Spearfish Creekside Elementary

SPEARFISH
SPARTANS

Student/Parent Handbook
2026 - 2027

Spearfish School District
525 East Illinois
Spearfish, SD 57783

Empowering All Students to Succeed in a Changing World

SPEARFISH SCHOOL BOARD
Ellen Plocek Terssa Markworth Nathan Hoogshagen Eric Skavang Alesha Limbo

SPEARFISH SCHOOL DISTRICT (605-717-1201)
Superintendent: Nick Gottlob
Business Manager: Misty Caldwell
Special Education Director: Sarah Heilman
Title I Coordinator: Nick Gottlob
Title IX Officer: Sarah Heilman

CREEKSIDE ELEMENTARY SCHOOL (605-717-1210)
Certified Staff:
Principal: Brady Sumners
Assistant Principal: Jordan Esmay

3rd Grade: Beth Brakefield, Tristan Garman, Whitney Mack, Lindsey Mau, Madyson Raber, Jessica Smith, Lanae Spargur, Beth Tennant
4th Grade: Molly Amann, Barb Baker, Calvin Dobesh, Amanda Penning, Amanda Moser, Katie McArthur, Ashley Ziegler
5th Grade: John Bokker, Kate Coauette, Kate Garcia, Kristi Rath, Jennifer Reiners, Kenette Scharf, Madison Schnabel, Allison Zacher

Counselor: Lindsey Cole, Alyssa Merchen
Art: Amythest Holt
Computer: Ashley Skavang
Library: Sheleen Bauer
Music: Katie Simonyak
Physical Education: Cody Powers
Special Education: Lindsey Aberle, Dalton Magilke, Cassie Myers, Susan O'Dea, Jessica Schatz
Speech and Hearing: Karen McLennan, Julie Peldo
Title I/Interventionists: Laurie Anglin, Megan LaFayette
English Language Learners: Ceci Estes

Non-Certified Staff:
Custodial Personnel: Dylan Baker, Terry Goracke, Tim Barrios, Melody Lopez

Educational Support Personnel: Lucy Brown, Greta Deane, Valerie Schweitzer, Jennifer Williamson, Dawn Vinton,, Shanai Durfey, Karri Quam, Amanda Steenholdt, Pam Vavruska, Jodi Willhite (T1), Janet Santana

School Nurses: Heather Koerner, Vinnie Smoot

Administrative Assistants: Sandra Garza, Ruth Moore

Dear Parents and Students:

Welcome to Creekside Elementary School!

We're excited to begin another year of learning, growth, and success with our students and families. At Creekside, we believe that a strong partnership between home and school is essential to a child's education. By working together and maintaining open, respectful communication, we can truly fulfill our mission of **"Empowering All Students to Succeed in a Changing World."**

This handbook has been carefully prepared to help you understand our school's policies, expectations, and resources. We encourage you to read it thoroughly and refer to it throughout the year.

On behalf of our dedicated faculty and staff, we warmly invite you to visit the school, participate in your child's programs, and become an active part of the Creekside community. We are thrilled to have you and your child with us, and we look forward to a fantastic year ahead!

Sincerely,

Brady Summers
Creekside Elementary Principal

ACCIDENTS AND ILLNESSES
If your child is injured or becomes sick at school, we will make every effort to call you immediately. If you cannot be reached, we will attempt to contact the emergency number you list on the registration form. If the information on the registration form changes, please be sure to notify the office or get on Infinite Campus Parent Portal to make changes.

ACTIVITY TICKETS
An activity card entitles the holder to admission to all home high school athletic events, certain plays and concerts. Activity tickets are offered for sale at the beginning of the school year at the High School only.

ANIMALS AT SCHOOL
For student protection, please keep animals at home. No dogs, cats, nor other pets will be permitted at Creekside Elementary because of allergy/safety concerns for our students. Also, no animals (leashed or not) are allowed on Creekside playgrounds, parking areas, etc.

ARRIVAL-DISMISSAL
Creekside 8:10 a.m. (1st Bell) 8:15 (tardy bell) to 3:05 p.m. (dismissal bell).

For those students who ride with parents, we ask that they arrive at school no earlier than 7:50 a.m. and be dropped off on the North/Office side. Students should not be in the building prior to the beginning of school unless attending an authorized activity. Breakfast is served between 7:45 A.M. and 8:05 A.M. Adult outside supervision begins at 7:50 A.M. Once students have arrived on school grounds in the morning, they are not to leave. Students should not remain on school grounds after school is let out for the day, and should not come onto school grounds on the weekends because no supervision is available at these times.

We encourage you to try and schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the main office to check your child out. If someone other than a family member is going to pick your child up, please inform the school.

ATTENDANCE
Regular attendance is essential to success in school. Frequent absences disrupt the instructional process. Therefore, it is very important that students attend on a regular basis. A written note or a phone call explaining the absence is required within 24 hours when a student is absent. A student will be considered ‘Absent Unexcused’ without proper notification. If you know in advance that your child will be absent from school, please notify the teacher and office. We work with parents to have students make up the missed work; however, make-up work is no substitute for classroom instruction. Parents may pick up make-up work at the end of the school day.

Students arriving in the classroom after the school day begins will be considered tardy.
We realize that there will be times when your child may be tardy, but please avoid these times whenever possible. Tardiness interrupts your child's instructional time. If a student is tardy, he/she must stop at the main office with a parent before reporting to the classroom to be signed in. The principal may send a letter home if your child is excessively tardy and involve the SRO if necessary. Students tardy 10 or more times during the school term will require a meeting

between the parent and principal. Students arriving at school more than 90 minutes late, after 9:45am, will be considered 'Absent' for the attendance period.

State law requires consistent school attendance. The South Dakota Department of Education defines a student as 'Chronically Absent' when they miss 10% or more of school. Parents can expect frequent communication via phone call or letter updating parents with attendance records when there is concern regarding the academic impact of absenteeism or excessive days absent. Contact from the school will use the following general guidelines:
4 absences @ 1st Trimester
8 absences @ 2nd Trimester
12 absences @ 3rd Trimester
The district will make every reasonable effort to partner with parents to address issues of absenteeism, including use of the District's School/Family Liaison staff, or School Resource Officer(s). Removing attendance barriers, assisting with resources, and supporting the needs of a family are all supports afforded through these staff. Parents may be requested to provide documentation for excessive absence when a student's chronic absenteeism may result in consequences, including but not limited to referral to the SRO or Lawrence County State's Attorney.

AUDIO AND VIDEO RECORDING
Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. The term "recording" includes still photographs, video, audio, and other similar data captured in any medium.

BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS, SHOES WITH WHEELS, ETC.
All bikes ridden to school should be stored immediately upon arrival in the designated bicycle racks. Always walk your bike while on school grounds. We recommend bikes be locked while at school. The school does not assume liability for bicycles or other personal items brought from home.

Skateboards, roller blades, scooters, shoes with wheels, etc. are not to be ridden or used on school grounds at any time. Student motorized transportation is not permitted at school.

BUS TRANSPORTATION
Discipline issues for students riding the school bus will be addressed by the building principal. Violation of these rules and regulations may result in temporary or permanent suspension of busing privileges. Students riding buses to school, or students being dropped off by parents, must remain on the school grounds. Students waiting for buses after school must remain in the designated line until they are given permission to board the bus by either a supervisor or the bus driver.

If a student who rides the bus is held after school by a teacher, a 24 hour notice will be given to the parent, so transportation arrangements can be made.

If there are questions about the rules and regulations, bus stops, and time schedules, the parent can call Dakota Bus Service, 605-642-2353.

CANDY, GUM, ETC.
Although permitted at school, students are to limit candy and gum use to classrooms (with teacher permission) and not the lunchroom, hallways, playgrounds, etc.

CLASS DOJO
Class Dojo is an electronic communication tool utilized by Creekside staff. This tool provides direct notification to the parent regarding upcoming events and other pertinent information. Please make sure you get signed up with your classroom teacher.

CREEKSIDE PARENT ADVISORY COMMITTEE (CSPAC)
Creekside Parent Advisory meets during the school year. The focus of the group is to help inform parents about our school, and provide parent input on ways we might improve. Notices about the meeting time and location will be in our school newsletters and a phone message will be sent. Any and all parents are invited to attend. We hope you will be able to join us.

COMMUNICATION WITH SCHOOL
We are very interested in your ideas and suggestions to improve our schools. Concerns involving your child's education should first be discussed with your child's teacher, then the principal. The parent advisory meetings also provide parents an opportunity to discuss ways to enhance educational opportunities for children.

CONFIDENTIAL FILES
Throughout the school year, we have the opportunity to host student teachers/interns in the Spearfish School District. The majority of these prospective teachers are current students at Black Hills State University here in Spearfish. The purpose of the student teaching/internship experience is to provide authentic classroom teaching experience to these students who are required, as part of earning a teaching degree, to work alongside a certified, supervising teacher for a specific number of weeks. Included in this experience is being able to access a child's cumulative records file with parent/guardian permission (see Signature Page).

CHURCH NIGHT
Creekside Staff make every effort to limit school activities on Wednesday night for Creekside Elementary students. This allows the students to participate in the youth activity programs in their church.

DRESS CODE
Students need to dress appropriately for the weather and activities in school. Clothes which do not fit the child, or create a distraction from the education of our students, will not be allowed. Examples of inappropriate dress or grooming include: Underwear which is visible, see-through clothing or clothing not in good taste, extremely short skirts or shorts, crop tops, halter tops/half

shirts, spaghetti straps, bare feet, chains, pants which don't fit and are not worn at the waist, and clothes displaying drug, alcohol, tobacco, gang affiliation/symbols, or inappropriate language.

Hats, hoods and bandanas are not to be worn in the building.

We live in an area which typically has cold weather and weather conditions can change quickly. Students are expected to be outside before school, and during recess, if temperatures are above zero degrees wind chill. Students need to be dressed appropriately for the weather.

EMERGENCY EVACUATION--CRISIS PROCEDURE
In the event students are evacuated from the building and moved to an alternate site, parents will be notified via an automated school messaging service or Class Dojo and through the media. Students will remain at those locations until they can safely return to school, their parents pick them up, or they are dismissed onto the buses at the regular time.

ENROLLMENT
South Dakota State Law (SDCL 13-28-7.1) requires any pupil entering school in this state shall be required to present to school authorities, certification from a licensed physician they have received adequate immunization according to the recommendations of the State Department of Health before being allowed to attend classes.

Also South Dakota State Law (SDCL 13-27-3.1) requires parents/guardians provide the school with a certified copy of the child's birth certificate. You will have 30 days to provide this to the school office.

ELECTRONIC DEVICES
To maintain a focused and productive learning environment, students must adhere to the following guidelines regarding personal electronic devices. All cell phones must be turned off and stored in lockers or backpacks during school hours, from 8:10 AM to 3:05 PM. Cell phone use is prohibited in classrooms, hallways, restrooms, and the cafeteria.

For emergency communication, students who need to contact a parent or guardian must request permission to use the school office or classroom phone. Likewise, parents who need to reach their child should call the main office. Any use of personal electronic devices during school hours requires prior approval from school administration.

Earbuds and headphones may only be used in the classroom with permission from the teacher. They are not permitted in hallways, commons areas, restrooms, or any areas outside the classroom during school hours.

Smartwatches are permitted; however, students must refrain from using cellular and gaming functions, and the device must not cause a distraction.

These policies are in place to support a structured and distraction-free academic environment. We appreciate your cooperation.

FIRE, TORNADO, AND SAFETY DRILLS
Fire, tornado, and safety drills are held every year. Emergency information for these drills is posted and/or reviewed with students in each classroom.

FOOD SERVICE
The goal of our food service is to provide a nutritious breakfast and lunch program for students. Breakfast is served between 7:45 A.M. and 8:05 A.M. If a child is not going to eat lunch at school, please notify the classroom teacher and check-out in the office.

Breakfast and lunch are available for all students. Please check with the office for costs and or Free or Reduced options. If you would like your child to have an opportunity to purchase a second entrée you may send a check or cash with your child or utilize the EZ Pay which can be found on the Spearfish School District Website.

LUNCHROOM RULES
1. Our lunchroom will be a pleasant place if everyone is polite to cooks, supervisors, students and visitors.
2. Messes will be kept to a minimum if food is handled carefully. Inappropriate behavior is never allowed.
3. It will be a healthy meal for everyone if you eat only the lunch you brought or purchased - not someone else's (exchanging food passes germs).
4. Soda/Pop is prohibited in the lunchroom.
5. Only one extra milk/juice may be purchased per meal.
6. Leftover food may not be taken out of the lunchroom.
7. An all you can eat fruit and vegetable bar is available daily for students eating school lunch.
8. Students may purchase additional items.

HOMEWORK
If you know in advance your child will be absent from school, please notify the teacher and office. We try to work with parents on having students make up the work missed; however, make-up work is no substitute for classroom instruction. Parents may pick up make-up work at the end of the school day.

ILLNESS
In the event a student feels ill, the student needs to notify their teacher. Students can call their parents with the permission of the teacher. **If a child is sent to school, they need to be prepared to go to recess outside. If a child is too sick to be outside, they are probably too sick to be in school.** Information on head lice, etc. can be obtained from the school nurse.

INSURANCE
The school accident insurance policy is available at a minimal cost. It can offset the high cost of medical care with school-time accident coverage, 24 hour accident coverage, etc. Information on the insurance will be available during the first week of school. The insurance can be purchased any time during the year. Student dental insurance is available as well.

INTERNET USAGE

In order for our students to access the Internet, the parent/guardian and student must agree to the district's "Technology Use Agreement." Students are to use the Internet access and/or e-mail for school purposes only, unless special arrangements have been made through the teacher. Accessing chat rooms and inappropriate internet sites is not permitted.

Parents and community members are invited to visit our school district web site at http://www.spearfish.k12.sd.us
You will find information about school programs and classrooms.

LIBRARY
The mission of the library media program is to ensure students and staff are effective users of ideas and information. The primary objective of the school library is to implement, enrich, and support the educational program of the school.

Books may be checked out for two weeks, plus one renewal of two weeks. 3rd, 4th, and 5th grade students may have three books checked out at one time. Special arrangements may be made for checkout of older issues of periodicals. Reference materials, such as encyclopedias, dictionaries, atlases, etc. are not to be checked out. Special permission may be obtained for their use in the classroom.

The replacement amount for lost or damaged items will be charged. Students may be deprived of library privileges because of undesirable conduct in the library or abuse of library materials.

LOCKERS
Lockers are the possession of Spearfish Schools and may be inspected by school officials at any time. Students may be assigned a hall locker for coats, boots, and personal items. Spearfish Schools are not responsible for lost or stolen items. Locks provided by students will be allowed on the lockers. Large sized combination locks are preferred to key locks, the code or key needs to be left with the classroom teacher.

LOST AND FOUND
Have your child check the lost and found box if he/she has lost an item. Please mark your child's personal belongings (coats, jackets, boots, overshoes, caps, etc.) with his/her name or initials so the items can be identified. Parents are encouraged to check the "Lost and Found" box frequently throughout the year as it will be emptied periodically.

MEDICATION
All medications (prescription or non-prescription) must be brought to the office by a parent or guardian and a district medication form completed (District Policy 5320.2 FM). All medications need to be stored in the office, unless prior arrangements have been made between the doctor, parents and school. If the student is to carry an inhaler, (as **prescribed** by Doctor) we strongly suggest that a second inhaler be kept in the office. "Carry" is defined as keeping the inhaler on the child's person at all times, not in their backpack, locker, desk, etc.

Prescription medications must be in a pharmacist-labeled container which specifies the student's name, the prescribing physician's name, the date of the prescription and the directions for use. (Pharmacists will give you an extra labeled container for school use, if you ask for it.)

Non-prescription medications should be in an original bottle or container labeled with the student's name. **(This includes cough drops, cough syrup, aspirin, and so on).** Only FDA approved medications may be handed out at school.

If your child needs medication at school, please come into the office to fill out the proper forms. No medications will be dispensed without the proper forms being filled out (District Policy 5320.2 FM).

Again, all medications will be kept and administered in the office.

NUISANCE ITEMS
Items such as laser flashlights/pointers, matches, incendiary devices, etc. are not permitted at school and will be confiscated. Possession, use, or intent to use may result in suspension.

PROMOTION, RETENTION, GRADE SKIPPING
Student progress through school is marked by a student's grade placement. A student's placement is based on a number of factors, including academic progress, age and maturity. If retention or grade skipping is considered, the parents and school staff will meet to determine the proper course. If the parents and school cannot agree on the best grade placement for the child, the school principal will determine grade placement. Parents may appeal the principal's decision to the Superintendent and the Board of Education.

PUPIL TRANSPORTATION – PRIVATE VEHICLES
The use of passenger vehicles to transport students to and from school sponsored and approved activities will only be permitted after ascertaining the vehicle is reasonably safe, the driver (employee or other) qualified and reasonably competent, and adequate insurance coverage is in force. Driver's license and Insurance documentation must be presented to the office. (Forms available in the office)

REPORT CARD
Our report card is based on the State adopted Standards. Teachers will thoroughly explain this report card to you during Parent –Teacher Conferences in the fall.

RESPECT FOR PROPERTY
Damage to school property through carelessness or malicious acts will be considered a serious offense, and the offenders shall be called upon to bear the expense of repairs and replacements.

SCHOOL BOARD POLICIES
School Board Policies are available on the district website: www.spearfish.k12.sd.us

STANDARDS, CURRICULUM AND COURSE GUIDELINES

Teachers use the district adopted standards, curriculum, course guidelines, and materials in developing and delivering lessons for their classrooms. Teachers, grade levels, buildings, and the district will at times add curriculum areas and grants such as Second Step, Jr. Achievement, etc. Following are the district purchased curriculum material:
Reading – InTo Reading
Math – Envision Math
Science –Mystery Science
Social Studies- SD Studies Weekly

STORM POLICY
In the event of inclement weather when buses cannot run, school starts late or students are let out early, information will be shared with parents through the following radio stations: KBFS (1450 AM, 103.1 FM); KBHB (810 AM); KDSJ (980 AM); KBHU (FM) and television stations: KOTA and KEVN. Parents will also be notified through the School District's automated phone message.
When school is in session and the weather is inclement, teachers will shorten or eliminate recess time. When the weather is harsh (heavy rain, lightning, wind chill of 0 degrees or lower, etc.), children will remain inside the building. Since South Dakota has such variable weather, please dress your child accordingly.

Student Behavior Definitions:

Above the Line Program: A school-wide program which sets expectations for student behavior and focuses on positive rewards and consequences.

Behavioral Plan: An individual student plan developed to determine specific needs and strategies.

Classroom Expectations: Classroom rules and procedures usually developed jointly between students and teachers.

Counseling: Consultation between students and Counseling staff designed to identify and develop helpful behavior interventions.

CSPAC (Creekside Parent Advisory Committee): Collaboration between families and the school which provides an opportunity for families to provide input and share ideas.

Expulsion: Denial of a student's membership in school for a period of time by School Board approval.

Honor's Assembly: Monthly Character Education Assembly designed to honor students and staff for demonstrating appropriate behaviors.

ISS (In-School Suspension): Denial of student's participation in class and/or school activities. The suspension will be served in the school setting, and students are required to complete assigned work.

Legal Referral: Notification of appropriate legal authorities regarding student actions which are matters of law.

Long-Term Suspension: Temporary denial of student's participation in school by the Superintendent or School Board for more than 10 days and not more than 90 days.

OSS (Out-of-School Suspension): Temporary denial of student's participation in school by the Principal, Superintendent, or School Board for 1-10 days.

Parent Conference: Meeting between school staff, students, and families to identify specific goals for student improvement related to academic performance and/or behavior along with specific action steps for achieving them.

PBIS Team: Group of school staff members who develop student behavioral expectations and recognizes positive student behavior.

Principal/Teacher Procedures: Standard school disciplinary interventions including warnings, redirections, time-out, etc.

Staff Modeling: Responsibility of each staff member to display positive behaviors associated with school values and to monitor student behavior at all times.

STOP Room (Student Time Out Program): Alternative classroom setting for students with behavioral needs which can't be met in the regular classroom setting. The program offers individualized help and a highly structured setting to help students.

Time Out: Teacher assigned one hour intervention for minor classroom infractions.

CHARACTER EDUCATION

Character Education is utilized to strengthen the character of today's young people. It is built on the consensus that no matter how diverse our opinions, personalities and backgrounds, there are ethical principles which clearly define us at our best. These principles are important because they are the very foundation of a free, democratic society. The fundamental principles in Character Education are called the Pillars of Character:

GOOD ATTITUDE	(Positive Attitude)
TRUSTWORTHINESS	(Honesty, Integrity, Reliability, Loyalty)
RESPECT	(Golden Rule, Tolerance, Nonviolence, Courtesy)
RESPONSIBILITY	(Duty, Accountability, Pursue Excellence, Self-Control)
FAIRNESS	(Justice, Openness)
CARING	(Concern for Others, Charity)
CITIZENSHIP	(Do Your Share, Respect Authority and the Law)
DECISION-MAKING	(Sound and Thoughtful Decision-Making Skills)

SUPPORT OUR STUDENTS PROGRAM

The SOS Program is based upon the foundational components of Positive Behavior Interventions and Supports. Its main priority is to equip students with positive strategies to help them independently self-regulate their emotions on a daily basis. The following supports are utilized in the SOS program:

*Check In and Check Out Program
*Social Skills Lessons
*Movement breaks
*Plans of Action
*Levels Program
*Behavior Plans

STRATEGIES FOR SELF-CONTROL

Creekside Elementary supports children in solving social problems in a non-violent manner. Violence or disrespect is any mean word, look, sign, or act that hurts a person's body, feelings or things. No one is entitled to use violence. Violence is not tolerated at our schools. The strategy we teach children when they need to resolve conflict is:

Stop What You Are Doing (Don't make the problem worse)
What is The Problem? (Identify what the conflict is about)
Identify Your Choices (What can YOU do to resolve the problem)
What Are The Consequences? (Your choice must be non-violent)
Make A Good Decision—Give Yourself Credit For Staying In Control

RECESS RULES

Recesses are intended to give students fresh air, exercise and a chance to play and visit with peers. It is a privilege to have recess and that privilege will be taken away if a student is disrespectful to others or does things inappropriate or dangerous to themselves or others. (Our goal is to teach students social skills).

We expect the following:

- Treat all students and supervisors with respect.
- Hats/caps may be worn during recess. All hats or caps worn by either boys or girls must be removed when entering the building.
- Handheld electronic equipment is not allowed. We would like to remind all students recess is a time for physical activity and exercise.
- Please keep balls, Frisbees, jump ropes, etc. away from other playground equipment.
- Following are dangerous activities and will cause a student to lose playground privileges:
    - Playing on street, near parked cars, or near bicycles
    - Bicycle riding on school grounds
    - Skateboards, roller blades, scooters, shoes with wheels on school property
    - Hard balls and bats of any kind
    - Fighting of any kind (including rooster, chicken, pretend fighting, wrestling, and piggy back riding)
    - Rough games involve knocking people down, tripping, tackling, shoving or punching.
    - Water guns or other water-type toys (See weapons policy)
    - Snowball or rock throwing.
    - Dangerous toys
    - Keep hands on the bars-no flipping, death drops, penny drops or jumping off.
- Do not loiter in the entry ways. It is to be used to get to and from the playground areas.
- Once outside, students are to stay outside until the whistle blows. Permission to come in before the whistle may be granted by the supervisor on duty.

Spearfish K – 5 PBIS Behavior Support Model/ Discipline Matrix

Inappropriate Behaviors	Consequences			
Offense	**First Offense**	**Second Offense**	**Third Offense**	**Habitual Offense**
Type One				
• Not following directions/meeting daily expectations • Minor Playground violation	Immediate Redirection Warning PBIS - Reteach Expectations	Immediate Redirection SWIS Documentation	STOP Room Referral Office Discipline Referral (ODR) Teacher/Parent contact	Teacher/Parent contact Principal Referral PBIS - Playground Pass
Type Two				
• Continual insubordination • Disrespectful language or actions • Physical aggression • Minor vandalism	STOP Room Referral SWIS Documentation	STOP Room Referral SWIS Documentation	STOP Room Referral Office Discipline Referral (ODR)	Student sent to principal's office In School Suspension (ISS) rest of the day

• Name-calling or mean teasing • Social isolation/exclusion • Rumor spreading • Stealing • Leaving the building without permission	Teacher/Parent contact PBIS: • Reteach Expectations	Office Discipline Referral (ODR) Teacher/student conference	Student sent to principal's office Principal/Parent contact Loss of privilege and/or ISS PBIS: -SST Referral	PBIS - • Refocus • CICO
Type Three (per year)	**Suspension of 1-10 days may be done at the discretion of the school principal			
• Deliberate physical aggression • Threats • Major vandalism • Obscene language or actions towards staff • False Alarm(s) • Leaving Campus without permission • Bullying	Immediate Intervention Office Discipline Referral (ODR) Principal/Parent contact Threat Assessment	Immediate Intervention Office Discipline Referral (ODR) ISS/OSS Parent/Student/ Teacher/Principal meeting PBIS: • Refocus • CICO	Immediate Intervention Office Discipline Referral (ODR) ISS/OSS Parent/Student/ Teacher/Principal/ Meeting PBIS - Behavior Plan Referral	ISS/OSS Parent/Student/ Teacher/Principal/ SRO meeting
Type Four (per year)	**Suspension of 1-10 days may be done at the discretion of the school principal			
• Dangerous Weapons • Possession/Use of drugs and/or alcohol	Suspension ISS/OSS Superintendent Referral Follow school board policy Parents and SRO notified	Suspension ISS/OSS Superintendent Referral Follow school board policy Parents and SRO notified	Suspension ISS/OSS Superintendent Referral Follow school board policy Parents and SRO notified	Suspension OSS Superintendent Referral Follow school board policy Parents and SRO notified
***Consequences listed are *guidelines*. The building administrator reserves the right to enforce other reasonable disciplinary action found to be warranted by the situation, or other factors to be considered by administration.				

STUDENT PLACEMENT

Class lists are developed in the Spring for student placement in the Fall. The classroom teachers, building principal and counselor work together closely to group children in classrooms to insure

the success of the children and teachers. Philosophically the school believes student needs can best be met in a classroom where there is a balance of student abilities, personalities and learning styles.

As a result it is very difficult to honor parent requests for students to be placed with specific teachers and maintain the classroom balance we strive for. For this reason specific teacher requests will not be honored. If a parent has a concern about their child's placement, they may submit a "Request for a Specific Learning Environment" form to the office by April 1st. If a parent requests a child not be placed with a specific teacher, we will work with the parent to honor the request.

Students who enroll during the summer or during the school year will be placed by the building principal or school counselor.

TELEPHONE AND CELL PHONE USE
Students are to have permission from their teacher to make calls. Students and teachers will not be called to the telephone during class time unless it is absolutely necessary. The secretary will get a message to your child or the teacher. Student cell phones must be turned off during the school day. Please note, the school is not responsible for lost or stolen items.

TESTING
Several local, state, and national assessments are administered annually. The SD State Assessment is administered to all 3rd, 4th, and 5th graders in the spring. Fifth grade students take a SD State Science test. Fourth grade students take the National Assessment of Educational Progress (NAEP) which is given to randomly selected students and schools.

TEXTBOOKS, EQUIPMENT, ETC.
Students are responsible for taking care of school property such as textbooks, equipment, and supplies. All lost or damaged books and equipment must be paid for by the family. Report cards will be issued when all fines are paid. If the lost book or equipment is found, any money paid will be refunded.

TREATS
The school district will host a safe and healthy environment for all students. Students may bring birthday or holiday treats for all students in the class.

Students may also bring their own personal snack for break but we ask they not share these snacks with other students. The school district encourages healthy choices for any snack sent to school. Food allergy concerns and overall student health and wellness are the priority. Suggested healthy treats are: Cheese Sticks, Yogurt, Fresh Fruit, Popcorn, Fruit Cups, Pretzels, Dry Cereal, Fruit Bars, and Cereal Bars

TRIMESTERS
Instead of the traditional Quarter system, Spearfish Elementary schools divided the year into three twelve-week progress reporting periods. The Trimester system allows our teachers more

time to get to know your children, assess their needs, and match our Fall, Winter, and Spring assessment schedule. Check the School Calendar for specific beginning and ending dates.

VALUABLES
Students are NOT to bring inappropriate or valuable items or large amounts of money to school. Students are allowed to bring marbles, balls and jump ropes (labeled with their name) to be used on the playground, but students are not allowed to trade or sell items at school without the permission of the principal. We discourage the use of electronic music or video gaming devices and or other valuable items. On occasion classroom teachers may allow these devices. The school is not responsible for any lost, stolen, or damaged items.

VIDEOS, DVD'S, ETC.
These media may be shown to students throughout the school year. A maximum of four "reward or fun" movies may be shown during a school year. Teachers will inform parents prior to the showing of any PG-Rated movies or films.

VISITING CLASSROOMS
We encourage parent participation in our schools. We ask parents to prearrange their visits with individual classroom teachers and then come through the front doors of the school, check in at the office, and obtain a Visitor's Badge. Students are asked not to bring school-aged visitors to school with them. Although it may be interesting for visitors to see another school besides their own, it is a distraction for the students and the teacher in the classroom.

VOLUNTEERS
We welcome and encourage persons to join our staff to help in the education, supervision, and recreation of our students. Please check with the Principal if you would like to lend a helping hand. A background check may be a prerequisite to becoming a volunteer.

WITHDRAWAL OF STUDENTS
If you are moving and are withdrawing your child from school, please notify the school by stopping in or phoning as soon in advance as possible. This will give ample time to complete the student check-out sheet. Your cooperation is always greatly appreciated.

PROGRAMS PROVIDED AT CREEKSIDE ELEMENTARY
ART promotes creative thinking skills and problem-solving abilities. Elementary students are introduced to art history, drawing, painting, print-making and sculpture at each elementary school during the school year.

CHARACTER EDUCATION consists of the Pillars of Character which are stressed at school: Good Attitude, Trustworthiness, Respect, Responsibility, Fairness, Caring, Decision-Making, Citizenship.

COMPUTER lab time is scheduled for each classroom during the week. Students have the opportunity to learn skills related to the use of computer technology such as: keyboarding; research skills; communication skills; internet usage for classroom projects; and a variety of other applications supporting all areas of our curriculum.

COUNSELING: The school counselor works with children individually, in small groups, and in the classroom. The counselor is interested in helping with any student problems or concerns involving school, peers and/or family. The goal is to be a supportive resource to help families through the various stages of their children's lives. If you would like your child to be seen on a regular basis, a counseling referral form needs to be filled out by either a parent or teacher.

ELECTRONIC PROGRAMS – computerized programs used to help staff evaluate proper reading and math levels, track progress and provide drill and practice for students.

LIBRARY: The primary objective of the school library is to implement, enrich, and support the educational program of the school.

MUSIC provides an opportunity for all students to explore and experience many facets of music and how to utilize its intellectual and emotional benefits.

PHYSICAL EDUCATION is an integral part of the total educational process, provides movement-centered and knowledge-based activities that focus on the intellectual, social, emotional and physical needs of students, and enables them to realize their full potential. Please bring a doctor's note if a child is injured and should not be participating in gym class. In addition, a doctor's note is required for a child to return to active participation in gym class.

SCHOOL NURSE: The district employs full time and part time nurses on staff. If you have any special health concerns or questions regarding your child, the nurse can be contacted through the office or the classroom teacher.

SPECIAL EDUCATION: A full continuum of special education services is available to students who have special needs. For more information, parents should contact their child's classroom teacher.

TITLE I / INTERVENTION: provides supplemental help in the areas of reading and math for children who qualify for the program. Services are provided both in and outside of the classroom. Each year the Title I staff give individual academic assessments to assist in selecting children for Title I services and to plan appropriate programs for them.

AFTER SCHOOL ASSISTANCE PROGRAM (ASAP): provides teacher selected students the opportunity to improve their academic skills after school.

GIFTED AND TALENTED EDUCATION (GATE): provides assessment/teacher selected students the opportunity to expand their educational opportunities after school.

Spearfish School District
School – Parent Compact
Mountain View, West, Creekside
Elementary Schools

Spearfish Elementary Schools, and the parents of the students participating in Title I, Part A activities, services, and programs funded by Title I Part A of the Elementary and Secondary Education Act (ESSA), agree that this compact outlines how the parents, the school staff, and the students will share the responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve South Dakota's high standards.

SCHOOL RESPONSIBILITIES

Spearfish Elementary Schools will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the South Dakota student academic achievement standards as follows:
    - Highly Qualified Staff
    - Curriculum aligned to South Dakota Content Standards
    - Safe and Drug Free School activities and programs
    - Scientifically Based Research Materials
    - Professional Development focused on student and staff needs

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. These conferences will be held annually in October and March.
    - Other dates may be arranged as requested by the school or the parents based on student need.

3. Provide parents with frequent reports on their child's progress. Specifically, the school will provide the following reports:
    - The Accountability and Assessment Report will be made available to parents each fall.
    - A Title 1 progress report will be provided to parents at the end of each Trimester.
    - Classroom Take-Home Folders provide information on student progress, classroom activities, curriculum covered, assessments
    - Phone calls, post cards, and notes will be used to inform parents of student progress as needed.

4. Provide parents with reasonable access to staff. Specifically, staff will be available for consultation with parents:
    - Before and after school daily and during a teacher's planning period (during regular school days) or as arranged by the parent and staff member.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows;
    - Classroom Take-Home Folders provide parents with information on classroom events they may wish to observe or help with during the week.
    - School staff will request ways that parents can volunteer in the classroom or at various events during the year.
    - Teachers will submit the names of parent volunteers to the school office and PAC during the school year.

PARENT RESPONSBILITIES

We, as parents, will support our children's learning in the following ways:

- Monitor my child's attendance to ensure my child attends school regularly without tardiness
- Make sure homework is complete
- Volunteer in my child's classroom events
- Participate, as appropriate, in decisions relating to my child's education
- Promote positive use of my child's extracurricular time
- Stay informed about my child's education and communicate with the school by promptly reading all notices from Spearfish Elementary Schools
- Serve, to the extent possible, on policy advisory groups, such as the elementary school parent advisory committees or other school advisory or policy groups.

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the South Dakota Content Standards. We will:

- Attend school regularly and on time
- Do my homework every day and ask for help when I need to
- Read at least 20 minutes every day
- Give to my parents or adult, who is responsible for my welfare, all notices and information received by me from my school every day
- Have a positive attitude towards myself, others, school and learning
- Work to resolve conflict in positive, non-violent ways
- Follow school rules and regulations

Mr. Nick Gottlob
Spearfish School District Title I Director
Spearfish School District Superintendent