

Crestwood Elementary School 2025-2026

Sustained Excellence



Every Student – Every Lesson – Every Day!

PARENT-STUDENT HANDBOOK



Welcome to Crestwood Elementary School, the Home of the Champions. The purpose of this Parent/Student Handbook is to provide a general overview of the policies and procedures of our school and the Clark County School District. Please keep it as a convenient reference to assist you in answering questions about school and district procedures.

MISSION STATEMENT

The Crestwood Learning Community works collaboratively to provide high-quality education in an engaging environment that facilitates student success for college and career readiness.

SCHOOL MOTTO

“Sustained Success, Every Student, Every Lesson, Every Day”

SCHOOL COLORS

Red, White, and Blue

SCHOOL MASCOT

Leo the Lion

SCHOOL ADMINISTRATION AND OFFICE STAFF

Principal
Assistant Principal
Office Manager
School Clerk

Karin Kip
Brenda Miller
Leticia Martinez
Cindy Santana

GENERAL SCHOOL INFORMATION

SCHOOL TELEPHONE NUMBER

702-799-7890

SCHOOL FAX NUMBER

702-799-7884

SCHOOL ADDRESS

1300 Pauline Way
Las Vegas, NV 89104

OFFICE HOURS

7:30 a.m.-3:30 p.m.

<https://www.crestwoodes.com>

School Hours

Students can arrive as early as 8:40 a.m. for breakfast.

TARDY BELL: 9:00 a.m. and 12:45 p.m.

AM Pre-K: 9:00 a.m. - 11:30 a.m.

PM Pre-K: 12:41 p.m. - 3:11 p.m.

Kindergarten-Fifth Grades: 9:00 a.m. - 3:11 p.m.

Arrival

The campus opens at 8:40 a.m. Students are NOT to be at school before that time. Students enter the building for breakfast or go directly to their classroom. Breakfast begins at 8:40 a.m.

SafeKey

SafeKey is a City of Las Vegas Parks and Recreation Service program. For a nominal fee, students are safely supervised after school from 3:26 p.m. to 6:00 p.m. For your child's safety, you will be asked to fill out SafeKey paperwork at the beginning of each school year so that in the event you are late picking up your child, he/she can remain in SafeKey until you arrive. Students not picked up by 3:15 p.m. will be taken to SafeKey at the parent/guardian's expense. Contact SafeKey directly for any questions at 702-455-8251 regarding their services.

Bicycles and Scooter Safety

All bikes and scooters must be walked in all areas of the school campus by all students, older siblings, and family members. The areas include all sidewalks on and immediately surrounding the school property. Parents/Guardians are encouraged to provide locks for children who ride their bicycles or scooters to school. Each bike should have its own lock. Locking two or more bikes together with one lock is not allowed. The school is not responsible for any loss or damage to bikes or scooters. Please discuss bike and scooter safety with your child before allowing him/her to ride to and from school. We strongly encourage every student to wear a helmet if they plan to ride to school. Heelies, roller skates, roller blades, and skateboards are not allowed. The gate on the fence of the bike parking area will be locked promptly at 8:55 a.m. and will remain locked until 3:11 p.m.

Bus Transportation

You must live at least two (2) miles away from the school in order to receive transportation services. Riding the school bus is a privilege. Students who violate bus rules will be issued a citation. Three citations warrant a suspension from riding the bus. Students should not arrive at the bus stop more than ten (10) minutes before their pick-up time. Children normally riding the bus are expected to do so unless a note is received from the parent. To sign up your child for transportation services, please log onto the CCSD website at www.ccsd.net. You may also contact the Transportation Department at 799-8100.



Students scheduled to ride the bus after school will be put on the bus daily unless a parent comes to pick the child up from school prior to 2:45 p.m.

Dismissal

All students will be dismissed by their teacher from the designated marked grade level gates. Please make clear meeting arrangements with your child(ren) at dismissal time before school starts, as we cannot interrupt the classroom to relay messages. Closure for the day is so important to students, **early dismissal will not be permitted after 2:45 p.m.** If it should become necessary for your child to leave the school campus during the day, a note should be sent to the teacher. This includes doctor appointments, lunches off campus, or any other changes of schedule. All students must be checked out through the office with a picture ID. Students not picked up by 3:30 p.m. will be taken to SafeKey at the parent/guardian's expense. These incidents are documented in Infinite Campus and may result in a Request for Parent Conference.

Parking and Traffic

The front and back parking lots have limited spaces available and are closed during arrival and dismissal times. No parking will be permitted outside of designated parking spaces or in fire lanes. Students exiting the playground will use the sidewalk and crosswalk to meet parents picking them up. For safety reasons, we cannot allow students to cross in the middle of the street.

Lunch and Breakfast

School lunch and breakfast are free to all students. Forgotten lunches from home must be checked in at the front office. The lunch will be delivered to the student in the lunchroom.

Delivering items to school during school hours

It is our goal to keep interruptions of the instructional program to a minimum. If you need to deliver lunch, or other classroom items, please sign in at the office. Our staff will ensure that it gets to your child's teacher or lunchroom.

Personal Possessions/Lost and Found

Students should not bring items (e.g., toys, game cards, etc.) to school that are not a part of the educational program or pre-arranged by the classroom teacher. Please label in ink student's coats, lunch boxes, and personal possessions. This is the only way we are able to quickly return lost items. The school will have a "Lost and Found" located in the Multi-Purpose Room. The office will have a

“Lost and Found” box for small items such as wallets, watches, glasses, keys, phones, etc. Please have your child check both places when an item is lost.

Telephone and Cell Phone Use

School telephones are for school business and are to be used by students only in an emergency situation. Forgetting homework or a signed permission slip does not constitute an emergency. Only in an extreme emergency will a class be interrupted to deliver a message to a student or teacher; however, a message may be left so the student or teacher can respond during a lunch break or before leaving campus at the end of the day. As cell phones become more popular, guidelines have been established by CCSD to ensure that their use does not negatively impact the learning environment. Students may bring a cell phone to school as long as it is powered off during the school day. Cell phones will be confiscated if this policy is not followed and will be returned to the parent. Parents are also asked to silence their cell phones while at the school.

Front Office

The school office hours are from 7:30 a.m. until 4:00 p.m. The office telephone number is 702-799-7890. Our office staff is happy to answer questions or transfer you to the voicemail box for your child’s teacher. We are unable to give out information or answer questions regarding students over the phone because of FERPA laws and maintaining confidentiality; it is impossible to determine who is calling into the school.

Enrollment and Withdrawals

Students must be enrolled through the school office before they can attend classes. If they are enrolling from another Clark County School, a transfer form is required to enroll the child. Parents/Guardians of kindergarten children and students new to the district must present verification of the date of birth, one proof of address, and immunizations at the time of registration. The school also requires a phone number where parents can be reached in case of an emergency. When you are planning to withdraw a child, the office must have at least one day’s notice in order to prepare records.

Attendance and Prearranged Absences

Absences: The importance of regular attendance cannot be over-emphasized. We expect a student to be in school every day that they are physically able. Additionally, along with student performance, attendance is an indicator of the School Performance Framework. If your child is absent for more than two days, parents should notify the office. A student may make up work and will be given 3 days for each day absent to make up the missing assignments. A written excuse must accompany students within 3 days of their return to school after an absence. Please notify the school in advance of a vacation to discuss a prearranged absence. All notes are to be turned into the front office. If the school is not notified of the reason for the absence, the absence is recorded as unapproved. Student attendance is part of the consideration in the state’s new accountability system for schools. Elementary students who exceed twenty (20) unapproved absences during the school year MAY be retained in the current grade. School attendance is compulsory for all children between the ages of seven and seventeen in the state of Nevada. All absences, including excused absences, affect grades and performance. It is the parents’/guardians’ responsibility to see that regular attendance is maintained. Letters will be sent from the school to remind families of attendance procedures. A Required Parent Conference (RPC) may be scheduled by the administration when the following conditions exist due to excessive absenteeism:

- A student has been absent for 10 or more days
- A student has been identified as a habitual truant

- A student has been identified as a candidate for retention

Please see CCSD Regulation 5113 for more information. Parents/Guardians may be referred for educational neglect if they are noncompliant with the attendance regulation.

Tardies: Punctuality is an important life lesson for our students. Additionally, a tardy student is a disruption to the educational process. It interferes with time to learn and infringes on the educational rights of other students. A student is tardy if they are not physically present in the classroom at the start of the instructional day. Students arriving at school after the final tardy bell at 9:00 a.m. must report to the office for entry. All students who arrive after the 9:00 a.m. tardy bell must be signed in by a parent/guardian. Students are unable to walk themselves in if they arrive tardy. Three tardies are equal to one absence. A student shall be recorded as absent for half of the day if more than one (1) hour and fifty-five (55) minutes of the instructional day are missed. A student shall be recorded as absent for a full day if more than three (3) hours and forty-five (45) minutes of the instructional day are missed. The first ten minutes of the school day set the tone for the day, please see that your child arrives on time. Frequent and habitual tardiness will be addressed in a Required Parent Conference with the administration.

Early Dismissal: Under NO circumstances are students allowed to leave campus early without an authorized adult present to pick them up. There will be no early sign out after 2:45 p.m. In order to ensure your child's safety, it will be necessary for you to show a picture I.D. in the event you need to check him/her out of school early. Three early outs are equivalent to one absence.

Infinite Campus & ParentLink

Infinite Campus is the web-based information program for CCSD. ParentLink and Infinite Campus deliver messages via telephone, e-mail, text, and printed letters to students, parents/guardians, and staff. The types of messages that are sent include absence notifications, reminders, and general information. In emergency situations, they can prioritize and rapidly send messages containing important information from the district to school staff and parents/guardians. You can access Infinite Campus through the Infinite Campus Parent Portal. You will need your Infinite Campus login ID and password to access the information. You can obtain your initial code in the office if needed. Teachers are expected to update their gradebook weekly and grades can be obtained in Infinite Campus through the Parent Portal.

Health Office

We have a First Aid Safety Assistant (FASA) on staff during school hours. The health office is located in the front office. Children with temperatures of 100.4 degrees or higher or who are suffering from vomiting or diarrhea should stay home from school. If antibiotics have been prescribed for a contagious illness, children may return to school after they have taken the medication for 24 hours. If a child becomes ill during school hours, the nurse or FASA will call a parent/guardian of the child. Parents/Guardians are expected to make arrangements to have the child removed from school immediately. Parents/Guardians without transportation and working parents/guardians should make plans for such an occurrence early in the school year.

Student Information & Emergency Contacts

It is extremely important for parents/guardians to provide the front office with current telephone numbers. When school personnel are unable to notify a parent or other designated person, emergency medical services may be requested through 911 to assess seriously ill or injured students. Every attempt will be made to notify the parent/guardian of an emergency involving a student.

Medication

If a physician has prescribed medication for your child to be taken during the school day, a form must be obtained from the health office and completed by the parent/guardian. This record gives permission for authorized school personnel to administer medication to your child and is kept on file in the school health office. Parents/Guardians must bring the medication to school in the original prescription bottle along with the authorization form. Do not send the medication to school with your child.

Non-prescription medication such as aspirin and Tylenol may not be dispensed by school personnel. Students should not bring over-the-counter medication to school to give to themselves.

School Emergency Procedures

In case of any emergency, such as a situation in the neighborhood, rest assured that the Clark County School District has procedures in place to ensure your child's safety. Crestwood Elementary will follow these procedures and keep your child safe during any emergency until the district deems that it is safe for your child to be released to you. If such an emergency arises, please do not call the school or come to the school to get your child. This will only complicate an already tenuous situation. Every effort will be made to keep you informed and to ensure the safety of all children at Crestwood Elementary School. Please note that during an emergency situation, students are unable to use cellphones in order to allow for necessary communication in the school and with the proper authorities. ***It is imperative that you keep the school apprised of your current emergency and home contact numbers.***

Classroom Interruptions

Personal messages for students will not be accepted over the telephone. Parents/Guardians must be present at the office to confirm identity. Messages will be delivered to students by the office staff. Whole school intercom announcements will not be made during instructional periods except in emergencies determined by the administration. Every effort will be made to minimize the number of interruptions to the classrooms during the instructional day.

School Celebrations and Birthdays

CCSD allows for three (3) celebrations per school year (Halloween/Nevada Day, Winter Holiday, and Valentine's Day). Details will be announced during the school year. Please check with your child's teacher before purchasing treats for school celebrations. Some students may have food allergies or other health concerns. Birthday celebrations are not allowed during instructional time.

Parents/Guardians may recognize their child's birthday by sending in a nut-free, store-bought item adhering to [CCSD Nutritional Guidelines](#) and [Regulation 5157](#) to be shared with the class during non-instructional time (lunch). Pizzas and full meals are not permitted. Items can be dropped off in the school office. The office staff will make sure that the birthday treats follow CCSD guidelines, are store-bought, nut-free, and delivered to the students. Food items for other celebrations also need to be store-bought and packaged. Please remember to check with your child's teacher regularly for possible allergies and the District's Nutritional Guidelines.

CCSD Dress Code Regulation Information

- Require the wearing of shoes with soles. House slippers and shoes with wheels are not permitted.
- All clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and the top of the pants or skirts at any time. All sleeveless shirts must have straps at least three inches wide. Prohibited tops include, but are not limited to, crop tops, tank

tops, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.

- Require that all shorts, skorts, skirts, and jumpers/dresses must be at fingertip length.
- All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
- Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) are not permitted on campus except for designated school approved uniforms, protection from the sun, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school sanctioned activities.
- Slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their profane, controversial, discriminatory, and/or obscene nature, disrupt the educational setting are prohibited.
- Any clothing, jewelry, buttons, and/or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct, such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats are prohibited.
- Spiked or studded clothing, jewelry, and/or accessories are prohibited.

Students who arrive at school with an item that does not fit the dress code guidelines will be sent to the nurse's office. Parent contact will be attempted and then a change of dress may be provided, if available, or parents/guardians will be asked to bring a change of clothes or items for their children. Every effort will be made to minimize the amount of time a student is removed from class. Repeated dress code violations could result in a Required Parent Conference.

Homework Policy

The purpose of homework is to provide practice and reinforcement for skills taught in school. Consideration is given to a child's outside activities, so homework will not affect their grade in an academic subject. Reading time and math fact practice is an appropriate homework assignment. Specific classroom homework expectations will be shared by the classroom teacher

Grading Policy & Missing Work

The Clark County School District requires teachers to record at least a total of one grade per subject per week. There are two grading categories for elementary students: formative (15%) and summative (85%). Teachers will develop and use a variety of formative and summative assessments to measure students' mastery of Nevada Academic Content Standards. All assignments must be completed and turned in to receive credit for the assignment. Summative assessments are eligible for retakes, check with your child's teacher for further information.

<i>Formative: Assessment for Learning</i>	<i>Summative: Assessment of Learning</i>
<ul style="list-style-type: none"> Used by educators and students during instruction to provide actionable feedback and inform ongoing teaching and learning strategies. Low stakes; carries little to no weight in the Grade Book. Includes informal classroom-based assessments (e.g., exit tickets, classwork, quizzes, observations, checklists). Excludes universal screeners, diagnostics, or the District interim assessment (e.g., MAP Growth). 	<ul style="list-style-type: none"> Used to measure mastery of standards after learning has occurred. High stakes; the majority of the student's grade is based on summative evidence. Includes formal classroom-based assessments (e.g., unit tests, projects, presentations, performance tasks, semester exams). Excludes District and state cumulative assessments (e.g., SBAC, ACT, CTE, NAA, WIDA).

Students are accountable for missed work when they are absent. They have three (3) days per day of absence to complete the work. When a student is absent, however, the educational experiences lost during that absence might be irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through makeup work.

Report Card & Progress Reports

Parents can obtain grades through the [Infinite Campus Parent Portal](#). In addition, parents can request a paper progress report if they cannot access grades electronically. All students will receive progress reports monthly and report cards at the conclusion of each semester via Infinite Campus.

With the adoption of Nevada Academic Content Standards (NVACS), the CCSD Elementary Report Card has been updated to reflect mastery learning. Students have all year to be taught and assessed as to where their proficiency level resides in relation to mastery of grade level standards. The NVACS are year-long standards; therefore, mastery is not expected until the end of year giving students multiple opportunities to demonstrate mastery.

Knowledge of Work – Overall summary grade for content area will be the following:

<i>Elementary Grading Scales</i>				
<i>Kindergarten</i>	<i>Grades 1-5</i>			<i>Standards-Based</i>
2 Meets	A	90-100%	Excellent	E Exceptional Progress
1 Approaches	B	80-89%	Above Average	S Satisfactory Progress
	C	70-79%	Average	N Needs Improvement
	D	60-69%	Below Average	
	F	50-59%	Emergent	
	W	Working on standards below grade level		
				4 Exceeds
				3 Meets
				2 Approaches
				1 Emergent

Proficiency Level of Common Core State Standards will be identified as follows:

Meets Standard

Approaches Standard

* All standards must be evaluated at least once during the school year.

Special subjects and learner behaviors will be identified as follows:

E = Exceptional progress; S = Satisfactory progress; N = Needs improvement

Parent/Teacher Communication

Communication between the parent/guardian and teacher is critical. We encourage parents/ guardians to communicate with their child's teacher at any time. All Crestwood teachers utilize Class Dojo as a communication tool with families. Please note that teachers will not stop instruction to respond to messages. Be aware that a response may require 24 hours to receive, due to contract hours. If you have a concern that needs immediate attention, please contact the office directly. If a student is doing unsatisfactory work, teachers are required to advise parents/guardians via telephone, email and/or written notices. Parent conferences are recommended when unsatisfactory progress is identified. Parents/Guardians can access their child's grades through Infinite Campus. Teachers update assignments and grades weekly on [Infinite Campus](#).

Parent/Guardian Concerns

If you should have a concern with your child's teacher or about something that has occurred in the classroom, your first course of action should be to set up an appointment with your child's teacher to voice your feelings. After you have spoken with the teacher and worked to resolve the situation, you may complete a concern form in the school office or call the school office at 702-799-7890 if you need additional assistance to resolve the matter. The document for *Effective Parent-School Communication-Chain of Command* and *Guidelines for Effective Parent-School Communication* can be obtained from the [CCSD website](#).

School/Home Communication

Crestwood Elementary School utilizes Infinite Campus, ParentLink messages, and Class Dojo to relay important information. The school also sends home written communication (i.e., letters, newsletters, flyers, etc.). Please ensure that your email address and phone numbers are current with the front office and check your child's backpack on a regular basis. Important items should be in the Take Home Folder. [CLASS DOJO](#)

Positive Behavioral Interventions & Supports

Each classroom teacher has developed classroom expectations for the students' behavior in the classroom. The responsibilities have been discussed with students and are clearly posted in the classroom(s). Parents/Guardians will be notified of specific expectations. A hierarchy of consequences for students who do not meet expectations has also been established in each classroom. The classroom management plan could include: a reminder/verbal warning, time out, a phone call or letter to parent/guardians, a parent/guardian conference with teachers, and a referral to administration.

Consequences for Not Meeting Expectations

All staff members have been asked to be accountable for observing all students in the common areas of our school and giving appropriate consequences for failure to meet the responsibilities expected of students. Therefore, any staff member may give a student a Discipline Referral for an infraction of an expectation. Referrals may be classified as minor or major. Referrals for minor behavior will be done after teachers have followed previous steps for addressing the behavior with students and parents. Discipline measures may result in immediate removal from class, referral to the administration, Required Parent Conference (RPC), Suspension and/or Expulsion. Some examples are as follows:

Minor

Incomplete or missing assignments
Disruptions in class, Dress Code
Non-compliance or insubordination

Major

Bullying, cyber-bullying, harassment, intimidation
Theft, Assault, Vandalism or arson, Abusive Language
Possession of a weapon or illegal substance

Items that pose a safety concern or disrupt the educational environment should not be at school.

Examples include: GUM, CANDY, ELECTRONICS, AND TOYS.

No knives, fireworks, matches, etc. are permitted. Students found in possession of weapons shall immediately be referred to the appropriate law enforcement agency and suspended from school until an investigation is made regarding the circumstance. (Please refer to CCSD Regulation 5141.1)

Student Searches

The following information, directly from the school district, is required to be shared with students and parents: “Students are hereby informed that they will be subject to search when they enter campus after the beginning of the school day. This includes, but is not limited to, unauthorized returns. This notice does not exclude personnel, however, from searching a student at any time should there be reasonable suspicion of wrongdoing.” Please refer to the CCSD publication Behaving Positively at School for further explanation of corrective disciplinary actions, bullying, cyberbullying, harassment, intimidation, rules of conduct for school bus riders, and student dress code.

Library

We ask that our parents support the library rules and stress the importance of appropriate behavior by their children in the library.

The rules are:

- ★ Return books on the date they are due.
- ★ Report lost or damaged books immediately.
- ★ No food or drink allowed.
- ★ Keep books in a safe place at home, away from younger children and pets.



Students and their parents or guardians are responsible for all instructional materials and equipment loaned to or used by the student and shall reimburse the district for any damage or loss to such items.

School Supplies/Workbooks/Textbooks

The Clark County School District provides necessary supplies for students in order to meet their educational needs. Parents/Guardians are welcome to donate supplies and/or items for special events. If you have any questions, please feel free to contact your child’s teacher. Your child’s teacher may send home a list of suggested supplies. Workbooks and textbooks are supplied by the school district. Textbooks and other materials that are lost or damaged must be replaced by the student/family.

Parent Involvement Opportunities/School Organizational Team

Crestwood Elementary believes in shared input and decision-making. Administration hosts numerous informal meetings throughout the year. These open forums provide parents/guardians the opportunity to bring concerns/issues to the attention of the administration.

The Crestwood School Organizational Team includes administration, parents and guardians, teachers, and support staff. Your input is important to the success of our school and students. Please take time to consider how you can be involved in this process and make your voice heard! Participating promotes, supports, and builds parent leadership to help improve outcomes for all Crestwood students.

STUDENT/PARENT HANDBOOK SIGNATURE PAGE

CRESTWOOD ES 2025-2026

Sustained Excellence



Every Student – Every Lesson – Every Day!

Please complete and return this page to your child's teacher. Thank you!

I have read the Crestwood Elementary School Student/Parent Handbook provided to me on the school website <https://www.crestwoodes.com/>. I have shared the information with my child.

Student Name (Please print) Teacher/Room

Student Signature Date

Parent/Guardian Signature Date