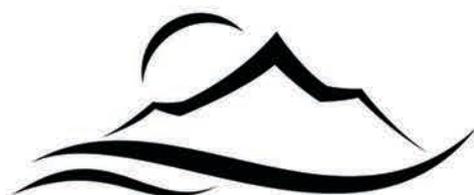


2016-2017  
STUDENT - PARENT HANDBOOK

CREST HILL ELEMENTARY SCHOOL  
4445 SOUTH POPLAR STREET  
CASPER, WY 82601  
307-253-4200



NATRONA COUNTY SCHOOLS  
307-253-5200

## OUR PHILOSOPHY

Crest Hill has a philosophical focus on the *Whole Child*. This means we are committed to developing well-rounded, responsible members of our community. As part of the *Whole Child* movement, staff focuses on the Five Tenets of Whole Child Development each day: Making *healthy* lifestyle choices; providing an emotionally and physically *safe* environment; actively *engaging* the students in learning; individualized learning *supported* by qualified, caring adults; and *challenging* the students academically. In order for this movement to be successful, we ask that parents get involved with their students and school. In the coming pages, you will find several ways to become part of your child's exciting journey.

## SCHOOL HOURS

School is in session from **8:50am** until **3:30pm**. Playground/Commons supervision is between the hours of 8:00am and 3:45pm. Please plan accordingly.

## PERFECT ATTENDANCE

Perfect Attendance Awards are given out at the end of each school year to students who have made it through the entire school year with *no* absences or tardiness. Many students try for these awards every year, but be careful- both excused *and* unexcused absences/tardiness count against your student's perfect attendance!

*Take the challenge and strive to earn this prestigious award!*

## PARKING, PARENT DROP-OFFS, AND BUS AREA

WHICH PARKING LOT TO USE: Parents and visitors may only use the *north parking lot* or the *Sunrise parking lot* for dropping off, picking up, and visits. The Sunrise parking lot is more spacious and provides the best opportunity for parking.

DROP OFF TIMES: Students may be dropped off between 8:00am and 8:45am. **Please do NOT drop students off on school grounds prior to 8:00am.** The District does not permit us to have students in the building until supervised hours have begun. The playground and Commons will also be unsupervised before 8:00am.

KEEPING OUR DRAGONS SAFE: A crossing guard will assist those using the Sunrise parking lot in the mornings from 8:00am-9:00am and in the afternoons from 3:00pm-4:00pm.

PARKING LOT AND CROSSWALK SAFETY: Please make note of these important policies regarding the school parking lot and crosswalk:

1. **Our Dragon Track path safely leads the way from the school to the crosswalk.** We do NOT want anyone walking through cars to get to the crosswalk.

walk. Not only does this stop the flow of traffic, but small children are not visible to drivers.

2. The north parking lot “loop” is **ONE WAY** only, entering from the southernmost entrance to this parking area.
3. Drivers entering the parking lot “loop” should steadily move forward to help alleviate traffic on Poplar St.
4. Drivers in the loop **may not leave their vehicles unattended for any amount of time**. Please park your car in an available parking space if you need extra time or need to leave your vehicle.
5. Watch for children at all times and **use extreme caution** in all traffic areas.

**BUS AREA:** *Crest Hill parents and visitors may not park in the bus ramp area or the western parking lot for safety reasons.* To maintain a safe bus area for students, designated parking for Crest Hill parents is the north parking lot and Sunrise Center, as mentioned above.

## **LUNCH**

### **LUNCH TIMES:**

Grades K-2: 11:30-11:45am recess, followed by lunch until 12:10pm

Grades 3-5: 12:15-12:30pm recess, followed by lunch until 12:55pm

**LUNCH ACCOUNTS:** The District offers a free/reduced lunch program; applications can be accessed online (<https://natrona.rocketscanapps.com/>). We encourage parents to set up a lunch account online ([www.myschoolbucks.com](http://www.myschoolbucks.com)) in the event that your child needs to purchase a meal. This has proven to be helpful regardless of acceptance into the lunch program. Any items beyond a standard meal are at an additional cost (such as an additional milk or a second helping).

**LUNCH VISITS:** Parents are always welcome to visit for lunch or bring lunch for their children. Visitors must sign in at the office\*\*. We ask that visitors do not remove chairs from other tables in order to maintain 8 seats per table. If you are simply dropping off a lunch, please put write your child’s name and grade level on the bag/container. *Please note that lunches from home should be prepared so that they are ready to eat. Staff is not permitted to warm up or cut up a student’s food.*

*\*\*Visitors to the building must enter through the building’s main (north) entrance and check in at the front office before proceeding into the school, per District policy. During lunchtime, this door will be locked and visitors may ring the doorbell to gain access.*

## **ABSENCES AND TARDINESS**

**ABSENCES:** Please notify the office if your child is going to be absent from or late to school. Our Attendance Line, **(307) 253-4246**, is available from 4:00pm-8:45am; otherwise you may call the office from 8:00am-9:00am for last minute notifications

before attendance is entered in the system. Please indicate in your message if you would like to have homework prepared for absent students, which parents may pick up between 3:30pm and 4:00pm in the office.

**ABSENTEE NOTES:** Parents will be contacted when students are absent without notifying the school. If a parent cannot be reached, the student must bring a note *signed by a parent or medical professional* explaining the absence. Notes from doctor offices are preferred if the absence is due to a medical/dental appointment.

**TARDINESS:** Regular and punctual attendance is important to the success of all students. Late students must check in at the school office, receive their late slip, and hand the slip to their teacher. Students going to class without having checked in will be sent back to the office to get their late slip. If lateness becomes cause for educational concern, the teacher will be in contact with you to discuss this issue. Extreme cases will be handled on an individual basis by the principal or the District truancy office.

### **HEALTH AND SAFETY**

**APPOINTMENTS:** For the safety of our students, parents must come to the office to sign students out for appointments during the school day, and then back in (if applicable). Students will be asked to wait in the office until a pre-approved adult has signed them out. Family/friends given permission to pick up your children will be asked to show their IDs first, before signing out the child.

**ILLNESSES:** School is an environment in which there are a large number of people in a relatively small area. Because of this, illnesses tend to spread quickly. If your child has a temperature, diarrhea, or vomits the night before school, please give extra thought before sending them to school the next day. If your child is still showing signs of illness in the morning, please keep him/her at home until the illness passes.

**SCHOOL ENTRANCES LOCKED:** As previously noted, visitors to the building must enter through the building's main (north) entrance. At lunch, the main entrance doors will be locked. Visitors may ring the doorbell on the right side of the double doors and someone will let you in. All other entry doors will remain locked from the inside for the duration of the day.

**OUTDOOR PLAY:** We believe in the healthy benefits of children going outside to play and get fresh air. If there is a medical need to hold a child in for recess longer than three days, please provide a doctor's note stating this to the office.

**PLAYGROUND SAFETY:** Our playground staff is trained to handle a wide range of situations that arise when large groups of children play in one area. We are very serious about bullying behavior, aggressive behavior, and behavior that puts children in danger. To make our playground a fun and safe place for everyone, children are expected to respect the playground supervisors as well as each other, and children are asked to take care of our equipment.

**EXTREME WEATHER:** The District has made the following recommendations regarding extreme weather conditions for school age children:

1. When the still air temperature or wind chill combine to produce an outside temperature of 10 degrees or lower, children should have an indoor area available, and should not be sent outside for extended periods of time (greater than 10 minutes).
2. When *sustained* wind speed exceeds 30mph, children should be held indoors and not sent outside for extended periods of time (greater than 10 minutes).
3. When still air temperatures or wind chill combine to produce outside air temperatures below zero degrees, children will be kept inside for indoor recess.

**WEATHER-APPROPRIATE DRESS:** Snow boots, hats, and gloves are strongly encouraged for outdoor play in cold weather. Dressing in layers is also helpful in an environment where weather can change very quickly. Please label your child's clothing items so lost items can be easily returned.

**BICYCLES:** All bikes must be placed in the bike rack upon entering school grounds, and locks are recommended. Teach and encourage your children to use proper bike safety rules (helmets, hand signals, etc) at all times.

**ROLLER SHOES/HEELIES/SKATEBOARDS:** For the safety of our children, roller shoes, hee-lies, and skateboards should be left at home.

## **MESSAGES FOR STUDENTS AND TEACHERS**

Messages for students and teachers may be left with the school office at (307) 253-4200. They will be put in the teachers' mailboxes, which are checked as time permits throughout the day.

## **SCHOOL-TO-HOME CONNECTIONS**

Crest Hill is committed to providing the best possible educational experience for our students. When Crest Hill has the opportunity to partner with parents and students, the results are always positive. We welcome parents to participate in classroom activities and look forward to working together! A few methods we will use to encourage open communication between Crest Hill and our families are detailed below...

Back-To-School Night is an event where our parents are familiarized with the school programs, routines, school policies, learning philosophy, and procedures for the school year. You will get a letter over the summer with more information on this event.

Parent/Teacher Conferences are held at the end of the first quarter and again in the spring. These conferences are your opportunity to see firsthand how your child is

growing and developing. Parents and teachers may also arrange additional conferences as the need arises.

Meetings with teachers or classroom observations can be easily scheduled if you call at least one day in advance. We would prefer that our time spent with you is quality time. Letting us know in advance allows us to be sure the schedule allows for your needs.

Progress reports are used in most Natrona County schools to communicate your child's progress. This form is most commonly sent home halfway through a nine-week period.

Newsletters are sent home regularly to keep students and families connected to Crest Hill activities. You can expect to see several types of newsletters each month:

1. Classroom- Class newsletters are sent home on WHITE paper. Each teacher sets their own routine for when these letters are sent home. They contain information related to your child's classroom and their activities.
2. School- The school newsletter is sent home monthly, usually on the last Thursday of each month, and will be on PURPLE paper. The front side will be important information regarding upcoming school events, policy updates, testing dates, etc. The backside will have the *school calendar*, which shows all major events for the upcoming month.
3. PTO- The PTO newsletter is sent home monthly, usually on the first Thursday of each month, and will be on PINK paper. This newsletter keeps families informed of fundraising activities and special treats they are planning for the students.

## HOMWORK

The typical guidelines for homework are: 20 minutes for younger grades to practice (math facts, spelling, etc.); 40 minutes for fourth grade; and 50 minutes for fifth grade. This is a flexible guideline, and there may be times when children have no homework.

Sharpening the Saw- As part of our "Seven Habits" initiative, we believe in the importance of quality time each evening for families to relax and re-charge together. Please contact your child's teacher if he/she is regularly spending 1½+ hours per night on homework.

Make-Up Work- If a child has an *excused* absence, students are allowed *one day* of make-up time *for each day absent*. Emphasis should be placed on the child taking responsibility for completing and turning assignments in on time. Student grades may be affected due to work being turned in late. \*\*Please note that long-term assignments (book reports, science projects, etc.) will still be due on their original due date or immediately upon the student's return to school after an absence.

Special Note- Please take the time to look over your child's schoolwork. The work your child does on homework and brings home throughout the school year can be a valuable tool to identify what your child is achieving and whether or not they are struggling in

school. This small commitment from you could prove to be a critical part of your child's continued success.

### **MEDIA CENTER (LIBRARY)**

Books, CDs, DVDs, and computers are available for use by students and teachers. Books may be checked out on a weekly basis, due back *one week from check out date*, and can be renewed *once*. Parents are welcome to volunteer in the library at any time and help with book fairs. If you are interested in volunteering, please contact the office.

### **CELL PHONES AND VALUABLES**

**CELL PHONES:** Each classroom has a telephone that students are allowed to use with the teacher's permission. Cell phones are to be left in backpacks and may not be used during school hours.

**VALUABLES:** Valuable items and items of personal importance should be left at home. This policy includes electronics, skateboards, money, or any other valuables. The school will not be responsible for the damage or loss of such items.

### **EMERGENCY PROCEDURES**

Staff and students are trained and drilled monthly on various types of emergencies and the procedures to follow. In the event of a building evacuation, our football field is the first designated area, with the Sunrise Shopping Center being the alternate location. Depending on the severity of the emergency, the district will send notifications through Parent Portal and local media may be contacted regarding the reason for dismissal and any steps parents should take.

**\*\*IMPORTANT\*\*** Our school uses the District's messaging system through the Parent Portal to alert families of any emergencies or school closures. Please log into the Infinite Campus PARENT PORTAL and make sure that you have your preferred method of notification set up. You can choose text, phone, and email notifications.

### **BEHAVIOR EXPECTATIONS AND DISCIPLINE**

**BEHAVIOR EXPECTATIONS:** Crest Hill Elementary School strives to develop character and integrity in our students. Dr. Stephen Covey's "Seven Habits" philosophies have been adopted as our system of character training for the children.

#### *Habit 1: Be Proactive*

We learn to take full responsibility for ourselves, and to avoid the negativity of being reactive.

*Habit 2: Begin with the End in Mind*

We think beyond the present to consider implications of our actions into the future. We encourage goal-setting, advance planning, and projecting ourselves into the future to try to shape our destinies. We write and adhere to mission statements.

*Habit 3: Put First Things First*

We endeavor to set proper priorities to make wise choices and to keep a positive perspective. Our “first things” should never be at the mercy of second or third priority items. This habit requires time management, planning and putting our mission into action.

*Habit 4: Think Win-Win*

We try to exercise both courage and consideration as we seek mutual benefit. While I cannot always achieve a win-win situation, I can always THINK win-win. Such a paradigm leads us to look for ways to be kind and considerate while finding solutions, answers, approaches that can make everyone happy and valued.

*Habit 5: Seek First to Understand, Then to Be Understood*

We practice empathic listening where we try to listen for understanding rather than to formulate our own responses. This is a skill that requires sensitivity to others and leads to improved relationships.

*Habit 6: Synergize*

We choose to cooperate and collaborate in order to achieve results that simply cannot be found on our own.

*Habit 7: Sharpen the Saw*

We include activities that provide a sense of physical, emotional, and mental renewal.

To help our students practice the “Habits”, we have placed a “CARE Matrix” poster on the wall in each classroom as well as each common area. These posters provide a quick-reference tool of the expected behaviors in that area and which of the “Seven Habits” this behavior supports. Students are trained on each matrix and are coached on how to apply them to their daily routines.

DISCIPLINE: We believe that in order to develop the Whole Child, leaders must seek out coaching opportunities to correct behavior and allow children to experience fair consequences when warranted. This philosophy teaches important life skills and develops our children into more productive members of the community. Our belief statements below discuss this in more detail:

1. A logical connection between behavior and the resulting outcome or consequence should be clearly identifiable.
2. Every attempt to maintain the dignity of both the students and adults should be made where there is conflict.
3. Based on our "Whole Child" philosophy, misbehavior should be viewed as a coaching opportunity in problem solving for real-world situations.
4. Appropriate behavior coaching and natural consequences should be emphasized

prior to a disciplinary action.

5. Based on our "Seven Habits of Crest Hill Dragons" philosophy, students should be guided and expected to solve their own problems; and coached to do so in a proactive manner that begins with the end in mind.
6. Students are encouraged to make good choices, and coached when necessary to deal with the results in a positive manner, whether the outcome is in their favor or not.

## **IMPORTANT WYOMING IMMUNIZATION RECORD CHANGES**

All kindergarten and new students to Natrona County School District must have current immunization records on file within 30 days of the first day of school, or within 30 days of the date of enrollment. For your convenience, your child's doctor may fax a copy to Crest Hill at (307) 253-4230, or you may give written consent for the school nurse to access the student immunization records through the Wyoming Immunization Registry (WylIR). The consent form (School Nurse WylIR Access Agreement) should be included with the online enrollment process. If not, one can be completed with your school nurse.

## **CREST HILL SCHOOL ACTIVITIES**

### **CLASS PARTIES**

The room parents and their helpers organize class parties. Each classroom will have a selection of events that they celebrate and rewards from the school PTO for various reasons (box tops, etc.). Parents are also welcome bring treats for the class to celebrate student birthdays. We also encourage celebrating a birthday by donating a book to the library in the child's name. Children are very proud to display their birthday books in the library!

### **COMPLIMENT PARTIES**

The teachers at Crest Hill like to reward students' good behavior in their own way; but in general, the class receives a compliment party after reaching the required goal. These parties involve everyone in class and must be approved through the principal.

### **JUNIOR OLYMPICS DAY**

This late spring event is for all *fifth graders* in Casper. Competition between students in track and field events makes for a very exciting day. The competition is among students and not among schools, keeping all students on "level playing field".

## **TRACK DAY**

Track Day is also held in late spring. This event is for all students, kindergarten through fifth grade. Each grade level participates, and each student has an opportunity to earn recognition. Parent volunteers are welcome to help make sure this day runs smoothly and help ensure students have a great time together.

## **AFTER SCHOOL ACTIVITIES AND SPORTS**

We offer a wide range of activities that support a healthy mind and body. There will be sign-up sheets sent home in the fall and spring for our co-curricular activities (clubs such as Lego Robotics or Student Council) and our seasonal sports. Programs are generally 10-12 weeks long. Parents are expected to provide transportation for co-curricular activities and when the clubs meet outside of school hours.

Participation in sports and extracurricular activities is a privilege available to all students willing to work hard to earn their participation. Extracurricular participation rules are listed below.

1. A student must be present in school at least one-half the day on the day of an event in order to participate in extracurricular activities or other school-sponsored events. Exceptions may only be granted by the principal.
2. If a student sits out of his/her regular PE class due to illness or injury, it is also understood he/she will sit out of practices or games that day.
3. Students are expected to participate in all practices unless excused. The coach or principal will determine if a student may be excused from participation.
4. Students should always give their best efforts to improve as players and as individuals.
5. Students should always demonstrate good sportsmanship and strive to be leaders, both with the team and with their classmates.
6. Scholastic Eligibility Requirements:
  - a. Eligibility requirements include grades from the reading, math, language, science, and social studies. Art, music, and PE grades will ONLY be factored into eligibility when the student is receiving less than satisfactory in one or more of these areas.
  - b. Students will maintain passing grades in each core subject. Students failing to maintain passing grades or who have missing assignments WILL NOT be allowed to participate in any games during the following week. (Teachers may make special arrangements with students.)
  - c. During the week a student is ineligible due to poor grades, he/she will be expected to complete all work requirements and missing assignments.
  - d. During the time a student is ineligible due to poor grades, he/she is still expected to participate in all practices.
7. Behavioral Eligibility Requirements:
  - a. Students who earn a suspension are ineligible to participate in games during the suspension period.

- b. A student serving an in-school suspension will be expected to participate in practices during the suspension period, but will NOT be permitted to play in games on any day an in-school suspension was served.
- c. If a student's behavior causes the team to receive a complaint from hosting schools, disciplinary action will result, which may result in removal from the team.