

**Crums Lane**  
**Elementary**  
**Student / Family Handbook**  
**2020-2021**



**Jefferson County Public Schools**

***Crums Lane Elementary School***  
***“PAW Cheer”***

***“I will be Respectful.***  
***I will be Responsible.***  
***I will be Ready***  
***to be Successful.***  
***I will make my Family,***  
***my School,***  
***and my Community***  
***Proud of ME!”***



# Crums Lane Elementary School

*3212 South Crums Lane*

*Louisville, KY 40216*

Anna M. Byrd, Principal  
Amy Vanover, Counselor  
Linda Stivers, Secretary  
Cheryl Wonder, Bookkeeper  
Doug Mobley, ECE

Darin Cain, Assistant Principal  
Shanee Lassiter, FRC Coordinator  
Carrie Wooten, Attendance Clerk  
Robert Gaskins, Behavior Coach  
Calvin Robinson, Liaison

Office: 502-485-8236

Fax: 502-313-3441

Family Resource Center: 502-313-4441

## **Vision Statement:**

*Crums Lane Elementary School's vision is to prepare every student for their next level with a rigorous academic curriculum in a caring and compassionate community.*

## **Programs Offered:**

Small Class Size Magnet  
WIN Small Group Instruction  
Family Resource Center  
Health Promotions School of Excellence

Reading & Math Interventionists  
Guidance Classes  
Centerstone Counseling Services  
STEM Lab

Extended School Services	Bellarmine Literacy Interventions
Real Men Read	Distinguished Young Men
Junior Achievement	Ladies of Leadership
Lexia Learning	Computer Lab
Band / Orchestra	Go Noodle
Student Technology Leadership Program	After School Tutoring
Safety Patrol	Compassionate Schools Program
Fresh Fruits and Vegetables Program	5X5 Fund for the Arts Grant
123 <sup>rd</sup> Air National Guard Partnership	Newscast Team
Advance Program	Talent Pool
Chess Club	Student Council
Academic Team – Quick Recall, Future Problem Solving, Written Assessment	

**Extra-Curricular Activities:**

Basketball, Volleyball, Flag Football, Track, Cheerleading, Dance,  
T-Ball / Softball, Baseball, Soccer, Chess, Drama

JCPS Website for Crums Lane Elementary:

<http://www.jefferson.kyschools.us>

***Welcome to Crums Lane Elementary School, we are so glad that you are part of our community! Please read the following handbook with your child and return the cover signature page to your child's teacher. This handbook contains information that will support your child's success at Crums Lane Elementary. Everything in this handbook is in compliance with the Jefferson County Board of Education (JCBE) policies, and the JCPS Student Support and Behavior Intervention Handbook.***

*We feel that it is very important to keep every family informed regarding any events taking place. You will receive a weekly newsletter and a monthly calendar outlining activities at Crums Lane. The calendar is also available on the JCPS website, and events will be shared through the School Messenger, and via Twitter. We hope that you will have the time to be actively involved in your child's education and participate in programs at the school. We recommend that you talk with your child about school daily and help your child by looking at his / her folder / agenda to review homework assignments, teacher newsletters, and see graded work. Students will be rewarded weekly for completed work, good study habits, and responsible / respectful behavior as we are dedicated to the success of every student.*

*Everyone at Crums Lane is here to assist you and your child in making every day a wonderful learning opportunity. We encourage you to partner with us in supporting your child's education. Please call (485-8236) or send in a note if you have any questions or concerns.*

# Daily Schedule

School is in session for students from 9:05 a.m. to 3:45 p.m.  
Office hours are 8:00 a.m. - 4:30 p.m.

<b>8:30 a.m.</b>	Doors open for students
<b>8:30 a.m.</b>	Breakfast service begins - Students eating breakfast at school should arrive by 8:40
<b>8:50 a.m.</b>	Teachers escort students to classrooms Crums Lane Newscast / "Crums Lane Live"
<b>9:05 a.m.</b>	Breakfast service line closes – unless there is a late bus The school day officially begins at 9:05 a.m.
<b>11:00 a.m.</b>	Lunch (25 minutes per class) Ends at 1:30 p.m.
<b>3:45 p.m.</b>	Dismissal begins – Students report to designated areas for departure
<b>4:00 p.m.</b>	All students should be on their way home unless staying for an after school program

# Table of Contents

Arrival and Dismissal Procedures

Attendance and Absences

Health Services

Nutrition Services

Parent (Guardian) / Teacher Conferences

Transportation

Visitation

Additional Information:

- Birthdays / Holidays
- Enrollment - Student Information Forms
- Field Trips
- Homework
- Lost and Found
- Lost Books / Equipment
- Newsletter / Communications
- Non-Custodial Parents
- Personal Property



Parent Teacher Association (PTA)  
Report Cards / Grading  
School Based Decision Making Council (SBDM)  
School Closings / Severe Weather  
Student Behavior  
Teacher Request Policy  
Telephone / Cell Phone Use  
Transfers and Withdrawals  
Uniforms / Uniform Breaks  
Volunteers

Uniform Policy

Family Resource Center

Acknowledgement Form

## **Arrival and Dismissal Procedures**

School starts at 9:05 a.m. and ends at 3:45 p.m. daily.

The safety and well-being of our students is our number one priority!

### **MORNING ARRIVAL**

- Students may be dropped off at 8:30 a.m. No supervision is provided before this time daily.
- Anyone driving onto the school campus is considered a car rider. The visitor parking is not to be utilized for morning drop off, as walking across traffic presents a safety risk.
- Car riders must be dropped off at the gym door between 8:30 and 9:05 a.m. **The front circle is for buses only.**
- **Walkers** enter through the front door between 8:30 a.m. and 9:05 a.m.
- **Students who are tardy (after 9:05 a.m.) must be walked into the front office and signed in by an adult.**
- Late arriving students will receive a tardy slip to enter their classroom.

### **DAILY DISMISSAL**

Dismissal begins at 3:45 p.m.

- Students are released as bus riders from the bus circle, car riders from the gym, and walkers through the front door.
- Anyone meeting a student as a walker needs to wait in the front vestibule.

**All request for transportation changes must be submitted in writing, signed by the parent/guardian, and received in the school office by 3:15 p.m.** If a

change of transportation is sent via fax please call the school to ensure that it has been received.

**Breakfast and Lunch (all meals are free of charge)**

- Breakfast is served from 8:30 a.m. until 9:05 a.m.
- Students arriving at 9:00 a.m. or after will received a breakfast to take to their class.
- Students are picked up from their assigned morning area by their teacher at 8:50 a.m. and escorted to class.
- Attendance is taken at 9:05 a.m. Students not in their class are considered tardy.



## Attendance and Absences

**Regular school attendance is vital for academic success.** Hands-on learning activities, classroom participation, and teacher instruction are lost opportunities for students who are absent and could affect your student's learning.

**If your student is going to be absent for the day:**

- Please call the school (485-8236) by 9:30 a.m. the morning of your child's absence. If the school has not been contacted, a JCPS automated attendant will call the absent student's home regarding their attendance.
- Excused absences include student visits to a doctor or dentist, personal illness, and/or a death in the immediate family. Any time a student is not present during the regular scheduled day they are considered absent.

**If requested in advance, make-up work can be picked up in the school office.** Students with excused absences will have the number of school days missed plus one additional school day from the time he/she received the make-up work to complete the work and return it to the teacher.

**Upon returning to school, the student is to bring a note from home and/or a physician's note stating the reason for the absence.**

- Parents / guardians have **three (3) days** to bring in a note regarding their child's absence. Notes must be turned in to the school office. Notes received after three days will not be accepted.

**Early Dismissal of Students:**

- Early dismissals cause interruptions to students' learning and will affect the student's attendance record as the student will be counted absent for any absence during the school day. Every effort should be made to avoid leaving school before dismissal. Students who leave school any time before 3:45 p.m. must be signed out in the front office.
- If you need to pick up your child before 3:45 p.m. please send a note to the teacher with your child so that the teacher can have the student's things ready.
- If an adult other than the parent/guardian will be signing your child out, we would appreciate a note in writing (even if the adult is listed on the enrollment form) stating who will be picking up your child. Please ask the adult to be prepared to show a picture ID.
- Students are dismissed from the school office only. Teachers do not dismiss students to anyone. To avoid interruption to the classroom, parents are asked to wait in the front lobby for their child.
- Students will not be called down prior to the adult arriving in the building to pick them up.

**Parents / guardians signing students out early are required to do so before 3:15 p.m. to minimize distractions during the dismissal process.**

## Health Services



- **Parents / guardians should inform their child's teacher and the school office at the beginning of each school year if their child has a health problem that requires monitoring or special precautions during school hours.** All Student Information Forms should be filled out stating any health issues.
- The cafeteria should also be alerted to any food allergies or dietary limitations.
- Students with serious/chronic medical conditions are asked to fill out a Primary Care Authorization Form signed by the student's physician.

### Health Regulations

State health regulations for students require that each student MUST have the following items on file at the school they are attending:

1. **Immunizations**

A current and valid Kentucky Immunization Certificate is due within the first two weeks of enrollment.

2. **Medical Examinations**

Students entering for the first time must have a Kentucky Preventable Health Care Examination Form.

3. **Vision Examinations**



Students entering school for the first time, at age five, or six years old, must have a Kentucky Vision Examination Form from a licensed ophthalmologist or optometrist. (Vision exams are due no later than January 1<sup>st</sup> of the first year that the child is enrolled in a public school.)

#### **4. Dental Examinations**

By January 1<sup>st</sup> of the first year that a five or six year old is enrolled in public school the state requires proof of a dental screening by a dentist, dental hygienist, nurse, or a physician's assistant.

### **Sickroom**

- If a student becomes ill during the school day the teacher will call home and send the student to the office. The office staff will allow the student to rest in the sick room.
- Attendance is important and we will make every effort to keep a student in school. We will only call home for the student to be picked up if they are vomiting, have severe diarrhea, a fever (over 100 degrees), an undiagnosed rash, head lice, or for an emergency.
- Students must be picked up within a reasonable time after parent notification, this protects the child who is ill and prevents the spread of illness.
- Students should be without a fever (over 100 degrees) or vomiting for 24 hours before returning to school.

Families are encouraged to contact our Family Resources Center (FRC) Coordinator, Kathy Stovall, at 502-313-4441, if assistance is needed with health services.

### **Medication Procedures**

- Medications should be given at home when possible.
- No student is permitted to have medication (prescription or over the counter) with them at school.
- If it is necessary for a student to take medication during school hours, a parent/guardian must obtain the proper forms from the school office.
- Prescription medication can be administered in the school office and shall only be administered according to the physician/prescriber's instructions noted on the prescription label and the Authorization to Give Prescription and Over the Counter Medication Form.
- Medication must be in the original container that is labeled with the following information: student's name, name of medication, dosage, time medication is due to be administered, and the route of administration.

### **Non-Prescription (Over-the-Counter) Medication:**

- Medications should be given at home when possible.
- If medication needs to be given at school, the parent/guardian must complete the Authorization to Give Prescription and Over the Counter Medication Form, and bring the over-the-counter medication to school in

its original container with the student's name on the outside of the container. Over the Counter Medication cannot be given for more than 3 days without written orders from a health care provider.

### **First Aid:**

- JCPS prohibits our staff from applying first aid of any kind to a student. Should a student have an injury needing more than a band-aid, you may be called to the school to administer first aid. This includes removing splinters, or foreign objects, and the application of sunscreen.

### **Head Lice:**

- Routine head checks are done throughout the school year.
- If live head lice are found on your student you will be called to pick them up immediately.
- Students sent home with live head lice must be rechecked in the Family Resource Center before returning to class.
- Please notify the school if evidence of head lice is found or if your student has been exposed to head lice.

## **Nutrition Services**

A nutritious breakfast and lunch are served daily in the school cafeteria by Crums Lane cafeteria members who provide students with the opportunity to select from several items daily for breakfast and lunch. All students are given the opportunity to eat lunch free of charge. Students are given a lunch number to monitor meal distribution. Please help your student learn this number to facilitate the checkout process. Student lunches brought from home are not able to be refrigerated and food cannot be heated for students. Please pack lunches accordingly.



**Breakfast and lunch are available free of charge to all students who are attending Crums Lane Elementary.**

### **A la Carte Items**

Items available for a la carte sale may include portions of items on the lunch menu, favorite snack items, spring water, and canned juice drinks. All items available for a la carte sale meet JCPS nutrition guidelines for beverages and snacks. A la carte purchases may be restricted by written parental request to the school cafeteria manager.

### **Food Allergies**

**If your child has food allergies please complete all forms with that information and be sure that your child's teacher and the cafeteria manager are aware of the allergies.**

### **Cafeteria Rules**

To maintain an orderly, comfortable dining experience students are asked to enter the cafeteria quietly and demonstrate responsible and respectful behavior. They are to remain in their assigned seats and speak at a conversational level. If help is needed, students are to raise their hands and an adult will come to them. Everyone is to remain seated until their class is dismissed to their teacher.

We expect everyone to help keep the cafeteria neat and clean.

**REMEMBER--NO SOFT DRINKS OR FAST FOOD ALLOWED  
FOR BREAKFAST OR LUNCH**

**Due to food allergies/ restrictions, students are not permitted to share food.**

### **Lunch Time Visitors**

- Family members / visitors are welcome to eat lunch with students daily! You may purchase a lunch from the cafeteria or bring one from home.
- Please be sure to sign in with the front office and get a lunch pass. Visitors can wait in the lobby for their child's class to come to the cafeteria.
- Students must return to the classroom with their class and visitors are asked to leave after lunch to continue the instructional day.
- Due to the Federal Nutrition Laws, **fast food is not permitted in the cafeteria.**

## **Parent (Guardian) / Teacher Conferences**

Ongoing, communication regarding students' progress is extremely important to every student's academic success. Please feel free to contact your child's teacher, call, send a note (write in the agenda), or email if you have any questions or concerns. The teacher will return your call within 24 hours. Everyone at Crums Lane is dedicated to the success of our students and we welcome your partnership.

Phone calls will not be sent to classrooms during instructional time so that students' learning is not disturbed. While each teacher does have a planning period each day, they are often having team meetings or professional development during these times and may not be available. Please call the school secretary, Ms. Stivers, at 485-8236 for assistance if you have a situation of an urgent nature.

### **Yearly Conferences:**

Parent / Guardian - Teacher conferences will be held on October 6, 2020 and February 15, 2021. Teachers will be contacting families the week prior to these dates to schedule conferences.

Additional conferences can be held on the phone or in person during the school year as the need arises.



## Transportation

Parents are requested to select one primary mode of transportation to and from school. **Changes to this transportation must be made in writing. For the safety of our students, transportation changes will not be accepted over the phone. Only parent / guardians are able to make changes to a student's means of transportation.** You may fax any changes to 313-3441, but please call the school to be sure the fax was received. **No changes in transportation can be made after 3:15 p.m. daily.**

### Permission to go home with another student

Children who wish to go from school to another student's home must bring a signed note giving permission from parents of both children. No transportation changes are accepted via the telephone.

### Car Riders

- Vehicles are required to pull around to the back of the building to drop off students in the morning and pick up students in the afternoon.

- When you pick your child up on the first day you will be assigned a car rider number and given car tags.
- A tag needs to be displayed as you enter the parking lot and remain displayed until you receive your child.
- Staff members will monitor students' safety in the car rider line.
- Students are not permitted to walk without supervision to a parked car in any location.
- No parking is permitted in the front fire lane at any time.
- **No student is to be dropped off or picked up in the front circle as that area is designated for buses during arrival and dismissal.**

### **Walkers**

- Walkers are to enter the building through the main entrance. The doors will open at 8:30 a.m. as supervision of students is not available until that time.
- Walkers will be dismissed from the front and rear doors.

### **Bus Riders**

- Students must be assigned a bus stop by the bus compound before they will be able to ride the bus.
- All bus riders will be given back pack tags with their bus number and address on the first day of school.
- Please review the expectations outlining students' behavior when riding the bus with your child.
- A parent / guardian of a kindergarten student must be at the bus stop for any kindergarten student to be allowed to exit the bus. Kindergarten students will be returned to the school if a parent / guardian is not at the bus stop.

### **Bus Rider Expectations**

The safety of students is a top priority and misbehavior on a school bus will not be tolerated. The following rules exist for the safety of all bus riders.

- **LISTEN TO THE BUS DRIVER AT ALL TIMES**
- **REMAIN SEATED**
- **DO NOT THROW OBJECTS (in or out of the bus)**
- **EATING IS NOT ALLOWED ON A BUS**
- **NO PLAYING ON THE BUS OR AT THE BUS STOP(S)**
- **KEEP YOUR HANDS TO YOURSELF**
- **BE REPECTFUL and STAY SAFE**

### **Misconduct on the Bus**

When a referral becomes necessary for misconduct on the bus, a written referral is submitted to a school administrator and a copy is sent to the parent. If a bus suspension is given for inappropriate behavior, it is the parent's responsibility to get the student to and from school. A bus suspension is not a school

suspension, students are expected to attend school even if they are suspended off the bus.



## Visitation

Parents and community members are always welcome to visit Crums Lane Elementary School. We hope that families will visit for lunch, observations, to participate in learning activities, and attend programs. To protect instructional time and ensure the building is safe, the following policies and procedures must be followed by all visitors when entering the school:

- All visitors must enter and exit through the front door, stopping at the front office to sign in and get a Visitor's Pass. The Visitor's Pass must be worn and remain visible at all times.
- Arrangements for classroom observations/visits need to be made a day in advance of the observation. Visits are scheduled for no more than one hour and guests are asked not to interrupt instruction.
- Visitors must abide by the classroom rules set by the teacher.
- Visits to classrooms during dismissal are not permitted.
- Students may not be dismissed to parents from the classroom.

### Open Visitation Days

Crums Lane Elementary welcomes visitors to the school. Tours of the building are available daily upon request and four open visitation days are set yearly. Classroom observations are accepted with requests completed with 24 hours notice. Please contact the school office (485-8236) for more information.



## Additional Information

### Birthdays/Holidays:

**Your child's special days are important to us too.**

**We will be recognizing every student on his / her birthday.** Parents / guardians, please let your child's teacher know if he/she is not to participate in birthday or holiday celebrations due to medical, dietary, religious, or cultural preferences.

- Please check with your child's teacher if you would like to send or bring birthday treats to school. Treats are required to be commercially prepared.
- While birthday treats are acceptable, this is not to be considered a birthday party for your child. Balloons, candles, party favors etc. are interruptions to the educational process and are not allowed.
- Families are welcome to go to their child's classroom after 3:15 p.m. to deliver treats or the items may be dropped off in the school office.



### **Student Information Form**

It is very important that all JCPS Student Information Forms be completed and returned to school. In case of an illness or emergency, current information is needed to contact the student's parent(s), guardian(s), or relative(s); therefore, it is important that the information on the form is accurate and up to date. If a student's address or telephone number changes during the school year, parents or guardians should notify the school immediately. School staff maintains confidentiality in handling students' personal information.

### **Field Trips**

Field trips are an educational experience offered to students. **In order for a student to participate in a field trip, a permission slip signed by the parent/guardian must be returned to school by the date specified.**

**PERMISSION SLIP MUST BE COMPLETED TO ATTEND.**

Chaperones for field trips must be pre-arranged by the teacher. If a student's behavior is inappropriate and/or poses a safety risk for him/herself or others, the parent / guardian may be requested to attend.

### **Homework**

Students at all grade levels will receive homework every day, Monday through Thursday. Reading is expected to be done nightly with extra incentive rewards for additional work. We greatly appreciate our parents support in ensuring that homework is complete and returned on time. Homework is an extension of the classroom learning and used as additional practice to reinforce students' understanding of concepts.

### **Lost and Found**

Lost and found items will be kept in the Family Resource Center for students to easily locate. Please label jackets, lunchboxes, backpacks etc. so that items can be returned to their owner.

Please don't allow your student(s) to bring items of great value or large amounts of money to school. Tablets, cell phones, electronic games, and toys are best left at home. Items held for students because they are a distraction to learning will be kept in the school office for parents or guardians to claim. JCPS is not responsible for stolen or lost items.

### **Lost Books/Equipment**

Students are encouraged to check out Library books to read at home. Students will be permitted to check out additional books weekly as long as all books are returned. Students will be charged for any library book, textbook, or school equipment that is lost or damaged.

### **Newsletters and Other Home to School Communications**

A school newsletter is sent home every week and an event calendar monthly in an effort to keep our families well informed regarding school activities, policies,



and other important information. The Crums Lane webpage, School Messenger, and Twitter will be used to ensure families are well informed of school activities.

### **Non-Custodial Parents**

All non-custodial parents have the right to review records, to request conferences, and to pick up their child. The ONLY exception is when a court order states otherwise. **Official custody papers must be on file in the school office, or non-custodial parents will maintain all parental rights.**

### **Personal Property**

Toys, electronic games, jewelry, and trading cards are not permitted in school. If a school activity (show and tell) requires a student to bring items to school, a note/pass will come home from the school prior to the event. The school is not responsible for lost or stolen property brought to school.

### **Parent Teacher Association (PTA)**

We want to encourage all of our families to join and participate in the PTA, new ideas and parent volunteers are always welcomed and help the school community grow. Anyone wishing to serve on the executive board (elected officers, chairperson, committee member or volunteer), please send your name and phone number to the school PTA.

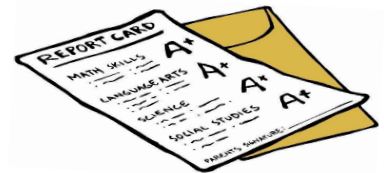
### **Report Cards / Grading**

Students will receive report cards every nine weeks following the JCPS grading periods. The Crums Lane monthly calendar and website will specify the days during the year that your child will be bringing home his/her report card. Fourth and fifth graders will receive the following grades for Reading, Writing, Science, Mathematics, and Social Studies:

A = Above Standards	B = Meets Standards
C = Approaching Standards	D = Below Standards
U = Substantially Below Standards	

Kindergarten, first, second, and third graders will receive the following grades in all content areas: (Fourth and fifth grade students will also receive these grades in PE / Practical Living, Music, Art, STEM, Library, and Technology.)

O = Outstanding	S = Satisfactory
NI = Needs Improvement	
U = Unsatisfactory	N/A = Not Applicable



### **School Based Decision Making Council (SBDM)**

Our school has a School-Based Decision-Making Council. Elected staff and parent representatives, together with the principal, form the SBDM Council and meet monthly in an open forum to conduct business concerning the school and program opportunities for students.

### **School Closings / Severe Weather**

Cancellation of school takes place only during extreme circumstances. Cancellation of school, delayed opening, and early dismissal are publicized widely on local TV and radio stations and posted on the JCPS homepage: [www.jefferson.kyschools.us](http://www.jefferson.kyschools.us) Alerts will also be sent out via text messages.

Students will participate in drills frequently throughout the school year, including severe weather, fire, earthquake, and lock downs, to remain familiar with procedures.

### **Student Behavior Guidelines for Success:**

1. Crums Lane Elementary School is a safe learning environment.
2. Everyone at Crums Lane will be responsible, respectful, and ready to be successful.
3. Students will learn at high levels in all content areas.



### **Action Plan:**

1. We will maintain high expectations for student conduct at all times.
2. We will provide activities to build each student's self-esteem and develop positive character traits that lead to successful relationships.
3. We will teach students effective strategies for coping with social / emotional situations.
4. The teacher, behavior coach, school liaison, FRC coordinator, counselor, assistant principal, and principal will actively support students' success.

All consequences for inappropriate behavior will follow the JCPS Student Support and Behavior Intervention Handbook 2020 - 2021. Referrals will be used to document inappropriate behaviors and ensure parents / guardians are aware of all situations. Families will also be contacted by phone of behavior concerns.

### **Positive Reinforcement:**

High expectations are maintained for all individuals in the building for appropriate behavior, work, and study habits. Your help and cooperation are essential for maintaining a positive learning climate. Students will receive daily and weekly reinforcement for appropriate behavior, work, and study habits. Students will have the opportunity to earn incentives reinforcing positive choices and hard work.



### **Teacher Request Policy**

Parents / guardians are allowed to make teacher requests for classroom assignments. Requests must be in writing and are accepted in

April of each year for the following year. Requests received after this date will not be considered. **Please remember that no request is guaranteed as teacher and grade assignments may change.**

### **Telephone Usage**

All phone calls must go through the front office number 485-8236. Students are not permitted to use the phone without permission. Students are not to be called out of class to speak on the telephone unless it is an emergency.

### **Cell Phones-Students**

To maintain the focus on learning, students may not use or display personal telecommunication devices during the school day. Students are instructed to leave their cell phones in their lockers. JCPS is not responsible for lost, damaged, or stolen property.

### **Transfers and Withdrawals**

The parents/guardians of any student moving should contact the school so that the student's records may be transferred to their next school.

### **Uniforms**

Crums Lane Elementary is a uniform school and the Uniform Policy is located on the next page. Dress down or uniform break days allow students the opportunity to dress in alternate clothing for the day. Closed toe, rubber soled shoes are required on all school days.

### **Volunteers**

We greatly appreciate parent volunteers and welcome our families' participation in activities at the school. The JCPS Volunteer Form is available for those parents/guardians interested in completing a records check to volunteer at the school during the day or to participate on field trips.

## **Crums Lane Elementary School Uniform Policy**

The purpose of the uniform policy is to avoid any distractions to learning.

**Shirts** Colors: Any solid color  
**Styles:** Short/long sleeve polo style shirts, turtlenecks, oxford shirt, blouse or cotton dress shirts. All shirts must have sleeves and collars. **No other logos will be acceptable except the Crums Lane Logo.**

**Sweaters** Colors: Any solid color  
**Styles:** Crew, V-Neck, or cardigan styles are all acceptable.  
**Note:** A uniform shirt must be worn under sweaters.

**Sweatshirts** Colors: Any solid color (no logos)

Styles: Crew neck sweatshirts only. A uniform shirt must be worn under sweatshirts. **No hooded sweatshirts are to be worn.**

**Slacks, Shorts, Jumpers, Skirts, Skorts, Capris**

Colors: Khaki, navy blue, or black  
Styles: Cotton twill or a cotton blend, plain, or pleated front uniform slacks  
Shorts and skorts should be uniform or Bermuda length  
Shorts should be uniform length (no more than 4 inches above the knee)  
Note: Slacks are to be worn at the waist.

**Socks/Tights** Colors: White, navy, or black  
Styles: Anklets, crew, knee-high or tights  
Note: Socks or tights must be worn every day

**Shoes** Color: Any solid color. All shoes must have backs, toes, and rubber soles.  
Styles: Safe shoes which provide comfort and support. Sneakers are recommended and are required for PE.  
Note: No flip-flops, clogs, sandals, platforms, skate shoes, crocs or high heels.

**Jacket / Coats / Backpacks**

Color: No specific requirement  
Styles: No specific requirement  
Note: Please dress according to the weather. Jackets and coats will be worn while students are outside, not inside the school building. Students should dress to go outside for wellness according to JCPS policy. **No backpacks with wheels.**

**Accessories:** Jewelry, belt buckles, ear rings, acrylic fingernails, scarves, should be kept to a minimum so as not to interfere with the educational process.

**It is the responsibility of the parent to see that a child comes to school in uniform daily. Every attempt will be made to comply with the uniform policy using the FRC clothes closet before calling home.**

**Crums Lane Elementary  
Family Resource Center (FRC)**  
Your family empowerment resource!

Crums Lane's Family Resource Center (FRC) is uniquely designed for Crums Lane families and our community. The FRC provides services and resources specific to the needs of the children at the school, the family unit, and the community. The FRC is required to deliver five action components that support individuals, families, the school and community. The components are:

1. Providing resource information for full-time childcare for 2- and 3-year-olds
2. Supporting afterschool childcare for 4- through 12-year-olds.
3. The Families in Training Program (FIT) , which includes an integrated approach to home visits, group meetings, and monitoring of child development for new and expectant parents

4. Family literacy services designed to promote lifelong learning and give parents and children the chance to learn together
5. Health services and/or referrals to health services

Crums Lane's FRC is focused on early learning and academic success that leads to future stability. To ensure this success, the FRC builds partnerships in the school and community. Each year the FRC coordinator surveys parents to identify their needs and interest. Partnerships are then developed to focus on such things as:

- Parent workshops that support child development, adult leadership, educational resources and economic gains.
- Afterschool activities that promote healthy living and physical activities for students.
- Community access to health resources, literacy, and childcare.

The parent and community voice is important to the success of the FRC and is promoted through the Advisory Council. The council meets five time a year to help plan and guide FRC services. Parents/guardians of students enrolled at Crums Lane along with community members make up the council. Parent are strongly encouraged to serve on the council. Below are some of the types of service and supports the FRC and Advisory Council plan.

#### Examples of Types of Support and Resources through the FRC

▪ Adult Education Referrals	▪ Eyeglass Assistance Referrals
▪ Afterschool Child Care Referrals	▪ Family Literacy Nights
▪ Afterschool Extra-Curricular Programs	▪ New and Expectant Mother Resources
▪ Book Clubs	▪ PTA Clothes Closet Referrals
▪ Dental Clinics	▪ Title 1 Computer Lab Access

The FRC is open to the family and community partners Monday through Friday from 8:00 a.m. – 4:30 p.m. The FRC Coordinator is Shanee Lassiter. She can be reached at (502) 313-4441 or [shanee.lassiter@jefferson.kyschools.us](mailto:shanee.lassiter@jefferson.kyschools.us). The FRC cannot provide financial services to families but will support families gaining access to community resources. All information shared with the FRC staff is confidential.

## **Crums Lane Elementary School**

### **Student / Parent (Guardian) Handbook**

# Acknowledgment Form

Please read, sign below,  
and return this form to school.

I have received the  
*Crums Lane Elementary School 2020-2021*  
*Student / Parent (Guardian) Handbook*  
and have read the  
information with my child.

Student's Name / Signature: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_

Home Room Teacher: \_\_\_\_\_

Date: \_\_\_\_\_