

# CRESTWOOD SCHOOL

Parent Handbook

2013-2014



Dear Parents and Students of Crestwood School,

I want to extend a warm welcome for a great 2013-2014 school year. I am very pleased to send this information booklet for your use at home. Please read through it with your children and then keep it in a safe place where you can refer to it throughout this school year. We consider you partners with us in your children's education. The more information we have, the better we can work together to make sure that your children receive the best possible education because that is what they deserve.

We are looking forward to a great year of learning and achievement as we work hard to help our students become more successful in all subjects. We will also continue to work on the social side of learning as students learn to get along with others and focus their attention on their studies. For the safety and progress of your children, please make sure we are always able to contact you if we need to reach you by advising us of changes in your address and phone numbers.

Please call us at 730-7754 if you have questions or would like to set up an appointment to meet and discuss your children's progress as the year goes on.

Sincerely,

*Dedi Somavia*

Dedi Somavia  
Principal

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## APPEALS PROCESS TO RESOLVE CONCERNS

If you, as a parent, feel that for some reason, you would like to be heard regarding a school-related problem, the following steps should be taken in the order listed below. Many times a problem can be resolved quickly when parents and teacher share their concerns. We will always ask for your cooperation when conducting the resolution in a manner that is respectful to all students and other parents and keeps our school free of disruptions to the learning process.

1. Appointment and conference with your child's teacher.
2. Appointment and conference with your child's teacher and school principal.
3. Appointment and conference with the school principal.
4. Appointment and conference with a district level administrator.

## ATTENDANCE INFORMATION

We are vitally interested in your child's attendance each and every day. Regular attendance increases the quality of your child's education by improving your child's ability to learn and to have a successful school experience. Trying to catch up on days of missed instruction can be overwhelming and a frustrating experience for many children.

**The only legal reasons for absences are:**

1. Illness
2. A medical appointment
3. A death in the immediate family (parent, siblings, other adults in home)

If your child does miss school, **please call the school on the day of the absence (730-7754) and clearly state in your telephone call, the reason for the absence or send a written note explaining the absence of your child upon their return to school.**

California law requires that all children attend school every day until the age of 18 or until they graduate. We monitor and record the number of absences and tardiness on a daily basis. Excessive absences and/or **tardies** may result in a referral to the School Attendance Review Board (SARB). Make sure that when your child misses school, it is only for a legitimate reason.

## AWARDS ASSEMBLY

Monthly awards assemblies will be held at the end of the month in the cafeteria. At each assembly, a Math certificate, a Language Arts certificate, and a Student of the Month certificate are given in each class. There will be a total of 7 awards assemblies throughout the year. At the end of the year assembly, each teacher will present several Teacher Choice Awards in addition to the math, language arts and student of the month awards.

## BEHAVIOR & DISCIPLINE PLAN

The school provides each student with the maximum opportunity to acquire an education. School staff members work together to provide the structure and atmosphere necessary for a productive learning environment for our students. No student has the right to interfere with this opportunity by his/her

action, poor manners or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. At the start of the school year, students attend a school wide assembly where they learn about our behavior expectations and school rules and discipline consequences. These expectations are thoroughly explained and repeatedly reinforced throughout the school year in our weekly announcements and monthly assemblies.

Every student at Crestwood School has these rights:

- The Right to Learn**
- The Right to Feel Safe**

Every student at Crestwood School has these responsibilities:

- To Be Prepared**
- To Show Respect for School Property and the Rights of Others**

Students who follow Crestwood School and classroom rules will earn/experience:

- 1) The satisfaction of learning and making wise choices
- 2) Positive reinforcement and/or school-wide recognition from teachers and others

Students do not have the right to prevent teachers from teaching nor other students from learning.

We believe all students can and expect them to behave appropriately at school. Consistent enforcement of school wide and classroom rules teaches students the importance of being responsible citizens. We want every student to learn that every action and attitude has consequences and that good choices will result in positive experiences. Programs and practices to encourage and recognize students for responsible behavior include Awards Assemblies, individual teacher recognition, and Positive Referral Slips to the office.

In order to maintain the productive learning environment all our children at Crestwood, the Crestwood Discipline Plan is based on the **Visalia Unified School District's Student Conduct Code**. (Parents receive this informational booklet at Back to School Night or upon enrollment) The law and school rules strictly prohibit students from bringing any type of conceivable dangerous object/weapon for any reason, such items as knives, laser pointers, hard baseballs, and any type of drug or alcohol.

## **SCHOOL WIDE RULES**

### **I. Start of School:**

1. School opens at 7:50 am to serve school breakfast to students in the cafeteria from 7:50-8:05 a.m. Parents and students should be aware that no adult supervision is provided for students prior to 7:50 a.m. **Neither the school nor Visalia Unified School District assumes any responsibility prior to 7:50 am.**
2. Students who arrive to school at or before 7:45 a.m. will be asked to wait in a line by the front gate of the school until the cafeteria/playground opens at 7:50 am.
3. During any recess time, students are to remain on the playground and should not be loitering among, around buildings or in front of school campus.

## **II. Lunch Lines and Cafeteria:**

1. Lines are to be quiet and orderly before entering the cafeteria.
2. All students are to enter the cafeteria in alphabetical order.
3. Students are to sit quietly at their table and use appropriate table manners.
4. Students will be dismissed to restroom or outside play only with the permission of a cafeteria supervisor.
5. Parents will be contacted and/or discipline consequences will be imposed when a student is not following our cafeteria expectations.

## **III. General Playground Rules:**

1. Students are expected to play and interact with others safely at all times.
2. Gum, soda, candy, hot chips and any kind of seeds are not allowed at school.
3. Healthy snacks are allowed at morning recess. (10:00/10:20)
4. Students are not to be climbing trees, backstops, or fences.
5. Students are expected to walk to the playground, cafeteria, classrooms, etc using the sidewalks.

## **IV. Bicycles or Other Transportation with Wheels:**

1. Students may ride their bikes to and from school, and are encouraged to observe safety rules for bike riders. Once they arrive to school grounds, students are to always walk their bicycles in and around the school buildings/walkways and park in the designated bike area. The school or district assumes no liability or responsibility for theft or damage of bicycles brought to school.
2. Roller blades or other shoes with wheels are not permitted and cannot be used on campus during the school day. Skateboards/scooters are permissible but must be carried while on campus.

## **V. After School**

1. When students are dismissed from classes at the end of their school day, they are to go directly home or to their place of childcare. Students in grades 1st - 3<sup>rd</sup> who are dismissed earlier cannot wait for older siblings who get out later.
2. Parents and students should have a regular routine on how a student can go home and be consistent. Students will not be allowed to make phone calls from office to ask parents permission to go elsewhere or to be picked up if they are expected to walk home. However, if a change to the regular routine occurs, please inform your student's teacher or the school office prior to dismissal time.
3. Adult supervision at the front of school is provided until 10 minutes after dismissal time. If a student has not been picked up, the office will make a call to parent. Repeated tardiness will be addressed by school administrator.

## BIRTHDAY INVITATIONS & CELEBRATIONS

Birthdays are special days, however it is necessary to observe the following school policies to avoid disruptions to the learning environment or hurt feelings:

- 1) **Invitations** - students may distribute birthday invitations at school if there is an invitation for each student in the class. Please be advised that your child's teacher and the school cannot release student phone numbers or addresses.
- 2) **Treats** - please communicate with your student's teacher before sending or dropping off birthday treats so you can agree on the time and what type of treat that works best for the classroom.
- 3) **Balloons** - balloons cannot be delivered to or dropped off to students in classrooms as it can be a disruption. It is best to wait until after school to enjoy birthday balloons.

## BUS TRANSPORTATION

Listed below are state laws and District bus riding rules to assist your son or daughter in understanding his/her responsibilities while riding school busses.

- A. Pupils transported in a school bus shall be under the authority of a bus driver responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver shall be sufficient reason for any pupil to leave the bus en route between home and school or other destinations.
- B. Boards of trustees shall adopt rules and regulations that enforce this section. These regulations shall include, but not be limited to specific administrative procedures relating to suspension of riding privileges and shall be made available to parents, pupils, teachers, and other interested parties.
- C. Student are subject to all district conduct expectations, bus riding regulations, school behavior rules and consequences which apply while they are being transported from school, during bus ride and upon return from school activity.

## CAFETERIA INFORMATION

We are pleased to be able to provide the opportunity for every child to receive a nutritious breakfast and lunch every regular school day, however there are state food service and district wide cafeteria rules and regulations that all students and adults must follow. We have posted these regulations in the cafeteria.

Breakfast and lunch times are an important social opportunity time for students to interact with their classmates and develop independence when they are eating by themselves (without parent assistance). We ask that parents do not enter the cafeteria and wait when students are eating. Parents are welcome to wait outside cafeteria or in front of school until student are dismissed or released to them. However, if you would like to accompany your child for the day starting at breakfast time, please go to school office for a visitor's pass.

## LUNCH TIME

The school operates a closed elementary campus, which means that all students remain on campus during their lunch times unless arrangements are made with the office administration. On a regular school day, students have a 40 minutes lunch period that is divided between eating lunch in the cafeteria and having lunch time recess. On Minimum Day schedule, there is a 30 minute lunch period. To know the time your students has lunch regularly, plan to attend Back to School Night when teachers share the daily schedule or call the school office.

## COMMUNICATION

Clear communication between the school and home is a critical factor in every child's success. Reports are sent home regularly to keep you informed of your child's progress. Children do, at times, forget to give parents notes, etc., so you might check backpacks or folders for memos and reminders. Upcoming events are also posted on our marquee. Crestwood staff is very aware of the importance of clear, consistent, and regular communication with parents. Listed below are some of our communication practices:

Fall conferences with every parent	Pre-recorded phone calls home
Back to School Night information packets	Parent/student handbook
Returning calls promptly - usually the same day	Awards assemblies
Follow up letters to phone calls/conversations	Principal's letters
Individual notes, reminder letters	Regular updates on events by letter and on marquee
Home visits	Parent education nights
Informal communication contacts	PTA events
Parent contacts by office staff, school nurse	

## CELL PHONES AND OTHER ELECTRONIC DEVICES

If students have cell phones and other electronic devices while at school, it is important that such devices do not disrupt the educational program or school activity. Cell phones shall be turned off during class time and at any other time directed by a district employee. Please Note: K-8 students must have devices turned off at all times during the regular school day. (Student Conduct Code) If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the school day or activity. Such devices are considered personal property. Students possess these items at school **entirely at their own risk**. The school or district is not responsible for lost, stolen or damaged devices.

## DRESS CODE

Student safety and a focus upon studies is our goal. We at Crestwood School believe that all students should wear clothing to school that fits well, reflects pride in oneself, is conducive to the learning process and demonstrates respect for school and other students. The following district dress code will be strictly adhered to and will apply to all students.

1. Shoes that are appropriate for school activities must be worn at all times. Shoes with cleats or spikes are not allowed. Shoes must have a back strap.
2. Attire, which may be used as a weapon, is not allowed. This includes, but is not limited to chains, wallet chains, and items with spikes or studs.

3. Acceptable "sun-protective headgear" is allowed. This refers to a full brim hat. The intent is to provide sun protection and is only to be worn outdoors.
4. Students shall not wear tube or halter tops, low cut tops, backless shirts, see-through tops, or tops with spaghetti straps. The mid section shall be covered at all times.
5. Leg length on shorts and/or skirts, needs to be mid thigh. Lycra and Spandex shorts and pants may be worn if covered: they may not be worn as an outer garment.
6. NO BAGGING...NO SAGGING. Pants and shorts must fit at the waist, hips, crotch, and thighs. Pants and shorts are too baggy when the two pant side seams of an individual pant leg are brought to the front of the mid-thigh, and the side seams touch. A belt must be worn if pants are loose around the waist.
7. Underwear shall be worn and covered at all times.
8. Attire shall not advocate, advertise, denote or be recognized as gang activity or affiliation, crude or vulgar printing, slogans, symbols, designs or pictures depicting drugs, alcoholic beverages, tobacco, violence, graffiti, sexual suggestions or unlawful activity.
9. Face make-up and costume hair color is not allowed without prior approval from office administration.
10. The site principal or designee shall have the discretion to prohibit any other attire that does not meet the criteria listed above.
11. The site principal or designee shall have the discretion to make reasonable exceptions to the above for SPECIAL DAYS OR SPECIAL EVENTS.

### **Consequences:**

Violations of the dress code will result in a warning to the student. Continual infractions will result in other alternative consequences and/or suspension for defiance of authority. Parents will be contacted if student needs to be sent home to dress properly or change into appropriate attire for school.

### **EMERGENCY/DISASTER PROCEDURES AND PRACTICE DRILLS**

Your school district has plans and preparations for major emergency situations. We believe that the reactions of people in emergencies depend largely upon their training. Our school staff is trained, and practice drills are held regularly to make certain that the students understand our emergency procedures.

We want your children to be as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind, and inspections are regularly made to remove possible hazards. Personnel are trained in first aid. Our primary concern in the event of an emergency is the safety and welfare of the students.

Your children should be instructed to obey the directions of their teachers and of the bus driver on the way to and from school (if they ride the bus). When an emergency situation develops, students walking or riding bicycles should be told to continue toward their destination to and from school.

Your cooperation is asked in an emergency:

Please do **not** telephone the school. Telephone lines will be needed for emergency communications.

Please do **not** drive to school. Streets should be as open as possible for emergency vehicles.

**Do** turn your radio to the local station. Information and instruction for picking up students during or after an emergency will be given over the radio.

**Do** answer your phone as the school automated caller will likely send important information out to parents.

## ENROLLMENT AND EMERGENCY CONTACT INFORMATION

Any child enrolled in Crestwood School must have a completed emergency card on file.

### EMERGENCY CARD

When you enroll your child in school you are asked to complete an emergency contact card. Occasionally, it is imperative that the school reaches the parent because of illness, accident or some other emergency. It is important to list at least two emergency telephone numbers besides your home telephone number. **It is most important that the information on this card be kept up to date. Students will only be released to adults listed on the emergency card unless the parent of other arrangements notifies the school. Please notify the school immediately if there is a change in contact persons, phones numbers, addresses, etc., for your child.**

### Immunizations

All students of public schools in California are required by state law to have the following Immunizations:

1. Poliomyelitis
2. Diphtheria and Tetanus Toxoids and Pertussis (DPT)
3. Measles (MMR)
4. Hepatitis B
5. Varicella - Incoming kindergartners

All students must present written evidence of a tuberculosis (Mantoux - PPD) skin test results.

### Physicals

State law requires that all students must have a physical examination within eighteen (18) months prior to entering the first grade. If you have any questions about the immunization and physical examination requirements please call the school office or the Visalia Unified School District Health Office at 730-7580.

## EXTENDED DAY AND ENRICHMENT PROGRAMS

### Academic:

Crestwood School may offer additional small group instruction during the school day and/or after school in an extended day program for reading and/or math during the Fall and/or Spring semester for students who are not meeting grade level expectations.

### **After School Enrichment Opportunities:**

Look for information that will give students an opportunity to sign up for short term after school enrichment clubs or groups such as Poetry and Prose, Cyber Quest, Spelling Bee, and Track and Field.

### **HEART:**

We are continuing to implement the Pro-Youth HEART program this year. The acronym **HEART** stands for **H**omework, **E**nrichment, **A**cceleration, **R**ecreation, and **T**eamwork. The program is designed to provide after school academic assistance and enrichment opportunities to Crestwood students. Applications and program information is available at the HEART office located at school or call school office to be connected.

### **GATES**

Gates around our campus will be locked during the instructional day in order to keep our students safe while at school. Gates will be locked shortly after the 8:20 tardy bell and opened just before the 2:08 pm and 3:00 pm dismissal times.

### **HOMEWORK**

The Governing Board recognizes that homework contributes towards building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

Although it is the student's responsibility to do most homework assignments independently, the Board expects teachers at all grade levels to use parents/guardians as a contributing resource. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher. To be effective, homework assignments should reinforce classroom learning objectives and should not place an undue burden on students and families.

#### **Makeup Work:**

Students shall be given the opportunity to make up school work missed because of an excused absence and shall receive full credit for work turned in according to a reasonable make-up schedule.

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as punitive measure.

#### **Homework Guidelines:**

The principal and staff at Crestwood review and implement the district's homework guidelines for the assignment of homework and describe the responsibilities of students, staff and parents/guardians. The guidelines are as follows:

The Governing Board recognizes that literacy activities outside the classroom directly correlate with student achievement and attainment of academic standards. In order to

achieve this goal, it is recommended (VUSD Board Policy) that time outside the instructional day should be spend on reading activities in the following manner:

Recommended Time:

The Governing Board recognizes that literacy activities outside the classroom directly correlate with student achievement and attainment of academic standards. In order to achieve this goal, it is recommended that time outside the instructional day should be spent in literacy activities in the following manner:

K-2 Maximum of 20 minutes per day

3-4 Maximum of 30 minutes per day

5-6 Maximum of 45 minutes per day

In addition to the literacy practice above, other content areas can and should be included

In homework time based on the following recommendations:

K Up to 10 minutes per day

1 UP to 15 minutes per day

2 Up to 20 minutes per day

3-4 Up to 25 minutes per day

5-6 Up to 30 minutes per day

## INDEPENDENT STUDY

Independent study can be made available to students who will be out for **five** or more consecutive days. We request that you contact your child's teacher **AT LEAST three** days before your leave date. The independent study contract will need to be signed. The teacher will write up the assignments to be completed on the contract which will be explained to the parent/child. All work is due the date the child **returns** to school. **If the work is not completed, the child will not receive credit** for the days on Independent Study. Under special circumstances Independent Study may be necessary, but please know it is not equivalent to the instruction your child would be receiving in the classroom.

## LOST AND FOUND

Because of the large number of students attending Crestwood School, we ask that you **clearly mark** your child's coats, sweaters, backpacks, lunch boxes, etc. Lost items are kept in the cafeteria and students are encouraged to check there when looking for lost articles. All unclaimed items will be given to Visalia Emergency Aid on a regular basis.

## MEDICATION AT SCHOOL

For students' safety, State Law mandates that **ALL** medication (including **over the counter** drugs such as aspirin or cough syrup) should be given at home. Prescribed or over the counter medication can be dispensed at school **ONLY** when the proper form is signed by **both parent and doctor**. This completed form is then kept on file in the school office and **MUST BE RENEWED EACH YEAR**. Necessary forms may be obtained from the school secretary. We have a school nurse on Fridays from 8:00 to 3:00 p.m.

Over the counter medicine is **not allowed to be carried** by students while on school grounds. If your child requires over the counter medicine (ie. aspirin, cough syrup), it can be given during the day by the parent or daycare provider by coming to office where we can have your student meet you to take medicine and return to class.

## **OPENING ROOMS**

Once students are dismissed, the classrooms will be opened only if the teacher or office administration is present. We encourage the students to organize their books and materials before leaving their classrooms so they do not forget what they need to take home.

## **PARENT INVOLVEMENT OPPORTUNITIES**

See appendix E for our Parent Involvement policy.

## **SCHOOL OFFICE HOURS and TEACHER HOURS**

Our school office is open to the public from Monday-Friday from 7:30 am to 4:30 pm. You are welcome to come in or call our office if you have any questions or concerns, 730-7754.

Classroom teachers are scheduled to be at school every day from 8:00 am to 3:00 pm. If you need to meet with them, please call to schedule an appointment time. If you call to speak to a teacher during instructional time, we will not connect you directly to the classroom, but rather will take a message for the teacher to return your phone call at the next available time.

## **SCHOOL SUPPLIES, EQUIPMENT AND BOOKS**

We make every attempt to provide a quality educational program for our students by providing them the books, equipment and school supplies needed for their daily class work and homework. Each student receives their own set of textbooks and workbooks for every core subject in their grade. Textbooks (hard cover) are distributed for use over and over each year and collected from students at the end of year. Workbooks are consumables and used once by your student. In addition, we have a large selection of books in our library that are checked out to students each week.

Students also receive or have access to other school supplies such as pencils, folders, calculators, desks, chairs, computers and instruments for their use during the school year.

**PLEASE** reinforce with your child the importance of not wasting, damaging or losing school texts or materials. We will be carefully monitoring our textbooks and /or library books and will be sending bills for payment home if school books are lost/damaged or school equipment is damaged.

## **SCHOOL VISITORS**

In compliance with District policy, the following procedures regarding visitors are followed:

"Any person, other than enrolled pupils and personnel employed by the District, is not to be on campus during regular school hours or one half hour preceding the regular school hours without first securing permission from the school office. Otherwise, they will be considered as being on campus on unlawful business and subject to the action and penalties of the California Penal Code."

Crestwood School has a large school campus. **Our concern is for students' safety and unauthorized personnel on campus are considered a threat to our students.**

Unauthorized personnel seen on campus without a visitor's badge will be questioned regarding their presence. Please obtain your pass at the office before entering the campus.

We also wish to minimize class interruptions and disruptions to the school learning environment. If you intend to bring or send any item to your child, please leave it at the office and we will see to it that it is delivered to your child's teacher at a break time or toward the end of the school day.

### **Shared Custody**

If you hold shared custody with another adult and there are specific legal requirements that affect the release, visitation or educational rights of either party, please make sure our school office and the classroom teacher is well informed. We will also ask you to provide a copy of any supporting legal documents that specify the information to keep on file in our school office.

Parents with shared legal custody have equal rights to educational information, unless these rights have been revoked or denied in a court of law.

### **SPECIAL PROGRAMS**

Crestwood School has a number of District and State programs, including physical education, vocal music as well as instrumental music. Additional resources are made available to our gifted and talented (GATE) students and English Learners. A speech therapist is on site, as are Educational Specialists. In addition, we receive School Improvement Program (SIP) funds, and Title I monies, which, at this time, are used to have instructional aides work with students in our library and classrooms and to purchase additional materials. To assist in the planning and obligation of these funds, we have a School Site Council and an English Learners Advisory Council (ELAC). Crestwood also has a Student Study Team which includes our certificated staff. This group assists in the development of plans and strategies to benefit students with special needs.

### **STUDENT CHECK OUT AND USE OF PHONE**

During the school day **NO** student is permitted to leave the school grounds without receiving permission from the office. Students will be permitted to leave if parents call the office or send a note. When parents are picking up students during the regular school day, they must come into the school office to sign out the students.

Telephones at the school may be used by students only in the case of emergency or when student-to-parent contact is deemed necessary by the teacher or office personnel.

### **STUDENT PERSONAL ITEMS AT SCHOOL**

Crestwood School does not have a risk-free place for students to store valuable personal items such as radios, cell phones, toys, or jewelry; therefore, we ask that such items be left at home. When a student or adult chooses to disregard this request, even though they have been advised against bringing these items to school, the school does not accept any responsibility for these items if they are lost or broken. Any personal item, which results in the **disruption** of the educational process, will be taken from the student and returned to parent.

In addition, students do not have any need to bring money to school unless there is a specific purpose such as the Book Fair, so we also discourage students from bringing or carrying cash during the school day.

Students in fifth and sixth grades have the option to take a musical instrument for study. There is little storage so their musical instruments are to be taken home after each music lesson. They are not to be left in the cafeteria or classrooms overnight.

## TIME SCHEDULES

AM KINDERGARTEN	8:10 am - 11:31 am
PM KINDERGARTEN	11:39 am - 3:00 pm
GRADES 1 - 3	8:15 am - 2:08 pm (tardy bell 8:20)
GRADES 4 - 6	8:15 am - 3:00 pm (tardy bell 8:20)

**Breakfast is served from 7:50-8:05.** Please note: Students should **not** arrive at school before 7:45 a.m., **nor** are students in grades 1 - 3 to wait for an older student in grades 4 - 6 after school dismissal. The school is not staffed for grounds supervision at these times.

### Early Dismissal Days

Conference days, staff development days and the last day of school are early dismissal days.

**Kindergarten: regular time unless otherwise notified**

**Early Release Wednesdays for 4-6<sup>th</sup> 2:10 PM**

**Minimum Days (1<sup>st</sup>-6<sup>th</sup>) 12:35 PM**

*\*You will be notified of any early dismissal days by a note &/or phone call home\**

## TRAFFIC GUIDELINES (Drop-off and Pick-up)

- ❖ Crestwood has one crossing guard located on Sunnyside and County Center. There are several dismissal sites on our campus; for this reason, it is very important to teach your children how to properly cross the street when an adult is not present to walk them across. **Always tell your children to use the crosswalk and do not allow them to cross in the middle of the street.**
- ❖ Parents who are **parking their cars on a side road** need to and wait for their children to come to the vehicle or park and walk to pick up their children.
- ❖ **Do not park in the handicapped parking spots** (unless you have a blue handicapped card visible in your car or on the license plate).
- ❖ **Parking Lots:** Parents may drive into the front parking lot to pick up or drop off children. There are two lanes of traffic in the front parking lot. **The lane closest to the office building is for parents who are dropping off/picking up students. The lane furthest from the office building is used for thru traffic only; to ensure the safety of our children, please do not use this lane to drop off/pick up students. Children are not**

allowed to walk through the parking lot because of the possibility of cars backing up or driving through that area.

- ❖ Please help us to keep all children safe. Take the extra precaution needed as you drop off and pick up your students by following these important traffic rules so that we can avoid having even one child get hurt.

### **VOLUNTEERS/CHAPERONES**

Crestwood School does encourage parents to become involved with our students by doing volunteer work. This may include working in a classroom under the teacher's direction, preparing materials, assisting with our library program, computer helper, or serving as a parent field trip chaperone.

If you are interested in being a parent volunteer, please contact your child's teacher or the school office. All volunteers must check in and out at the school office. We have many parents who come to the school and assist in a variety of ways. We are very thankful to you for your time.

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We have tried to cover items of concern and interest to our parents in the handbook. If you have any questions about Crestwood School that have not been addressed, please do not hesitate to call our school office at the number below.

**SCHOOL OFFICE: 730-7754**

*Parent/Student/School Compact*

**The Student's Pledge:**

- I realize that my education is important to me. It helps me develop tools I need to become a happy and productive person. I also understand my parents want to help me do my very best in school. I know I am the one responsible for my own success, and that I must work hard to achieve it. Therefore, I agree to carry out the following responsibilities to the best of my ability:
- I will return completed homework on time and return corrected work to my parent (s).
- I will arrive at school on time every day and stay at school all day unless I am ill.
- I will be responsible for my own behavior.
- I will be a cooperative learner both at home and at school by following school and classroom rules.
- I will read every day.
- I will resist using drugs, alcohol and violence and will follow the school's uniform dress code.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The Staff's Pledge:**

- We understand the importance of the school experience to every student and our role as models. Therefore, as your child's teacher I agree to carry out the following responsibilities to the best of my ability:
- I will explain my expectations and instructional goals to students and parents.
- I will base my instruction on your child's strengths, skills, and abilities.
- I will strive to be aware of the individual needs of your child.
- I will regularly communicate with you regarding your child's progress.
- I will provide a welcoming environment for students and parents.  
I will ensure a safe and orderly learning environment.

**Teacher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The Parent's Pledge:**

- I realize that my child's school years are very important, and I understand that my participation in my child's education will help in achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:
- I will provide a place and time for my child to study.
- I will attend Back to School Night, Parent Conferences, and Open House.
- I will read with my child and let my child see me read.
- I will monitor my child's T.V. viewing.
- I will support the School's homework, discipline, attendance, and uniform dress code policies.

I will make sure my child attends school the whole day unless ill.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Title I Parent Involvement Policy (2012-13)

### **Part I            Expectations**

The Crestwood Elementary School Community believes that:

1. Parents will play an integral role in assisting in their child's learning.
2. Parents will be encouraged to be actively involved in their child's education at school.
3. Parents will be full partners in their child's education and will be included, as appropriate, in decision making and on advisory committees to assist in the education of their child.
4. Parents will carry out a variety of other activities listed herein.

### **Part II            Implementation**

1. Using the Visalia Unified School District Parent Involvement Policy, (AR 6020) the Crestwood Parent Involvement Policy will be revised and reviewed on an annual basis each with input from the following:

*School Site Council*  
*PTA*  
*ELAC*  
*Back To School Night*

2. The Teacher/Student/ Parent Compact will be reviewed annually in the spring of each year and revised to meet the changing needs of parents and students.
3. The Parent Involvement Policy will be distributed to parents at the beginning of each school year in conjunction with the Parent/Student Handbook.
4. Crestwood Elementary School will meet with School Site Council at the beginning of each school year to review the Parent Involvement Policy and to inform them about their rights and opportunities to be involved in the education of their child. Parents will be notified about the following opportunities in which they may be involved in well in advance of the event, and will be informed about the school's expectation for their participation in:
  - Back To School Night
  - Open House
  - Parent / Teacher Conferences
  - Parent Training
  - Office communication to home
  - Other opportunities to serve:
    - Clubs, sports, extra-curricular activities
    - Volunteering in the classroom
    - PTA, SSC, ELAC, and GATE Advisory Committees
    - Any other school related event, function, or duty
5. Crestwood Elementary School will meet the needs of parents by:
  - Communicating with them in a language they understand
  - Holding meetings at times most convenient (flexible) for parents
  - Providing child care when appropriate

- Utilizing the Community Aide to make home visits
  - Utilizing the Community Aide to serve as a liaison between outside agencies and the home
  - Providing materials to parents to help their children at home
  - Providing resources for help and information from outside, community-based agencies
  - Provide parents with limited English proficiency, disabilities, and migrant parents accessibility and opportunities
6. Crestwood Elementary School will provide parents with a description and explanation of the taught and tested curriculum in the fall of each school year. At Back to School Night, teachers will fully explain their methods for assessment and the use of the Standards Based Report Card.
  7. Crestwood Elementary School will provide parents with opportunities to serve on various committees in order to give input. Information about these committees will be sent home regularly. Generally, all committee elections will be held in the fall of each school year.
  8. Crestwood Elementary School is committed to accepting parent comments and implementing changes as needed to meet the needs of families.

### **Part III Shared Responsibilities for High Student Academic Achievement**

1. Crestwood Elementary School will build capacity for strong parental involvement by:
  - Frequent, timely communication from the principal
  - Frequent, timely communication from the classroom teachers
  - Personal contacts by and high visibility of the principal and administrative staff
2. Crestwood Elementary School will continue to use the Teacher/Student/Parent Compact as a tool to engage parents in the academic growth of their child(ren).
3. Each fall, Crestwood Elementary School will provide a number of flexible meetings to explain to parents in various committees, the following information:
  - District Academic Achievement and Content Standards;
  - State and Local Assessments
  - Requirements of a School Wide Title I Program
  - How to monitor their child's progress
  - How to work with school staff
4. Crestwood Elementary School will conduct parent institutes to help parents understand how to enhance their child's academic, social, and behavioral progress. Monthly trainings are held throughout the year with attention to specific language groups. (SSC, ELAC)
5. Crestwood Elementary School will provide staff development on how to better its services for the community.

### **Part IV Adoption**

The Crestwood Parental Involvement Policy was developed jointly with, and agreed upon by the members of the Crestwood School Site Council on: **Thursday, November 1, 2012**  
 This policy will be in effect for one calendar year and will be reviewed annually.