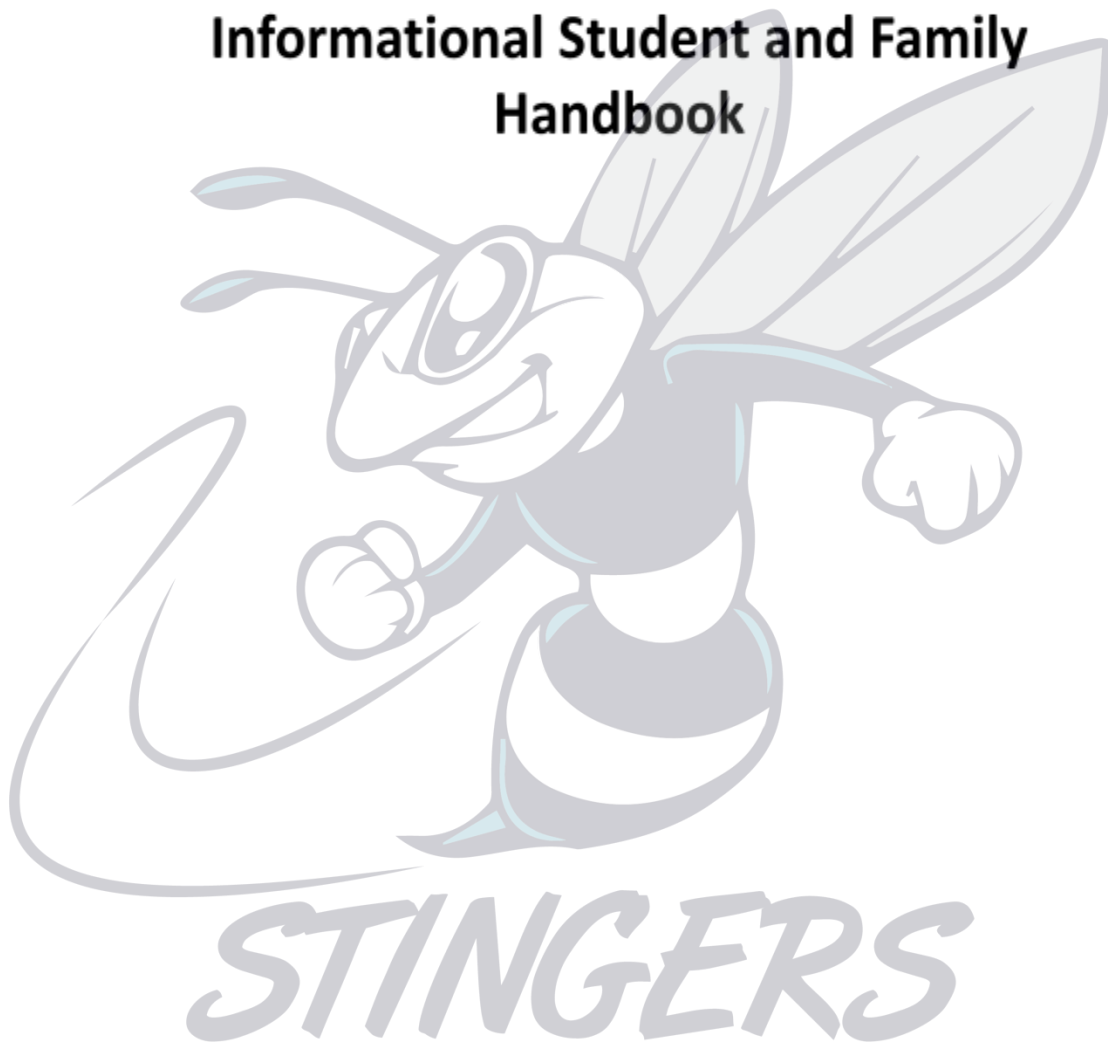


# Creekside Elementary

2023-2024

Informational Student and Family  
Handbook



Creekside Mission: Growth, Love, and Learning; Every Stinger, Every Day!

Dear Creekside Families,

Welcome to Creekside! We are honored to serve your family in our learning community.

This is our student and family handbook. It contains important information for you and your child(ren). Please read it carefully and discuss the contents with your child.

The pillars of Creekside's vision are Belonging, Mastery, Independence, and Generosity. We strive to provide a learning environment that nurtures all of these for our Stingers. We welcome you and look forward to your continued partnership in this important work!

Warmly,

Laura Ketcham-Duchow  
*Creekside Principal*

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## Mead School District Telephone Numbers and Addresses

Administration Office	465-6000
Special Services	465-7600
Technology	465-7650
Transportation Office	465-6107
Food Service Office	465-7670

### Secondary Schools

Mead High School	465-7000
Mt. Spokane High School	465-7200
Mountainside Middle School	465-7400
Northwood Middle School	465-7500
Highland Middle School	867-2000

### Elementary Schools

Brentwood Elementary	465-6200
Colbert Elementary	465-6300
Creekside Elementary	867-2200
Evergreen Elementary	465-6400

Farwell Elementary	465-6500
Meadow Ridge Elementary	465-6600
Midway Elementary	465-6700
Prairie View Elementary	465-7800
Shiloh Hills Elementary	465-6800
Skyline Elementary	867-2300

### Alternative Programs

Five Mile, North Star	465-7700
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## Creekside Elementary

Phone Number:	867-2200
Fax Number:	867-2220
Absence Line:	867-2284

### Creekside Website Address

<https://creekside.mead354.org/>

### Creekside Mailing Address

Creekside Elementary School  
3525 E. Hastings Ave.  
Mead, WA 99021



## Creekside Mission

*Growth, Love, and Learning;  
Every Stinger, Every Day!*



## Creekside Vision

*Creekside achieves its mission by intentionally shaping a culture  
in which children **belong** to their community,  
**master** emotional, social, and academic skills,  
solve problems **independently**, and  
give back to their community with **generosity**.*

# MEAD SCHOOL DISTRICT 2023-2024

	MON	TUE	WED	THUR	FRI
<b>August</b>		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	
<b>September</b>					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
19 Student Days	25	26	27	28	29
<b>October</b>	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
21 Student Days	30	31			
<b>November</b>			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
18 Student Days	27	28	29	30	
<b>December</b>					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
13 Student Days	25	26	27	28	29
<b>January</b>	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
21 Student Days	29	30	31		
<b>February</b>				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
20 Student Days	26	27	28	29	
<b>March</b>					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
20 Student Days					
<b>April</b>	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
17 Student Days	29	30			
<b>May</b>			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
21 Student Days	27	28	29	30	31
<b>June</b>	3	4	5	6	7
	10	11	12	13	14
10 Student Days	17	18	19	20	21
	24	25	26	27	28

Sept. 4 Labor Day

Sept. 5 1st Day of School

Sept. 8 Kindergarten 1st Day of School

Sept. 11 PreSchool 1st Day of School

October 6 LID (Non-Student Day)

Oct. 11-13 Elementary Conferences (Half-Day 10/11, Non-Student Days 10/12 & 10/13)

Nov. 10 Veteran's Day

Nov.22-24 Thanksgiving Vacation

Winter Break Dec. 20 - Jan. 1

Jan. 2 School Resumes

Jan. 15 Martin Luther King Jr. Day

Jan 26 End 1st Semester (Secondary Early Release)

Feb. 2 Elementary Early Release

Feb. 14-16 Elementary Conferences (Half-Day 2/14, Non-Student Days 2/15 & 2/16)

Feb. 19 President's Day

March 15 No School (Snow Make-Up Day)

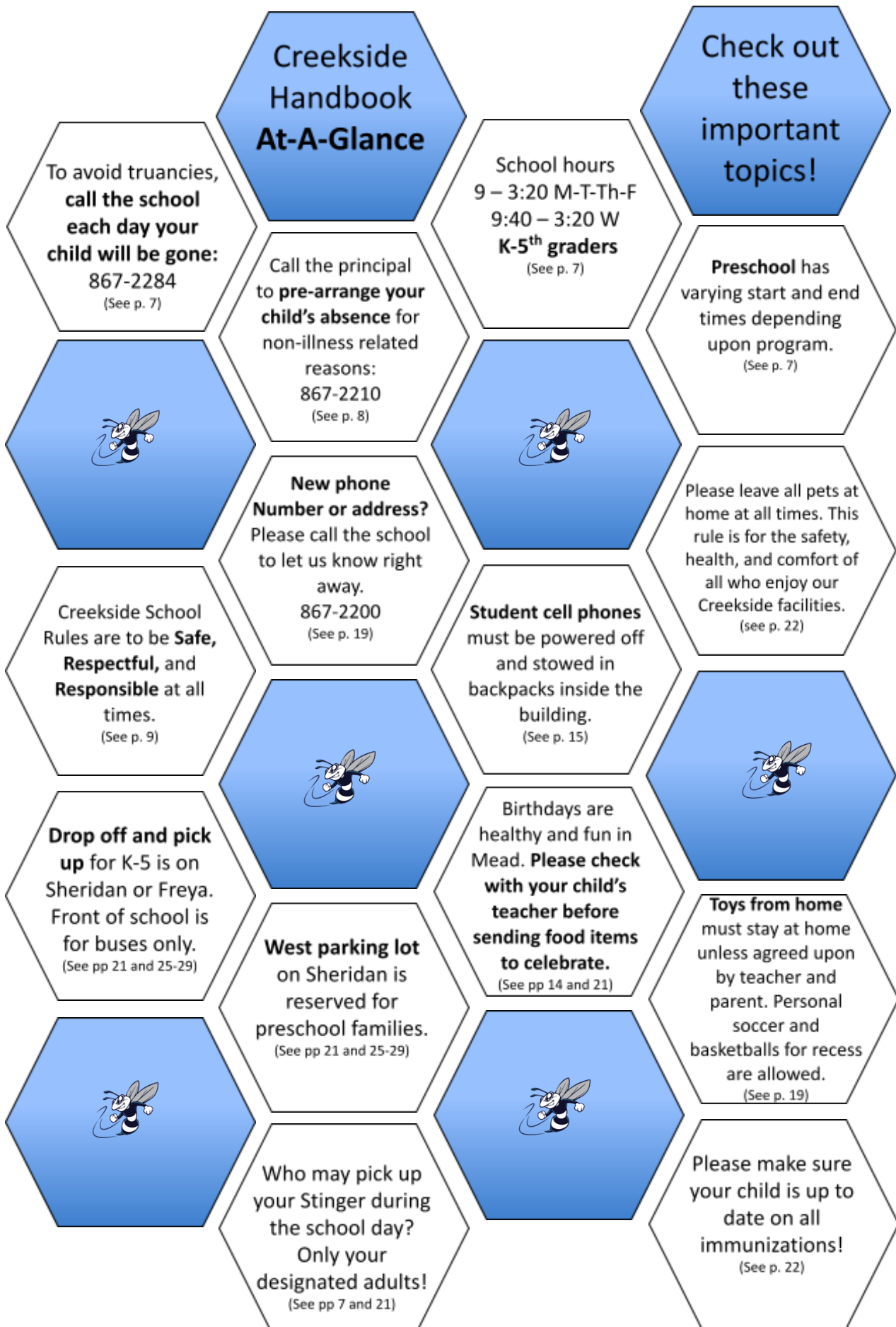
April 1-5 Spring Break

May 24 No School (Snow Make-Up Day)

May 27 Memorial Day

June 6 PreSchool Last Day of School

June 14 Last Day of School (Half-Day for All Students)





## Help Your Child Succeed in School: Build the Habit of Good Attendance Early

School success goes hand in hand with good attendance!

### DID YOU KNOW?

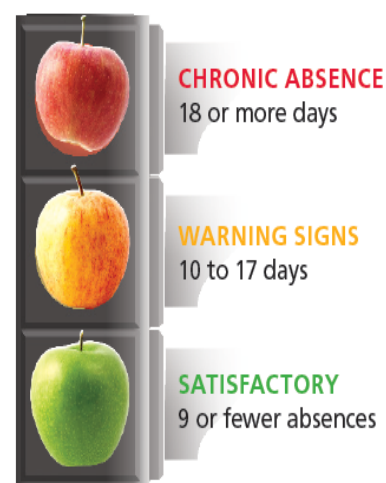
- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

### WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help her transition.
- Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

### When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

For more on school readiness, visit [attendanceworks.org](http://attendanceworks.org) and [reachoutandread.org](http://reachoutandread.org)





## Jiban Ajiri eo Nejum Bwe en Tobrak an Jikuul:

Jino Kaaaminene Bed ilo Jikuul Aolep Raan. An emman jikuul ej etal wot ippan an emman attendance ak bed ilo jikin jikuul!

### EKAR WÖR KE AM JELA?

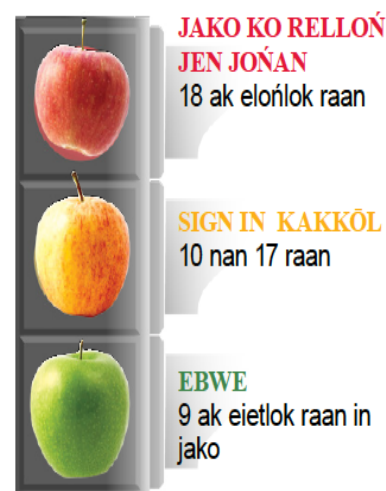
- Jino jen kindergarten, elañne elukkun lõn alen jako emaron komman bwe rijikuul ro ren rumwij aer wonmaanlok ilo jikuul.
- 10 percent in jako (ak 18 raan ko) emaron komman bwe en ben lok aer ekatak kilen riit.
- Enaj rumij an rijikuul ro kaloñlok elañne renaaj jako juon ak ruon raan ilo kajojo week.
- Aer rumwij ñan jikin jikuul enaj bar komman bwe en nana attendance eo.
- Jako ko rellõn remaron jelet aolepen rijikuul ro ilo kilaajruum eo elane rikaki eo enaaj aikuj karumwijlok an katakin er bwe en jibañ ro jet rekar jako catch up ak bok katak ko rekar jab boke kin aer kar jako.

An rijikuul ro bed ilo jikin jikuul aolep raan ejibañ rijikuul ro bwe en emman aer lomnak kin jikuul---im kin er make. Jino kamineneik er habit in ilo preschool bwe ren jino enjake im jela bwe bed ilo jikin jikuul mokta jen an ijino, aolep raan elap an aorõk. Aer bed ilo jikuul aolep raan enaaj jibañ bwe en emman aer katak ilo high school, college, im ilo jikin jerbal ko renaaj jerbal ie.

### TA KOMARON KOMMANE

- Kajejet juon awa in kiki im makitkit ko in jibbon.
- Kwalok nuknuk ko kadede nan jikuul im kebooj backpack ko ilo boñin eo mokta jen rujlok.
- Lale raan eo jikuul ej ijino im lale bwe ajiri eo najum en bok wã ko ej aikuj.
- Kwalok kadkadin ajiri eo nejum nan rikaki eo im rijikuul ro mokta jen an jino jikuul bwe en jibañe ilo an naaj jela wõn ajiri ro jet mottan ilo kilaaj eo.
- Jab kötlok bwe ajiri eo nejum en bed wõt imweo ijelokkin wõt elañne ej lukkun naninmej. Kememej bwe an complain kin an metak lojen ak böran emaron juon sign eo ej kalikar anxiety im ejjab lukkun wun eo ej aikuj bed wot imweo.
- Ak elanne ajiri eo nejum elukkun kijoror in etal in jikuul, konono ippan rikaki ro an, jikuul counselor ro, ak kajitok kabilok ippan jinen im jemen rijikuul ro jet ikijien wawen ko remaron komman bwe rijikuul eo en lukkun monono im itoklimoin ilo an bojak in ekatak.
- Ejaake jet back-up plan ko nan boklok er nan jikuul elane ewor tok jidimkij in makitkit. Kir ro jet ilo paamle eo am, neighbor ro am, ak bar juon parent ak jinen ak jemen rijikuul ro jet.
- Kajion jab jikejul appointment in takto im trip ko reaitok elane emoj an jino jikuul.

### NAAT EO ABSENCES AK RAAN IN JAKO KO AN RIJIKUUL RO REJ MENIN ABNONO



Note: Nomba kein rej kötmane ilowaan 180-raan kane ilo juon iio in jikuul.

Nan melele ko relõñlok ikijien kōpopo ñan jikuul, etal ñan [attendanceworks.org](http://attendanceworks.org) im [reachoutandread.org](http://reachoutandread.org)

## **Attendance**

Elementary school attendance sets the pattern for the rest of your child's educational career. Every day is an important day, and every grade is an important grade. When parents make attending school a priority, children succeed and have a better shot at graduating from high school on time.

### **K-5 School Hours, Arrival, and Departure Information**

Breakfast served in the cafeteria	8:45 a.m. M-T-Th-F (9:25 a.m. Wednesdays)
First bell	9:00 a.m. M-T-Th-F. (9:40 a.m. Wednesdays)
Tardy bell	9:05 a.m. M-T-Th-F. (9:45 a.m. Wednesdays)
School Dismissal	3:20 p.m.

**Students should arrive at school at or after 8:50 a.m.** (with the exception of students eating breakfast). **The school grounds are not supervised prior to that time.** Unless having breakfast, or a teacher has given special permission, students must wait to enter the building until 9:00 a.m. M-T-Th-F and 9:40 Wednesdays. Students should be in line with their class after the first bell at 9:00 a.m. All students who arrive after 9:00 on M-T-Th-F or 9:40 on Wednesdays must stop at the office to receive a tardy slip.

It is very important for parents to establish specific rules regarding children reporting home immediately after school dismissal. Other than in the bus pick-up areas and crosswalks, there is no supervision for students after school. Please see pages 24 – 29 of this handbook for detailed information about pick up and drop off. **ONLY buses are allowed in the loop in front of the school before and after school. This is critical for student safety and to avoid fender benders.**

### **Preschool Hours, Arrival, and Departure Information** (See p 19 for more information about enrolling)

Preschool is Monday – Thursday with varying start times depending upon program and individual children's services.

**For Developmental Preschool hours information:** Contact April Schober at 867-2223.

**For ECEAP/Early Learning Center school hours information:** Contact Terri Carlson at 867- 2248..

There is no Preschool on Fridays.

Preschool parents are asked to park in the small parking lot to the west of the school, off of Sheridan. Parents may also park on Sheridan. **Only buses are allowed in the loop in front of the school. For safety, there is NO PARKING for anyone in the loop or on Hastings at any time during the school day.**

After you park, walk your child up the sidewalk to the door by the front playground. A Creekside preschool staff member will collect your child and take him or her to class. Parents will be asked to honor this drop off system each day. Please see pages 24 – 29 of this handbook for detailed information about pick up and drop off.

### **Attendance expectations**

- Creekside Stingers with excellent attendance attend school 95% or more of the 180 days we are in school. **This means they average no more than one absence per month** (understanding that sometimes sickness warrants staying home).
- Please attempt to schedule doctor or dental appointments after school hours to protect your child's educational time.
- **If your child is absent or tardy, call the Creekside attendance line at 867-2284. If you do not call, your child will be marked unexcused (truant). You can call the attendance line all hours of the day.**
- All unexcused absences are marked as trancies in the student's records until they are excused. If a truancy is not excused **within 48 hours**, it will be permanently designated as a truancy in the child's record. **After 48 hours**, only a specific written note from the doctor for the day the child missed will excuse the absence. See below for more information about doctor's notes.
- If you drop your child off at school after 9:15, you must come into the building and sign him or her in.
- If you need to pick your child up before 3:20, you must come into the building and sign him or her out.
- Only adults who are listed in the child's registration as guardians or emergency contacts may pick your child up before 3:20.

### **Attendance definitions**

- **Excused absences** are due to illness or health conditions, homelessness or foster care situations, a religious observance, school-approved activities, family emergencies and, as required by law, disciplinary actions or short-term suspensions.
- **Unexcused absences** are due to a student's failure to attend the majority of classes in an average school day and when a parent has not excused the absence by providing a note or informing the school by phone within 48 hours.



### **Attendance supports**

- **We are here to help.** If attendance is a concern, we have systems in place to get to the heart of it and help. Please reach out if you need help. You can call us at 867-2200 and our office staff will put you in touch with the right person.

### **Three Critical Washington State school attendance laws:**

1. State law requires children ages 7 through 16 (and children under 7 who are enrolled in public schools) to attend school every day that school is in session.
2. State law requires us to contact the court system when a child reaches 7 unexcused absences in a month and no later than 15 unexcused absences in a school year, effective April 26, 2021.
3. State Law requires pre-planned absences to be pre-approved by the principal and a mutually agreeable plan for making up school work must be made.

### **Doctor's Notes (Please read the following information concerning attendance very closely):**

A note from a doctor is required to excuse all absences if, by November 1, a student has missed 10% or more of their school year. If your child misses 5 days in a month or 10 days in a school year for any reason, except if excused by the principal in advance and a plan to make up schoolwork has been made, state law requires that we must invite you in for a conference. If your child has an IEP or a Section 504 plan, we must also convene a meeting of the IEP or 504 team. The only exception to this is if you have given us prior notice, a doctor's note has been provided, and an academic plan to make up the missed work has been put in place. If an attendance problem develops, the student, parent/guardian and principal/social worker will meet to develop a plan to resolve the attendance issues.

### **Withdrawal from School**

Students are to be withdrawn in person with their parent or guardian. Please notify the school office in advance of anticipated withdrawal. All books and materials must be accounted for at this time. Also, please check with the office regarding lunch accounts as there may be an amount owing or a refund due.

## **Creekside is a Title I School**

Creekside is a schoolwide Title I school. Per Washington's Office of the Superintendent of Public Instruction, a schoolwide program takes the form of a comprehensive reform strategy designed to improve all educational programming in a school. The primary goal — ensure that all students, particularly those who are low-achieving, meet and exceed the learning goals defined by state academic standards. Schools that receive Title I, Part A funds and use the schoolwide model must complete these four reform strategies:

1. Conduct a comprehensive needs assessment.
2. Identify goals and strategies that address those needs.
  - Commit to putting the strategies into action and meeting related goals.
3. Create a comprehensive plan.
4. Conduct an annual review that evaluates the effectiveness of the schoolwide program.
  - Revise the plan as necessary.

### **Annual Title I Meeting**

Please join us for our annual Title I Meeting. This will take place annually at Creekside's October PTSO meeting and at our Fall Open House. PTSO meetings take place on the second Tuesday of each month from 6 - 7 pm in the school library. Open House dates will vary from year to year; watch our website and communication from school about this date. At these meetings we will provide you with information about curriculum, academic assessments, and measuring student progress. We will also provide opportunities for your input into program services. Finally, we will give you an opportunity to provide input into Creekside's Parent and Family Engagement Policy. Until that has been drafted, please [click here for Mead's School Board Policy around Title I Parent and Family Engagement](#).

### **School Report Card**

[Click here to access Creekside's OSPI Report Card](#). For paper viewers of this handbook, type this link into your web browser: <https://bit.ly/CreeksideSchoolReportCard>.

### **Parents' Right to Request Teacher and Para Qualifications**

Districts and schools must inform the parents of Title I, Part A students that they may request, and the district and schools will provide, certain information on the professional qualifications of their students' classroom teachers and paraprofessionals providing services to their children. Should you desire such information, do not hesitate to contact Laura Duchow, Creekside principal, or anyone in our main office.

### **Citizens Complaint Process**

When a District receives Federal Title I funds, it allows us the opportunity to provide supplemental support programs for Title I-eligible students. As a recipient of these funds, we are required to inform you that if you have a complaint about the services offered under Title I and have not been able to resolve them locally, you may file a citizen complaint to the Office of Superintendent of Public Instruction (OSPI).

A citizen's complaint is a written statement that alleges a violation of a federal rule, law, or state regulation that applies to a federal program.

- Anyone can file a citizen's complaint
- There is no special form
- There is no need to know the law that governs a federal program to file a complaint

For additional information, please contact our main office for a hard copy of the complaint procedure or you may access information online at the following address:

<https://www.k12.wa.us/policy-funding/grants-grant-management/closing-educational-achievement-gaps-title-i-part/citizen-complaints-federal-programs>

**For more information about parent notification rights, please visit Mead School District's webpage dedicated to this topic.**

### **Behavior Expectations and Discipline**

Creekside is a Positive Behavior Interventions and Supports School. This means that we believe children should be taught the expectations proactively and explicitly and given frequent feedback in order to prevent misbehavior before it happens and support students to make positive choices. At Creekside we will: Be SAFE, Be RESPECTFUL, and Be RESPONSIBLE. Students receive frequent positive verbal feedback on their behavior. All staff and students at Creekside Elementary School work together to help each other reach our fullest potential. Everyone is treated with respect and dignity. Any behavior or action that helps someone grow and mature will be encouraged. Our goal is to create a proactive and positive atmosphere where minimal discipline is needed. However, for students who do not follow the rules, our policy will assist us in maintaining a safe and respectful learning environment.

## **Creekside School-Wide Expectations Matrix**

VOICE LEVELS: 0 - Silent 1 - Whisper 2 - Partner 3 - Teacher 4 - Playground

*\*Teach appropriate voice levels for safety, instruction, play*

LOCATION	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
ASSEMBLY	Hands, feet and objects to self Walk into & out of gym	Voice Level: 0-3 Eyes on speaker Listen quietly	Follow adult directions Sit on your pockets
BEFORE/AFTER SCHOOL	Hands, feet and objects to self Walk into & out of building Stay in assigned area	Outside Voice Level: 0- 4 Outside Line up: Level 2 Inside Line up: Level 1 Use school appropriate language	Follow adult directions Eat first, line up second
CAFETERIA	Hands, feet and objects to self Wash your hands Walk Once seated stay in your spot	Voice Level: 0-2 Use school appropriate language Eat only your own food	Follow adult directions Enter and stay in A-B-C order Pick up and throw away trash Eat first, talk second

CLASSROOMS (Teachers have flexibility to fill in the matrix to meet their own needs)	Examples: Hands, feet and objects to self Walk Use supplies & furniture as intended Stay in assigned area	Examples: Voice Level: 0-3 Use school appropriate language and topics Raise your hand to speak	Examples: Follow adult directions Complete tasks accurately and on time Have your materials ready Do your best - work hard
HALLWAYS & STAIRWAYS	Hands, feet and objects to self Eyes forward Feet on the floor Stay in assigned area Have a pass Step on every step Only one hand on the rail	Voice Level: 0-1 Look with your eyes only Use school-appropriate language and topics	Follow adult directions Walk on the right side Stay in a single file line
PLAYGROUND	Hands, feet and objects to self Stay in assigned area If you <u>SEE</u> something, <u>SAY</u> something	Voice Level: 0-4 Use school appropriate language and topics Include others Share and take turns	Follow adult directions Follow game rules Use equipment as intended Return equipment Leave nature where it lies
RESTROOMS	Hands, feet and objects to self Walk Keep your feet on the floor Have a pass	Voice Level: 0-1 Use school appropriate language and topics Put trash in the garbage Maintain privacy of others	Go Wash (30 seconds) 1 squirt of soap 3 pulls of paper towel Leave If you <u>SEE</u> something, <u>SAY</u> something

Minor Problem Behaviors (Handled by teachers until student reaches approximately 3 minor infractions)		
Behavior	Definition	Examples
Defiance/Failure to cooperate	Student engages in brief or low-intensity failure to follow directions.	- "I'm not doing this" - Task avoidance - not wearing/taking off mask
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.	-Eye rolling, talking back -grunting, laughing, mocking -ignoring adult directions
Disruption	Student engages in low-intensity, but inappropriate disruption.	- Making noises or talking during quiet times - Out of assigned area or expected location

Inappropriate Language	Student engages in low-intensity instance of inappropriate language.	<ul style="list-style-type: none"> <li>- Swearing quietly, not directed at a person</li> <li>- Put-downs, teasing, taunts, or -other name-calling that does not meet criteria for harassment, intimidation, or bullying</li> </ul>
Inappropriate Location	Student is in an area without permission or for an extended period of time.	<ul style="list-style-type: none"> <li>-Leaving the designated playground area or classroom without permission</li> <li>- extended stay in the restroom or other area.</li> </ul>
Physical Contact/Aggression	Student engages in non-serious, but inappropriate physical contact.	<ul style="list-style-type: none"> <li>- Rough play</li> <li>- Touching others without their permission</li> <li>-Pounding on desks</li> </ul>
Property Misuse	Student engages in low-intensity misuse of property.	-Writing on desk, chair, etc. that is easily cleaned or restored
Technology Violation	Student engages in non-serious, but inappropriate use of digital technology to include but not limited to: cell phones, tablets, computers and other technology hardware and/or software.	<ul style="list-style-type: none"> <li>- Phone or electronic devices out at inappropriate times</li> <li>- Use of technology is unrelated to current activity</li> </ul>
Major Problem Behaviors		
Behavior	Definition	Examples
Defiance/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions or talks back after initial teacher redirection.	<ul style="list-style-type: none"> <li>-Talking back, yelling, disruptive or explosive response to adult</li> <li>-<b>Repeated</b> refusal to wear mask and disregarding adult request</li> </ul>
Disrespect	Student delivers socially rude or dismissive messages to adults or students. Behavior significantly impedes the learning environment.	- <b>Repeated</b> eye rolling, talking back, grunting, laughing, mocking, ignoring adult directions
Disruption	Student engages in behavior causing an interruption in a class or activity resulting in teaching/learning to cease. Serious interference with class or school activity.	<ul style="list-style-type: none"> <li>-<b>Sustained</b> loud talk, yelling, or screaming</li> <li>-Noise with materials, horseplay or roughhousing</li> </ul>

		- <b>Sustained</b> out-of-seat behavior that disrupts the learning environment
Physical Aggression	Student engages in actions involving serious physical contact that is <b>one-sided</b> with intent to harm where injury may occur	-Throwing materials, tipping desks, chairs or tables, - <b>One-sided</b> hitting, punching, kicking, hair pulling, hitting with an object or scratching -any touch that is sexual in nature that does not qualify as HIB
Fighting	Student is involved in <b>mutual</b> participation in an incident involving physical violence.	- <b>Mutual</b> hitting, punching, hair pulling, scratching, and kicking -hitting with an object -throwing objects, threatening, etc.
Abusive Language/ Inappropriate Language/Profanity	Student delivers verbal messages that include swearing, name calling, gestures or use of words in an inappropriate way.	-Swear words -racial slurs -sexual comments (*that doesn't qualify as HIB)
Harassment, Intimidation & Bullying	HIB means any intentional electronic, written, verbal, or physical act, Including but not limited to one shown to be motivated because discrimination or non-inclusive intention, due to the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical or sensory handicap or other distinguishing characteristics.	- <b>Repeated</b> teasing, taunting or name calling, threats, text messages, emails, negative comments based on gender, race, religion, limitations, or other personal matters - A clear power differential (more students on one side of the altercation or clear age/size difference)
Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by school).	-Leaving the building or designated playground area without adult permission -Skipping class
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.	-Kicking in the restroom stall door, -carving or writing on a desk, table wall, playground equipment or outside wall -Breaking something purposefully.



Technology Violation	Student engages in inappropriate use of digital technology to include but not limited to: cell phones, tablets, computers and other technology hardware and/or software.	-Breaking <a href="#">district technology agreement</a> in a way that is harmful to self, others, the learning environment, hardware, or software.
Use/Possession of Weapons	Student is in possession of knives and guns (real or look alike), or other objects readily capable of causing bodily harm.	-Possession of a toy or real knife, gun, lighters, or other object that could be used as a weapon.

### **Disciplinary Measures and Flowchart for Challenging Behavior**

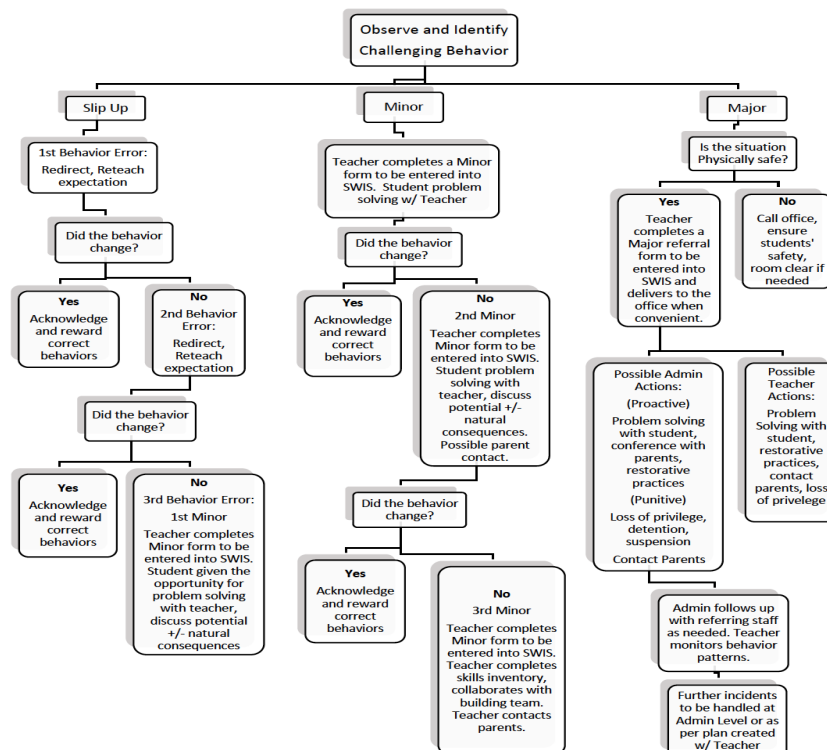
As previously stated, Creekside is a Positive Behavior Interventions and Supports School. Our discipline approach is designed to teach and reinforce appropriate behaviors and is in alignment with [Mead School Board Policy 3241](#) and [RCW 28A.600](#). Classroom teachers address most instances of misbehavior, referring only a small percentage to the office. Creekside follows a responsive discipline policy where each student's individual needs are considered when determining the consequences. In addition to this, we will look at how the child's behavior impacts other students' safety as well as their opportunity to learn. Through the engagement of a Creekside parent on our PBIS team, parents and the school community are involved in the determination of our discipline procedures.

The school will make every good-faith effort to discuss a disciplinary measure with a child's parents or guardians before administering said discipline. Disciplinary measures may include but are not limited to: alternative recess activity (running/walking laps for exercise instead of playing, community service (cleaning walls, sweeping walkways, picking up trash), restorative actions (apology letters or statements), removal from class and possibly subsequent in-school suspension (half or full days), or out-of-school suspension. For egregious infractions threatening the health or safety of the student or others, the school may impose long-term suspensions, emergency expulsions, or expulsions.

Disciplinary measures at Creekside will protect the rights, health, safety, and dignity of all of our students and staff in accordance with [RCW 28A.600](#).

Please see the flowchart below for specifics on how disciplinary infractions are handled. Contact your child's teacher or the office if you have any behavioral concerns.

**Flowchart for Challenging Behavior**



## **Birthday Celebrations**

We celebrate birthdays at Creekside! Our celebrations align with [Mead School Board Policy and Procedure Number 6700](#). All elementary schools in Mead are required to limit celebrations that involve food during the school day to no more than one party per class per month. **Please do NOT bring or send cupcakes or any other food with your child on his or her birthday without first consulting the teacher.** Each monthly celebration should include no more than one food or beverage that does not meet the Smart Snacks standards.

While teachers may choose to do one "group" birthday celebration a month, we do want each child to be celebrated on his or her special day! Please feel free to send non-food items to school with your child to share with the class. Consider sending a special pencil, a pack of silly putty, small toys, or any host of inexpensive party favors for your child to share with the class on his or her birthday.

Parents and teachers are encouraged to consult the [Mead School District Nutrition Department's suggestions](#) for healthy food alternatives to cupcakes and other traditional party foods.

## **Breakfast and Lunch Program**

***Note: Information below will be valid after the current allowances for no-cost breakfast and lunch for all students end. Currently, until further notice, all students are eligible for lunch and breakfast at no cost.***

Breakfast is served daily. Breakfast begins at 8:50 a.m. Students may purchase milk or juice separately. The school posts a monthly menu online. Payments for meal accounts should be brought in an envelope with the student's name and teacher written on it. Money can be sent in any dollar amount. When sending money, we encourage you to deposit as much as possible at one time. The cost for the meal is automatically deducted from your child's account. Students will receive a notice when the account is low. When your child's account reaches a negative balance, the principal will call to request payment. Please encourage your child to bring the "low account balance" notices home. Although there are restrictions on this during Covid-19, during non-pandemic times parents are invited to join their child for lunch at any time. Please contact the office by 9:30 a.m. or send a note to your child's teacher on the day you plan to come so that a lunch can be ordered. Cost for adult meals is higher than student meals. Visit <http://mead.healtheliving.net/> for more information about breakfast and lunch.

### ***Applying for free or reduced-price meals***

We strongly urge our families to apply for this valuable, and **highly confidential** assistance. Our families are often pleasantly surprised that they qualify. In addition to relieving the strain on your family budget, qualification for free or reduced-price lunches helps our school receive additional resources! The percentage of families qualifying determines our status as a Title I school. The higher our percentage, the greater the resources. Again, this is highly confidential information. Nutrition Services personnel are the **only** staff members who know of a family's qualification status. Teachers, administrators, office staff, and even kitchen workers **do not know** who receives this type of assistance.

[Applications for free and reduced-price meals](#) are available in the school office or on our school district's [Nutrition Department Website](#).

## **Bus Policy**

Students using the [Mead School District Transportation services](#) will be expected to follow Mead School District Transportation rules and regulations. Any misconduct by a student, which in the opinion of the bus driver is detrimental to the safety and welfare of any other student or to the safe operation of the school bus, will be sufficient cause for discipline and/or suspension of bus riding privileges. Bus rules are distributed to students at the beginning of the school year. [Please register your child for 2023-24 ridership by clicking here.](#)

For school bus route information call the district transportation office at **465-6107**. Or use [infinder on the transportation website](#). Our goal is to transport your student(s) to and from school as safely and efficiently as possible. If riding another bus is essential, please send a note with your child to show the teacher and give to the bus driver. Also please discuss with your children the importance of not being talked into riding with a friend's parents, siblings, or others. It is very important that all our students who ride the bus follow their normal routine unless they have parental permission. We appreciate your cooperation and support.

## **Cell Phone use**

Students are allowed to bring cellphones to school; however, when students step inside the school, phones are to be turned off and stored in a backpack or bookbag and NOT on the child's person. Phones that disrupt student learning for any reason will be confiscated by school administration and parents must pick the phones up in the office. Students who wish to use their devices to listen to music while riding the school bus or waiting in the morning line-up are welcome to do so as long as they do not become a supervision challenge. Phones must stay in the backpack or bookbag at recess time. We do not allow surfing the internet or watching online videos, TV shows, or movies on personal devices unless under the direct supervision of school staff, and for educational purposes only. Repeated infractions of cell phone rules will result in the loss of cell phone privileges at school, including but not limited to losing the privilege to have the cell phone on the school bus, in line, or at school.

Students are not allowed to take photographs of other students using their cell phones or any other personal devices on the school bus, in route to or from school on foot, or while on campus, for any reason. This rule applies to photographs of peers who consent to having their photo taken as well as photos of peers who do not consent to having their photos taken.

In cases of digital or online bullying and harassment, it is possible that students who are found to be aggressors could lose the privilege of having cell phones at school if this action is determined to be helpful in preventing further harm to the victim.

### **School Telephone Use**

School phone lines need to be kept open for parents and others who need to reach us. Prior to leaving home, please make arrangements for your child's after-school activities since we must limit students' phone use to emergencies only.

## **Child Care Programs**

### **YMCA**

The YMCA provides a before and after-school day care program in Mead. Before school hours are 6:30-9:00 a.m. and after from 3:00-6:00 p.m. Each year, the exact location of this before and after school care is dependent upon enrollment. Contact the YMCA directly at 838-3577 for information.

### **The Lisa Stiles-Gyllenhammer Boys and Girls Club**

Creekside students in grades K-5 may join the Boys and Girls Club, which provides after-school care. The club's mission is to help every child reach their full potential. The club is open for grades K - 12 for a low-cost yearly membership fee. Activities include sports and recreation, tutoring and homework center, computer lab, arts and crafts, music and dance lessons and a hot meal served daily.

For more information please visit the website: <https://www.bgcspokane.org/lsg>

## **Clothing**

### **Dress Code**

The following dress code for the students of Creekside is in alignment with the expectations of Mountainside Middle School, where our students will attend grades six through eight. It is also in alignment with [Mead School Board Policy](#) and [Procedure 3224](#). If students come to school in inappropriate clothing, parents will be called to bring a change of clothes to the school and/or we will provide alternative clothing for the students to wear for the day.

- **Inappropriate "messages" on clothing:** Clothing that advertises drugs, alcohol, tobacco, or marijuana products are considered to be inappropriate and contrary to the Mead School District's drug-free policy. Clothing with words or phrases having a double entendre or double meaning, especially when the second meaning is risqué, suggestive, contains hateful language or symbols, or is simply intended for a mature audience, will be considered inappropriate. Gory or scary imagery will also be considered inappropriate especially considering that our school serves children as young as age three who might be easily scared by such images. Parents should keep these guidelines in mind when purchasing school clothes.
- **Shorts or dresses that are intentionally short ("short" shorts, for example):** We don't want embarrassing situations to arise when students bend over or sit down. Please help your student to choose dresses and shorts that are appropriate for the school setting and do not reveal any personal or sensitive anatomy.
- **Shirts on both boys and girls that don't quite cover enough:** Our expectation is that shirts completely cover the belly.

- **Visible Underwear:** Underwear, including brassieres, should not be visible.
- **Sagging pants:** Pants need to cover the underwear and waistbands must be above the hips.
- **Head coverings:** Hats and head coverings are allowed as long as they do not signify gang affiliation and are not a distraction to the educational process. Teachers may ask students to remove hats if they become distractions.
- **Flip-flops:** Issues of injury often arise with this type of footwear particularly at recess, therefore, flip-flops are discouraged. Students wearing flip flops or unsafe footwear will be asked to be observers during PE.

## **Communication**

Kids succeed when schools and parents communicate frequently and positively. Parents at Creekside can expect regular communication from their teachers and the principal. Our principal update, the Creekside Stinger Buzz, is emailed to families weekly or every other week depending upon the volume of new news. It is also posted on our [website](#) and linked to on our [Facebook page](#). When there is particularly critical information, parents also receive an automated phone call from the principal or office staff. Families who do not have email addresses on file will receive paper copies of communication whenever possible.

## **Crisis Plan**

Creekside has a Crisis Plan that is in place in case of an emergency. Fire Drills, Lock Down Drills, and Evacuation Drills are practiced regularly throughout the school year. The crisis plan is on file at the District Office.

## **Financial Assistance**

Occasionally, students are presented with opportunities and classroom activities that are not covered by the regular school budget. Examples of these occasions would include a school yearbook, a special field trip, or some other activity that we have deemed important enough to justify the expense. However, we do not want to exclude any of our students, nor create hardships for families. As a result, Creekside is able to help offset the cost of any additional expenses related to school. If you would like information, please do not hesitate to contact Creekside's social worker or principal at any time throughout the year.

## **Harassment, Intimidation, and Bullying**

Mead School District operates according to [school board policy 3207](#) and [procedure 3207](#) to prevent harassment, intimidation, and bullying. According to this policy, harassment means to deliberately choose to say or do something to hurt another person (either physically or emotionally) because of their race, religion, color, sex/gender, national origin, disability, or use sexually degrading words toward an individual. It also means to say or do (words or actions) something of a demeaning, derogatory, or intimidating nature that negatively affects a student's learning environment (such as obscenities, defamatory statements, teasing about physical differences, etc.) Creekside values each and every one of its students and it is important that we maintain an environment that's safe for learning. We expect that all students and staff will be treated with respect at all times. Creekside will strictly enforce this policy. We also use the *Bullying Prevention Unit* from our *Second Step* curriculum to deliberately teach our students how to recognize and report bullying. Students may report to the social worker via the "bully slips" that are kept outside of the social worker's office.

## **Nondiscrimination**

Mead School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Grievances or concerns should be directed to **Josh Westermann**, Director of Student and Family Services/Civil Rights and Section 504 Coordinator/Title IX Officer, at (509) 465-6008, via email at [josh.westermann@mead354.org](mailto:josh.westermann@mead354.org), or mail to 2323 E. Farwell Rd., Mead, WA, 99021.

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). Click here for a copy of your district's [nondiscrimination policy 3210](#) and [procedure 3210](#) or contact us at 509-465-6000.

## **Sexual Harassment**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). Click here for a copy of your district's [sexual harassment policy 3205](#) and [procedure 3205](#), or contact us at 509-465-6000.

**Complaint Options: Discrimination and Sexual Harassment**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

**Complaint to the School District*****Step 1. Write Out Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

**Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

**Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take



place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

## **Inclement Weather**

When the weather is severe, please ensure that your child arrives at the regularly scheduled time (9:10 a.m.) and is not waiting outside longer than necessary. To avoid after-school confusion, please have foul weather plans if your child walks or rides a bike. This helps keep your child safe and keeps our phone lines free in emergencies. Please listen to major radio and TV stations for school closure information. They generally begin broadcast at 5:30 a.m. When listening for school closures, remember that we are in the **Mead School District**. Sometimes we will have a 2-hour delay for inclement weather. Check out our [district's webpage on winter weather](#) or [ready.gov](#) for more information.

**When it is cold outside elementary schools will use the following general guidelines for outside time:**

- Students will have morning access to their school buildings when the temperature (with wind chill) is below 16 degrees.
- Recess will be indoors when the temperature (with wind chill) is below 16 degrees.

**Please make sure children are equipped and appropriately dressed for cold weather.** Coats, hats, boots, and gloves are recommended to assure students remain warm and comfortable while outside.

## **Insurance**

Special accident insurance is made available through a commercial agency as a service to school families. An information brochure will be sent home early in the school year explaining coverage.

## **Library**

All students will have the opportunity to check out books. K-5 students participate in digital citizenship lessons and hands-on STEM exploratory learning. Students may have up to 3 books checked out at a time. They are responsible for any library materials they borrow so please help them find a safe place to store books and other materials they bring home. You can help your children in these ways:

- **Read with your children and let them read to you.**
- **Provide a backpack, book bag, or plastic bag to keep books safe and dry.**
- **Have a special place at home to keep books out of reach of pets and/ or younger children.**
- **Help your children to turn in materials on time.**
- **Please caution them about sharing books without returning the book first.**

## **Lost and Found**

Lost and Found is located under the stairs in the foyer. Small personal items may be claimed at the office. Please check the lost and found frequently for lost items. Our lost item collection becomes quite large throughout the

year! All items remaining will be donated to a charitable organization approximately once per quarter, and teachers are reminded to bring their classes by the Lost and Found periodically to check for lost items.

### **Parent Contact Information**

It is very important that the school be kept informed at all times of the home address and telephone number and an emergency telephone number where a parent can be reached. Please notify us if there are any changes so that we may have authorization and information as to what we are to do in case of an emergency with your child.

### **Parent-Teacher Conferences**

There are two conference weeks scheduled during the school year. Conferences take place during the third full week of October and the second full week of February. As conferences get closer, we will send information home regarding sign ups. Please keep checking our website for further information.

### **Parent-Teacher-Student Organization (PTSO)**

PTSO stands for Parent Teacher Student Organization, a group of parents, teachers and staff working together to enhance educational opportunities for students. Membership in PTSO is open to all Creekside parents, faculty and staff. PTSO board meetings are held on the second Tuesday of each month. Parents are welcome and encouraged to attend these meetings and to become involved in PTSO at any level to assist the staff at Creekside in providing high quality education and fun for our children.

A variety of activities are sponsored by PTSO throughout the school year. Watch for flyers regarding upcoming events.

We are always looking to grow our PTSO. All are welcome! If you are interested in joining or would like to volunteer at a PTSO sponsored event, please call the office or e-mail the PTSO directly at [creeksidepto@mead354.org](mailto:creeksidepto@mead354.org).

### **Personal Belongings**

Children should **not** bring personal belongings to school such as trading cards, gaming systems, cameras, iPods/MP3 players, toys, etc., as they may be broken, lost, stolen, or cause great disruption to learning. Such items may be taken away for the parent to pick up at the end of the school day. Repeated offenses may result in the item being confiscated and given back at the end of the school year. Mead School District is not responsible for lost or stolen personal items.

An exception will be made in terms of the following sports equipment **only**: footballs, basketballs, soccer balls, and volleyballs. The school will not replace lost or stolen personal items.

### **Physical Education**

Physical Education, or Health and Fitness class, is a required part of the curriculum unless your child has a doctor's excuse. We hope that each student will have appropriate clothing to wear for this class or for after-school sports. **Closed-toed, athletic shoes are required to participate in Health and Fitness class.**

### **Picture Days**

Individual and class pictures will be taken during the school year. Class pictures are regarded as a service to parents and students, and the school does not require purchase of the pictures. Written notices will always be sent home with each student announcing when the pictures will be taken and the costs involved.

### **Preschool at Creekside**

We offer Developmental Preschool for children ages 3 and 4 who qualify for Special Education Services. Contact Tina Elliott at 867-2223 for more information about Developmental Preschool. We also offer ECEAP preschool for children ages 3 and 4 who qualify based on income or other criteria. Please contact Nikki Becerra at 867-2278 for more information about ECEAP Preschool.

## Private Party Invitations

Like you, we want to teach our kids empathy and compassion for others. Please help us by not sending birthday party invitations for your child **to hand out at school** unless all students in a classroom (all the girls, all the boys, or the whole class) are invited. Our teachers are busy preparing rich and engaging lessons for our learners and although they would like to help, they are unable to assist with the birthday party invitation process.

## School Supplies (Preschool teachers will provide families with preschool supply lists)

### Kindergarten

- Backpack (no wheels)
- 2 plastic 2-pocket folder with prongs (1 blue and 1 red)
- Tennis Shoes for PE
- Headphones (no ear buds please)
- 2 Baby Wipes
- 8 count Crayola watercolor paint
- 1 Bulk sized snack item (goldfish, graham crackers, etc)

### 1st Grade

- Backpack (no wheels)
- Plastic Pencil Box
- 8 count Crayola watercolor paint
- 2 -Primary Composition Notebooks
- 1 - White 1" "Clear view" binder
- Personal Headphones
- 1 Bulk sized snack item (goldfish, graham crackers, etc.)
- Tennis Shoes for PE

### 2nd Grade

- Backpack
- Plastic Pencil Box (8.63 x 5.75 x 2.5 inche)
- 2 Black and White Composition Notebooks—wide rule
- Three 2-pocket folders: red, green & a color of choice
- 1 sock for erasing
- Wide-ruled notebook paper
- Personal Headphones (No earbuds or bluetooth)
- Tennis Shoes for PE
- Baby Wipes (to be replenished during the year as needed)

### 3rd Grade

- Headphones (over the ear are better, but not required)

- Backpack with computer pocket
- Water Bottle
- Plastic Pencil Box (8.63 x 5.75 x 2.5 inches)
- 3 spiral notebooks (red, blue and green)
- Four 2-pocket folders (red, blue, green and free choice)
- 2 Composition books—wide ruled
- Wide ruled notebook paper
- 2 black sharpies (Original fine-point)
- 2 inch view binder
- Wipes 1 container
- Tennis Shoes for PE

\*Optional-Multiplication flashcards for home

\*No pens or pencil sharpeners please

### 4th Grade

- Backpack
- 3 Composition notebooks
- 1 Spiral Notebooks
- Notebook paper – wide ruled
- 2 Pocket folders
- Personal headphones or earbuds (inexpensive)
- Waterbottle
- Baby Wipes 2 packages
- Tennis Shoes for PE

### 5th Grade

- Backpack
- Pencil box/pouch
- 5 notebooks single subject college ruled 70 page
- Pencil sharpener
- 2 Pocket folders
- Headphones
- Waterbottle
- Tennis shoes for PE
- Baby wipes 1 or 2

## Social Worker

The school social worker, **Jennifer Oglesbee**, is available to parents who have particular concerns about their child's social, emotional, or behavioral needs. A wide range of concerns about the child and family can be shared with guaranteed confidentiality. The social worker also works with the staff and students to help meet every student's social and emotional needs. She can be contacted directly at 867-2225.

## **Social and Emotional Learning**

All students will get the opportunity to participate in social emotional learning through the teaching of our *Second Step* curriculum. *Second Step* is research based, teacher informed and classroom tested to promote the social emotional development, safety and wellbeing of children. Staff and students will also participate in screening throughout the school year to monitor students' progress towards social and emotional development.

## **Stinger Gear**

Creekside offers many options for great Stinger t-shirts, hats, and other gear! [Click here to see our online store.](#) Orders may be placed at any time.

## **Student Drop-Off (morning)**

Students being dropped off for school between 8:45 am and 9:30 am **MUST** be dropped off on the SCHOOL side of the street on either Freya (east of the school) or Sheridan (west of the school) **UNLESS** accompanied inside by a parent who parks in front and walks with his or her child into the school. **The loop in front of Creekside is reserved for buses only from 8:45 am to 9:30 am and after school from 3:00 - 3:45 pm.** This is because Creekside houses all of our district's preschoolers and the loop is the safest place to have their buses drop them off. Please see pages 24 – 29 of this handbook for detailed information about pick up and drop off. Children should **NEVER** cross a street without a crossing guard in order to reach the school. Hastings Ave. is not available for drop off, pick up, or parking.

## **Student Pick-up (after school)**

Students being picked up between the hours of 3:10 pm and 3:40 pm **MUST** be picked up on the SCHOOL side of the street on either Freya (east of the school) or Sheridan (west of the school). **The loop in front of Creekside is reserved for buses only from 3:10 pm to 3:40 pm.** Children should **NEVER** cross a street without a crossing guard in order to reach a waiting vehicle. Please make arrangements with your child about your location for pick up.

If you normally pick your child up in these pick-up zones on Freya or Sheridan and you are going to be delayed more than 10 minutes, please call the office. For safety reasons, your child will be waiting for you at the office when you arrive. Please park in a regular spot and come in for your child. If your child's pick-up routine changes (person or place), please **contact the teacher and inform him or her** of the change.

## **Student Pick-up (during school)**

Park on a side street or the front lot and enter the office to sign your child out. **No student will be released during the school day to anyone who is not listed on that student's emergency contact form.** Check your child's emergency contacts yearly. To change them, come into the office in person or send back the signed revision sheet the office sends home each year.

## **Student Health and Safety**

### **Food in the Classrooms**

As a safety precaution, Creekside requires that all food brought into your child's classroom intended to be shared with other children **MUST** be store-bought. Shared food cannot be prepared at home. These foods must come from a store and have a list of ingredients provided. This precaution is being taken to prevent problems arising from food allergies. Parents should also look for notices informing them of existing food allergies in their child's classroom. Thank you for your support with this serious issue.

### **First Aid**

School personnel are trained to handle first aid for minor injuries. In case of serious injury or illness, parents will be contacted immediately. The child will be taken to a physician or hospital if the parents cannot be reached. **Once again, it is imperative that we have multiple emergency phone numbers on file in the event that a parent cannot be reached.**

### **Harassment, Intimidation, and Bullying**

Please see the section of this handbook dedicated to this topic.

### **Illness**

If your child becomes ill at school, we will call you to pick up your child. **An emergency number must be provided in case we are unable to reach you at your home or workplace.**

### **Immunization**

Washington law requires that a certificate of immunization be on file for every student enrolled in the district. On or before the first day of attendance, all students must present or have on file documentation of their immunization status. Exemptions are allowed for medical reasons signed by a physician, or based on religious or personal beliefs signed by parents. In case of an outbreak of the disease, a child under exemption may be excluded from school until the disease outbreak is concluded.

### **Medication**

District personnel are permitted to administer medication in school only when there is a written request signed by the child's parent or guardian and either a physician or a dentist. Appropriate forms (parent's request and doctor's referral) must accompany all nonprescription and prescription medication to be taken by students during school hours. These forms are available in the office. The forms must be updated annually at the beginning of each school year. Medication must be brought to school in the original bottle and labeled with the student's name. All medications are kept in the office and dispensed from there. This policy applies to both prescription and nonprescription medicines (i.e., cough drops, aspirin, and other over-the-counter medications). The only exception is sunscreen. Children may carry and apply their own sunscreen.

### **Nursing Services**

A school nurse is at Creekside each day. She/he conducts student vision and hearing screening at designated grade levels, helps with educating classrooms regarding issues pertinent to the grade level, or assists with special interests teachers may ask her about. The nurse reviews medical information on each student, notifies parents to update needed immunizations or referrals for medical purposes, keeps medication files in order and assists students' needs while he/she is at Creekside. If you have any questions regarding your student's needs that may affect his/her learning, please call the nurse's office.

### **Pets**

In a continued effort to keep all students safe, **no cats or dogs will be allowed on school grounds during school hours** as they can pose a safety concern or health hazard. **Even during drop-off and pick up, pets are not allowed, on- or off-leash.**

### **Physical Violence and Threats of Physical Violence**

No physical violence or threats of physical violence are allowed at school or when traveling to and from school. Any students involved in physical violence or threats of physical violence will be disciplined in a manner commensurate with their involvement. Students are to walk away from altercations and notify adults if a student becomes aggressive towards them as adults are present in all situations at school and always available to help.

### **Tobacco-Free and Drug-Free Site**

District policy prohibits the use of any and all tobacco products in or on all school property, including all buildings and grounds (playing fields, parking lots, etc.), by any and all visitors of any age. This includes all forms of tobacco and marijuana, including vape pens. This policy is in compliance with state law. The Mead School District forbids the unlawful use or possession of illicit drugs as well as the possession or use of alcohol, tobacco, or marijuana on school grounds by any person of any age. All students and adults in the district are held to the same standards. Compliance with these expectations is mandatory. Information about any drug or alcohol counseling, rehabilitation, and re-entry programs are available from the social worker.

Alcohol, tobacco, marijuana, and any other drug-related advertisements on T-shirts and jackets are not permitted at school or school-sponsored activities.

### **Safe Schools Hotline**

If you have information about weapons, drugs, alcohol, or other criminal behavior in or around Mead Schools you can report your concerns in the following ways:

**Submit by Phone or Text:** Call or text this phone number **509.381.0360** about your concern.

**Submit using Website:** Click the link to submit online through SafeSchools Alert

**Submit by Email:** The email address is: [1514@alert1.us](mailto:1514@alert1.us) Click the link to email your concern to us.

\*District personnel monitor the information during work hours Monday-Friday 8:00am-4:00pm



\*Call 911 if you are in immediate danger or your tip is in regards to a life-threatening emergency.

### **Vision/Hearing Screening**

The Mead School District screens all elementary students for vision and hearing.

### **Weapons**

Our school district staff is dedicated to working with parents, police, and lawmakers to create the safest possible environment. Washington State law mandates that any student bringing a firearm to school, onto a school bus, or to any school - sponsored activity be expelled from all Washington State schools. The firearm need not be loaded or even in operating condition.

In a similar law, a tougher stand against dangerous weapons is now in effect. The dangerous weapon list includes objects such as slingshots, air rifles, knives and anything that propels a projectile, such as a rubber dart gun, etc. Even a young child bringing such an object to school for "show and tell" faces serious consequences. Toy weapons should not be brought to school under any circumstances. Thank you for your support in this matter.

### **Visitors**

When visiting Creekside, please sign in, present your driver's license or state ID, and get a visitor badge at the office. For the safety of our students, we will be enforcing this for ALL visitors. **There are no exceptions to this rule.**

### **Volunteers**

Our school welcomes volunteers (parents, grandparents, and other community members)! They enhance our school programs and are a valuable resource. Here are just a few ways we could use your help: 1) Creekside Volunteer Center, 2) individual classroom helpers, 3) PTSO activities, 4) field trips, 6) after-school sports scorekeepers and timers, 7) help with music programs, 8) library and book fair helpers, and 9) reading with students. Please check with your child's teacher or ask at the school office if you are able to contribute in any way. Volunteers are required to fill out a WSP Criminal History Background check form. Please see the office for a form. Volunteers are asked to check-in at the office and obtain a visitor's pass each time they help in the building.

# We Can't Do It Without You!

**Parent partnerships** are important components of student success. Please consider the following ways to partner with us to help your child succeed in school.

- Emphasize to your Stinger that **attendance matters**. All day, every day! Each day is an important day and coming each day sets a pattern for a child's entire school career.
- Work with teachers, principal, nurse, social worker, and other school personnel.
- Schedule and attend conferences either in person, on the phone, or via Zoom.
- Show enthusiasm, interest, and positivity for the things your child does in school.
- Help your child understand the need to be considerate of others and to respect their property and rights.
- Encourage your child to talk about school activities, and listen with interest.
- Call the school when unsure of school-related matters.
- Hear both the child's and the teacher's version of a controversial issue.
- Praise your child for work well done and praise him/her for improvement. (Improvement may take place in work and study habits, conduct, attitude, and specific skills.)
- Visit school often and accept invitations for classroom and school activities.
- Help your child schedule a time so that he/she has an opportunity for study time at home when necessary.
- Volunteer at Creekside Elementary when your schedule allows.
- Commit to attending at least one PTSO meeting.
- Join parent and school community groups to assess and evaluate factors that impact student learning.
- Support and model the attitude that learning is enjoyable.

# Transportation to School

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<b>Arrival and Departure Instructions for K-5</b>	<b>1</b>
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This guide does not address bus transportation. Please [click this link to our Transportation Department](#) if you have questions about bus transportation.

## **Arrival and Departure Instructions for K-5**

(See next page for Preschool Information)

### **School Breakfast Eaters AND Non-School Breakfast Eaters**

ALL K-5 students will gather in the cafeteria and should enter through the middle doorways leading to the playground. Kindergarteners and their siblings may enter through the cafeteria doors on the Sheridan side of the building.

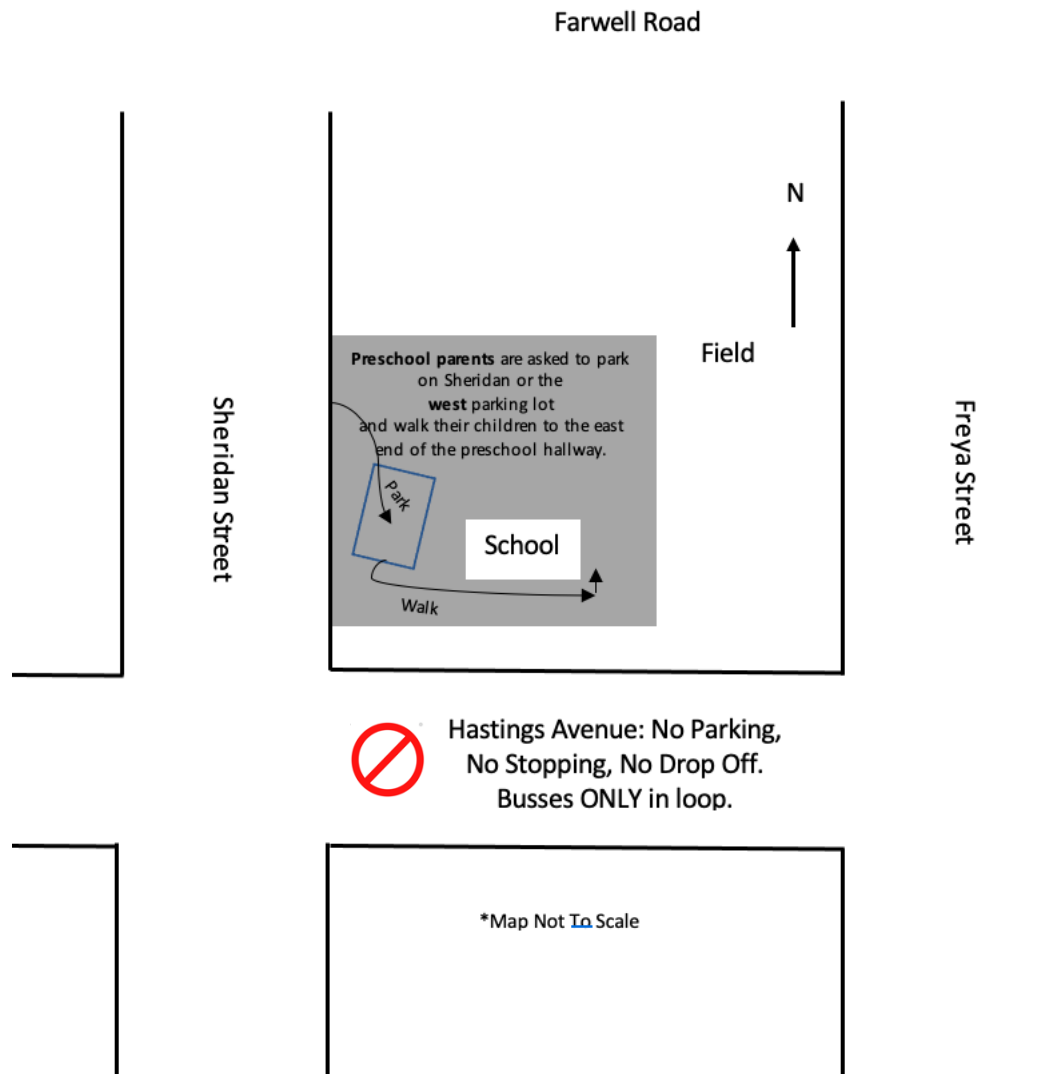
### **Bell Schedule**

The first bell rings at 9:00 (and 9:40 on Wednesdays). Children are marked tardy when they arrive **to class** after 9:05 (or 9:45 on Wednesdays). All children who arrive after 9:00 (or 9:40 on Wednesdays) should enter the building by the office and report to the office for a tardy pass.

The school day ends at 3:20 pm.

Please make sure your child knows the plan for the end of the day before you send them off to school. Avoid daily calls to the office to coordinate end-of-day plans for your Stinger.

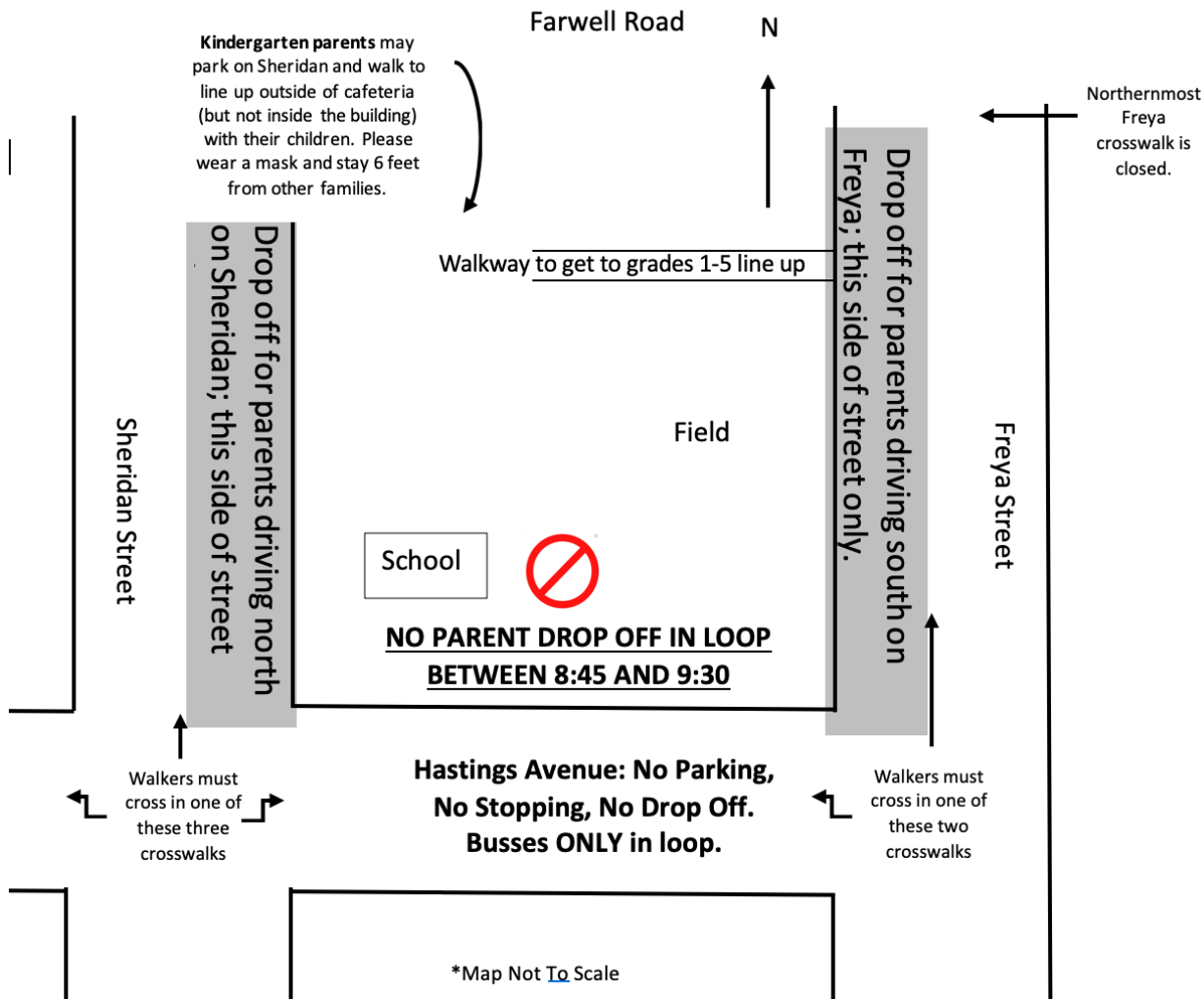
# Preschool Parent Drop-Off/Pick-Up Instructions



Preschool Parents: **Please park in the west lot off of Sheridan and walk your child to the door at the end of the Preschool hallway by the preschool playground next to the driveway loop.**



# K-5 Parent Drop-Off/Pick-Up Instructions



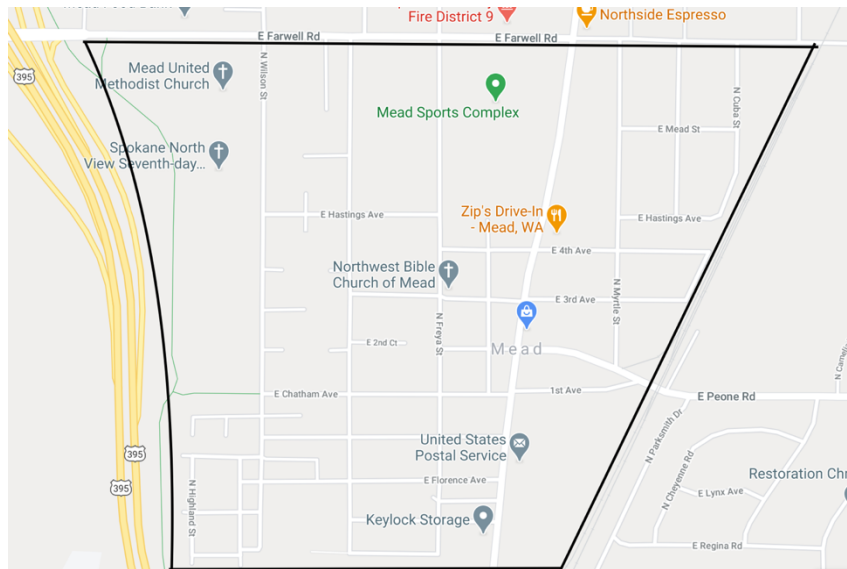
**Parents: Please note that drop-off is ONLY on Freya and Sheridan.**

ONLY SCHOOL BUSES may drop off in the loop in front of the school. **This is because our preschoolers ride the bus and must be dropped off close to the front door.** It is for their safety and will be strictly enforced.

K-5 students who **DO** eat breakfast at school should **arrive between 8:45 and 9:00.**

K-5 students who **DO NOT** eat breakfast at school should **arrive between 8:50 and 9:00 (between 9:30 and 9:40 Wednesdays).** The first bell rings at 9:00. The tardy bell rings at 9:05. After 9:05 students must enter the building through the front doors of the building.

# Creekside Walk Zone and Walker Instructions



Inside the solid black lines is our walk zone. Children living in this area may walk or ride their bikes to school. **Please make sure your bike rider wears a helmet!**

Students who need to cross Market street may cross at the light on Market and Farwell **only with a grown up.**

Otherwise, students **must cross at the crosswalk on Market by the Zips Drive-In.** Please call the school at 509-867-2200 to let us know if your children are walking to school so we can send someone to cross them.

Students walking with a parent or **adult** guardian may cross without a flagger arrives. We still for students to arrive at school no earlier than 8:50 (9:30 Wednesdays).

Students crossing near Freya and Hastings must wait for a crossing guard to cross them. There is only one crossing guard but two crosswalks, spaced a bit apart.

## **Student Morning Line-Up Instructions**

For the 2023-24 school year, All students will gather in the cafeteria for line up, whether they are eating breakfast.

# S T I N G - O!

Work with your parents to find the answers to these questions in our handbook. When you find the answer, put an X through the box. Bring this sheet to school **signed by your parent and all boxes X'd** by 9/15 and receive a coupon for a free kids meal at Chick-Fil-A!

S	T	I	N	G-O
What time does school start and end for K-5? Who should preschool families call to find out their start and end times?	What should your parents do if you have to stay home from school?	What is Creekside's Mission?	What is Creekside's cell phone rule for students?	Where do preschool parents drop off their Stingers?
What is the attendance phone number?	What street is <b>not</b> available for parent parking or drop off?	Where do K-5 parents drop off and pick up their Stingers?	Who can pick you up from school between 9:10 and 3:20?	Where do K-5 kids line up for school?
How much does lunch cost for a child?	What is the rule about bringing your own toys from home?	Free Spot! 	How many days of school can you miss in a year and still have "excellent" attendance?	What time does breakfast start?
What kind of shoes are required for PE?	It's your birthday! How do we celebrate birthdays at Creekside?	What is the rule for pets on school grounds?	How does Mrs. Duchow communicate with parents?	Where do you look if you lose something?
What are Creekside's THREE school rules?	What is the rule about bringing birthday party invitations to school?	What do you need to do if your parents bring you late to school, after 9:00?	What types of clothing are appropriate for school?	What is one possible consequence for breaking a Creekside rule?

We found these answers together!

Student First and Last Name \_\_\_\_\_  
Parent Signature \_\_\_\_\_