us @ [ptocreekside@gmail.com](mailto:ptocreekside@gmail.com)

## **Creekside Primary Remind Notifications**

To receive important and weekly information from CPS please sign up @ <https://www.remind.com/join/cpsremind>