

Creekside Elementary School
Parent & Student Handbook
2026-2027

Creekside Elementary School
2790 Landscape Way
New Bern, NC 28562
Phone: (252)514-4360 Fax: (252)514-4365

Principal
Ashley Faulkenberry

Assistant Principal
Shannon Potter

Dear Creekside Families,

Welcome back to the **2026–2027 school year**! Whether you are returning to Creekside or joining our school family for the first time, we are thrilled to welcome you to what promises to be an incredible year of learning, growth, and success. We look forward to partnering with you to make this a year filled with meaningful experiences, lasting memories, and opportunities for every student to thrive.

At Creekside Elementary, our schoolwide theme for this year is: **Every Croc. Every Classroom. Every Day.**

Every Croc means every student matters. Every child who walks through our doors is valued, supported, challenged, and encouraged to reach their full potential. We believe every student deserves meaningful relationships, engaging learning experiences, and opportunities to succeed.

Every Classroom means excellence is expected in every learning environment. Our teachers are committed to creating classrooms where students feel safe, welcomed, and inspired to learn. Through high-quality instruction, collaboration, and a positive school culture, we strive to ensure every classroom is a place where students grow.

Every Day reminds us that success is built one day at a time. Small acts of kindness, consistent effort, regular attendance, positive choices, and a commitment to learning all add up to extraordinary results. Every day is another opportunity to grow, improve, and make a difference.

As a Creekside family, you play an essential role in your child's success. We encourage you to stay involved by communicating regularly with your child's teacher, supporting learning at home, ensuring consistent attendance, and participating in school events throughout the year. When families and schools work together, students achieve more.

Our staff is dedicated to providing a safe, caring, and engaging learning environment where every child feels welcomed, respected, and empowered to succeed. Together, we will celebrate accomplishments, support one another through challenges, and help every student reach their fullest potential.

This handbook has been designed to provide important information about our school procedures, expectations, and resources. We encourage you to review it together as a family and refer to it throughout the school year.Thank you for being an important part of the Creekside Elementary family. We are excited to begin this new school year with you and can't wait to see all that our students accomplish.

Together, let's make the **2026–2027 school year** one where **Every Croc. Every Classroom. Every Day.** is more than our theme—it is the way we learn, lead, grow, and succeed together. We look forward to an outstanding year!

Sincerely,

Ashley Faulkenberry
Principal
Creekside Elementary School

Theme

Every Croc. Every Classroom. Every Day.

Vision

Creekside Elementary School will be THE choice for students, staff, families, and communities as we prepare each and every learner to reach their fullest potential.

Mission

Creekside Elementary School provides a supportive, empowering, and academically centered environment that inspires and engages students, staff, families, and community to build a better tomorrow.

To access Creekside Elementary School:

-Visit our school website at: www.cravenk12.org/CES

-Like us on Facebook-https://www.facebook.com/CreeksideCrocodiles/

-Follow us on Instagram https://www.instagram.com/creeksidecrocodiles/

- We encourage families to get linked in with your child's Powerschool account (information will be sent home at the beginning of the year with instructions for signing up)

-Join our Parent Teacher Organization (PTO) and receive information via emails, flyers, and our messaging system

-Transportation changes can be made before 2:30 pm at: CES_Transportation@cravenk12.org

-Attendance and Medical Appointment Excuse Notes should go to CES_Attendance@cravenk12.org

-Make sure we have all the current contact information address, telephone numbers, email address on file.

Arrival
Students arrive at Creekside by bus, carpool, and vans. Students arriving early may not enter the building until 7:30 AM. All students will proceed to their classes and breakfast will be served in the classroom. All students should **be seated in their classroom by 7:50 AM** each morning. Students are not allowed to loiter on their way to class. Students reporting after 7:50 AM must report to the front office with a parent to sign in and to receive a tardy pass. Teachers will collect the passes and record the student as tardy. **Please do not drop students off at the front door. All students shall be accompanied by an adult to the front office for the safety of your child.**

Arriving Late- Students who arrive after 7:50 AM must report to the office for a tardy slip. **The parent/guardian must accompany the child to the office and sign in with him/her and meet with the Data Manager/Principal and/or Counselor. Students who have excessive unexcused tardies will receive a consequence based on the CCS Policy/Regulation 4309R**. Visitors and students are asked to remain quiet during the announcements. Students must have no tardies to receive Perfect Attendance.

Leaving Early- If students need to be checked out early during the instructional day, parents/guardians must sign the child out in the main office. A valid photo ID is required for checkout. Only parents and those listed as emergency contacts will be allowed to check out students. **No students will be checked out after 2:30.** Once the dismissal procedures begin we will not call students to the front office to check out. Schedule your child's appointments after school. Students who accumulate excessive early outs will be in violation to CCS Student Code of Conduct and are subject to consequences in accordance with Policy/Regulation 4309R of the CCS Policy Manual. Students must have no early checkouts to receive Perfect Attendance. Please make sure you have proper identification and/or authorization when checking out your child.

Attendance-Policy 4400R: A student's attendance is a critical factor in determining his/her success in school. Therefore, Craven County Schools believe that parents, students, and schools need to work together to have all students attend school at the highest rate possible. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

General Guidelines (K-12) Attendance: To be considered in attendance, students will be considered in attendance if present at least half of the instructional day on-site in the school or at a place other than the school attending an authorized school-related activity.

To be in attendance during remote instruction days (with the exception of the initial enrollment day), students must: (1) complete their daily assignments, either online or offline; and/or (2) have a daily check-in through two-way communication with (a) the homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as scheduled. School officials shall communicate the attendance procedures to students and their families before the first day remote instruction begins.

Students are expected to be at school on time and to remain at school until dismissed. During the school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends.

Perfect Attendance Perfect attendance is defined as a student's being present each day enrolled in a school with no absences.To receive the perfect attendance award (K-8) a student must not have any tardies or early checkouts.

Lawful/Excused Absences:The following shall constitute excused absences for the temporary nonattendance of the student provided that the student's parent, guardian, or custodian provides an excuse within five (5) days of the student's return to school. A principal or designee may require additional documentation from medical service providers, court officials, or other appropriate officials. **All absences shall be coded as unexcused until an appropriate excuse is received and filed by the school's data manager.**

Unlawful/Unexcused Absence An unlawful/unexcused absence is defined as (1) the willful absence of a student with or without the knowledge of the parent or (2) a student's absence from school for any reason other than those described above as lawful/excused absences.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive, unexcused absences.

Any school disciplinary consequences for unexcused absences will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days.

Additional information regarding attendance can be found in the 2026-2027 Craven County School System Policies and Regulations Handbook located on the CCS Webpage. www.cravenk12.org

Awards & Recognition

Students are eligible for the following awards:

Principal's List- Nine week award- 90 or above average in all subject areas, all (S)conduct grades

Honor Roll- Nine week awards- 80 or above average in all subject areas, all (S)conduct grades

Perfect Attendance- Quarterly award- No absences,no tardies & no early checkout.

Croc Pride- Quarterly awards-3rd-5th grades- 75 or above average in each subject area, all (S)conduct grades, 3 or less absences**.**

Bucket Filler Award- Quarterly award-In recognition to a student who models random acts of kindness throughout the school

AIG,Art, Music, PE- Quarterly award- Recognition for academic performance at each grade level

Rocking Readers-Quarterly Awards-In recognition of students who model outstanding growth in reading across genres.

Grade level Specific Awards-Recognition for students who demonstrate excellence in areas specific to their grade level needs.

Books

With the implementation of our Language Arts and Math curriculum, students may be assigned workbooks for their use during the school year. All students may check out books from the Media Center. All books should be kept clean and free from any marks. Students will be assessed damage fees for damage beyond normal use. If a student loses a book, he/she must pay for the book prior to another book

being issued. Should a lost book be found, Creekside Elementary will gladly refund through June 30, 2027.

Building & Grounds
Creekside Elementary School grounds are off limits to all students and the community after 3:30 PM and on weekends, unless they are participating in an authorized and properly supervised school activity. Unsupervised children in the building or on school grounds before 7:30 AM and after 3:30 PM are liable for prosecution for breaking and entering, as well as unlawful trespassing.

Cafeteria
ALL students at Creekside will receive free breakfast for the 2026-2027 school year. Students may purchase their lunch in our cafeteria daily. Full price lunches are $2.85 and Reduced Price Lunches are $.40. (Click link to apply for Free/Reduced Meals)Students may purchase snacks, ice cream, and drinks from the cafeteria a la carte. NO charges will be allowed this school year. If your child would like to purchase snacks then they may pay at the time of purchase or parents can put money on their lunch account. Students will be eating lunch in the cafeteria daily. Parents may choose to eat lunch with their child at a special table set aside for visitors. Parent visitors during lunch will be allowed Monday-Thursday. Due to space issues we must limit the number of parents who are able to sit in the cafeteria daily. In order to accommodate this issue, parents must sign up using our Signup Genius link below. Once your signup is confirmed, parents must come to the front office and sign in with their picture ID and will obtain a pass to proceed to the cafeteria. **No student will be allowed to have outside food delivered to the school (ex: DOORDASH) nor can any outside food be served before 1:30pm per CCS Board Policy 6230 School Meal and Competitive Food Standard**.

Cafeteria Visitor Guidelines We welcome family involvement at Creekside and are excited to offer opportunities for parents and approved visitors to join students for lunch. To ensure safety and smooth operations, please review the following guidelines:

✅ **Visitor Eligibility** All lunch visitors must be listed in the student's Emergency Contact Information unless accompanied by a parent or legal guardian. Visitors must be recorded in advance via SignUpGenius, including each individual who will be attending lunch that day. All visitors must be listed in the Emergency Notebook maintained by the front office.

📅 **Lunch Visitor Schedule** Parent lunch visits will be available Monday through Thursday, beginning September 21st and ending April 15th. This schedule allows for uninterrupted instruction and preparation for End-of-Year testing, which begins in early May. A SignUp Genius link will be sent out in advance for families to reserve a spot on designated days.

🪑 **Seating & Supervision** Seating is limited and designated tables will be assigned for visitors in the cafeteria. Each grade level will have specific visitor tables, and space will be available on a first-come, first-served basis through the sign-up system.

🆔 **Check-In Procedures** Upon arrival, visitors must check in at the Front Office and wear a visitor badge while in the building. If your ID does not appear in the Raptor system, staff will assist in running your badge and signing you in before you may proceed to the cafeteria.

🙋 **Volunteers & Lunch** Classroom Volunteers may join their students for lunch on any day they are actively volunteering and have been prearranged with the school and/or classroom teacher. All volunteers must complete the Craven County Schools Volunteer Process before participating in any school activities. We appreciate your cooperation in keeping our lunch visits safe, organized, and enjoyable for all students!

Celebrations
Teachers will plan classroom celebrations that are aligned to the curriculum and goals for Creekside Elementary. Parents/guardians will be contacted by your child's classroom teacher for specifics. Balloons and other oversized objects are not allowed in the classroom or on the buses. Any food items purchased for celebrations must be store bought with a list of ingredients due to allergies of some students. Please contact your child's teacher in advance to arrange delivery of treats for birthdays, etc and discuss any food allergies in the classroom or grade level. **No celebrations shall take place before 1:30pm.**

Conferences
Parents/guardians are requested to consult regularly with their child's teacher in an effort to maintain a positive working relationship. Teachers are not available for conferences before 3:30 PM unless otherwise agreed upon by both the teacher and parent. Appointments should be arranged in advance by leaving a voicemail, calling the office, emailing the teacher or sending a note to the teacher. Your child's teacher will provide you with a specific schedule, so as to not interrupt instruction. Documentation of your conference will be provided to you at the conclusion of your meeting.

Custody
If there are special arrangements for a child, the parents should provide a copy of custody papers to the office. Otherwise, the school considers both parents to have equal access to the child.

Crisis Plan
Creekside Elementary with assistance from the local emergency agencies has developed a detailed Crisis Plan. A copy of the plan is maintained in the front office for parents/guardians to view.

Discipline
A disciplined environment is conducive to learning and is essential in all areas of life. Creekside will be a place where students are RESPECTFUL, RESPONSIBLE, and SAFE. **Self-discipline is the best behavior.** However, consequences are in place for those who choose not to follow the rules, processes, and procedures at Creekside. Discipline is first sought through the teacher-student relationship. Early parental involvement is an important element of the disciplinary process. Your child's teacher will send home a copy of his/her classroom discipline policy. In addition, a copy of the 2026-2027 Craven County School Policies and Regulations Handbook will be located on CCS website. Creekside Elementary will be using a classroom management system called PBIS or Positive Behavior Intervention System. This will encourage positive reinforcement efforts that include but are not limited to reteaching of the desired behaviors. Creekside will be using the web based program school wide called Class Dojo. You may access the website https://www.classdojo.com/ to track your student's progress as well as communicate with the teacher. The program also has an app that you can download in the Apple App Store or Google Play Store.

Out-of-School Suspension- Parents/guardians will be notified by an administrator if a student is suspended out-of-school. (face-to-face, phone, and/or written). Out of school suspension will be considered in review of overall absences which could lead to non promotion to the next grade level due to skills missed in the school day.

Dress Code

Clothing
-The shoulder width of shirts or blouses must completely cover undergarments. No spaghetti strap tops or dresses, tube tops, exposed sports bras, inappropriate athletic clothing, or tank tops allowed.

-Net shirts, bare midriffs, see-through or sheer blouses, spandex or tight fitting clothes, revealing dresses, or other revealing attire (i.e., exposing the cleavage) are not acceptable.
-Dresses, skirts, or shorts cannot be shorter than mid thigh.
-Pants and shorts must be worn at the waist line. No underwear shall be revealed.
-Headgear, hats, do-rags, or sunglasses are not to be worn in the building except for medical and/or safety reasons.
-Clothing, jewelry or buttons with letters, initials, symbols or wording that is obscene, alcohol or drug related, offensive, inflammatory, or detrimental to the instructional process or otherwise inappropriate are not allowed.
-No clothing that displays or promotes drug, alcohol, sex, or violent behavior is permitted.
-No gang related clothing, including long shirts/jerseys, baggy pants, trench coats, accessories, or symbols as identified by local law enforcement agencies will be allowed.

Shoes
• No bedroom slippers or sleepwear are to be worn unless permitted by the school principal.
• Close-toed shoes are required during physical education. Sneakers are highly preferred.

Consequences

1st offense- Warning to the student, parent notified by phone requesting a change of clothes before students can return to class.

2nd offense- Staff member will call a parent to bring appropriate clothing, ½ day In-School Suspension (ISS) and a dress code warning letter will be sent home.

3rd offense- Student assigned to a full day in In-School Suspension (ISS), staff member calls parent/guardian to bring appropriate clothing and mandatory parent conference BEFORE child returns to class.

Drills
In the event of an emergency or drill, a signal will be given. Students should move quickly and silently to the designated area as instructed by the teacher. During a **Fire Alert**, students are to exit the building and proceed to a designated area. During a **Tornado Alert**, notified by continuous ringing of the school bell, students should sit on the floor away from the windows and doors, place their head between their knees and cover their head with their hands. During a **Lockdown**, students will remain with the staff member in charge in a designated area. Students are to remain in designated areas as directed until administration or law enforcement's signal is given.

Drug Free
Craven County Board of Education believes that its employees and students should lead healthy, wholesome, and productive lives- lives that are free from illegal drugs and other substances. The Craven County Board of Education further believes that the use of illegal drugs and other substances has a detrimental effect on one's physical, emotional, social, and intellectual well-being. Therefore, the Craven County Board of Education prohibits on all of its properties, the unlawful possession, use, distribution, or manufacture of a controlled substance by a person employed or enrolled in this school system. Violators will receive punitive action.

Early Release
Craven County School has scheduled four Early Release Days (ER) in the 2026-2027 Academic Calendar on the following dates: October 23, December 18, February 12, and May 21. On these days students will be released from school at 12:10pm. Please make arrangements for students to be picked up or have someone at the bus stop to receive your students at this time.

Email
All employees of Craven County are issued an email account. Parents/guardians are encouraged to email educators with questions/concerns. Access your child's teacher by typing the first name, dot, last name @cravenk12.org (example: ashley.faulkenberry@cravenk12.org). Please include your child's name in the subject.

Federal Cards/Impact Aid Survey
During the month of September/October, an Impact Aid Survey will be sent home for each student. The Craven County School System is eligible to receive funds granted by the Federal government. To qualify for these funds, it is necessary that each family complete, sign, and return this form for each student enrolled in school.

Field Trips
All classes may enhance the educational program for our students through field trips. Field Trips are an extension of the classroom and provide valuable learning experiences to students in all grade levels.

For a student to attend field trips:

- A parent/legal guardian must sign an official Craven County Parental Agreement.
- Permission given over the phone is **not** acceptable.
- Field trip fees paid in advance

The distance and destination determines the cost of a field trip. Parents will be notified by their child's teacher of the price and due date for planned field trips.

Siblings are **not** allowed when parents volunteer as chaperones for field trips. Thanks for adhering to this policy.

IMPORTANT - Field trip money may not be refunded due to required trip and bus deposits.

Fundraisers
Parents/guardians can help raise money at Creekside by participating in the following programs:

- ✓ Fall/Spring Fundraisers: (Fun Run, Charleston Wrap, Reading is Fun)
- ✓ Register MVP card for "Lion Shop & Share" on www.foodlion.com
- ✓ Link Harris Teeter VIC card to Creekside
- ✓ Collect "Box Tops for Education"by scanning your receipt after all purchases

Grading
Grades are earned by students and reflect their academic performance. All students grades K-5 will be able to access their student's grades on Infinite Campus. Each student will receive login information in the beginning of year paperwork that allows parents/guardians to access their IC Parent Portal account. We encourage all parents/guardians to use this regularly so they are in the know about student progress. The following grading scales are used:

(K-2) S=Proficient N=Approaching Proficiency U=Not Yet Proficient
(3-5)A= 100-90 B= 89-80 C= 79-70 D= 69-60 F= 59 and below

Health & Safety Guidelines

🚫 **Energy Drinks Are Not Allowed:** For the health and safety of our students, Energy drinks are not permitted on Creekside Elementary campus. Students may not bring, possess or consume energy drinks during the school day—this includes during breakfast,snack time, lunch,recess or any other school sponsored activity. Many energy drink products contain high levels of caffeine and other stimulants and include manufacturer warnings stating they are not intended for children. If a student brings an energy drink to school, school staff will require the beverage to be discarded or held until the end of the school day, in accordance with school procedures.

💧 **Water Bottles Encouraged** Hydration is important for learning and wellness! Creekside provides filtered, chilled water through Bottle Filling Stations located throughout the school. Students are encouraged to bring a clean, filled water bottle to school each day. Bottles may be refilled as needed at any of our convenient stations.

Health Assessment
All students entering Kindergarten must be in compliance with North Carolina Health Assessment requirements (G.S. 130A-440). The health assessment shall be no more than 12 months prior to the date of school entry. The parent, guardian, or responsible person shall have 30 calendar days from the first day of attendance to present the required health assessment form for the child. Upon termination of 30 calendar days, the principal shall not permit the child to attend the school until the required health assessment form has been presented.

Homework
Homework assignments are vital links in the learning process. All homework will be designed to reinforce concepts taught during the school day and may not necessarily be written work. Parents are requested to provide time and guidance in suitable surroundings. Each child is involved in a pre-reading or reading program. Please set aside at least 20 minutes daily for your child to read or for someone to read to him/her. Refer to the 2026-2027 CCS Policies and Regulations Handbook for county guidelines regarding homework.

Immunization
All students must be in compliance with North Carolina Immunization Law (G.S. 130A-152) within 30 days after enrollment. Failure to comply within 30 days will result in the child being unable to attend school until proof of compliance.

Inclement Weather
In the event of inclement weather, the Superintendent may direct early closing or delay opening of school. Listen to local media for information. A Blackboard message will contact parents concerning early closings. Please make sure your contact information is always current with our front office so you will be able to receive these messages in a timely manner. See Schedule Below:

Type of Delay	Bell Schedule
2 Hour Delay	9:30 Students report to class 9:50 Tardy Bell Rings Buses pick up 2 hours after regular time
3 Hour Delay	10:30 Students report to class

	10:50 Tardy Bell Rings Buses pick up 3 hours after regular time

Insurance
Parents may purchase student accident insurance policies. The student insurance is not required and is not intended to be a substitute or replacement for the parents' insurance program. An application can be obtained on the CCS website using this link
www.cravenk12.org/academics/student-support-services/student-insurance

Internet
In order for your child to use the Internet, including an instructional activity, parents/guardians must sign a permission form and return it to your child's teacher. Students will be supervised by their teacher while using the Internet.

Ipads and Chargers
All students will be issued an ipad and charger to use at school for the 2026-2027 school year. This year CCS will be assigning students in grades 3-5 ipads at a 1:1 ratio. Students in grades K-2 will be sharing iPads with other students at a 2:1 student to ipad ratio. **We are asking each student to pay a usage fee of $5.00.** It is the responsibility of the student to keep these charged to at least 85% daily and in good working condition. A fee of $40 will be charged to the student for replacement charger. Any damages to the ipad will follow the CCS Technology fee schedule and an invoice will be sent to the family with any charges.

School Message System (Blackboard)
All Craven County Schools will use the Blackboard communication system to notify parents and staff in the event of an emergency or times when parents/guardians need to be contacted. In order for the information to be helpful, parents/guardians must **send in information regarding changes with contact information.**

Lost & Found
A "Lost & Found" area is located on each grade level hallway. Unclaimed items are donated at the end of each month to local charities. To facilitate the return of lost items, clearly mark lunch boxes, supplies, and outer clothing with your child's name. Please check with the secretary for small valuables.

Media Center
The mission of the Creekside Media Center is to help all students become effective users of information and develop the skills and desire for lifelong learning. The Media Center will promote the intellectual, cultural, social, physical, and ethical development of students. Our goal is to enrich and support all aspects of curriculum, and to provide resources and services to students, staff, and the Creekside community.

Students and their parents are responsible for the proper care of circulated materials. All students at Creekside will have access to Media Center materials and will be allowed to check out materials as needed. Books can be very expensive! A fee will be charged for damaged and lost books and materials. Check out privileges may be suspended until overdue items are paid for and/or returned.

<u>Military Student/Family Support</u>
Craven County Schools is dedicated to meeting the needs of our military students and families. At Creekside, we have a Military Liaison Counselor who works with military-connected students and their families, in collaboration with individual schools and MCAS Cherry Point, and may be contacted during

the year for assistance with the following:

- School system navigation
- Transition-related issues
- Deployment support
- Issues affecting students' academic performance and/or personal lives
- General concerns through parent/staff consultations
- Interstate Compact compliance
- Connection to community resources, enrichment opportunities, scholarships
- Education for staff, parents, community

Your child's academic and personal success is our goal.
Please feel free to make contact by calling Creekside and asking to speak to our Military Liaison Counselor at 252–514 –4360.

Multi-Tiered System of Support (MTSS)
MTSS is an instructional framework that uses data-based problem solving to meet the academic and behavioral needs of all students. Instruction and intervention are provided at varying levels of intensity based on student needs. The goal is to prevent problems and intervene early so students can be successful.

Parents/guardians of at-risk students will participate in the development and signing of an agreement with the school to provide the most effective educational opportunities for their children. Parents will be notified in writing by the teacher if it is determined that the child is having difficulty. A team of parent/guardian and school personnel will determine strategies to help improve the child's academic progress. The teacher, parent, and student will review the plan quarterly.

Nurse
The school nurse is at Creekside daily. Medication (prescription or over-the counter) shall only be administered with proper medical permission. Forms may be obtained from the school nurse. The medication must be in the original container with the recommended dosage labeled. Parents/guardians must bring the medication to the school nurse in person.

Children should be kept at home when the following symptoms are present: fever, diarrhea, nausea, vomiting, red watery eyes with drainage, severe headache, undiagnosed rash, and/or doctor's recommendation.

Parent Teacher Organization (PTO)
Our PTO needs you! We want an active PTO working together to provide a better school for our children. Please show us your support by attending meetings and volunteering in various opportunities so we will improve the quality of education at Creekside Elementary School. This is a team effort and can't be done without your help. Our Link to the PTO Events and PTO Board Meetings. LINK

Personal Information
It is important to notify the school when your child's address, telephone number, or emergency information changes. This year CCS will be utilizing the Infinite Campus Annual Update in which you will be required to login to the IC Parent Portal account to update your information. If you have not done so, please contact the school.

Personal Items
Students should not bring money to school unless it is needed as part of school activities (lunch, field trips, pictures) due to possible loss or theft. Our focus is on learning. There are some items that can be a major disruption to learning. Nuisance items such as cell phones, candy, gum, toys, dolls, games, electronic equipment, trading cards, or any other item deemed disruptive by the staff member should NOT be brought to school unless it is part of instruction. These items will be confiscated if a problem occurs. The school holds no responsibility for these items. Parents may pick up confiscated items after school hours. The teacher will notify parents/guardians in writing if an item is needed for instruction.

Pictures
Student pictures will be taken in the fall and spring. Parents will be notified of dates and prices. All students whose pictures are taken in the fall will be in the Creekside ElementaryYearbook.

Promotion Requirements
Students must meet local and state standard requirements for promotion. For additional information, please refer to 2026-2027 Craven County Schools Policies and Regulations Handbook.

Reports
Kindergarten-5th grade students will receive progress reports every 4 ½ weeks and report cards every 9 weeks. Parents can now access student progress through Infinite Campus and should check the program regularly to keep up with their student's grades. This will help to intervene with any students who are at risk between the reporting periods.

Schedule

7:30 Teachers should be at classroom door for student arrival
7:30 Students report to class
Breakfast in the classroom begins
7:50 Tardy Bell
Announcements
3:10 Bus riders/Select Vans and Car Riders dismissed

School Counselor
School Counseling programs are provided by the school with the ultimate aim of improving student performance by implementing strategies and activities that support and maximize student learning; helping students to grow in their personal and social development; and providing a foundation for acquiring the skills that enable students to graduate and be career- and college-ready and prepared to be lifelong learners. Students may schedule an appointment or be referred by staff or parents to speak with their School Counselor. Feel free to contact our school counselor, Mrs. Michelle Bollman @ 514-4360.

School Resource Officer
The School Resource Officer (SRO) is a sworn law enforcement officer who works in partnership with Craven County Schools &Creekside Elementary to help maintain a safe, secure, and welcoming learning environment. In addition to supporting school safety, the SRO builds positive relationships with students, provides education on topics such as safety and good citizenship, and serves as a resource for students, families, and staff. Students who need assistance or have a safety concern should notify their teacher, school counselor, or another trusted staff member, who will help connect them with the School Resource Officer. Parents may also contact the school office to speak with or leave a message for the SRO. Use these links to access a form to request time to meet with her Parent Link/ Student Link or you can email her at Krystyan.Sauls@cravenk12.org.

Spirit Rock
Creekside Elementary has its own "Spirit Rock" tradition. With the help of some paint and creativity, the rock will signal school events, celebrate holidays and milestones, and applaud student accomplishments.

If you would like to reserve the rock for your child to help celebrate a birthday or other accomplishment, please contact Stacy Sovinsky at stacy.sovinsky@cravenk12.org or call the school to reserve your desired week. The fee is $25 for the week. *Slots fill up quickly, so reserve early.*

Telephone
In order to provide students with optimum uninterrupted instruction, all telephone messages for your child or the teacher shall be given to the secretary. No child will be called from class to take personal calls. If it is an emergency, please be prepared to share information with the office staff before your child is called.

Tobacco Free
Craven County Schools are tobacco free. Tobacco is not allowed in the building or outside on the property. Please refer to 2026-2027 Craven County Schools Policies and Regulations Handbook for additional information.

Transportation
Buses- Bus transportation has one purpose, to transport our children safely to and from school. Riding a bus (school, activity, chartered) is a privilege extended to our students, it is not a right. It is expected that all students obey the bus driver and/or monitor. The behavior and respect for school bus regulations is the responsibility of each student. If a child's behavior causes a disruption that could harm him/her or others, the privilege may be taken away. It will be the responsibility of the parent to provide transportation to and from school during the suspension period. A video camera is often used to observe student behavior and approaching vehicles. Parents are not allowed to board any school bus or approach the driver during operation.

Bus Rules and Expectations for Passenger Safety

- **Board promptly.** Be at your stop **15 minutes** before the scheduled time. **DO NOT** delay the bus. Drivers cannot and will not wait for students. You can access the bus location on the **Here Comes the Bus App (CES School Code is 81462)**
- **Store belongings properly.** Keep aisles free from books, book bags, hands, and feet. Do not put any objects out the bus windows, including hands, feet, etc.
- **Be respectful and courteous.** Use an inside voice, no loud talking or inappropriate language/gestures to your schoolmates, driver, or passing motorist. No food, drink, or gum.
- **Stay in your assigned seat**. Only at your stop should you get up from your seat. Students are not allowed to switch seats during the operation of the bus or at any time without driver permission.
- **All school rules apply on the bus and at the bus stop.**

Drivers reserve the right to add to the above list as they see fit to ensure the safety of the bus. Our drivers are available for scheduled conferences by calling the main office at 514-4360.

Bus stops are not determined by the driver and therefore are not within their control. If you have a legitimate bus stop appeal, you may contact the school for information on the appeals process. **Students**

are only allowed to ride the bus they are assigned and listed on the official bus route. Students must not ride any other bus. This is a NC STATE LAW.

Consequences

1st offense-warning/up to 1 day of bus suspension
2nd offense- up to 3 days suspension from bus
3rd offense- up to 8 days of bus suspension
4th offense- up to 10 days of bus suspension
5th offense- up to permanent bus suspension

Serious misbehavior on the bus may also be cause for suspension or expulsion from school. Students misbehaving before and after school while waiting for the bus can result in loss of riding privileges.

Bus Rider Removal Guidelines Bus drivers will note student bus riders who do not ride for 10 consecutive days. These student riders will be removed from their bus routes during the monthly bus route revision process. To get your student back onto a bus, please fill out and return a bus request form to your school of attendance. It may take up to 3 school days for an assignment to be made.

Bus Stop Release Guidelines
Pre-K, kindergarten, 1st grade students **MUST BE ACCOMPANIED DAILY** at the bus stop by a parent, responsible adult, or parent designee. In the PM, students in grades pre-k and Kindergarten **MUST** be picked up by a parent/ guardian/ or designee. Students in grades 1st and 2nd **MAY** be released without a parent or guardian ONLY IF there is a waiver on file. (A copy of the waiver **MUST** be completed and given to the school.) Students in grades 3 and up may be released without supervision in the PM.

Carpool- DO NOT LINE UP BEFORE 2:45PM. Please have carpool numbers visible in your front dash. Please remain in the carpool line to receive your student. To help protect our children, refrain from using cell phones while in the carpool line. **Local Law Enforcement will be patrolling the areas during these times.** Carpoolers will exit through the front doors. All students should be picked up by 3:25 pm daily.
Vans- Parents/guardians must notify the teacher about the days your children will be riding the vans.

Changes- For the safety of our children, if your child's transportation routine is to be altered, please send a note to the teacher; message via classdojo and/or email CES_Transportation@cravenk12.org. **All transportation changes must be in writing. No transportation changes will be made by phone, nor after 2:30 PM**. Bus changes will not be allowed this year as all students must be assigned to the route in which they are riding.

Visitors
All visitors must use the front entrance and have a valid picture ID available to sign in. Office hours are from 7:30AM to 4:00PM. Visitors must report to the front office to sign in and get a visitor's pass. Any visitor not wearing a badge will be asked to return to the office. The principal reserves the right to deny access to any visitor interfering or disrupting instruction.

🏫 **Visitors & the Raptor Safety System**
At Creekside Elementary, the safety of our students and staff is our top priority. We welcome visitors and volunteers, but ask that all guests follow our safety procedures to ensure a secure and respectful environment.

🪪 **Visitor Check-In Requirements All visitors and volunteers must check in at the main office immediately upon arrival.** A **valid government-issued photo ID** is required to receive a visitor pass.Your **visitor pass must be worn and visible** at all times while on campus.

🍽️ **Lunch Visitors** Lunch visitors are welcome to join students in the cafeteria on Monday-Thursday. Lunch visitors **do not need to complete the Craven County Schools Policy Form**. After lunch, visitors must **return their badge to the front desk and sign out** before leaving the building.

🎉 **Event Visitors (Career Day, Field Day, etc.)** Visitors attending **school events such as Career Day, Field Day, or classroom presentations** must complete the **Craven County Schools Policy Acknowledgement Form**, just like volunteers. This form helps us maintain a safe and consistent environment for all students.

🛡️ **Raptor Safety Visitor Sign-In System** Craven County Schools uses the **Raptor Safety System** in all school buildings. This system enhances campus security by: Scanning your ID and checking it against national databases.Alerting the **District Safety Coordinator, Mr. Perry Schuler**, if a visitor is flagged for certain criminal records.Ensuring that **flagged individuals are not permitted to enter the school**. We appreciate your cooperation in helping us maintain a safe and welcoming school environment. If you have any questions about the visitor process or Raptor system, please contact our front office staff.

Volunteers
Through the Help Us Grow (HUG) program, volunteers provide an invaluable service to our students and school. Opportunities include, but are not limited to assisting in the classroom, helping prepare items for projects, tutoring, school fundraiser distribution, picture day, screenings, and school beautification. If you would like to volunteer, please contact the school at 514-4360.

Web pages
Creekside Elementary has developed a web page to keep students and families updated on events and topics about the school and district. Creekside's web page may be accessed at www.cravenk12.org/CES.

Withdrawal
Please notify the school, in writing, a few days prior to the withdrawal date. Students must have accounts paid in full and all books returned before withdrawals/transfers can be completed.

Wireless Communication Devices:Policy 4318
The board recognizes that cellular phones and other wireless communication devices are an important tool through which parents communicate with their children and through which students gather information. The board also recognizes that excessive use of wireless communication devices may pose significant health and social risks for students and negatively affect the educational environment. In order to strengthen the school system's focus on learning, promote the well-being of our students, and foster a sense of community within our schools, students are prohibited from having wireless communication devices turned on or possessing such devices during the school day unless otherwise permitted under this policy. Principals may establish additional limitations on the use, possession, or display of wireless communication devices consistent with this policy.

Definitions: For the purposes of this policy, the following definitions apply.

The "school day" runs from the beginning of the first class period of the day to the end of the last class period of the day.

A "wireless communication device" is any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including but not limited to cellular telephones, tablet and laptop computers, paging devices, two-way radios, and gaming devices.

Storage of Wireless Communication Devices
Except when students are authorized to use and possess wireless communication devices pursuant to Section C of this policy, students will store their wireless communication devices during the school day in accordance with a storage plan developed by the principal. If the school does not provide storage for wireless communication devices, the principal shall require that such devices be turned off and stored in the student's locker or bag for the duration of the school day.

Authorized Use
Individual students may use wireless communication devices as required by the student's Individualized Education Program or Section 504 plan or to manage the student's health care in accordance with a documented medical condition. In addition, teachers may authorize individual students to use the devices in the event of an emergency and may authorize the use of school system-issued or approved devices for instructional purposes, provided that they supervise the students during such use.

Use of wireless communication devices generally is permitted before and after school. However, students may not use wireless communication devices inside school buildings, at school-sponsored events, or on school buses to capture audio, video, or still pictures of other students and/or employees in which such individuals can be personally identified, nor share such recordings or pictures in any way, without the consent of the other students and/or employees. An exception will be made for recordings at events that are open to the public, such as athletic competitions, band and choral concerts, assemblies, presentations, and award ceremonies. If recording at a public event is restricted for any reason, including due to copyright issues (e.g., a school play), the students and all other members of the audience will be notified of the recording restrictions before the event begins.

Use of wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

Consequences
School employees may immediately confiscate any wireless communication devices that are on, used, displayed, or possessed in violation of this policy. In general, the confiscated device will be returned to the student at the end of the school day. However, an administrator may require a student's parent to recover a confiscated device if the student has repeatedly violated this policy.

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in policy 4309, Code of Student Conduct, the specific range of consequences that may be imposed on a student for violations of this policy.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information, or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation, or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

Search of Wireless Communication Devices
In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a

school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

Liability
Students are personally and solely responsible for the security of their wireless communication devices. Neither the school system nor employees acting on behalf of the school system are responsible for the theft, loss, or damage of a personal wireless communication device.

Yearbook
Creekside Elementary will create a 2026-2027 yearbook. It is a great resource for your child to remember his/her classmates and time at Creekside. More details will be forthcoming

Discipline: General Guidelines

Code of Conduct for Craven County Schools Link

LEVEL 1 INFRACTIONS

- **Dress Code**
- **Disruption**
- **Electronic Devices**
- **Inappropriate Language / Profanity**
- **Insubordination**
- **Plagiarism/Cheating/Falsification**
- **Skipping Class**
- **Tardies**
- **Unacceptable Use of Technology**

Grade	1st Office Referral	2nd Office Referral	3rd Office Referral	4th Office Referral
K-2	Up to Parent Conference	Up to In Office Time Out	Up to 1 day OSS	Up to 2 days OSS
3-5	Up to In Office Time Out	Up to 1 day ISS if available or Extended Office Time Out	Up to 1 day OSS	Up to 3 days OSS

LEVEL 2 INFRACTIONS

- **Aggressive Behavior (non-physical)**
- **Damage to Property**
- **Disrespect to Faculty/Staff**
- **Bullying**
- **Trespassing**
- **Leaving Campus without Permission**
- **Theft and/or Knowingly Possessing Stolen Property**
- **Tobacco Products, E-Cigs/Vapes**

Grade	1st Office Referral	2nd Office Referral	3rd Office Referral	4th Office Referral
K-2	Up to In Office Time Out	Up to 2 days OSS	Up to 3 days OSS	Up to 5 days OSS
3-5	Up to 1 day ISS if available or Extended Office Time Out	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS

LEVEL 3 INFRACTIONS

- **Aggressive Behavior (physical and/or disruptive**
- **Gang-related Activity**
- **Assault (with or without injury/weapon)**
- **Bomb Threat**
- **Bullying**
- **Fighting**
- **Fire/Arson**
- **Alcohol/Drugs**
- **Possession of Incendiary Devices**
- **Robbery**
- **Sexual Harrassment**
- **Weapon Possession**
- **False Alarm (setting off alarm)**

Grade	1st Office Referral	2nd Office Referral	3rd Office Referral	4th Office Referral
K-2	Up to 5 days OSS	Up to 5 days OSS	Up to 5 days OSS	Up to 5 days OSS
3-5	Up to 10 days OSS	Up to 10 days OSS	Up to 10 days OSS	Up to 10 days OSS

Link to the Code of Conduct Board of Education Policy

Link to the Code of Conduct Regulations for Craven County Schools

Craven County Schools
Technology Acceptable Usage Policy Agreement

Craven County Schools provides students with access to district technology resources for educational purposes. All devices (iPads, Chromebooks, etc.) remain the property of Craven County Schools. Students in violation of the Technology Responsible Use Policy 3225 may be subject, but not limited to: disciplinary action, repossession, and removal of content, including revocation of user privileges. In the event of repossession or confiscation, completion of classroom and homework will remain the responsibility of the student. CCS is not responsible for the financial loss of any personal files that are deleted. Students may be responsible for paying for damaged devices according to the CCS Student Fees. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning.

BE RESPONSIBLE

- I will keep my device in the case issued by the district at all times, if applicable.
- I will supervise and keep my device secure at all times.
- I will carry my device carefully and protect it from extreme weight or temperatures.
- I will keep my device and case clean and free of stickers, writing, and other damage.
- I will keep my device away from food, beverages, and liquids.
- I will be responsible for the costs to repair or replace my device in the instance of intentional damage or loss.

BE PRODUCTIVE

- I will make sure my device stays charged to at least 85% before coming to school.
- I will only use the apps and websites my teacher tells me to use.
- I will ensure that I have enough memory for educational files and applications required by the teacher.

BE ETHICAL

- I will not plagiarize or copy anyone else's work.
- I will notify my teacher and school in case of theft, vandalism, or damage.
- I will keep my personal passwords and usernames private.
- I will use all apps, programs, and the internet responsibly.
- I will use my device in ways that are appropriate, educational, and meet CCS policies (Internet Safety 3226/4205, Confidentiality of Personal Identifying Information 4705/7825, Family Educational Rights and Privacy Act).

BE RESPECTFUL

- I will not use my device to bully or cause harm to others.
- I will use the camera/microphone to take appropriate pictures, video, and audio recordings with permission from my teacher.

In order for Craven County Public Schools to facilitate a 1:1 personalized learning environment, the district will utilize applications (apps) and web-based services operated by third parties to provide students with access to online communications, collaboration tools, and other instructional tools and materials. In agreement, I consent to allow Craven County Public Schools to issue a device to the student and to create any accounts necessary for my student to utilize district-approved applications, access the Internet, utilize web-based services, and to provide approved information with a third-party provider.

Craven COUNTY SCHOOLS

PARENT/GUARDIAN REQUIRED SIGNATURE FORM

ALL PARENTS, GUARDIANS, AND CARE PROVIDERS ARE REQUIRED TO COMPLETE THE INFORMATION BELOW IN THE ONLINE CAMPUS PARENT PLATFORM WITH YOUR ANNUAL INFINITE CAMPUS UPDATE.

If you do not have access to the online Campus Parent Portal App through Infinite Campus, please contact your child's school data manager for an activation key.

DIRECTORY INFORMATION

_____ Please initial on this line if you would like to opt out of having your child's directory information shared as allowed by Policy 4700.

MEDIA RELEASE

Please initial below to opt-out of the CCS Media Release for your child if you DO NOT grant media release permission for your child.

_____ Please initial this line if you do not wish for your child's work (including artwork) and/or his/her photograph, videos, yearbook pictures, to be published on the school/district website, social media accounts, and/or used by local media.

GOOGLE WORKSPACE FOR EDUCATION

Request for authorization for usage of Google Workspace for Education (e.g. Gmail, Calendar, Docs, and other apps). Please check the appropriate section for your child in the box below: **INITIAL ONE**

_____ Permission Granted – YES, my child may be included in the listed activities.

_____ Permission Denied – NO, my child will not be included in the listed activities.

TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT

Request for authorization to issue a device to your child and to create any accounts necessary for your child to utilize district-approved applications, access the Internet, utilize web-based services, and to provide approved information with a third-party provider. **INITIAL ONE**

_____ Permission Granted – YES, my child may receive a device and any necessary accounts.

_____ Permission Denied – NO, my child will leave the device at school.

RECEIPT OF CRAVEN COUNTY SCHOOLS 2025-2026 STUDENT/PARENT HANDBOOK

The Craven County Schools 2025-2026 Student/Parent Handbook is a reference document that contains a summary of various policies and important information for students and parents. It is provided as a general overview only. Students and parent/guardians are encouraged to review the handbook, the Craven County Schools policy manual, and other more detailed information available at www.cravenk12.org.

The undersigned parent or guardian acknowledges receipt of the CCS 2025-2026 Student Parent Handbook.

_____ _____
Parent or Guardian's Signature Date

_____ _____ _____
Student's Name (Print) Student's Grade Student's School

CCS Student Device
Acceptable Use

Digital & Blended LEARNING

I understand that my school technology, including my device, case, charger, and accounts, are the property of Craven County Schools. I agree to abide by the following expectations.

BE RESPONSIBLE

Case

I will keep my device in its case.

I will keep my case clean from markings, stickers, etc.

Care

I will carry my device with two hands.

I will keep my device away from food and drinks.

Damages

I will tell my teacher if my school tech breaks or does not work correctly. I understand I may have to pay for damages.

BE PRODUCTIVE

Maintenance

I will plug in my device at the end of each day.

Use

I will only use my device and apps for school work.

Storage

I will only save files, photos, and other materials needed for school on my device.

BE ETHICAL

Security

I will keep my usernames and passwords private.

Apps/Sites

I will only use apps and websites as modeled by my teacher.

Copyright

I will create my own original work; I will give credit when referencing others' work and get permission to use their media.

BE RESPECTFUL

Attention

I will close or put my device away when asked by my teacher.

Photo Permission

I will ask for permission before taking, sharing, or posting any photos, videos, or audio recordings of others.

Bullying

I will lose my device and account privileges if I use them to bully, annoy, or hurt others' feelings.

Parent Technology Help Desk

Monday-Friday
8:00 AM-4:00 PM

Hotline: 252-514-6392

parenttechsupport@cravenk12.org

Craven County Schools

Grades K-5
Revised July 2023

A copy of this will be sent home with your child

Acknowledgment of receipt and understanding of the Student/Parent Handbook

_____ We have read the 2026-2027 Creekside Elementary School Student/Parent Handbook and reviewed the policies and regulations in the 2026-2027 Craven County Schools Student Policies and Procedure Handbook. We understand the policies and expectations.

_____ _____

Student Name Date

_____ _____

Parent Signature Date

Please return the form to your child's classroom teacher by Friday, September 11, 2026. Thank you for your cooperation. You may also view a copy of this handbook on our website www.cravenk12.org/CES and the entire policy manual for Craven County Schools at www.cravenk12.org.

Disclaimer Statement: The contents of this handbook are correct at the time of printing but maybe subject to change based on local board policies, etc. If changes must be made an updated copy will be available on our website.