

CREST VIEW

2015 – 2016



Parent Handbook

Crest View Elementary School
1897 Sumac • Boulder, CO 80304
Phone: 720-561-5461 • FAX: 720-561-2855
ATTENDANCE LINE: 720-561-5459
WEBSITE: <http://schools.bvsd.org/crestview/>

Dear Parents,

On behalf of the Crest View Elementary teachers and staff, it is my pleasure to extend a warm welcome to you and your family. We look forward to working together to produce a successful and stimulating year. Our goal is achieving educational excellence for each child by meeting their academic, social, emotional and physical needs. To do so, we are committed to developing a positive working relationship among our students, families, staff and community.

My staff and I value the consistently outstanding support and involvement of the Crest View parents. Your participation is the keystone of our success. Together we will continue to build a strong, academic program dedicated to individual growth and achievement.

I hope you will find this handbook a helpful introduction to our school. If I can be of any assistance, please contact me by phone or e-mail.

Respectfully,

Hollene Davis

Hollene Davis
Principal, Crest View Elementary
Phone: 720-561-5461
hollene.davis@bvsd.org

Our mission is to help develop competent, confident and compassionate citizens who will excel in their life's work, contribute to tomorrow's society, and be able to compete in tomorrow's global economy.

Program EMPHASIS:

- ✦ *Fundamental and advanced academic skills*
- ✦ *Science and technological skills*
- ✦ *Appreciation of the arts, cultures, the environment and health*
- ✦ *Critical thinking and creative problem solving*
- ✦ *Individual and collaborative learning skills*
- ✦ *Individualized progress and achievement*
- ✦ *Parent involvement and contribution – an extension of the faculty*
- ✦ *Community connection*



SCHOOL HOURS

Grades 1-5:	7:50 am – 2:30 pm
Morning Kindergarten:	7:50 am – 10:40 am
Afternoon Kindergarten:	11:40 am – 2:30 pm

Playground supervision begins at 7:40 AM. Please time your child's arrival accordingly.

OFFICE HOURS - ADMINISTRATION

Ms. Davis believes in employing an “open door” policy with all students, parents and staff. However, it may be easier for everyone involved if you call ahead and schedule an appointment.

PHONE: 720-561-5461

ADMISSION REQUIREMENTS

For Kindergarten: 5 years old on or before September 30th.

For First Grade: 6 years old on or before September 30th. BVSD has a process for early entrance for highly gifted students.

ATTENDANCE AND REPORTING

In the event your child is ill or unavoidably detained, please call the **ATTENDANCE MESSAGE LINE AT 720-561-5459 (ALL HOURS) before 8:30 a.m.** As a safety precaution, all unexcused absences will be called by BVSD’s automated attendance system to verify a child’s absence. Promptly calling in absences and tardies will prevent your home or workplace from possibly being disturbed.

We urge you to stress the importance of regular, prompt attendance. Habits of a lifetime are formed in elementary school and can only benefit your child in their future years of education and employment.

Since there is no adult supervision on the playground until 7:40 a.m., students should not arrive at school before then unless they are enrolled in the YMCA program. Additionally, students are required to leave school grounds at dismissal time unless they are enrolled in an after-school enrichment class. PM Kindergarten students should not be arriving prior to 11:40 a.m. since the supervision provided is only for Kindergarten Enrichment students as part of their fee program.

LATE ARRIVAL

All children arriving after the 7:55 tardy bell **MUST** report to the office and obtain a late admission tardy slip **BEFORE** entering their classroom. Failure to do so may result in inaccurate attendance records. It is very important for children to be at school on time.

EARLY RELEASE

If you need to pick up your child at a time other than normal dismissal, please stop at the office to sign your student out. Teachers are not permitted to release students without authorization from the office. This policy has been developed for the protection of all Crest View children.

VISITING SCHOOL

Parents are always welcome to visit Crest View! Please sign in at the office upon arrival. We especially encourage your visits after the first month of school in order to give teachers and students time to become acquainted and establish routines. If you need to discuss personal problems concerning your child, please call in advance to reserve a convenient conference time with the teacher.

RECESS POLICY

Recess is an important part of the regular school day that provides students with a healthy outdoor break to stretch and socialize. All children are expected to participate. Outdoor recess will be canceled only under the following conditions: sustained/heavy rain, very high wind, extremely cold temperatures (i.e., below 20°F with wind chill), or lightning.

We believe that children who are well enough to attend school are most likely well enough to go outside for recess. However, there are circumstances when it may be wise for a student to remain indoors. In this case, a parent's note (not a student's verbal request) is necessary. A physician's note is required to miss more than one day of recess.

BREAKFAST, LUNCH AND LUNCHROOM POLICIES

Hot breakfast and lunch are available each day. The cost for each meal including milk is determined each year by BVSD's Nutrition Services Department. Their phone number is 720-561-5042 and their website is www.bvsd.org/food/Pages/default.aspx

We encourage students to purchase lunches and/or breakfasts by the week or month. You may pay by credit card using the BVSD My Payments Plus system at www.MyPaymentsPlus.com. Please make checks payable to BVSD, noting the student's name and student number on the check. Any surplus money will be rolled over into the next year's account unless the student is leaving BVSD. In that case, the money will be refunded.

Students bringing their own lunch may purchase milk, orange juice or a side salad if they would like. We prefer lunch drinks that are brought from home to be in a container other than glass.

Breakfast and weekly lunch menus are printed in the Daily Camera and are also available online at <http://www.bvsd.org/food/Pages/LunchMenu.aspx>

The new state and federal rules encourage that all foods served during the school day have high nutritional value. District Policy ADR asks that schools ensure:

“...that snacks served during the school day or in after-school care or enrichment programs make a positive contribution to children’s diets and health, with an emphasis on fruits and vegetables as the primary snacks and water as the primary beverage.”

This means that school party snacks, birthday treats, etc. should be limited to healthy foods. Sweets need to be eliminated from our celebrations during the school day.

At any time during the school year, families may apply for free or reduced price lunches. Necessary forms are in the school office. Parents are always welcome to eat lunch at Crest View.

PLEASE NOTE: Appropriate behavior is expected in the cafeteria. Good table manners and consideration of others are emphasized. It is unacceptable to litter, throw food, run or talk loudly. Students are expected to cooperate with the lunchroom supervisors at all times.

HEALTH POLICIES

Our health room is staffed by a health para-educator trained in first aid. These people are supervised by the school nurse. It is essential that the following information be current and on file in case of illness or emergency:

1. Telephone numbers where parents can be reached.
2. Names and numbers of relatives or friends to contact when parents are unavailable.

Students should remain home if they have a fever of 100° or more, strep throat, persistent cough, vomiting, diarrhea, rash or other signs of illness. All communicable diseases must be reported to the school office as soon as diagnosed.

Please note: children who become ill at school must be sent home if they have a fever or other obvious symptoms of illness.

IMMUNIZATION

Colorado law states that all children entering school for the first time must have:

VACCINE	Doses for Kdg through 5th grade
DPT	5
Polio	4
Measles	2
Rubella	2
Mumps	2
Hepatitis B	3
Varicella (Chicken Pox)	2

Immunizations can be obtained from your family doctor or the Boulder County Health Department. Prior to school entry, an immunization certificate must be submitted by all kindergarten and transfer students.

MEDICAL EXAMS

All students are required to have two physical exams – one before entering kindergarten and another before entering 4th grade. Students new to BVSD must have a current medical exam. Vision and hearing screenings are performed annually for grades K-3 and grade 5 under the supervision of the school nurse. New students and special referrals are screened throughout the year. You may request these services or obtain more information by calling the office.

MEDICATIONS IN SCHOOL

Medications are seldom necessary for students during the school day. However, they are justified in some chronic health conditions or short-term acute health conditions. State law requires:

No medication, prescription or non-prescription, shall be administered by any school personnel including the nurse, except on written authorization of a physician. Parents are responsible for providing and monitoring prescription refills for the school.

Also: No medication, prescription or non-prescription (including cough drops, eye drops or first aid ointment), may be carried by the student to take on his/her own (i.e., in lunch box, backpack or pocket).

When a student requires an antibiotic, please request that it be ordered three times a day so it can be administered at home.

Parents can always come to school and administer medication to their child.

SCHOOL RULES AND DISCIPLINE

DISCIPLINE POLICY JFC/JGD/JGE

At Crest View we believe each student must learn to make personal choices and realize the subsequent consequences. If a student repeatedly makes poor choices, the parents are contacted by either the teacher or principal and a conference is scheduled.

District behavior expectations are available online in the BVSD **Student Rights and Responsibility** booklet <http://bvsd.org/studentrights/Pages/default.aspx>.

We feel fortunate at Crest View to have a student body that realizes the importance of appropriate behavior. It is our goal to develop and maintain a safe and happy learning environment. In order to ensure a positive learning experience, we are required to follow current Colorado law dealing with school discipline and student behavior. According to this law, there are seven reasons identified for which a student must be suspended or expelled from school. They are:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off the school grounds which is detrimental to the welfare or safety of pupils or school personnel.
4. Repeated interference with school's ability to provide educational opportunities to other students.
5. Habitually disruptive student, FOR WHICH EXPULSION SHALL BE MANDATORY.
6. Serious violations such as bringing a deadly weapon, sale of drugs or controlled substances and commission or assault as defined in criminal code FOR WHICH EXPULSION SHALL BE MANDATORY.
7. Assault upon, harassment, false allegation of child abuse; any offense under the "Colorado Criminal Code"; damage of personal property of a school employee will result in a MANDATORY THREE DAY SUSPENSION OF THE STUDENT.

Please review these behaviors and rules with your child. The law has been established for everyone's safety and well-being.

SCHOOL DRESS/RECESS

We ask that your child be comfortably as well as appropriately dressed for school and the weather. No hats are to be worn in school and children are expected to wear clothing that is not revealing nor has offensive slogans or graphics on them. Short tank tops or skirts, short shorts or other warm weather attire which may reveal midriffs or exposed undergarments are not allowed on boys or girls. Appropriate footwear should be worn for active participation in physical education. Except in cases of extreme weather, students may not enter the building before the 7:50 bell and recess is held outside. Please remember to dress your child accordingly, since coats, hats and boots are often a Colorado necessity. (On particularly rainy or snowy days, it's a good idea to send in an extra pair of socks!) We encourage you to clearly mark all clothing with your child's name and phone number.

LOST AND FOUND

The lost and found area is located outside the Copy Center. Valuables and small items such as glasses, watches and jewelry are stored in the front office. All money is kept for a short time and if unclaimed, returned to the student who found it. All unclaimed items are donated to charity each fall & spring after parent/teacher conferences and again at the end of the school year.

SCHOOL CLOSURES

Occasionally, bad weather forces the district to cancel or close school. The Superintendent of Schools, together with the Transportation Department, makes the decision. Closures are posted on BVSD's website: www.bvsd.org. Closures are also immediately reported to the following radio and television stations:

Radio stations: KBCO 1990 AM and 97.3 FM, KBNO 1220 AM, KBVI 1490 AM, KCFR 90.1 FM, KEZW 1430 AM, KGNU 88.5 FM, K-HIS 107.5 FM, KHOW 630 AM and 95.7 FM, KKFN 950 AM, KOA 850 AM, KOSI 101.1 FM, KWBI 91.1 FM, KXKL (KOOL) 1280 AM and 105.1 FM KYGO 1600 AM and 98.5 FM.

Television stations: Channels 4, 7 and 9

Generally speaking, school closure decisions based on weather are made and announced any time after 6:30 a.m. Upon occasion, however, conditions may force schools to close early or unexpectedly (building or mechanical problems for example). In this event, the district immediately notifies area radio and television stations. To deal effectively with these circumstances, we strongly urge all families to discuss and develop an emergency contingency plan so children will have a warm, safe place to go. If Crest View closes because of inclement weather and we cannot reach you, or your emergency contact, we will keep your child at school.

SAFETY PROCEDURES

Some good safety strategies are: Play or walk where you can be seen by many people. Say NO to any request to accompany a stranger. Get away fast and tell someone you can trust. REMEMBER: SAY NO – GET AWAY – TELL SOMEONE.

TRANSPORTATION TO/FROM SCHOOL

WALKING

Please discuss good safety procedures with your child and together determine the safest walking route to school. It is always a good idea to use marked crosswalks when crossing busy streets. Encourage walking with a "buddy" or neighboring students. Caution your child to NEVER accept a ride or anything else from a stranger.

SCHOOL BUS

Bus transportation is provided by the school district for all elementary students residing more than 1.5 miles from school. Complete information concerning bus stops, rules and procedures is available from BVSD Transportation Department at 720-561-5120 and <http://www.bvsd.org/transportation/Pages/default.aspx>. ***A note from a parent, signed by the school office, is required for a child to ride a bus other than the one normally assigned (i.e., to visit a friend after school). A written permission slip is MANDATORY.*** The school phone is not available for last minute after-school arrangements.

SCHOOL BUS RULES

Use a safe walking route to the bus stop and stay well off the road while waiting. Be on time, use the handrail and greet your driver cheerfully. Take your seat quickly, remain there and keep the aisle clear. Open windows with driver's permission only. Stay seated when the bus is moving. Keep head, hands and arms inside at all times. Never throw paper or any other objects out windows. Shouting, pushing fighting, vulgar language and bothering others are prohibited. Obey the driver's instructions at all times. **Always cross in front of the bus when crossing a road or highway.**

BICYCLES

Bicycles may be ridden to school, but must be locked individually in the provided racks immediately upon arrival and left there until school is dismissed. Bikes should not be ridden on school grounds and only one rider per bike is permitted. Crest View School is not responsible for bicycle loss or damage. Parents may want to note that the National Safety council recommends that children under 9 years of age not be allowed to ride their bicycles to or from school. **Bicycle helmets should always be worn.** Motorcycles, motorbikes, scooters, roller-blades and skateboards are not permitted at school. Additionally, no toys from home are allowed at school, including electronic devices and cell phones.

HOMEWORK

The term "homework" refers to tasks assigned to students by teachers to be completed during non-school hours. When designed well by teachers and done carefully by students, it is an effective instructional activity that should have a positive effect on student achievement. Homework is not, however, a substitute for in-class instruction. In order to be beneficial to students, assigned homework should be meaningful to purposes that can be served by independent work outside of class.

For younger students, appropriate homework should foster positive attitudes toward school and better academic-related behaviors and character traits (such as time management and organizational skills). In addition to independent and/or family reading, general guidelines for homework, when assigned at the elementary level are: grades K-3: an average of 10-30 minutes per night; grades 4-5: an average of 30-50 minutes per night.

DISTRICT EXPECTATIONS REGARDING HOMEWORK

1. Homework is an instructional activity and should be planned as carefully as other instructional activities. It consists of quality assignments with clear learning objectives for students.
2. The assignments of homework at each grade level shall be in accordance with District grade level guidelines.
3. Homework assignments will take into consideration individual differences of students related to disability conditions. English language proficiencies, and/or specific disabilities.

TESTS

Testing is part of the instructional program at Crest View used to measure student progress and to identify weaknesses and strengths. There are two major categories of tests:

CLASSROOM TESTS

Provide teachers with an evaluation of student learning. These tests identify strengths and weaknesses in specific subject areas and direct instruction. An example would be literacy testing in grades K-3 in the fall, winter and spring.

STATE ACHIEVEMENT TESTS

CMAS/PARCC (Colorado Measures of Academic Success/Partnership for Assessment of Readiness for College and Careers) tests are administered in grades 3, 4, and 5. The purpose of CMAS/PARCC testing is to demonstrate proficiencies toward state standards in reading comprehension (grades 3-5) writing (grades 3-5), science (grade 5) and mathematics (grades 3-5). Students learning English are also required to take an additional state test of English proficiency (CELA) each year in January.

You can help your child develop test-taking skills by reviewing materials together in a supportive fashion. Express confidence in the child's abilities. Tests are challenging for students and need to be approached with a positive attitude which may be developed at home as well as at school. These tests are not designed to rank your child in his/her grade group.

REPORT CARDS

Report cards are sent home at the end of each trimester. Distribution dates are published in the Crest View Cougar newsletter.

NEWSLETTER & E-BLAST

Our parent newsletter, the Crest View Cougar, is emailed monthly or sent home with your youngest child. In it you will find special dates and information concerning a wide variety of organizations and events. The Cougar may also be found on the Crest View website. In addition, an informative E-blast will be emailed to parents on non-Cougar Fridays. Publication deadline for submissions is noon on Tuesday.

STUDENT DIRECTORY

The Directory is a service provided by ReachOut Crest View (ROCV). The Directory lists the students of Crest View by their class with addresses and phone numbers. It comes in handy for getting in touch with fellow classmates and parents.

STUDENT DIRECTORY/PRIVACY ACT NOTIFICATION

The Federal Enforcement Privacy Act requires us to inform you that we will publish family information in a student directory for Crest View School. By law, you must notify the school office within 10 days of the first day of school if you do not wish to have the information published.

REACHOUT CREST VIEW

ROCV is a non-profit organization of parents and staff members who help coordinate volunteers and enrichment activities. ROCV encourages everyone to attend its monthly meetings. Information about ROCV events may also be found in the Cougar or on their website at www.ROCV.org.

SAC

The School Accountability Committee (SAC) is a committee of parents and staff members working to improve the educational environment at Crest View. If you are interested in joining SAC, please contact the school office. Sub-committees may include: Communications; Conflict Resolution; Cultural Plurality; Curriculum; Programs and Assemblies; Talented and Gifted; and Technology. All school-based committees report their progress to SAC.

SPECIAL ACTIVITIES AND PROGRAMS

SCIENCE FAIR

Our school-wide science fair presents projects designed by students of all ages. Since one of our school goals is to promote science and technology, we are pleased that hundreds of entries are displayed each year. Participants learn the techniques of scientific inquiry as well as how to communicate results in an effective manner.

HABITAT

Crest View is proud to offer its students an outdoor learning laboratory known as the Habitat. Planned and constructed entirely by our parents and staff, this area hosts many classroom and academic activities. Another of our school goals is to develop environmental awareness and to promote a sense of stewardship toward our planet. The Habitat is used extensively and effectively to meet this goal.

CONFLICT RESOLUTION

The Conflict Resolution Program teaches all children how to personally resolve conflicts by negotiating solutions. The Second Step Program used in classrooms explores empathy training, impulse control, anger management and negotiating skills. In addition, specially trained student "Peer Mediators" are available to assist others when needed. Our staff actively encourages students to understand the nature of conflicts and to employ negotiation skills when appropriate.

JUNIOR GREAT BOOKS

The Junior Great Books program revolves around the idea of teaching literature through the process of “shared inquiry.” These discussions have fostered a strong connection between children and books for more than 30 years. At Crest View, parents and teachers help facilitate small groups of motivated children from K-5 and work together toward a goal of higher literacy. This ongoing program is dependent on parent volunteers who have attended a brief training program.

KINDERGARTEN ENRICHMENT

Kindergarten Enrichment at Crest View provides a stimulating program for half-day students interested in participating in an expanded school day format. Time is spent further exploring the day’s instructional materials. Although there is the opportunity for additional practice and understanding, no new instructional material is introduced. This program is directly dependent on available space and parental interest. Tuition is charged. Financial assistance is available. For more info, please call 720-561-5970 or visit <http://www.bvsd.org/Ke/Pages/default.aspx>.

SPECIAL EDUCATION

Programs are available at Crest View to assist handicapped students who are significantly underachieving. These services are provided to students with identified educational needs in grades K-5. The classroom teacher and special education team work together to achieve individual learning objectives.

TALENTED AND GIFTED

Our TAG program is designed to enrich and enhance the regular classroom curriculum for students with exceptional capabilities. Referrals are made through the classroom teacher.

RESOURCE TEAM (PST)

The Problem-Solving Team (PST) is a group of professionals that meets once a week to discuss children referred by teachers, parents, principals or paraeducators. Their purpose is to provide assistance to teachers who have a concern about any child in their classroom. These concerns may be about academic, social or emotional development. The team is composed of the school psychologist, school social worker, classroom teachers and the principal. The PST meets weekly to brainstorm ideas to help students be more successful in school. Their goal is to devise interventions or modifications that best meet student needs.

FAMILY SUPPORT SERVICES

Our school offers additional support to our families through after-school enrichment classes, the Homework Club, small scholarships, and student/family counseling referrals to outside agencies. These services help ensure that family problems do not interfere with school academic success. For more information, contact our psychologist Charlie Wright at 720-561-2862 or the Family Resource Counselor, Gini Bailey Esparza at 720-561-2869.

VOLUNTEERS

Volunteers are essential for the successful operation of any school, and at Crest View their efforts are always greatly appreciated. We strongly believe that our volunteers directly benefit the school by:

- ◆ Increasing individual student instruction
- ◆ Expanding enrichment opportunities
- ◆ Enabling the more efficient use of our teachers' time and skills
- ◆ Generating funds for student activities

We find that Crest View's parent-staff communication is greatly strengthened as a result of our volunteers' involvement in the education process. Early each fall, information is sent home to parents outlining various volunteer opportunities. Participation can be easily adapted to fit your time constraints and interests.

All volunteers who work with children must complete and pass a mandatory background screening. Visit Crest View's website for more information.

Every year, volunteers are needed in the following areas:

- Individual classrooms
- School pictures/yearbook
- Silent auction
- Computer lab
- Library
- Health room
- Bake sales
- Book fairs

In addition, parents are encouraged to take part in a wide variety of social events, services and fund raising activities.

COMMUNITY USE OF THE SCHOOL BUILDING

Once all academic programs and school activities are scheduled, Crest View is available for community use. Applications to use school facilities (including playing fields) should be made through Community Schools (www.bvsd.org/facility/pages/default.aspx). All use must comply with district policies. A fee is charged.

CREST VIEW PLEDGE

Crest View students and staff promise to:

1. Be safe when playing and learning
2. Be fair to each other.
3. Be friendly with all school members.
4. Work hard to do their best.

APPROPRIATE STUDENT DRESS

The Board of Education recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents. Students are encouraged to dress appropriately for all school activities. The following general standards will be in effect:

1. Dress will not be worn that causes or is likely to cause disruption of the educational process, the classroom environment, or to the maintenance of a safe and orderly school.
2. Clothing/accessories that interfere with or endanger the student while he or she is participating in classroom activities will not be worn.
3. Any manner of grooming or apparel, including clothing, jewelry, emblems, and badges which by virtue of color, arrangement trademark, or other attribute is associated with or denotes membership in or affiliation with any gang, will not be allowed. The prohibition on gang-related apparel shall be applied at the discretion of building level administrators, after consultation with the Superintendent or designee, as the need arises at individual schools.
4. To avoid injury and disease, shoes, sandals, boots or other footwear must be worn in the building.
5. Reasonable cleanliness of wearing apparel is expected as a matter of general health and welfare.