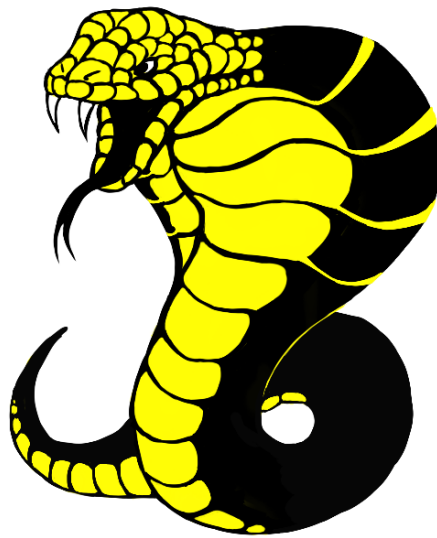

CRESTLINE ELEMENTARY PARENT HANDBOOK



Home of the Cobras



Crestline Elementary school
Home of the Cobras

551 S. Avenue H
Barstow, CA 92311

Phone: (760) 252-5121
FAX: (760) 252-5152

Cari Mauldin, Principal
Brian Wiley, AP

Dear Parents, Guardians, and Students,

Welcome to the 2020-21 school year. We are very excited to start a new year with you. In light of the recent events in our nation and world, our focus is on safety for all students. Barstow Unified School District has taken necessary precautions to ensure that students, staff and families are safe.

We hope that your family will be very involved in Crestline Elementary School. It takes all of us to make this school great so please join us in our efforts. Our ASB and PTO will have many opportunities for students and families. I want to extend a personal invitation to all of you to come to our family events. These are not only fun but also have great information and activities for you and your child to do together.

Please take a minute to read the handbook. The district calendar is posted on the website to help you with important dates. You will receive a monthly newsletter so you can plan to attend as many events as possible. We will follow the district dress code, which is included in this handbook. Please be sure to read it thoroughly.

We are excited to be building a positive school environment. One of the many ways our staff has committed to achieve that is through our program Capturing Kids Hearts. This program works on building relationships and classroom management. Please ask your student what they have learned about being a great Cobra!

I look forward to this year with each and every one of you. I am confident this will be a success for all of us. Please feel free to call if you have any questions or concerns.

Sincerely,

Cari Mauldin

Cari Mauldin, Principal



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The **ABC's** of
Crestline Elementary School

The ABC's of Crestline School is designed to help your child enjoy a safe and successful school year. Please keep this handbook to use as a reference throughout the school year.

Attendance and punctuality are extremely important to your child's academic success. Parents and students need to establish regular and sustained attendance patterns. Please send your child to school every day on time.

- Absences – when a student is absent parents need to call the office at 760-252-5121 or send a note with the child upon return to school. State the reason for the absence, the dates of the absence(s) and sign the note. Students who are ill or have a doctor's appointments will be excused. If you take your child to the doctor, please ask for a doctor's release to confirm the excused absence. Please try to schedule doctor and dentist appointments in the afternoons or after school in order to avoid missing important lessons. Unexcused absences include out of town trips, vacations, family emergencies or personal concerns other than illness.

- **Chronic Attendance Concerns:**

Daily attendance is mandatory for students to benefit to the fullest from the instructional program. Chronic absences may lead to failing grades, poor test performance and in some cases, a recommendation for retention.

- Parents are notified through attendance letters of the number of absent and tardy days. Letters are sent after the 3rd, 6th, and 9th days of absence. Parents need to communicate with the school regarding any extenuating circumstances that are involved regarding student absences. If there are illness concerns, parents are requested to bring a doctor's note regarding the illness. After the 20th day of absence, students are referred to the Student Attendance Review Board (SARB) for further interventions.
- **Make up of Work** - Students are responsible to make up work (1 day for every excused absence). However, it is the responsibility of the student or parent to arrange with the teacher for make-up work, test, etc. Requests for homework should be made early enough to allow reasonable time for the teacher to assemble the work.



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- **Tardies** - students who are tardy must check in at the office before going to the classroom. Students arriving 30 minutes or more are considered truant tardy. (3 truant tardies = 1 day of absence) Tardiness impacts the student and school. First, there is a loss of valuable academic time for a student. Discussions and introduction of new concepts are missed. Second, it interrupts the classroom when a student is late and information needs to be repeated for the latecomer. Third, a child may be embarrassed by his/her late arrival. Fourth, increased record keeping takes additional time. Patterns of tardiness will be noted. Interventions will be discussed and referrals to the Student Attendance Review Board (SARB) may be made.
- **Early Dismissal** – a parent must come to the office and show identification to check a student out of school early. No student will be released from the classroom without prior authorization from the office. **Students will be released to only those individuals authorized in writing by the parent on the Emergency Card in the office.** If you frequently pick up your child before school is out, it will be considered a “*Reverse Tardy*” and the minutes will be counted as a tardy. Interventions will be discussed and referrals to the Student Attendance Review Board (SARB) may be made.
- **Prompt Student Pick Up After School** – Students must be picked up promptly at the end of each school day. If a child is left at the school site, attempts will be made to contact parents and individuals on the Emergency card. Students will only be released to the individuals listed on the emergency card. If we are unable to contact anyone, Child Protective Services (CPS) and/or the Barstow Police Department will be called to take custody of your child.
- **Calendar** – a copy of the school calendar is found on the district website.
- **Withdrawal from School** – Please notify the school if you plan to withdraw your child/move. Records of transferring students are released to the receiving schools upon request from the receiving school.
- **Perfect Attendance Awards and Incentives-** There are several ways to earn awards and incentives for perfect attendance each month and trimester. These include the dog tags, t-shirts, certificates and recognition.



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Be prepared by assisting your child in the learning process. A backpack is recommended to carry home notes, and homework. It is important that you provide a special place in your home for your child to complete his/her homework.

Students Responsibility for School Property – It is the student’s responsibility to take care of all textbooks, library books, band instruments and all other school-issued materials. All lost or damaged items must be paid for by the student. All money is collected and recorded by the office. It is then sent to the district office for replacement of materials. If a lost item is found and returned, money paid will be returned.

Classes begin at 8:50 a.m. The warning bell rings at 8:45 a.m

- Drop Off students are to go to the cafeteria upon arrival at school at 8:35
- Bus Riders go directly to cafeteria when arriving on campus.
- Students may not leave campus once they are on school grounds without permission from the principal.
- Classes end at 3:15 p.m. except on Wednesday when school is dismissed at 1:30 p.m.

8:35 Breakfast .

8:45 Warning Bell

8:45 School Begins

3:15 School Ends – Except on Wednesday

Every Wednesday is an early-out day. School is dismissed at 1:30

Discipline is important to the school environment and all students are expected to practice self-discipline throughout the school year. Our campus is a non-violent community. Courtesy, respect and concern for each other is expected.

Please take time to review the school rules and consequences with your child, and let him/her know that you expect the rules to be followed at all times.

The Crestline School Rules are on the last page.

Consequences:

1. Warning and reminder of proper behavior expected
2. Conference with the teacher
3. Detention or time out
4. Students assigned to write about the problem and how to solve it appropriately
5. Behavior Intervention Plan may be written
6. In school suspension/timeout to another classroom with parent notification
7. Referral to the principal. (interventions applied)
8. Student Study Team meeting with parent



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9. Suspension from school
10. Student recommended for expulsion

Dress - It is important that students dress appropriately for the weather. Barstow weather can change rapidly during the day. It is suggested that students dress in layers, noting that all clothing have the student's name in case of lost clothes.

Barstow Unified School District Elementary Dress Code – 2015/16

Clothing

1. Clothing must be neat and clean. Clothing must be seasonally appropriate, of proper fit, and in good repair as to not cause a safety hazard. Pant size must be appropriate. If the student removes the belt, pants must not fall more than two inches below the hipbone.
2. Clothing or accessories that suggest obscene gestures, pictures, wording (in any language), and/or are drug, tobacco, alcohol, or occult related are not permitted. Clothing or accessories that promote weapons or violence are not permitted.
3. BUSD school apparel such as T-shirts, sweatshirts, jackets and caps are permitted. Students are not to wear clothing designating membership in private clubs or representing gangs. Apparel representing community organizations may be worn upon approval of the school principal or designee.
4. Crop tops, clothing exposing bare midriffs, halter tops, plunging necklines, tube tops, open-sided shirts, skirts and shorts shorter than mid-thigh (finger-tip length), shirts, spaghetti straps, and blouses which expose sides of the body, tight stretch or Spandex pants (unless covered by outer wear clothing), and see-through or mesh materials which expose bare skin ARE NOT PERMITTED at school or during school sponsored events/activities. Tank top straps must be at least one inch wide. Outer clothing will properly cover all underwear. No garment may be worn that is cut-off, ragged or torn. Clothing must be worn right side out and have appropriate hems, exhibit no slits, tears, or holes, and must be in good condition.

Footwear

5. Safe footwear must be worn at all times. All shoes in elementary grades (K-6) must have backs or back straps. Socks must be worn with open toed-shoes. No "heelies" (shoes with wheels underneath) are allowed. Heel height for shoes in the elementary grades shall be no higher than 1 inch. No slippers or house shoes are allowed.



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Headwear

6. Hats or caps are to be worn in an acceptable manner. Hats or caps may not be adorned in any way. Hats or caps may not be worn in the classroom or inside school buildings. Hoods (hoodies) that are attached to shirts/sweatshirts/jackets may not be worn in the classroom or inside school buildings. All other hats, caps, "dew rags," bandanas, or any kind of headscarf are not permitted.

Accessories

7. Any apparel, jewelry, accessory, notebook, hair net, or manner of grooming which by virtue of its arrangement, trademark, or any other attribute denotes membership in or relationship to a group/gang (as identified by Barstow Police Department) which advocates or promotes drug use, disruptive behavior, violence or may be a potential safety hazard is not permitted. Accessories include but are not limited to: jewelry, personal items such as back packs, fanny packs, purses, book bags, gym bags, water bottles, lunch boxes, etc.
8. Sunglasses (unless prescription) may not be worn in classrooms or inside school buildings. Sunglasses are to be unmarked except for the student's proper name. Schools are not responsible if sunglasses are lost, stolen, or damaged.
9. Body rings/piercings, tongue studs, bracelets, large rings, dangling earrings, belt/wallet chains, studded chokers, belts or lanyards hanging from clothing or belt buckles which may be considered disruptive, a safety hazard, or used as a weapon are not permitted in the elementary grades. Stud earrings and hoop earrings no more than ½ inch in diameter are allowed to be worn in the ears. Jewelry that does not meet dress code requirements will be removed at the direction of the principal or designee.
10. Make-up, perfume, cologne, and false fingernails are not permitted in the elementary grades.
11. Gloves may be worn during inclement weather only.

Hairstyles

12. Hairstyles that are deemed a safety hazard or are disruptive to the educational process are not permitted. Extreme haircuts ("Mohawks" over one inch in height) or unnatural hair color are not permitted. Hairstyles that may fall and cover a student's eyes while in class or during school sponsored activities are not permitted.



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Additional Information

13. Meeting the requirements of Administrative Regulation 5132 (student dress) does not prohibit a student from adhering to the tenets of an established religion or faith as they relate to dress and grooming.
14. Anything not specifically covered in the above rules and regulations that is disruptive to the educational process or considered to pose a safety hazard will be at the discretion of the school administration or designee with referral to Board Policy 5132 and Administrative Regulation 5132.
15. The state of California and the Barstow Unified School District Board of Trustees is also concerned about health issues related to safety. They include protection from sun damage to students. When out of doors, in sunny areas, students are encouraged to wear clothing including unadorned hats, caps, and sunglasses designed to protect students from sun damage. Sun screen lotion can be used by students during the school day without a physician's note or a prescription. (Education Code 35183.5)

Non-Compliance of Dress Code

Students who are unable to comply with the standards of conduct may be involved in one or more of the following actions designed to assist the student in developing acceptable behavioral patterns.

1. Conference with student and/or parent
2. Warning and parent contacted for apparel change
3. Detention time enforced and parent contact made for apparel change
4. Parent/Student/Teacher/Principal conference held to discuss violation
5. Suspension

Excellence is what we strive for at Crestline Elementary School. Our staff works hard to provide the best educational opportunities for all of our students – please join us in our endeavor.

- In order to provide effective instructional learning opportunities, interruptions are kept to a minimum in the classrooms.
- Parents are strongly requested to let children know any pertinent information and communications between them and their children before school starts. (such as how to get home after school or where to meet parents)
- Messages are relayed to students 10 minutes before the end of the school day. (Messages are given at 2:50 p.m.)(Wednesday at 12:50 p.m.)
- Students will be allowed to use the telephone in the office in cases of emergency only.



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Frequent communication is an important part of our school community.

- Written communication between you and school personnel is important. Please read and support notes from the school community. Check your child's backpack nightly for communications.
- The teachers and principal encourage and welcome parental classroom visitation and conferences by appointment. However, we ask that you do not attempt to discuss any personal matters while a faculty member is on playground duty or during instructional time. Please make appointments for conferences and classroom visits through the school secretary or the teacher.
- To ensure the safety of students and staff all visitors must check into the office when entering any school building or grounds. (You must check into the office before you visit any classroom.)
- Parent conferences are an important way of keeping you informed about your child's progress.
 - Informal parent teacher conferences are held throughout the year before or after school. Please arrange a time/meeting with your child's teacher.
 - Formal conferences are held in December. Notices are sent home for every child. If you are unable to attend your scheduled appointment, it is important that you call the school to reschedule.
- School Accountability Report Card (SARC) is available on our District Website or hardcopy in the office. The SARC details different aspects and programs at Crestline.

Good nutrition and a good night's sleep go hand in hand. Healthy students are alert and attentive to the learning process.

During the first week of school, students will be given an application for free or reduced meals. Parents who wish to apply should return a completed form as soon as possible to receive benefits.

Students may bring a lunch from home. Please do not send candy, carbonated sodas, or large bags of chips.

Students are required to eat their own lunch and may not share food.

- Breakfast Program – Crestline School serves breakfast in the cafeteria before school from 8:15-8:45 a.m.
- Lunch Program – Students may receive lunch in the cafeteria at no cost or bring a sack lunch from home. .

Recess – all students go outside to play at recess. If it is necessary for your child to remain in the building for health reasons, a note to that effect is required. In cases of inclement



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weather, the school will use its discretion as to whether or not the children will go outside for recess.

Health Information:

- At this time, Crestline has a full-time Health Clerk. The health clerk will assist students and contact parents when children are ill.
- Communicable Diseases – notify the office immediately if your child contracts a contagious disease such as measles, mumps, chicken pox, pink eye, etc.
- State Law allows students to be excused for lice for up to three days. Any school missed after the three days is considered unexcused absences. Students who do not return to school in a timely manner will be referred to the Student Attendance Review Board (SARB).
- Medication – medicine, including aspirin and cough drops, cannot be administered by the school. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and the form must be left in the office. Medication will be administered by office personnel. No medication is to be self-administered by students.
- Vision – screening will be conducted for kindergarten and/or first and third grades
- Auditory – hearing – screenings will be conducted in kindergarten, first and second grades.
- Speech Therapy – students with speech impairments will be referred to the speech and language specialist.

Homework is an essential part of the educational process because it helps improve student achievement through practice. It gives students an opportunity to practice skills already taught in the classroom, helps teach to use time wisely and effectively and to become more responsible for learning. Time required to complete homework will vary according to grade level, the nature of the subject and the needs and abilities of student.

The following is a general guideline for weekly homework assignments.

Kindergarten	1-2 hours
Grades 1-3	1-3.5 hours
Grade 4-6	2-4 hours

A daily routine of family reading time is highly recommended to help your child develop reading fluency and reading comprehension.



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Insuring student personal safety is of the utmost importance to the staff at Crestline School.

- **Emergency Cards/Locator Cards**

It is important the student information is updated and correct. Please notify the office immediately if any changes in address or phone number occurs throughout the school year. In the event of an emergency, it is very important that the staff be able to contact you or someone you designate.

Students will not be released to anyone who is not listed on the emergency card under any circumstances. In the event a parent or emergency contact can not be made, Child Protective Services of California (CPS) or the Barstow Police Department (BPD) will be contacted to take custody of your child.

Join the Crestline PTO and Associated Student Body (ASB). The Crestline PTO is an important organization that helps meet the needs of students at Crestline School. Information will be sent home regarding the opportunity for parents to work with them. Fundraisers are to help pay for fieldtrips and extracurricular events that our students enjoy. Student elections for ASB will be held in September and students are encouraged to run for an office.

Keep our campus clean. Students are to place trash in the garbage cans. We do not allow gum, or sunflower seeds on the school campus. It is important that the office be notified of any dangerous objects found on the school grounds. If there should be a stray animal on campus, students are to leave the animal alone and notify the office.

Library books are available for checkout. Students will go to the library at a regularly scheduled time each week with their class. Each student will be allowed to check out book(s) that may be kept for one week. All books not returned at the next library time will be considered overdue. Students having overdue books will not be allowed to check out a book until the overdue book is returned. Overdue notices will be sent home to the parents alerting them of any overdue books. Lost books are to be replaced at the current value.

Mutual respect means your child has the right to be treated with respect. Therefore he/she needs to respect his/her classmates. No physical confrontations, name calling, bullying, put downs, threats, or teasing are allowed at Crestline School.

Steps for handling conflicts include:

1. Tell the person to stop. Tell them you don't like it.
2. Tell the person to stop and report the problem to the teacher or monitor (noon supervisor).
3. Tell the person to stop, and this time ask your parents to contact the teacher.
4. Ask the teacher to meet with you, your parent and the principal to discuss the on-going problem.



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Newsletters come from the office and classroom teacher. Please read and respond to student progress reports, and notes/letters from your child's teacher or the school principal. Do not hesitate to ask questions by stopping by the office or calling. The school phone number is 760-252-5121.

On-going attempts to encourage student's self esteem and recognize their accomplishments.

Attendance Awards
Student of the Month
Academic Awards
Principal Prize Party

Parent Involvement is an essential part of Crestline Elementary School's goal to assist in meeting the needs of all students. A copy of the approved Crestline Parent Involvement Policy is attached to the end of this document.

Parents are asked to participate and/or be involved in the following:

- Participate in ongoing communication with your child's teacher
- Participate in formal parent conferences held in December
- Participate in ongoing parent conferences throughout the year
- If needed, assist the classroom teacher in developing an Individual Learning Plan (ILP) for your child
- Participate in formal Advisory Committees such as School Site Council, ELAC, and Superintendent's Parent Committee. Meetings are scheduled throughout the year. There is at least one meeting each trimester.
- Attend Back to School Night
- Attend Family Nights
- Volunteer in your child's classroom
- Volunteer in the school setting
- Volunteer to attend field trips
- Join the Crestline PTO

Barstow Unified School District Parent Volunteer Policy

***Volunteers may not work in the school environment until the following procedure is completed.**

New Parent Volunteers



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Each year the parent volunteers from Crestline School must bring with them the signed authorization form and a valid TB in order to attend the training class. The candidate cannot attend the training class without those two documents. The completed form will be checked against the Registered Sex Offenders List. A fee will be charged for fingerprinting. If you cannot afford this fee, please see the office about possible assistance. Once this is completed the candidate can volunteer in the classroom.

Returning Parent Volunteers

The procedure is the same as for New Parent Volunteers except they do not have to retake the TB test (a TB test is required every four years). The parent volunteer form from Crestline School must be completed and sent to the District Office. The volunteer will then update the form at the District Office, be checked against the Registered Sex Offenders List and fingerprinted. Once this is completed the candidate can volunteer in the classroom.

(Note: TB tests are only given once a month, usually the first Monday of every month. Volunteers are always given the option of obtaining a TB clearance from their own physician.)

Chaperones:

All chaperones must present a copy of their California driver's license or identification at least one week before attending a field trip and be cleared as a volunteer through the district office. This process can take time, so please complete the course work and other requirements early. Parents and grandparents of students are invited to chaperone. Siblings and other children will not be allowed to attend field trips. It is the responsibility of the chaperone to supervise students while on field trips. Siblings and others present on a field trip hinder chaperones from doing this. Only chaperones, teachers, and students will attend field trips. All adults on a field trip will be responsible for a group of students.

Questions and comments about school improvements are welcome. Our School Site Council meets regularly to review our school improvement and school safety plan.

Report cards are provided to parents at the end of each trimester in order to keep you informed about your child's progress.

- Report cards are based on the California Content Standards for each grade level.
- Assessments are given each trimester to evaluate student progress.

School safety is an important priority at Crestline School.

Please report any safety concerns to the office.



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- The School Safety plan is revised by school personnel. It is then reviewed, and approved by the School Site Council and Board of Trustees.
- Visitors are required to show ID, sign in at the school office and obtain a visitor's badge to wear throughout the visit and return it to the school office when leaving.
- Our school practices a fire drill each month to be prepared for an actual emergency. Earthquake drills are practiced. Lockdown drills are in place in the event of an unwelcome intruder on campus. Students learn emergency procedures and are expected to follow them without being disruptive.
- Safety Walks are routinely conducted by the Principal and Director of Maintenance, Operations and Transportation. (MOTS)

Tests are an important way of measuring student achievement and progress. Throughout the school year your child will be tested on District Assessments. Each grade level has specific tests as well as identified benchmarks that need to be met for each trimester.

Unclaimed clothing such as jackets, sweaters, sweatshirts, lunch boxes are kept in the cafeteria. If you have lost items, please check there for them. It is important that parent's label all personal belongings with your child's name so they can be returned if found.

Please do not allow your child to bring CD players, radios, electronics, toys, etc. to school. Items brought to school will be confiscated. They are easily lost, stolen or traded and cause undue disruption. Per district policy, cell phones are to remain turned off and secured in the student's backpack during school hours. Students who use their cell phone during school without specific permission will have their phone confiscated. An adult will be required to pick up any confiscated items from the office. They will not be released to students.

Volunteers are always welcome and encouraged to assist in the classrooms. If you are interested in volunteering in the classroom or working on at home projects, please talk with your child's teacher. (See Volunteer Policy under Parent Involvement)

Work ethic and good study habits are expected in order for all students to experience success. Please take time to discuss the importance of doing one's best at school.

Xpectations are high at Crestline School. In accordance with this there will be limitations on the number of parties a class may have. Parties will be limited to three times per year (Christmas, Valentine's, and End of Year) and will be held during the last hour of school time. **Also birthday parties are not allowed during school hours.**

You are your child's best example and cheerleader. Be sure to talk to your child about his/her day.



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Zero tolerance means our school personnel will not tolerate any of the following activities and the principal can suspend a child from school or recommend expulsion from Barstow Unified School district if your child has:

- a. (1) caused, attempted to cause, or threatened to cause physical injury to another person; or
(2) willfully used force or violence upon the person of another, except in self-defense
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object
- c. Unlawfully possessed, used or sold or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind.
- d. Unlawfully offered, arranged or negotiated to sell any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented same as a controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion
- f. Caused or attempted to cause damage to school property or private property
- g. Stolen or attempted to steal school property or private property
- h. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- i. Committed an obscene act, or engaged in habitual profanity or vulgarity
- j. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code
- k. Disrupted school activities or willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property
- m. Possessed an imitation firearm substantially similar in physical properties to conclude that it is a real firearm, i.e., a replica of a firearm that is so substantially similar in physical properties an existing firearm as to lead a reasonable person to conclude that the replica is a firearm
- n. Committed or attempted to commit a sexual assault or sexual battery
- o. Harassed, threatened or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in Section 32050



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s. A pupil who aides or abets, as defined in section 31 of the Penal Code the infliction or the attempted infliction of physical injury to another person.

EC48900.2 committed sexual harassment (grades 4-12)

EC48900.3 caused or attempted to cause, threatened to cause, or participated in an act of hate violence

EC48900.4 intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder and invading student rights by creating an intimidating or hostile education environment (grades 4-12)

EC48900.7 makes terrorist threats against school officials and/or school property



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**Crestline Elementary School
Parental Involvement Policy**

**PART I.
General Expectations**

Crestline Elementary School agrees to implement the following:

- Crestline Elementary School will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school will work to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand.
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.
- The school will be governed by the following statutory definition of parent involvement: Parental involvement means the participation of parents in regular, two way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) that parents play an integral role in assisting their child's learning
 - (B) that parents are encouraged to be actively involved in their child's education at school
 - (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child



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PART II
DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT
REQUIRED PARENT INVOLVEMENT POLICY COMPONENTS

1. The school will take the following actions to involve parents in the joint development of its parental involvement plan under section 1112 of the ESEA:
 - hold regularly scheduled parent advisory meetings
 - draft a policy and ask other parent groups such as the English Learner Advisory Committee to review and offer advice

2. The school will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - hold regularly scheduled parent meetings throughout the year
 - hold elections for School Site Council (SSC) Representatives
 - hold regular SSC meetings to review school plans, budgets, programs, students activities and to seek their advice and approval
 - report at the regular Parent Teacher Organization meetings on the actions of the SSC
 - involve parents in an organized, ongoing, and timely way to plan, review, improve Title I programs
 - provide a description and explanation of the curriculum used at the school, the academic assessment used to measure student progress, and the proficiency levels students are expected to meet

3. The Barstow Unified School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - BUSD will have a district homework and make-up work policy for all students
 - BUSD will encourage parent volunteers in the classroom and have a process in place to screen all volunteers and ensure the health, safety and welfare of all students
 - The district will encourage school sites to award student academic and social achievement and invite parents to attend these activities and student performances
 - Require that schools develop in collaboration with parents a School-Parent-Student Compact and review it yearly



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- Require that schools will include in their Single School Plan for Student Achievement a parent involvement component identifying what activities they will hold throughout the year
 - Require that school sites hold parent conferences during the annual district Parent Conference schedule after the first reporting period
 - Require that an Individual Learning Plan be developed in coordination with parents for all K-5th grade students at risk of retention.
 - Require that parents of students in grades 6th-12th will receive Progress Reports of students who are “at risk of failing” a class prior to the end of the grading period
 - Encourage teachers to contact parents regularly concerning a student’s overall welfare and academic achievement using progress reports, phone calls, or parent conferences as needed
 - Require that teachers meet with all parents of students who are “at risk of failing” as soon as assessments indicate a student is not mastering grade level objectives
 - Schools sites will be encouraged to host parent training sessions to teach parents how to help their children with reading, math, homework and study skills
 - School sites will share the California Content Standards for each grade level so parents will know and understand the state and district expectations for their child’s performance.
4. The school will coordinate and integrate parent involvement strategies in Part A with parental involvement strategies under the following other programs (Early Admission to Kindergarten, Head Start, Home Instruction for Preschool Children)
- Encourage parents to enroll children in Early Admission to Kindergarten class during January of each calendar year to promote school readiness if they missed the cutoff date for entry into Kindergarten the previous school year
 - School sites will be encouraged to take advantage of a community program “New Beginnings” which offers the parents of preschool aged children training on how to help their children become ready to enter Kindergarten
 - Encourage parents to learn about how parents can help their children be ready to enter Kindergarten
5. The Barstow Unified School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement, and revise, if necessary (and with the involvement of parents) its parental involvement policies.
- A. The school will provide assistance to parents in understanding topics such as the following:
- the State’s academic content standards
 - the State’s student academic achievement standards



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- the State and local academic assessments including alternate assessments
- how to monitor their child's progress
- how to work with their child's teacher

District and school site workshops, outside presenters to share information on special programs (special education, gifted students, English Learners etc)

B. The school will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:

C. The school will, with the assistance of parents, and teachers reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:

D. The school will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request:

- BUSD will contract with Axiom Translations to translate documents and information sent to parents in the language that is appropriate to their needs to make the information understandable and easy to read.
- BUSD will inform all parents before the first day of school about the policies and procedures of the school district at the beginning of the school year. BUSD will provide a copy of the California State Standards to every parent by the first reporting period each school year

PART III. ADOPTION

This Parent Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the meeting agendas and sign-in sheets and meeting minutes.

This policy was adopted by Crestline Elementary School on May 21, 2020 and will be in effect for the period of 2020-2021 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before the first reporting period of the school year.

Approved by School Site Council on May 21, 2020