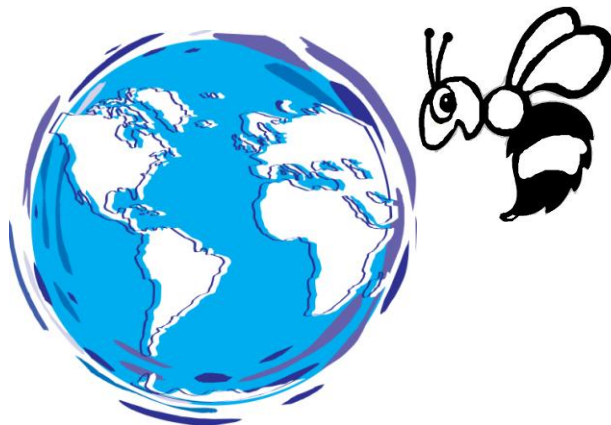


**Crestview Elementary**

**Student/Parent**

**Handbook**

**2010-2011**



**Oh the places you'll go!!**

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# Welcome to Crestview Elementary

We are very happy to have you and your family as a part of our school! The teachers and staff members are dedicated, caring professionals who are committed to meeting the needs of all students. We strive to provide a warm, nurturing environment where students feel safe, secure and enjoy learning.

This handbook has been prepared so that we may bring about a better understanding between our school, parents and students. You are encouraged to read it carefully and refer to it throughout the year. Much of this handbook should be read and discussed with your child.

*"In our school, Children are # 1 "*, continues to be the foundation from which all decisions are made. On behalf of the faculty and staff, I would like to extend to you an invitation to visit our school and encourage you to become involved in your child's education. With all of us working together, Crestview can continue to be a school of excellence.

David Langston, Principal  
[Email: dlangsto@geenville.k12.sc.us](mailto:dlangsto@geenville.k12.sc.us)

## **Crestview Elementary Mission Statement**

*Our mission is to partner with students, family, and community to ensure that all children succeed in a safe, nurturing, and academically challenging environment.*

## **Our Goals**

1. To provide an academically challenging environment
2. To ensure quality personnel
3. To effectively use technology
4. To offer opportunities for parent and community involvement

## **SCHOOL HOURS**

8:00 – 2:30

7:30 Building opens to all students

7:30 to 7:50 Breakfast served in the cafeteria.

7:45 Students report to their classrooms

8:00 School begins and tardy bell rings

All students who enter the classroom after 8:00 will be counted tardy and a call home from the district system will be made to the parent/guardian.

*Due to safety considerations and lack of adult supervision, students are not permitted on campus prior to 7:30 am or after school hours without parental supervision.*

School-wide Theme for 2010-2011 school year:

**“Oh the places you’ll go”**

**School Colors - Black & Gold.**

**School Mascot - The Stinger**



### **Administration and Office Staff**

Mr. David Langston, Principal  
Ms. Kendra Walker, Assistant Principal  
Mrs. Freida Smith, Secretary  
Mrs. Deanna Johnson, Attendance Clerk

### **Telephone**

Our office phone number is 864-355-2600 and the fax number is 864-355-2613. Your child's teacher will have his/her own number that goes directly to a phone in his/her classroom. To protect instructional time, all phones go directly to voicemail. If you wish to speak with a teacher by phone, please leave a message at that number and your call will be returned within 24 hours.

### **Placement of Students**

The principal is responsible for the placement of students in a classroom. Several factors are taken into consideration when placing students in classes. A balance of size, gender, ethnicity, and academic ability are carefully considered for each class and grade level. For this reason, it is not possible to honor any requests for specific teachers. All concerns or discussions regarding student placement needs to be directed to the principal.

### **Pupil Personnel Services**

Crestview Elementary provides the services of a school nurse, guidance counselor, speech therapist, gifted and talented teacher, and teachers trained in learning disabilities. Parents and/or teachers may request additional information about student services through the guidance counselor or principal.

### **Guidance and Counseling Program**

Guidance and counseling is an integral part of our school's total education program. It includes classroom guidance activities for kindergarten through 5th grade. Activities are organized and implemented by a certified, professional school counselor with the active involvement and support of parents, students, teachers, and administrators.

The program is designed to address the needs of all students by removing barriers to learning and focusing on personal/social development, academic development, and career development. Our

counselor also assists students in learning the skills and attitudes necessary to be successful learners. Emphasis is placed on the classroom being the students' first workplace and that communication, decision-making, interpersonal and career awareness skills are important to their success.

Fostering excellence by helping all students' reach their potential is the major goal and is achieved by offering a comprehensive guidance program consisting of four components:

- Classroom presentations and large group activities
- Individual student planning for academic success
- Individual and small group counseling and consultation
- Management of activities to support the guidance program and other school programs

### **Health Room Policy and Procedures**

#### **Medication Policy**

All prescription medication must be delivered to the school nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult. If your child brings over-the-counter medication, it must be brought to the Health Room before school starts. It is against School District Policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained in the Health Room. Violations of the medication policy are dealt with sternly. Medication needed on field trips is also covered by this policy and must be administered by an individual designated by the principal. There are separate permission forms for medication on field trips.

#### **Health room policy changes for 2010-2011**

**DUE TO CHANGES IN SOUTH CAROLINA POLICIES GOVERNING THE ADMINISTRATION OF PRESCRIPTION MEDICATION, WE WILL NO LONGER HAVE A 10 DAY GRACE PERIOD BEFORE WRITTEN PHYSICIAN AUTHORIZATION IS REQUIRED FOR ALL PRESCRIPTION MEDICATIONS.**

No Medicines will be accepted unless the following forms are completed and a Parent brings the medicine to the health room.

- Parents are required to bring prescription medication to school and provide FORM MED-1 before any prescription medication may be left at the school.
- If your child must self-administer medication at school, FORM MED-2 is required BEFORE medication is brought to school.
- A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using FORM MED-3.

All Health Services procedures and guidelines and these forms are available at <http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>

## **Contacting Parents**

We make every effort to contact parents when a child enters the health room. The school nurse must make some judgment calls if there are multiple students in the health room at one time. If your child comes to the Health Room and is required to go home (fever over 100°, vomiting, etc) we must contact a parent or legal guardian. We cannot send a student home with anyone until a parent has been notified. This is why it is so very important that we have current information about how to contact you at all times. If your child has an emergency situation or needs immediate care that cannot be provided at school, those contacts you list on the Health Card will be called IF we cannot reach a parent first. Please understand that this is for your child's protection. Children must be fever free for 24 hours before returning to school.

## **Student Emergency Information Form**

On the first day of school your child will be given an Emergency Information sheet to be completed by a parent. This is very important. Please print all information clearly. This will be the only way we have to reach you in case of an emergency at school. If at anytime ANY of this information should change please notify the school nurse and/or office staff immediately.

## **State Immunization Requirements**

A child cannot be admitted to any school or child development program without a valid SC Certificate of Immunization or a medical, religious, or special exemption. If your child does not have a valid certificate, take his/her shot records to your physician or the county Health Department (282-4100). A parent or adult authorized by the parent must accompany a student under 16 who requires shots. For further information, call Medical Health Services at 355-3170.

## **Curriculum and Instruction**

Crestview Elementary curriculum is aligned with the South Carolina Curriculum Standards. Teachers will review all academic standards during parent orientation.

## **Content of Curriculum**

Crestview Elementary provides a curriculum that is designed to meet the needs of all students. South Carolina State Standards in Language Arts/Reading, Mathematics, Social Studies, Science, Art, Music, and Physical Education are used as teachers plan units and lessons for their students.

## **Grading Scale**

The following guidelines are recommended for the assignment of grades in elementary grades 2-5 and middle school:

- A – 93 – 100
- B – 85 – 92
- C – 77 – 84
- D – 70 – 76
- F – below 70

## **Gifted and Talented Program**

The School district of Greenville County provides programs for gifted and talented students in grades three, four and five to challenge them with rigorous, complex class work and research.

Identification in academic areas will be made using multiple criteria. Students who meet the criteria in two or the three dimensions are eligible for placement. All students currently in the program will continue to be served. If a student withdraws from the program, he/she must meet the current criteria to qualify.

Students may qualify automatically with an aptitude or IQ score at 96th percentile or higher for their age group. If students do not qualify solely on aptitude they will be screened following district guidelines.

### **Homework/Class Work**

Homework is an integral part of the instructional program. It may consist of activities such as required reading, mathematics practice, projects, collecting materials for classroom projects, or completing work begun in the classroom. Homework is designed to reinforce concepts learned during the school day. Individual teachers set their own policies for assigning, collecting and grading homework. Any questions regarding homework should be directed to the classroom teacher.

### **Reading Program**

Our reading series is Houghton Mifflin. The Cunningham 4 Block Reading Model is implemented throughout the day to include reading (guided and self selected), writing, spelling and working with words. All teachers receive extensive, ongoing training in this method. Teachers rely on a variety of materials and strategies to make sure our students receive strong instruction in reading. Novels, the newspaper, technology, and other materials are used on a regular basis.

### **Related Arts**

Art, music, media, guidance and physical education teachers work with each class for a 40 to 50-minute period each week. Classroom teachers also provide activities in each of these areas. Our second through fifth grade students also receive additional support in our Compass Odyssey lab designed to meet their specific needs in math and language arts (personal headphones are recommended for this class for sanitary reasons).

### **Testing**

Achievement of curriculum standards is assessed by the Palmetto Assessment of State Standards (PASS). Students in grades 3-5 take this test in the spring. The Measures of Academic Progress (MAP) test is administered three times during the school year to 2-5 graders. MAP will measure academic growth over time. MAP test results provide educators with timely access to information they can use for instructional planning and school improvement. Our second grade students take the CoGat and ITBS test to assess their current levels in math and reading. These scores are also used to assist in qualifying our students for the challenge program in 3-5<sup>th</sup> grades. Our kindergarten students are assessed through an early literacy program called AIMS Web. This looks at various aspects of pre-reading skills (letter naming fluency, letter sound fluency, phoneme segmentation and nonsense words). Our first grade students take the STAR early literacy test to

assess their reading ability three times per year. All of these assessments are used to pinpoint strengths and weaknesses in all of our students.

## **Policies and Procedures**

### **Attendance**

Attendance is one of the biggest factors for success in school. At Crestview we believe that good attendance can greatly enhance a child's education. All students are expected to be in attendance each day unless they are ill. Please call the school before 9:00 to report the reason for absence. A written parent or doctor's note stating the reason for absence is required within two days. The note should be given to the homeroom teacher when the student returns to school. The written excuse will be forwarded to the office. Check with your child's teacher for making up missed assignments.

If a student has three (3) consecutive unexcused absences or a total of five (5) unexcused absences the student is truant by state law and must be given a disciplinary referral prior to a referral to family court for the parent.

In accordance with the South Carolina Attendance Regulations, a student cannot exceed 10 absences and receive credit for the school year. This includes medical notes, parent notes, and unexcused absences. If your child is out 10 days, the eleventh and successive days MUST be excused by a doctor's note. As required, letters and/or phone calls are sent home to remind you of absences. Please review attendance guidelines carefully as listed in the Greenville County School District Parent Express Handbook or the district website.

Crestview will recognize all students with perfect attendance at the end of each quarter and the entire year.

### **Tardies**

Some of the most important instruction and procedures occur right at the beginning of the day. Arriving at school can set the tone for the entire day. If a student enters late and feels rushed, they will have a greater chance of feeling stress during the day than when he/she arrives on time and can properly prepare for school. Also, entering late is disruptive to the other students in the class as the teacher must often times stop what they are doing to catch the late student up with the rest of the class. It is very important that students arrive on time each day prepared to learn. The tardy bell rings at 8:00. Any student entering after that time will be marked tardy. **Any student that has more than five (5) unexcused tardies in a given nine-week period will not be included in the end of quarter attendance incentive or the end of year perfect attendance award.**

### **Discipline**

Students are expected to exhibit behavior that is appropriate for Crestview Elementary to achieve its mission and goals. One of the most important lessons education should teach is self-discipline. It is the shared responsibility of the home and school to accomplish this goal. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behaviors, positive notes and phone calls, and/or a visit to the principal's office.

Crestview is an academically oriented environment. Students are expected to put forth their best effort and to conduct themselves in a manner that will promote a safe, orderly learning environment. School, classroom rules and expected behavior are explained to the children on the first day of school and reinforced throughout the school year. Any behavior that causes the learning atmosphere to be disrupted or which infringes upon the rights of others in the school will not be tolerated. Students exhibiting inappropriate behavior will be given a classroom consequence, parent contact and/or a visit to the office.

### **Excerpts from District Board Policy**

The following rules regarding student conduct are in effect during the following times and in the following places:

- on the school grounds during, and immediately before or immediately after, school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route to and from school or a school activity on a school bus or other school vehicle
- at any time or in any place that impacts the school's ability to maintain order and discipline in the Greenville County School District

### **Levels of Offenses**

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

### **Disorderly Conduct - Level I**

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- possession or use of a paging device in violation of District policy
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

The administration may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following:

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- demerits
- detention
- in-school/out of school suspension
- other sanctions approved by the Board or administration

### **Disruptive Conduct - Level II**

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of disruptive conduct may include, but are not limited to, the following:

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

- In-school suspension
- Withdrawal of privileges
- Temporary removal from class
- Out-of-school suspension
- Referral to outside agency
- Assignment to alternate school
- Expulsion
- Restitution of property and damages
- Other sanctions as approved by the Board or administration

Further explanation of offenses and levels can be found on the district's website at <http://www.greenville.k12.sc.us/gcsd/parents/docs/StudentBehaviorCode.pdf>

### **Cell Phones and other electronic devices (to include I-pods, mp3 players, hand held games, etc.)**

The use of cell phones and other electronic devices is strictly prohibited during school hours. All students and parents are asked to adhere to this policy upon entering campus grounds. Students that are found using these devices will be subject to disciplinary action as follows:

First offense – confiscation of the device which will be returned after a parent conference is held.

Second offense – confiscation of the device which will be returned after 30 calendar days and a parent conference is held.

Third and subsequent offenses – confiscation of the device which will be returned after 60 calendar days and a parent conference is held.

Please understand that such devices are not appropriate to the educational setting and should remain at home. Also, the school assumes no liability for lost, stolen or damaged devices as they are not permitted at school.

### **Harassment, Intimidation, and Bullying (Summary of Policy JCDAG)**

As provided in the South Carolina Safe School Climate Act, the District prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

## **Definitions**

"Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- a) harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or
- b) insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

## **Reporting**

Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the principal or his or her designee. Such a complaint may also be filed by a student's parent. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable.

## **Consequences for Engaging in Harassment, Intimidation, or Bullying**

If the investigation determines that harassment, intimidation, or bullying has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

## **No-Smoking Policy**

All School District of Greenville County facilities are smoke-free work places. Smoking is prohibited both inside the school building and outside on school grounds. Smoking is banned on all school-sponsored field trips.

## **Dress Code (Policy JCDAF)**

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress, which are consistent with this policy.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. Flip – flops and sandals without backs are inappropriate. Tennis shoes must be worn on days when the student has PE.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments. Shoulder straps should be at least three inches wide.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- Shorts and skirts should be no shorter than mid-thigh and not tight fitting.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex. Consistent with middle school policy, male students are not permitted to wear earrings.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the Dress Code will be treated as disruptive behavior in violation of the District's Behavior Code.

### **The School District of Greenville County Student Acceptable Use Policy Agreement**

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support your education. If you break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the internet. Further disciplinary and/or legal action may be taken at the discretion of school administration. Please note that students who do not have access to the internet will not be able to access web based programs that teachers may be using in class. **Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary actions.**

**Treat computer equipment with care and respect** - Willful destruction of any computer equipment or software will be considered vandalism, and will require payment for damages and may warrant the involvement of local law officials.

**Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education related and not offensive in any way.**

**Do not use school computers for illegal activities such as planting viruses or hacking.**

**Do not use school computers for commercial purposes.**

**Follow copyright laws at all times-** See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist of guidance.

Keep your password secret – You will be held responsible for all computer activities associated with your password.

All online communication must be polite and non-threatening or offensive – The district reserves the right to review any email sent using its equipment and email accounts. Email accounts are for educational and district purposes only.

Do not give out personal information – Never give out your name, phone number, address, age or any other personal information while on the internet.

Home directories – are provided to students for educational related work. Students should not store personal or non-school related work in the home directory. The district reserves the right to review the contents of all home directories.

For further explanation on the acceptable use policy see the district website at <http://www.greenville.k12.sc.us/gcsd/depts/ets/policy/aup.asp>

### **Lunch and Breakfast Program**

#### 2010-2011 Prices

	Breakfast	Lunch
Student Daily	\$1.00	\$2.00
Weekly	\$5.00	\$10.00
Reduced Student	.30	.40
Weekly	\$1.50	\$2.00
Adult	\$2.00	\$3.25
Extra Milk	.65	.65

These prices are subject to change, please check with the cafeteria manager at the beginning of the year.

Crestview's food service manager and staff provide nourishing, well-balanced lunches for students, visitors, and staff. They are dedicated to quality and service. Students are given a choice of different menus. While students are encouraged to eat the lunches prepared at school, they may bring a lunch from home. **They may not, however, bring carbonated drinks.**

A student may pay an advance amount for school meals. That amount is placed in his/her lunch account. Parents will be contacted by note and/or telephone call to remind them of any money needed for their child. Students may also pay by the day. Please send all lunch money in a sealed envelope with the child's full name on the outside. Students are not permitted to buy special sales items if they owe any money to the cafeteria.

Free and reduced meals are available as outlined by the National School Lunch Program. You may complete an application at school registration or pick up an application from the lunchroom manager at any time during the school year if your income changes.

The lunchroom provides many opportunities to learn and practice social skills and good manners. Students are expected to eat first and then talk. Students may talk with one another in an acceptable, conversational tone. We request that each student leave the area around his/her place free of food and paper after eating.

As a part of our open door policy, parents are invited to eat lunch with their child. Parents will need to check in at the front office to sign in and will eat with their child at the classes assigned table. We are a CATCH school and try to encourage our students to eat nutritious meals each day (our GO foods), so we ask that parents refrain from bringing in meals from fast food restaurants (the WOAHH foods).

Microwaves and refrigerators are reserved for our faculty and staff members only. Please do not send items that need to be kept cold or heated up as this is not allowed for our students.

## **Transportation**

### **Bus Riders**

Children living one and one-half miles or more from the school are invited to use the school bus transportation as a means of traveling to and from school. A complete schedule is available from the District Bus Office at 355-7330.

Students are provided bus services based on their home address. Students eligible to ride the bus should ride only their assigned bus to and from school.

### ***Crestview Rules for Safe Bus Riding***

- Obey and cooperate with the bus driver. If seats are assigned, sit in your assigned seat.
- Be seated immediately after boarding.  
Remain seated while the bus is in motion.
- Talk quietly and politely to the students sitting beside you. Maintain classroom conduct on the bus. The bus is an extension of our school.
- Keep books, packages, coats, and other objects in your lap.
- Keep feet, arms, and belongings out of the aisle.
- Help keep the buses clean by picking up any trash that is dropped.
- Do not bring food, gum or drinks on the bus.
- Do not bring any object prohibited by District policy, large objects, or anything that may endanger the lives of others on the bus.
- Be on time at your designated bus stop.  
Buses are unable to wait for late children.
- Be aware that 3 referrals or a referral for a severe offense may result in suspension from the bus for up to one year.



All students in grade K5 and 1<sup>st</sup> are required to have an authorized designee pick them up at the bus stop each afternoon. Designees will be given a numbered tag to show the driver. Students that do not have an authorized designee waiting at the bus stop will be brought back to school and it will be the parent's responsibility to pick them up.

If you have questions or concerns about the bus routes, pick-up time, late buses, etc., please call the School District Bus Office at 355-7330. Concerns about student conduct on the bus should be referred to the Assistant Principal at 355-2600.

### **Bike Riders**

Children who live close enough to the school to ride bicycles are invited to do so. Bike racks are located in front of the school for their convenience. Bikes must be walked while on school grounds.

### **Car Riders**

*For the safety and welfare of our children, parents are to follow these procedures:*

- Drive around the traffic circle to drop off and pick up your child. The child must exit the car from the passenger side of the car.
- During pick-up, drivers should prominently display the colored tag with their child's number. Cars with no colored tag will be required to park and enter the building to show proper ID.
- The parking lot is reserved for parents who want to park and walk their children into the building or to the front door. **No student may be dropped off in the parking lot.**
- Park in designated parking spaces only.
- Handicapped parking spaces *may not* be used for temporary parking while dropping off students unless a Handicapped Sticker is displayed. The Greer Police Department will ticket persons improperly using these parking spaces. We have several handicapped students and parents who need these spaces.

Children riding in cars will be dismissed at 2:30 p.m. and will wait in their designated area until their assigned number is announced. Drivers are cautioned to drive slowly in front of the school following the directions of the faculty, staff and Crestview Safety Patrols. Children should listen for their assigned numbers so drivers won't hold up traffic. If a child misses his/her assigned number as it is announced, drivers are asked to park in the parking lot and report to the office to follow sign out procedures so as not to hold up traffic.

For the protection and safety of each child, ***no child will be allowed to walk through the parking lot to get into a car unless accompanied by a parent.***

Additionally, the homeroom teacher should be notified *in writing* of any change in transportation on a given day. **For safety reasons, no changes in transportation will be taken over the phone.**

**Parents picking up car riders should plan to arrive on the campus no later than 2:30 p.m.** We request that parents respect teachers' time by being on time to pick up their children. Parents that do not arrive to pick up their child by 2:50 will be required to come into the building to sign their child out.

### **Day Care Pick Up**

Children who ride day care vehicles must wait on the sidewalk beneath the canopy at the designated area in the bus circle. They are expected to remain seated until the van arrives and the appropriate personnel on duty dismiss them. Supervision is provided until 2.45 p.m.

## **Walkers**

Children who walk home or ride their bikes are dismissed at 2:30 p.m. Students will be escorted under adult supervision to the crossing guard. A Greenville County Sheriff Crossing Guard is on duty from 7:30 a.m. to 8:00 a.m. and from 2:30 p.m. to 2:45 p.m. to direct the students when crossing the street. Students are never to cross the street alone.

## **Late Policy for Car Riders & Day Cares**

We request that parents and parent designees respect time set aside for teachers to plan instruction at the end of the day. Please be on time to pick up your children.

## **Early Dismissal**

We must ensure that classrooms are not interrupted during the instructional day. Therefore, when possible, *if your child is to leave early, you should send a note to your child's teacher the morning of early dismissal. The note must state the reason for, and specify the time of the early dismissal.*

We request that appointments and vacations be scheduled so that school attendance is not affected. Except for an emergency **all early dismissals must be before 2:00.** This is a critical time in the day for students to review and finish last minute activities and gather their materials they will need for homework and other activities. Please help us to make every teaching and learning minute "count".

## **Class Parties**

Three scheduled class parties are allowed during the year. These are on the school calendar. They are winter holidays, Valentines Day, and End of the Year. PTA room mothers will plan the parties.

No individual invitations to birthday parties are to be delivered at school unless every child in the classroom is invited. If a parent wishes to send cupcakes for the class, they will be served during lunch time.

## **Registration**

Students must live within the Crestview attendance area. A parent must present the following at registration: a State issued birth certificate (long form); a properly completed South Carolina immunization certificate; a social security card; and proof of residence. Call the attendance clerk if you have any questions regarding registration.

## **Change of Address/Phone**

It is very important that Crestview Elementary be able to contact you in an emergency. We must have your **CURRENT** address and phone number at all times, even if your phone number is unlisted. Please notify the school clerk and your child's teacher if you change your address or phone number.

## Withdrawal

To withdraw from school, the student's parent should notify the school office at least one week in advance and leave a forwarding address when possible. We will prepare a transfer form that you may pick up the last day of your child's attendance. We will forward school records to the receiving school when that school requests them.

## School Closing

Closing of school due to extremely bad weather or a severe emergency will be announced on major local radio stations. For early morning closings, please, call 355-3100, log on to the district website, or tune in to local radio or television stations. It is important to keep school lines open for those directing the emergency, so we ask parents not to call directly in to the school.

## School Store

Pencils, erasers, paper, and other school materials are available at a reasonable cost sponsored by the Crestview PTA.

## Simple Track

Crestview is using the Simple Track computer system for visitors/volunteers and early/late pick up. Easy instructions are beside the computer. The computer is located in the front office. Mrs. Johnson or Mrs. Smith will be happy to assist you.

1. All volunteers and visitors will sign in to get a printed badge. (Do not forget to sign out when you leave). You must have a badge to visit any place in the school.
2. Late arrivals - Parents must come in to sign in a late arriving child. Failure to do so may cause the child to be marked absent.
3. Early or late dismissal - Parent must come in to sign child out, **please have picture ID available.**

## Visitors/Volunteers

Parents and friends are welcome and encouraged to visit our school for observation, conference, or as a volunteer. To avoid visiting during a test or other inappropriate times, please arrange a time and date with your child's teacher in advance (drop in visits to the classroom will not be allowed). Students are not to bring visitors to school without the prior consent of the teacher and principal. ***We require that any visitor to Crestview report to the office, use the Simple Track computer to sign in, and obtain a visitor's badge before going to any area of the building.*** This requirement is made as part of an effort to assure the safety of our children as well as avoid any unnecessary interruption in the instructional program. **ALL VISITORS MUST REPORT TO THE FRONT OFFICE TO SIGN IN.**

## The Importance of Volunteering

Crestview is fortunate to have a wonderful faculty and staff, but even great teachers need volunteers to help them provide the best possible education for your children. We hope you will find some time during the year to volunteer at Crestview. We understand how busy you may be, so we will

find a volunteer opportunity that will fit into your schedule. We need people willing to bake cookies, work on a one time project, help on a committee, be room parent, work the copy machine or spend 30 minutes a week tutoring reading or math. The list goes on and on!

### **What to Do When You Arrive**

When you come in to volunteer in the school, you must report to the front office as soon as you enter the building, sign in through the Simple Track computer and receive a computer generated volunteer tag.

### **Why Do I Need To Sign In When I Volunteer?**

It is important to keep track of your volunteer hours as they have an impact on grants and awards that Crestview can win. Just about everything you do for school that you are not paid for -baking cookies (including the time to get the ingredients), reading to a class, cutting out shapes for a teacher, working at the school festival, etc., count toward your volunteer hours.

### **Siblings at School**

You are welcome to bring other children with you to school, but we do ask you to remember your primary reason for being at school is to assist the teachers and their students. You know your children best, so if you think they might be a distraction, you may want to make other arrangements for child care or ask the teacher what you can do for her or him at home. *Siblings are not permitted to accompany chaperones on field trips.*

### **May I Volunteer to Work from Home?**

Our teachers are more than willing to accept any type of help from volunteers. Volunteering to work at home can be recorded on a volunteer sheet, obtainable from the office or PTA room. These sheets should be turned in monthly to be tallied along with the in-school hours.

### **How May I Volunteer for Specific Needs?**

Complete a volunteer interest form that you receive at Open House. Contact your child's teacher or the current PTA president.

### **Who May Volunteer?**

A volunteer can be a parent, grandparent, friend, and even your child! Our safety patrols are considered volunteers. If your child helps you, count their hours! We welcome anyone who would like to work with the young people at Crestview, so if you know of an interested grandparent or friend, please let the PTA know and we will contact them. Finally, don't hesitate to call us if you have any questions or problems. We look forward to having you join the volunteers at Crestview! A **volunteer application** will need to be filled out in the front office before being allowed to volunteer in the school.

## **Become a Business Partner**

Crestview values its business partners. We do not ask our partners for financial support, only for their knowledge and expertise. Our business partners understand that it takes the whole "village" to raise a child. Business Partners will be recognized in our school newsletter throughout the year.

### **Getting Involved**

It is important that you know what is going on at Crestview Elementary! We do many things to keep our school community informed about our program and events.

#### **Read PRINCIPAL'S NEWS**

Important announcements or information will be updated on a regular basis on the school's website.

#### **Read THE CRESTVIEW NEWS**

Our **monthly** newsletter is sent home with your child. It is found in your child's Take Home Folder. Information in this newsletter is timely and important

- **Review Take Home Folders**

Class work, important notices and papers are sent home weekly. Please read the contents of the folder. Be sure to sign and return the folder, any notes, permission slips, etc.

#### **Call us**

The principal, teachers, PTA president, and SIC chairman encourage you to discuss your comments, questions, and concerns with us.

#### **Check out our Website**

You can now visit our website at  
[www.greenville.k12.sc.us/crestv/](http://www.greenville.k12.sc.us/crestv/) .

#### **Attend PTA meetings, volunteer to serve on committees, attend parenting workshops**

The Crestview Elementary PTA is an active group of parents, teachers, and community friends who work hard throughout the year to provide support for our school and its programs. Our PTA enjoys great support from our school community. Volunteering, visiting your child's classroom, eating lunch at school, and attending parent-teacher conferences will ensure that you are informed about what's happening at your child's school. Our open door policy means we want you at school!

#### **Read PARENT EXPRESS**

A handbook of policies and procedures mailed to each household prior to the beginning of the school year by the School District of Greenville County.

#### **Join the PTA!**

Please call the PTA office at 355-2617 to discuss the many volunteer and leadership opportunities available.

Crestview Elementary PTA sponsors many activities for students and parents. Research has shown that students whose parents are actively involved in their child's education are more successful in school. Please support the Crestview PTA by joining during Open House. Our PTA unit receives

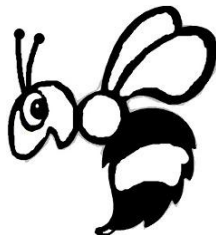
recognition for the number of members we have. Our goal is 100% participation from all of our parents and teachers.

**Membership Dues - \$ 4.00 per person** Activities that the Crestview PTA supports during the year include the following:

- Artist in Residence
- Awards Programs
- Back Pack Buddies program
- Beautification of Grounds
- Birthday Club
- Book Swap
- Character Education
- Classroom Assistance to Teachers
- Father's Breakfast
- Family Reading Time
- Field Day
- Health room Support
- Hospitality/Teacher Appreciation
- Media Center and classroom support/supplies
- Meet the Teacher Night
- Mother's Breakfast
- Open House
- Playground Improvement
- PTA Newsletter
- Reflections Cultural Arts Program
- SEEDS Reading Program
- Festivals
- Tutoring
- Volunteer Orientation/Coffee
- Workshops for parents

**School Improvement Council (SIC)** The School Improvement Council (SIC) serves as an advisory committee to a school's principal and faculty. This committee includes teachers, parents, and community members. Unlike PTA and other voluntary school organizations, councils are mandated by law to exist in every public school in South Carolina (now more than 1100). SICs play a key role in the education of our state's children, bringing together parents, educators and community stakeholders to collaborate on the improvement of their local school. The SIC meets monthly. The members of the SIC are voted on yearly at the beginning of each school year.

*We are looking forward to another wonderful year!!!!*



Please sign and return this page to your child's teacher  
by August 20, 2010

I have read, understand and will abide by the policies and procedures set forth in this student/parent handbook. I further understand that included in this manual are brief explanations of district and school policies that can be read in full on the district website. If you have any questions or concerns about these policies and procedures, feel free to contact the school at 355-2600.

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Child's Name (please print)

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Child's Teacher

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Parent Name (please print)

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Parent Signature