

Parent-Student School Handbook



Crestview Elementary School
7830 80th Street South
Cottage Grove, MN 55016
Telephone: 651-425-3800
Fax: 651-425-3815

Principal: Jodi Husting, 651-425-3803
Office Coordinator: Heather Krisko, 651-425-3801
Office Assistant: Jennifer Wright, 651-425-3807
Health Care Specialist: Janell Fredericks, 651-425-3802
Licensed School Nurse: Louise Murray 651-425-3820
Attendance Line: 651-425-3806
School Social Worker: Dawn Blankenship, 651-425-3880
School Social Worker: Allison Weber, 651-425-3837
School Psychologist: Dan Osher, 651-425-3808

Website
ces.sowashco.org

School Hours:
K-5
7:55am-2:25pm
Pre-K
Morning: 7:55am-10:25am
Afternoon: 11:55am-2:25pm

Additional Information can be found in the South Washington County Schools Handbook and online at sowashco.org.

Information in this handbook is subject to change. Any updates will be either highlighted within this document and/or posted on the school and/or district websites.

A

AFTER SCHOOL ACTIVITIES

Community Education offers many intramural activities which can be found at <https://ce.sowashco.org/>. Some of these activities will be fee based; scholarships may be available.

ATTENDANCE

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. Please call the attendance line to report your child's absence due to illness or other reasons. You are welcome to connect with your child's teacher about your child's absence, but the primary way of reporting an absence is to leave a message for our attendance line, 651-425-3806. Parents will be contacted regarding excessive absences and tardiness.

B

BIKES/SCOOTERS

Bike racks are located in front of the school for students to use. Bikes/scooters must be locked during school hours. Students are expected to use standard safety measures including wearing a helmet and using the Crossing Guard. The school is not responsible for stolen or damaged bikes or scooters.

BIRTHDAY TREATS

We ask that no edible treats be sent to celebrate birthdays. Please consider a classroom gift such as a game, book or classroom supplies.

BLACKBOARD CONNECT

South Washington County Schools use Blackboard Connect to communicate with Families and Staff. Additional information can be found under [District and School Communications](#) on the district website.

BREAKFAST

Students will be allowed to enter Crestview at 7:40 and may pick up breakfast in the cafeteria on the way to their classroom. Students will eat breakfast in the classroom. Beginning September 2022 breakfast and lunch are no longer free. The United States Department of Agriculture (USDA) are requiring families to be charged based off eligibility. Families can fill out an Application for Educational Benefits (Free and Reduced-priced Meals) application and if you qualify, your student(s) will be able to eat both breakfast and lunch for free. Please go to the Educational Benefits-Free and Reduced-Price Meals section and click on the Apply Via Schoolcafe red box to start the application process. Additional information can be found on the [Nutrition services website](#).

BUILDING AND CLASSROOM EVENTS

Events which parents/guardians are invited to may be scheduled throughout the year. These events will be advertised via newsletters or electronic calendars produced by Crestview staff. These events are designed to allow parents an opportunity to enjoy what is being learned in the classroom. For events scheduled during the school day, parents are discouraged from pulling siblings from other classrooms due to the disruption of learning and limited space. Visitors should only go to the specific classroom/area the event is being held and are not to visit other classrooms or areas.

C

CHROMEBOOKS

Students in 3rd - 5th grade will be assigned chromebooks that will remain at school for classroom use. Technology information can be found on the district website [technology page](#). In the event a chromebook needs to go home with a student, the teacher/staff will provide additional information regarding at home use.

CLASSROOM NEWSLETTERS

Teachers share information with families on a variety of platforms including digital, email, phone calls and/or paper.

CONFERENCES (PARENT/TEACHER)

Conferences are a way to report the academic and social progress of each student and are scheduled twice per year. Parents/Guardians will sign up for a time to meet the teacher via the online scheduling program, PTCFast, additional information to follow. At this time we are anticipating both in person and virtual conference opportunities on these dates, more information will be available during the conference scheduling period.

Fall Conferences: October 12, 2022 and October 13, 2022

Winter Conferences: February 22, 2023 and February 23, 2023

CONTACTING YOUR CHILD DURING SCHOOL

If you have an urgent need to contact your child during the school day, you may either call the office and leave a message or come to the office personally. Your child will be called to the office to return your call or talk with you in person. Students should not use their personal cell phone to make or receive calls during the school day.

D

DAILY SCHOOL SCHEDULE:

- 7:00am School office opens
- 7:40am School opens to students
- 7:55am School day begins
- 2:25pm School day ends
- 3:30pm School office closes

NOTE: The earliest students can arrive at school in the morning is 7:40am.
All students must be picked up at 2:25pm if not riding the bus home.

DELAYED START/EMERGENCY SCHOOL CLOSINGS

SoWashCo Schools has a [Winter Weather Plan](#) posted on the district website that provides information on delayed start and emergency closings.

DROP OFF/PICK UP PROCEDURES

Before school your child will enter the building through the front doors if they are walking or through the side of the school from the drop off line if they are driven by car. Please remind your students they should walk on the sidewalks and not walk through the parking lots on their way to school. If you are dropping your child off after the start of school, please escort them to the office and sign your child in for the day.

Appointments during the school day (doctor/dentist, etc): Come directly to the main office and sign your child out. The office staff will call your child to meet you in the office as soon as you arrive. If you return after an appointment, you and your child will come to the main office to sign your child back in.

After school your child will exit the building at the front of the school if they are walking or at the side of the school in the pick up line if they are being picked up by car. Students should know how they will be getting home each day prior to arrival at school. In the event that a change in plan is necessary, please contact the office to notify your student of this change.

*Parents/guardians dropping off or picking up their students for Kids Club may bypass the office and proceed directly to the Kids Club location.

*Students who are bussed will be dropped off and picked up at our bus lot doors.

The Courtesy Bus will be available in the morning, additional information will be provided to families who live within the Courtesy Bus boundaries.

E

EMERGENCY CONTACT INFORMATION/PARENT PORTAL

[Parent Portal](#) through Infinite Campus is a multi-use, secured system that improves communications between South Washington County Schools and parents. Parent Portal allows schools to track emergency contact information for students and provides parents access to a variety of information including grades, attendance and transportation information. Additionally, it provides parents with access to student numbers needed to sign-up for SchoolCafé, FeePay programs and Schoology. Parents will be provided with a username and password and must complete an annual review. Parents will also complete online forms including, but not limited to, a field trip permission form and an emergency closure form.

F

FAMILY NIGHTS

Crestview plans to host 4 Family Nights this year. Families are encouraged to bring students to the family events, students must be accompanied by an adult.

Literacy Night - September 22, 2022 Time TBD

Math Night - January 26, 2023 Time TBD

Fine Arts Night - April 4, 2023 Time TBD

Fitness Night - May 11, 2023 Time TBD

FIELD TRIPS

Field trips may be offered to supplement student learning. Students who participate may be charged. Families that cannot pay can receive a scholarship so their child can attend, regardless of financial ability. If students are required to participate in a field trip that takes place during the school day and relates directly to a course of study, students are not required to pay.

H

HEALTH

Health Services are here to assist students and parents to obtain first-aid treatment, to rest under observation for illness, assist students with chronic health conditions and ensure inclusion in the school day, student emergency care planning, training, intervention, collaboration and communication with families, referrals, screenings, student and staff wellness interventions, infection control, student social and emotional issues, disease prevention, and more.

If your child shows any signs of illness such as nausea, sore throat, fever greater than 100.4, please keep him/her home until you can determine how serious the condition may be. This will help reduce the spread of infection throughout the school. If you do keep your child home, call the attendance line at 651-425-3806. If you have any questions regarding whether to keep your child home please call the health office at 651-425-3802. If your child has chronic health issues or any changes to their health, please contact the health office.

Illness at School: If a child becomes ill at school, parents/guardians will be contacted by the Health Office. For your child's safety and well being it is important to keep emergency information up to date in the [Parent Portal](#).

Medication: District policy states that medications must be stored in the Health Office and administered only by trained personnel. If it is necessary for your child to take medication at school, you must complete a "Medication Administration" form, which requires a doctor's signature. Student's must come to the Health Office to take their medication; this includes over-the-counter medications as well as prescriptions.

Returning to school after an illness: Children who have infections (ie strep throat) may not return to school until 24 hours have passed since the first dose of antibiotics was taken. Students may not return to school until 24 hours have passed since their fever has subsided without medication. Likewise, students may not return to school until 24 hours have passed since the last bout of diarrhea or vomiting.

I

INCLUSIVITY

Crestview strives, at all times, to create an environment in which all students and staff feel included and welcome. As such, our staff will engage students in intentional community building. Our staff will work on building our student's capacity in social and emotional skills, as these will be a priority in daily schedules. Activities such as a classroom morning meeting and social emotional (SEL) learning will engage students in these skill sets.

INFINITE CAMPUS

One parent or guardian in a **primary household** can log in through [Campus Parent Portal](#) to:

- Review and update emergency contact information
- Complete required school and district annual forms, including media opt-out, medications in school, field trip permissions and more
- Update parent/guardian contact information for district and school communications
- Update home, alternative or daycare addresses to ensure your child receives school bus transportation on the first day of school

A primary household is the address in which the student primarily lives.

Parents or guardians in a **secondary household** can log in through [Campus Parent Portal](#) to:

- Review and update emergency contact information
- Update parent/guardian contact information for district and school communications

A secondary household is the address in which the student lives part of the time but it is not their primary household address.

IPADS

Students in Kindergarten- 2nd grade will be assigned iPads that will remain at school for classroom use. Technology information can be found on the district website [technology page](#). In the event an iPad needs to go home with a student, the teacher/staff will provide additional information regarding at home use.

K

KIDS CLUB

This [program](#) is run through community education. The Crestview Kids Club staff can be reached at 651-425-3842.

L

LUNCH

Beginning September 2022 breakfast and lunch are no longer free. The United States Department of Agriculture (USDA) are requiring families to be charged based off eligibility. Families can fill out an Application for Educational Benefits (Free and Reduced-priced Meals) application and if you qualify, your student(s) will be able to eat both breakfast and lunch for free. Please go to the Educational Benefits-Free and Reduced-Price Meals section and click on the Apply Via Schoolcafe red box to start the application process. Additional information can be found on the Nutrition services website.

Students may bring a cold lunch. The school is not able to provide refrigeration or microwaves for lunches brought from home. Students who bring a cold lunch and would like milk will have to purchase milk. Pop is not allowed in the lunchroom.

Lunch money can be deposited in a student's account at any time. Each student is issued a PIN number. Parents can look up student account information on the district website.

- Go to www.sowashco.org
- Click the link for "Departments"
- Use the drop-down menu to go to "Nutrition Services"

Lunch menus may be seen at <https://www.schoolcafe.com/sowashco>

Special Dietary Concerns: SoWashCo Schools Nutrition Services provides substitutions if a student has a special need in this area. A medical statement signed by a licensed physician must be provided. Please work through the Health Office if your child has food allergies or other dietary concerns. A "peanut free" table will be available to students who have such food allergies to avoid possible contamination. Your student's teacher will inform you if the classroom has been deemed "peanut free".

P

PARENT INVOLVEMENT/PTA

Crestview Elementary sponsors a parent association and you are encouraged to get involved. Additional information can be found at <https://sites.google.com/view/crestview-pta/home>.

PROGRESS REPORTS

Progress reports are another means of reporting the academic and social progress of each student. There are three official reporting times per year (December, March and June) and three progress reports are issued. The December and March reports are hand carried home by the students and the June progress report may be hand carried home by the students or may be mailed to the student's home.

Q

QUESTIONS

Don't be afraid to ask questions of your child's educator team, administration, or other staff. The Sowashco [families page](#) is also a great place to find pertinent and current information about our school year.

R

RECESS

Recess is an important time of the day for students' social and physical health. Please send your student(s) with appropriate attire. During the winter months, this includes snow pants, boots, hats and mittens. Students will go out to recess as long as weather permits. Recess will be held indoors when the air temperature is zero degrees or colder, or the wind chill is expected to be colder than -10 degrees below zero. The district has adopted a recess plan that can be found on the [website](#). Students are expected to follow the playground rules. Students who choose not to follow the rules will have a logical consequence which may include a time out on the playground (on the bench) or loss of recess time.

S

SAFETY DRILLS

The safety of students on campus and at school-related activities is a high priority of the district. The school district has developed a Crisis Management Policy which addresses a range of potential crisis situations in the school district. While district-wide safety procedures are in place, staff, student and parent/legal guardian/legal guardian cooperation is essential to ensuring school safety. Schools are required to conduct periodic fire, severe weather and lockdown drills. These include evacuation and sheltering in place. Please talk with your students about the need for these drills, reminding them they are a drill and a measure to ensure that students are safe. Transportation also conducts school bus safety drills each year.

SCHOOL PICTURES

School Pictures will be taken on September 22, 2022. Picture retakes will be taken on October 26, 2022.

STUDENT SUPPLIES

We are committed to ensuring staff and students have everything they need for a successful year. Crestview School Supply list can be found on the website ces.sowashco.org.

T

TOYS, CARDS AND COLLECTABLES

All toys, trading cards, non-student need fidgets, ALL electronic toys and collectibles should stay at home. In the event there is a show and share event, a special reward day or if trading cards are being used for a school related lesson, the teacher will notify families in a classroom communication.

TRANSPORTATION

SoWashCo Schools's transportation department will mail all specific information regarding transportation arrangements directly to you. Included will be the bus stop location, stop time and bus number (symbol). Additional information can be found on the [website](#) and families can view bus routes on their parent portal account. Please contact SoWashCo Schools transportation with any bussing or routing questions at 651-425-5303. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school district will not provide transportation for students whose transportation privileges have been revoked.

V

VISITORS

Nonessential visitors to school will be limited. An essential visitor is one who must access campus due to an IEP, 504, or other pre-scheduled meeting. In the event a teacher schedules a parent/teacher meeting outside of an IEP or 504 meeting, it is expected that staff will notify the front office staff, including the building principal.

When visiting school, everyone must sign in at the office from 7:00am to 3:30pm. Please bring a driver's license or government issued identification card.

VOLUNTEERS

Crestview will have volunteer opportunities throughout the year that will be shared out in classroom newsletters and/or schoolwide newsletters. Some volunteer positions may require the completion of a background check. Field trip chaperones will be required to have a background check on file in the school office and they have to be renewed every 2 years. Click [here](#) for SoWashCo Schools Volunteer Guidelines and Information

SoWashCo Schools requires all volunteers who will work alone with students in classrooms or chaperone field trips to pass a criminal background check. Volunteers will be directed to complete the [Volunteer Application](#) found on the website. Volunteers will be asked to abide by our confidentiality expectations and review/sign the “Volunteer Guidelines Form” in order to work in our classrooms/attend field trips. Parents may not bring preschool children into classroom settings when volunteering.

W

WEATHER

School will be open every school day unless transportation would be an endangerment to the students. In the event of a school closure or delayed start, announcements will be made on the major news networks, on the District Website, on WCCO radio and through Blackboard Connect. If the weather is severe but not impassable, we ask you to use your own judgment about sending your child to school.