

Crestview Family Handbook

2024-2025



1901 Charles Street, Richmond, VA 23226

804-673-3775 FAX: 804-673-3742

Principal: Mrs. Jenna Childress

Associate Principal: Suzanne Lauer

Greetings Families,

I am thrilled to welcome you to the 2024-2025 school year at Crestview Elementary School, home of the Cardinals! It is an honor to serve as your principal. Our Crestview community is made up of many incredible individuals. Each person brings unique gifts, talents, abilities, interests, experiences, and cultures to our beloved community. We encourage our students to embrace their individuality and celebrate what makes them unique. While we take immense pride in our school and celebrate the diverse individuals within our community, we also believe in learning and growing together on our journey to become leaders both at school and in the community.

At Crestview, we are dedicated to providing every child with a safe learning environment where we prioritize building strong, healthy relationships, achieving academic excellence through life-ready teaching and learning, and fostering a robust home-school partnership. We believe that all of our Cardinals can excel in academics, relationships, and community involvement. Our doors are always open, and we invite families to join us in celebrating a love of learning at our numerous special family and community events.

As we embark on a new year, all community members must understand and adhere to our school rules and our **Cardinal Core Values of Kindness, Responsibility, Teamwork, and Problem-Solving**. This handbook contains crucial information that will help us all have a successful and safe school year. Please take the time to review this information and keep the packet handy for easy reference. These guidelines and procedures apply to everyone. **After reading the handbook, please sign and return the form on the back page to acknowledge your receipt and understanding of its contents.**

I thank you in advance for your active participation throughout the school year, and I encourage you to stay informed and get involved whenever possible. Please check your child's backpack daily, join the PTA, read the Crestview Weekly Update each week, and frequently visit our website and social media channels (Facebook, Instagram, and Twitter). If you have any questions about information sent home or posted during the school year, do not hesitate to contact the school. We look forward to working together to ensure the best possible learning experience for your child(ren) as we focus on fostering growth, leadership, and a lifelong love of learning. On behalf of the Crestview faculty and staff, we anticipate a fantastic school year ahead!

Mrs. Jenna Childress
Crestview Principal

CRESTVIEW HANDBOOK 2024-2025

School Mascot: Cardinal

School Colors: Red and White

School Vision Statement: All Crestview Cardinal students will pursue leadership in academics, social situations, and the community.

School Mission Statement: **L.E.A.D** Love learning
 Excel in all we do
 Achieve goals together
 Do what is right

School Core Values: Responsibility, Kindness, Team Work and Problem Solving

School Theme: *“Four Houses, One Family”*

ABSENCES, TARDIES, EXCUSES

- Regular attendance is required and vital to your student’s success in school. When your child must be absent, it is important that you contact our attendance secretary as soon as possible at 804-673-3775. If the office is not notified of an absence, in accordance with state law, we must contact the parent or guardian by telephone.
- It is the student’s responsibility to make up missed assignments when absent. These will be available the day following their absence. Extended absences must be discussed with the principal **prior** to the absence.
- Students with excessive unexcused absences or tardies will be referred to the School Social Worker, Counselor, and Administration to create a plan to ensure student success.
- If a child misses more than 10 days due to sickness, a doctor’s note will be required for each absence due to illness for the remainder of the year. If a child missed more than 15 consecutives they will be automatically unenrolled.
- Regular school attendance is expected and closely monitored by administration as part of the Virginia Department of Education's Standards of Accreditation. It is expected that students attend school regularly. Excessive absences can lead to a student being considered chronically absent. Communication regarding chronic absenteeism is sent home to families quarterly.

ATTENDANCE

The hours for attendance are:

7:20 a.m.	Students may begin to arrive at school
7:20-7:40 a.m.	Breakfast will be served
7:40 a.m.	Tardy bell and start of instructional day
2:10 p.m.	Dismissal of bus riders
2:15 p.m.	Dismissal of car riders, walkers, and day care riders

Students should not arrive at school before 7:20 a.m., no supervision is provided before the opening of school. The tardy bell rings at 7:40. If students arrive later than 7:40, they must report to the office for a

tardy chip before going to class. A parent or guardian **must** accompany students into the building. If you are calling the school to report an absence, you may leave a message on the attendance line (press 1 when calling 673-3775). **When a family plan requires a child to be absent for an extended period, parents are asked to notify the principal in writing at least two (2) weeks before the start of the absence. All such planned absences must be reviewed and approved in advance by the principal. Every effort should be made by parents to communicate with teachers regarding extended absences. To ensure continued learning during an absence families should work to acquire missed assignments from school.** Students with excessive absences may not receive principal approval and will be marked unexcused while absent.

AWARDS/ACHIEVEMENT

Celebrations will be held to honor student success. We hold House Parties at the end of each 9 weeks. Our House Parties are a gathering for our students to celebrate together and recognize students who have embodied our 4 Cardinal Values of Kindness, Responsibility, Teamwork, and Problem-Solving.

BICYCLES

Students living in the walking zone may ride bicycles to school in grades 3-5. Helmets must be worn and bicycles must be locked on the bike rack during the day. Students must have a signed permission form on file in order to ride their bicycles to/from school. Please make sure a letter is on file in the main office before allowing your child to bike to school. Our Bike to School Form can be found [here](#).

BIRTHDAYS

Student birthdays will be announced during the morning announcements. Students will be given a special birthday pencil. Due to the increasing number of life-threatening food allergies and the School Board focus on wellness, ***there will be NO edible treats (cake, doughnuts, cookies, etc.) brought in to share with classmates.*** Families are welcome to send or bring a treat for their child **only**. There can be **no exceptions** to this safety expectation. The birthday child is welcome to send in small non-food fun items to share if desired (pencils, stickers, etc.); however, this is not expected nor encouraged. Balloons, flowers, and cameras are not allowed. Birthday party invitations may not be given out at school.

BREAKS/SNACKS

A healthy snack break is allowed for students in all grades. Teachers schedule snack times for their individual classroom. We strongly encourage healthy snacks such as fruit, vegetables, or crackers. Henrico County Schools are expected to be in compliance with the Wellness Policy. (P6-11-004). Students are not allowed to bring in snacks or treats to share with others.

BUS GUIDELINES (for transportation to and from school and field trips)

Be sure your child knows his/her bus number and driver's name. This is especially important for our younger children. Pupils may only ride the bus to which they are assigned and must return on the same bus **unless we have written permission** from parents or guardians. (Ex. If your child goes home with a friend, we must have signed permission notes from **both** sets of parents or guardians.) Pupils will be picked up and let off at the same stop each day.

Kindergarten and Preschool Students—As in past years, parents will fill out a form listing adults who are authorized to receive PK and Kg students from the bus. This list will be provided to the bus drivers after it is turned in to school. All parents and/or authorized adults will need to have a photo ID in order to receive the

students from the afternoon bus stops. If no authorized person is at the stop OR if the person does not have an ID, **HCPS Pupil Transportation requires the bus driver to return the kindergarten and/or PK student to school and the parents will be called to pick up the child.** This is for the safety and security of your child. We cannot predict when there may be a substitute bus driver who does not know you. Thank you for your cooperation.

Students are required to cooperate with the bus driver and follow the Code of Conduct. **Riding the bus is a privilege, not a guaranteed right.** Students who do not obey the driver and the rules may not be permitted to ride the bus. Bus discipline referrals may be sent home for parent signature. Students are expected to sit down, face forward, and talk with appropriate voice levels. Continued unsafe behaviors on the bus will result in short or long term restrictions or loss of bus privileges.

CAFETERIA

Money may be deposited into an account for your child. Each day, the amount used to purchase lunch/snacks will be deducted from the account. If the account goes below \$5, a phone message will be sent home on Sunday nights through Nutrition Services. If a student does not have money in their account, they will receive a reminder notice and will be allowed to charge 3 times before receiving an alternate lunch.

You may use www.myschoolbucks.com to monitor your account and pay funds. Or, you may send payment to the school directly and the cafeteria manager will place the funds in your child's account. Questions about account balances may be directed to the cafeteria manager. At the end of the year, there are no refunds. The account balances will carry over to the next school year. Balances do not transfer if students leave the county. Parents are encouraged to monitor lunch account funds.

Lunch menus are available online at <http://henrico.nutrislice.com>. Students are allowed to buy one snack and one dessert per lunch if desired. In order to purchase dessert, the student must have lunch (either from home or school). Purchases must be made as they go through the line.

Breakfast is served grab-and-go style from 7:20-7:40 a.m. Breakfast cannot be brought from home with the expectation that students will eat it in the cafeteria.

Applications for free or reduced lunch will be in your packet at the beginning of school. You must reapply each year. In addition, a form can be requested from the office, or you can apply online at <http://henricoschools.us/nutrition-services>.

During the 2024-2025 school year Crestview Elementary School has qualified for a waiver that will allow all students to receive a breakfast and a lunch free of charge.

CAFETERIA EXPECTATION

Assigned personnel are on duty in the cafeteria and students are expected to use good manners and proper eating habits at all times. This establishes a good atmosphere for dining. The students should observe the following Cardinal Cafeteria Rules:

Talk in appropriately leveled voices to those sitting close (in front of or beside you).

No sharing of food is allowed.

Respect other students and adults.

Stay seated until it's time to clean up and line up.

No carbonated beverages are allowed.

Clean up your eating area and dispose of all garbage properly.

CAMERAS

For student and staff safety, a camera buzz-in system is installed at our front door. All visitors are asked to buzz the office, identify themselves, go through entry scanners, and come to the office to **sign in with a picture ID and receive a visitor badge**. Additional cameras are installed throughout the building's interior and exterior to provide additional surveillance as needed.

When signing in at the office, **you will need a driver's license for the scan machine** installed in all county schools. The computer system will generate a name badge. **Identification is required for every visit even if you are a frequent visitor. This ensures consistency and safety for everyone!**

CELL PHONES AND SMARTWATCHES

As in years past, students may not have cell phones out during school. To further reduce distractions in the classroom, students must keep their cell phones, smartwatches, and other Wi-Fi-connected devices out of sight and silenced or in airplane mode during class. Devices may only be used for learning purposes with the teacher's permission. If your child has a documented medical condition requiring a monitoring device, please contact the school nurse.

During class, students should keep their cell phones out of sight in their backpacks, bags, or safe storage containers provided by the school in each classroom. If a student leaves class to visit the restroom, clinic, etc., their cell phone must remain in the classroom. If a student fails to follow these guidelines, the following steps will be taken in alignment with the 2024-2025 Code of Student Conduct (insert link to Code when posted).

Consequences of Cell Phone Use Infractions*

First Offense

A verbal warning will be given to the student, and the parent or guardian will be contacted.

Second Offense

The device will be confiscated until the end of the day, and the student's parent or guardian will be contacted.

Third Offense

The device will be confiscated until the end of the day, and the student's parent or guardian must retrieve it from the school.

Fourth Offense

The device will be confiscated until the end of the day, and the student's parent or guardian must retrieve it. Other student disciplinary consequences will apply.

Fifth Offense

The student must turn in the device to the teacher daily until further notice.

**School administrators may check for cell phones following the established HCPS [Search and Seizure policy](#).*

CHANGE OF STUDENT INFORMATION

Please notify the office if you have a change of address or phone number. If your address has changed, you will be required to provide proof of residency with a house contract, lease agreement, mortgage statement, or tax assessment **and** a current utility bill.

CLINIC

Please fill out the necessary forms so that the school has your **current** contact and emergency contact information.

Accident or Serious Illness Procedures: Treatment in the clinic is limited to first aid. School clinic personnel attend to the immediate health needs of students. The guidelines for emergency care are in the American Red Cross First Aid Manual. Advice and consultation from the Henrico Health Department may be necessary. Parents of children who become ill or who have a serious injury are notified and the children are expected to be picked up promptly by the parents or authorized person(s).

Vomiting, Fever, Diarrhea: Please adhere to the county's protocol for ill students. Please keep your child home from the school the **next day after** one of these conditions occurs. The student must be fever-free for 24 hours without medication. If a child returns to school too soon, the parent will be called to come pick him/her up from the clinic. The student will not be allowed in the classroom.

First Aid Supplies: The only first aid supplies (other than bandages and other non-medical products) kept in a school clinic and approved by Henrico County Schools and Health Department are: first aid cream, hydrogen peroxide, and calamine lotion.

Medications: No medications shall be given to students by school personnel except as herein provided. (Refer to School Board Policy R6-09-002)

Prescription Medications: The parent must present to the school nurse, clinic attendant, or principal a physician's order stating the name of the medication prescribed, the time to be administered, the dosage, duration of treatment, and the diagnosis/reason for prescribing (unless reason should remain confidential). Administration of the medication also requires the written signature of the parent or guardian.

The physician should alert the school when a student might experience a serious reaction when receiving the medication. This can be indicated on the Medical Permission Form.

The school Health Office Medication Log is utilized to document when each medicine is given to a student. Students must come to the clinic for medications.

Medication must be secured in the health office in its original container or an appropriately labeled pharmacy container. Medications will be kept under lock when not in use.

Non-Prescription Medications: Clinic attendants and school nurses will be allowed to administer over-the-counter medication (in new sealed containers with directions clearly visible) to students at the written request of the parent. If the medication is to be given for more than 3 days, a follow-up form will be sent home that must be completed by your physician.

School personnel may administer certain medications such as insulin, anti-convulsive medication, etc., only upon written clearance from your physician. Contact the clinic attendant for the proper procedures.

All medication (prescription and non-prescription) must be brought to school by the parent. Children are not allowed to carry medication to/from school. This includes cough drops.

Epinephrine: Administration of Stock Auto-Injectable Epinephrine for Anaphylaxis to Students

1. Pursuant to an order or standing protocol issued by the prescriber and within the course of professional practice, a school nurse, or any School Board employee who is authorized and trained in the administration of epinephrine, may possess and administer epinephrine. A school nurse or an employee, authorized by a prescriber and trained in the administration of epinephrine, who provides, administers, or assists in the administration of epinephrine to a student believed in good faith to be having an anaphylactic reaction, or is the prescriber of the epinephrine, shall not be liable for any civil damages for ordinary negligence in acts or omissions resulting from the rendering of such treatment.
2. Henrico County Public Schools partners with the Henrico County Health Department to prescribe stock epinephrine for the school division to be administered to any student believed to be having an anaphylactic reaction on school grounds when school is in session. HCPS shall purchase and provide at least two (2) doses of weight appropriate, auto-injectable epinephrine for each school building, to be administered by a school nurse or School Board employee who is authorized and trained in the administration of epinephrine.
3. Parents/guardians of students who have a known condition requiring the use of epinephrine shall provide the school with written instructions from the students' health care provider for managing anaphylaxis and shall provide all necessary medications for implementing the student specific order on an annual basis or more often as needed.
4. Annually, building level administrators shall identify at least two employees, in addition to the school nurse and/or clinic attendant, to be trained prior to the first day of school in the administration of epinephrine. Only trained School Board employees who have demonstrated proficiency in the administration of epinephrine may administer medication to a student. Trained personnel may administer stock epinephrine to students believed to be having an anaphylactic reaction. Training shall be conducted annually or more often as determined by the registered nurse.
5. Stock epinephrine shall be stored in an unlocked, easily accessible yet secure, central, dark location at room temperature (59-86 degrees Fahrenheit). School Health staff shall inspect and

track stock epinephrine for expiration dates, discoloration, temperature, or compromise on a weekly basis and pre-order doses when required. "Report of Anaphylactic Reaction" is required within 24 hours after each incident requiring the use of epinephrine (stock or individual).

COMMUNICATION

Teachers will communicate with parents on a regular basis through newsletters, take-home folders, and personal contact to ensure an effective and successful school experience for Crestview students. Should any questions arise, please contact your child's teacher through the school office or teacher email. Teachers will return phone calls and emails during non-instructional times. Teachers are not available to talk in person, email or communicate by phone during the instructional day. **Please do not email transportation or attendance information. All transportation information should be sent in via a written note. All attendance information should be shared directly with our secretaries.**

Parents can expect conferences to take place once in the fall. Another conference opportunity is available in late winter / early spring should your child's teacher or you feel a conference is needed. With our focus on student leadership, our spring conferences are structured through Student Showcase experience. The school will also post information to the website, Facebook page, and Twitter. Administration and staff will send out messages using Parent Square to communicate important reminders and information. The Crestview Weekly Update is an online newsletter sent out weekly via Parent Square. There will be newsletters, calendars, and flyers that go home sharing information about school events through PTA.

COMPUTERS

Students have opportunities to use computers and other forms of technology in the classrooms. The Henrico Code of Conduct outlines technology expectations. Students are not permitted to use school technology until the Code of Conduct forms are signed and returned to school. Students are expected to adhere to expectations for acceptable technology use. **HCPS has the right to inspect any provided HCPS assigned device(s) and the contents contained therein on demand with or without notice to the user.** Those who violate safe computer use rules will lose access to devices and will face disciplinary action in accordance with the code of conduct.

CRISIS PLAN/EMERGENCY DRILLS/SAFETY

Crestview staff annually reviews and re-writes a crisis plan for emergency situations that may arise during the school day. **Drills are practiced in accordance with county and state guidelines for fire, severe weather, intruders, and bomb threats as well as bus evacuations.** Select staff members serve on the school Crisis Team and move into action should the need dictate. An important part of the plan is to provide public information through the news and media services, to have a school representative available, and to begin contacting families as needed.

More information regarding Henrico County's safety and crisis plans can be found here:

<http://henricoschools.us/pdf/HealthSafety/CrisisPreparedness.pdf>

DISCIPLINE AND CONDUCT

Effective discipline depends on cooperation and understanding between home and school. Teachers strive to provide a safe and inviting environment for every student. Discipline includes the teaching of

appropriate behaviors and the consistent guidance and reinforcement of those behaviors. The end goal is to develop self-control and awareness of the impact of one's behavior choices. Crestview staff approach student behavior from a positive standpoint and strive to provide support and interventions for student success.

Parent-Teacher conferences are helpful in trying to work with a student behavior concern. Any student who is continually disruptive to the learning or safety of others will be removed from the classroom. He/she will continue with academic studies under the supervision of an administrator or designee until it is felt that the student can return to class.

Crestview follows the Henrico County Code of Conduct for behavior expectations and consequences. This is in effect from the time a student leaves home in the morning until he/she returns home in the afternoon. **Please read the Code of Conduct carefully and review this with your child.**

DRESS CODE

At Crestview, we believe there is a direct correlation between dress, attitude, and achievement. Student appearance that is disruptive, distracting, or hazardous is prohibited. We follow the Henrico County School Board policy on Dress Code found in the Code of Conduct. Parents will be notified of inappropriate dress. A change of clothing may be required.

The following is the Henrico County Public Schools Dress Code for all students. Please read carefully and abide by all guidelines.

Henrico County Public Schools Student Dress Code

The HCPS dress code policy permits any student to wear any religiously, ethnically, or culturally specific or significant head covering or hairstyle, including hijabs, yarmulkes, headwraps, braids, locs, and cornrows. All students will be subjected to the same set of expectations regardless of gender, gender identity, or gender expression. These expectations should also carry to clubs, and extracurricular activities. Staff are prohibited from applying the dress code by direct physical contact with a student or a student's attire and from requiring a student to undress in front of any other individual. This policy complies with the Code of Virginia. The administration of every school has the authority to notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant.

Students may **not** wear the following items unless otherwise stated:

- Hoods (on heads), hats, or face masks (that covers more than the mouth and nose) inside school buildings, during regular school hours, unless required for religious or medical reasons.
- Sunglasses (worn indoors), unless prescribed by a physician.
- Clothing must reach the tip of the thumb when hands are placed at the sides (arms straight with palms flat).

- Messages on clothing, chains, jewelry, and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity, or messages that negatively represent a religion, ethnicity, culture, sexual orientation, gender, gender identity, transgender status, or people, or that could cause a substantial disruption to the learning environment.
- Spiked jewelry, chains, and items which could cause student injury.
- Beachwear (which includes bathing suits and trunks) and/or revealing sleepwear.
- Clothing that reveals undergarments.
- Cut-off jeans, cut-off sweatpants, or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.
- Clothing that is see-through, revealing the midriff (while sitting or standing), or resembles undergarments.
- Bedroom slippers or shoes with wheels, also known as “Heelys.”

The administrative team in each school shall have discretion regarding code decisions. Parents of students who violate the dress code may be contacted to provide appropriate clothing for their child(ren), if necessary

In addition, students should wear shoes that protect their feet and allow them to safely participate in physical education and recess. **Open-backed sandals or shoes are not safe for play and may not be worn.**

EXPENSES

Field Trips - The children will take various field trips during the year. These are learning experiences away from the school grounds that are chosen to enrich the curriculum. They may or may not require a fee. Permission from parents or guardians must be granted in order for a child to participate. If a fee for a field trip presents a difficulty, please let us know.

Media Center Books - There is no fine for overdue books. However, children and parents are responsible for payment for lost or damaged books.

Pictures - Individual and class group pictures will be taken in the fall and individual pictures will be taken again in the spring. Purchase of these pictures is optional. Our school receives a percentage of the fee and these funds are used to purchase supplies and school materials.

Textbooks - Textbooks are furnished for student use by the Henrico County School Board during the school year. Special attention should be given to caring for all school property. In the event that these books are lost or damaged, students will be required to pay for them.

Checks - Unless otherwise specified, any checks should be made payable to “Crestview Elementary School.” Items purchased through the PTA should be made payable to “Crestview PTA.”

EARLY DISMISSAL

Occasionally, students may need to be picked up early from school. While this is an interruption to their day, it is sometimes unavoidable. Early dismissals should not be routine. Please send a note stating the

reason and time for the early dismissal. **All students must be signed out in the office. ANYONE PICKING UP A STUDENT DURING THE SCHOOL DAY WILL BE REQUIRED TO SHOW PICTURE ID.**

There will be no early dismissals after 1:55 p.m. without prior arrangement. No changes to dismissal can be taken over the phone due to safety reasons. Changes must be in writing with a parent or guardian signature.

EMERGENCY SCHOOL CLOSING

If conditions necessitate closing school, tune into local radio and TV stations, HCPS TV Channel 99 or 38, or the HCPS website (henricoschools.us). In addition, a ParentSquare message and/or the HCPS Facebook or Twitter pages may be utilized. Please do not call Crestview directly to ask about school closing as this ties up the phone lines.

Students will be sent home by their normal means of transportation unless we have been notified of something different. All children **must** know where to proceed if early school closing is necessary. Please communicate this information to your child's teacher.

FUNDRAISERS

To support school operations and instructional programs, the school will engage in fundraisers throughout the year. We encourage participation as all funds go directly back to the school. Door-to-door solicitation by students is prohibited.

HENRICO LEARNER PROFILE

Crestview is proud to utilize the Henrico Learner Profile (HLP) to guide us in our daily instruction. The HLP focuses on 6 C's (Character, Communication, Citizenship, Collaboration, Critical Thinking, and Creative Thinking) along with 4 pillars of learning (anytime/anywhere, student-owned, authentic and connected, and community supported). This profile allows us to integrate instruction across content areas, infuse technology and creative approaches, and prepare students to be ready for their futures. #LifeReady

HOMEWORK

Homework is designed to be an extension of classroom experiences and should reinforce the learning of skills. Students develop responsibility and independent work/study habits. Parents are encouraged to emphasize the importance of establishing strong habits within the homework routine. Although the actual work is the responsibility of each student, parents should review homework with their child. It is suggested that a specific time and place/area be designated for children to study in order to help them develop good work habits. The following times are listed as guidelines for homework. If your child is working hard and it is taking significantly longer to complete homework than the time listed below, please speak with your child's teacher.

- PK: no specific time allotment, provide opportunities for reading readiness, enrichment, and language development
- Kg: 15 minutes each evening
- 1st: 30 minutes each evening
- 2nd: 30 minutes each evening
- 3rd: 40 minutes each evening

4th 60 minutes each evening

5th 60 minutes each evening

If a child is sick, he/she will be able to make up work that is missed. The teacher will be happy to gather materials. Assignments will be available for pickup at school the day after the request is made.

Homework is not to be assigned on Friday, over holidays or breaks, or on the evening of a grade level / school-wide PTA event.

HOUSE LEADERSHIP

Crestview uses a house system to cultivate a positive climate and culture and build a strong sense of belonging within our school community. Our House System also functions as a vehicle for our PBIS program which is the framework for setting clear and consistent expectations across our school. All students and staff are sorted into four houses. Our houses were created by our students around guiding pillars of Crestview: *kindness, responsibility, teamwork, and problem-solving.*

The following information describes our four houses.

House Name	House Color	House Meaning	House Mascot	Story	Motto
Amare	Red	Compassion, Care, Kindness , Empathetic, Helpful, Loyal	Lion	The Lion and The Mouse	<i>"Small acts of kindness will be rewarded greatly." -Aesop</i>
Reveles	Blue	Creativity, Dreamer, Problem-solver , Creator, Ideas	Raven	The Raven a The Pitcher	<i>"The most important thing about a problem is the strength we gain in finding a solution." - Seneca of Rome</i>
Civitas	Green	Community, Togetherness, Service, Encourager, Teamwork	Jaguar	Jaguar and Goat Build a House	<i>"Where there is negotiation there is room for agreement!" - Somalia</i>
Ingenium	Yellow	Character, Integrity, Truth, Responsible , Trustworthy	Elephant	The Elephant Bell	<i>"When we show our respect to others, they respond with respect for us." -Arapaho native wisdom</i>

Houses are led by student house leaders with teacher house mentors. A committee of teachers and staff work together to support the planning, implementation, and evaluation of the house system throughout the school year.

House events take place throughout the year to include pep rallies and house gatherings. Buddy partnerships are set up within our houses to support student leadership, mentoring, and participation in community service projects.

Many aspects of our comprehensive school program are celebrated and incorporated into the house system i.e. community service, integration of the Henrico Learner Profile, student enrichment, student leadership, and our positive behavior interventions and supports program. We are proud of our community and value the relationships we are building within our system.

“We are four houses, one family! Crestview!”

Our Cardinal Pledge

I am kind.

I am responsible.

I am a team player.

I solve problems.

I am a Leader!

HOUSE LEADERS

House leaders are a working body of students that plan and implement activities/projects to promote school spirit, recognition of students/staff, and community service. Teachers serve as house sponsors. Our house leaders facilitate our school House System that encourages a sense of community among and across grade levels. Each student in our school belongs to a House (***Green-Civitas, Yellow-Ingenium, Red-Amare, Blue-Reveles***). There are regular school spirit events sponsored by our student and faculty House Leaders.

INSTRUCTION

The core curriculum at Crestview Elementary and all Henrico County schools is based on the Standards of Learning (SOL) and Curriculum Framework which provides a comprehensive guide for parents and students in each area of study. These are available on the VDOE website. In addition, individual student needs are continually assessed so that instruction provides each child a means to reach his/her potential. While the Virginia SOL and Curriculum Framework provides a foundation for our academic program, we are committed to providing daily opportunities for experiences beyond core academics and to developing critical 21st Century learning skills, preparing students to be life ready.

LIBRARY

Students learn to love books by reading and caring for them. The library is available to pupils throughout the school day for checking out books, reading, and doing research. We offer access to the internet and serve as a resource for video, kits, magazines, newspapers, and audiovisual equipment.

The library is open from 7:20-2:40 each day. Teachers work with the librarian to determine a routine for returning library books and checking out new ones. If a library book is lost or damaged, the student is responsible for the replacement cost.

LOST AND FOUND

Please **label** your child's clothing and belongings. Lost and Found is located in the cafeteria. Unclaimed items will be donated to charity periodically throughout the school year.

PARENT PORTAL

One parent/guardian for each student needs to have a PowerSchool account. Directions for creating a PowerSchool account can be found by clicking [here](#). You can also visit Henrico County Public Schools' page for [Online Services and Resources](#) for more detailed information. If you need assistance with your child's Student Identification Number, please call our Main Office. PowerSchool Parent Portal allows parents/guardians many conveniences such as completing online forms, viewing student grades and assignments, accessing bus routes and numbers, and viewing homeroom teacher assignments.

ParentSquare

[ParentSquare](#) is the daily communication platform used by teachers, the school, and the division that allows for email, text, and app notifications to deliver important news and information to parents and guardians. These notifications will include things like snow days or other time-sensitive alerts, a principal's weekly message, a late bus, a student absence, a low meal account balance or event information. Read more about [ParentSquare](#) or watch a [video introduction to ParentSquare](#) for parents and guardians. Please be sure to be signed up in PowerSchool Parent Portal in order to receive notifications.

PARTIES

Elementary schools are allowed one party each year to be held prior to Winter Break. PTA Room Parents partner with teachers to plan and deliver a fun event for students. Families are able to assist and will be contacted regarding ways to get involved or contribute. Note: If a child is having a private party, invitations may not be distributed at school.

PBIS Program / Positive Behavioral Interventions and Supports

Crestview provides a tiered system of support for all students. This framework supports the progress of academic, behavior, and social emotional needs. Tiered academic interventions are monitored and supported by our Response to Intervention Team (RtI). Behavioral supports are also monitored by our Intervention Team. Our PBIS program provides structures school-wide outlining school expectations, positive reinforcement, classroom management techniques, and student feedback and support. These components are integrated into our House System and align to the tenants of the Virginia Tiered Systems of Support (VTSS).

PTA

Crestview has an active PTA. Their mission is to support the students and staff through community and family involvement. Membership is highly encouraged at \$10 per person. Your support goes directly back to the students and staff at Crestview. The PTA has additional levels of membership ranging from \$10-\$35. Each level of membership shows a greater level of support for our wonderful school. If financial giving of \$10 is too much for whatever reason, please feel free to donate what you can, there is no amount too small to support our school. Some corporations / businesses participate in employee matching. Check with your place of business to see if they are interested in supporting our Crestview PTA. The PTA meets monthly. If you are interested in serving on the PTA please reach out. Special family activities and events will happen

throughout the year. Check the calendar for information. We hope everyone will join the PTA and attend events throughout the year!

PROGRAMS

Special programs are available to students meeting specific criteria. Parents will be notified when their child qualifies for involvement in these activities.

- **ESL** (English as a Second Language) is available for students needing supplemental assistance in learning to communicate in English.
- Students may qualify for **Exceptional Education** Services based on learning needs through identification of a disability. Specialized instruction will be outlined according to the **Individualize Education Plan**. **At any time, should you suspect a child of having a disability please contact our Child Find Contact which is our school counselor or Associate Principal.**
- Every new student is screened routinely for speech difficulties, and when appropriate, **Speech Therapy** is made available once identified through Exceptional Education.
- Our **academic intervention** program offers assistance in reading and mathematics to students who meet stated criteria and are exhibiting needs in basic skill areas.
- A program of **gifted** education will be designed to meet specific and individual needs of selected students. Classroom teachers will be the primary facilitators of this differentiated instruction. Specific windows of time to request a gifted screening for certain grade levels are posted on the school website.
- Our school **counselors** are available to work with students in the classrooms, in small groups, and individually. Parents and students are encouraged to contact the counselor with special concerns or problems.
- **Art, Library, Music, and Physical Education** instruction is provided on a scheduled basis by teachers who specialize in these areas. In the event your child cannot participate in physical education activities over an extended period of time, a doctor's excuse must be sent to school. If a child is to be excused from PE for a single day, a parent's note should be sent to the teacher. All students should wear or bring appropriate shoes for athletic activities each day and should dress appropriately for PE instruction.

PROMOTION AND RETENTION

State standards of learning serve as a framework to the instructional program. Teachers will make every effort to ensure student success and notify parents of possible retention. Classroom differentiation and intervention strategies will be developed to help the student make sufficient progress. Decisions concerning retention are made by the team based on the welfare of the child. Parents of students who are to be retained will be notified in the spring, prior to the end of the school year. Should a parent request retention a letter must be sent to the principal for approval.

REPORT CARDS

Report cards go home each nine weeks.

Grading Scale: Grades K and 1st utilize the following 4 point scale

- 4: Student performance consistently meets or exceeds standard/expectation and the student produces outstanding work.

- 3: Student performance usually meets standard/expectation and student produces acceptable work.
- 2: Student performance is approaching standard/expectation and student inconsistently produces acceptable work.
- 1: Student performance is below standard/expectation and student frequently requires re-teaching.

Grading Scale: Grades 2nd through 5th utilize the following grade scale

A:	90-100	Excellent
B:	80-89	Very good
C:	70-79	Satisfactory
D:	65-69	Marginal Progress
F:	Below 65	Failing

SAFETY INFORMATION (Drills)

We are required by law to conduct safety and emergency preparedness drills at various times throughout the school year, including fire, tornado, earthquake, intruder, and bus evacuation. Our goal is to provide age-appropriate drill procedures with the students to help ensure their safety and preparedness in the event of an emergency. For questions related to safety you can always contact the school. We thank you for your cooperation and support of our safety procedures.

SCHOOL SECURITY OFFICER

Crestview, as well as all HCPS Schools, has a School Security Officer (SSO) to help ensure our building and grounds are safe for students, staff and visitors.

SECURITY SCANNER

All persons, including students, entering the school will go through safety scanning using HCPS provided scanners. Be prepared to go through scanning when coming into the building. This is a division wide expectation and process to ensure our facilities are secure so we can provide the most conducive environment for our students to learn.

SPECIAL ACTIVITIES/ASSEMBLIES

Assemblies and other special activities are considered to be important components of the instructional programs and will be presented throughout the school year. Students are expected to conduct themselves in an appropriate manner and are to be respectful and courteous at all times. A student exhibiting poor or unsafe behaviors may not be able to participate in a special event. The teacher and/or principal will make this determination.

STUDENT IDENTIFICATION CARDS

All Pre-12 students will be issued an HCPS Student ID card. These ID cards will be used for essential services such as transportation, library services, and school nutrition services. They also provide an additional safety layer in our school communities.

STUDENT RECORDS AND CONFIDENTIAL INFORMATION

Either natural parent, regardless of who has custody, may have access to cumulative and confidential student records even if the other parent objects **UNLESS** there is a court order prohibiting that parent's access to school records. Either natural parent may also ask for a conference to discuss a child's progress. Only a custodial parent may make decisions about a child's educational program. Stepparents, grandparents, or other relatives may not view a student's records without the written consent of the parent or legal guardian. *(In Virginia, a court order is required for a person to become a legal guardian or to receive legal custody of a child).*

TESTING

Our students participate in various state and district assessments throughout the year. Information regarding these assessments will be distributed by your child's teacher and school testing coordinator once schedules are in place.

TRANSPORTATION/PARKING

For the safety of all students, slow speed and traffic patterns are to be observed at all times on school property. When children are driven to school, parents are requested to use the main transportation loop and be aware of school bus movement. Do not pass other cars or buses as they are unloading. Staff will be on hand to assist in unloading buses and cars. Please be open to directions from school staff in order to make this routine safe and orderly. If you need to park in the parking lot, you must walk your child to the main doors. The parking lot is not a drop-off area. **We ask that students not be dropped off in front of the school on Carnegie Street. This area is very busy in the morning with cars and buses.** There is a crossing guard located at the corner of Carnegie and Charles to assist with students who need to cross the street when walking to school.

In the afternoon, car riders are dismissed following the bus riders. Parents are requested to again use the main transportation loop and wait until all buses are dismissed before pulling into the dismissal lane. Families will be given transportation tags to show to staff on duty. Transportation tags are required daily and individuals without a tag will have to park and check in at the main office to pick up their child.

Bus Riders—Riding the school bus is a privilege, and students are expected to obey the rules of the bus drivers and those stated in the Henrico County Department of Transportation pamphlet which is provided to all students. Students must ride the same bus in the afternoon as in the morning and must use the same bus stop at all times. If there are exceptional circumstances which make it necessary for a child to disembark at a different bus stop, **it is required that a note be sent in advance to the principal requesting permission.** Except in emergency situations, and with permission from the school, students may not ride a bus other than the one they are assigned.

Respect of other persons and their property is expected while waiting at bus stops. Students are to stand well back and away from any road surface and traffic and are to exhibit appropriate and safe behavior. Students should be at the bus stop 5-10 minutes before the designated pick-up time. Buses will not wait for students not already in line when the bus arrives.

Daycare Vans—Afternoon pick-up for daycare riders is between 2:15 and 2:20 p.m. Please communicate this information to your childcare provider to ensure pick up of your child in a timely manner. Parents are requested to contact childcare facilities in the event their children will not be attending on a specific day.

Walkers/Bike Riders—Students who walk to school should be instructed about precautions to ensure a safe trip to and from school. **Walkers are students who walk ALL THE WAY TO SCHOOL.** If your child is transported by vehicle at all, he or she is a car rider and must be dropped off at the front of the school in the carpool line. Students who walk in the afternoon are advised to leave school property at the dismissal bell and are asked to go directly home. All walkers are cautioned NOT to cut through yards or private property. Walkers should also remember that they are under the jurisdiction of the school, once on school grounds, and all rules and regulations are in effect. If you are meeting your child to walk home together, please be on the front of the school grounds by 2:10 p.m. **In accordance with Henrico County Public School Board policy, we ask that you leave dogs and other pets at home.** Once children are dismissed, please proceed immediately from the front entrance area to avoid congestion. Teachers are not available to talk with parents at arrival or dismissal time as supervision of students requires their full attention. Students riding their bikes to school are strongly encouraged to secure them with a lock.

Motorcycles, mopeds, mini-bikes, skateboards, rollerblades, go-karts, etc. are not allowed on school property.

Students who are walking or biking to school independently should have a permission slip on file. This is a privilege that only our 3rd, 4th, and 5th graders are able to do with parent / guardian permission.

Walker permission forms can be accessed [here](#).
Bike rider permission forms can be accessed [here](#).

Car Riders—For the safety of every student, parents who drop off or pick up children at school should do so with extreme caution and **must use the pick up/drop off lane at the side of the school.** A “Parent Pick-up” tag with a number will be issued to families who sign up for the carpool. This tag should be displayed in your car window where a staff member can read it (preferably in the right front or side window). **Cars without a tag and number will be directed to park in a parking space and the driver must come into the front office to sign out their student. Students may not be dropped off or picked up from Carnegie St. or the parking lot.** It is imperative that **everyone** follows these procedures. Your cooperation is expected and appreciated. Dismissal for car riders begins at approximately 2:15 p.m.

If you are picking up your child for early dismissal, please do so by 1:50 p.m. After 1:50, please wait in the carpool line.

There is no parking in the bus circle at any time. This is a regulation of the Henrico County Fire Department. **Vehicles may not be left unaccompanied at any time in front of the school in the car pickup/drop off lane.** This is a designated fire lane and you will be instructed to move your vehicle immediately. Do not park at any time in the designated Handicapped or Reserved Parking spaces without the appropriate tags. The Henrico County Police patrol our parking lot and vehicles are subject to ticketing.

If you are dropping off materials at school or picking up your child for early dismissal, you must park your vehicle properly in a designated parking space.

IMPORTANT: Any changes to a child's normal transportation pattern must be submitted to the school in writing by the parent or guardian. **Dismissal changes may not be communicated via email.** Each note will be directed to the office for approval. We realize that during the day emergency situations may arise and it may become necessary to make a change in your child's plans for dismissal, but please try to discuss your child's dismissal plans each morning. This will avoid confusion at the end of the school day and will help your child establish a comfortable routine each day. We ask that you call the office before 1:30 p.m. if unforeseen circumstances necessitate changes to your child's plan for dismissal.

VISITORS

Visitors are welcome at Crestview Elementary School! Visitors must report first to the office to sign in and receive a visitor's badge using the computerized system. This system requires an official picture ID. Any visitors seen without a badge will be sent to the office to receive one. If visiting a classroom, please arrange this ahead of time with your child's teacher or the principal. Interruptions to a teacher's instructional time are to be avoided. Visitors for lunch must be on the approved "authorization to pick up" form or there must be a signed note from the parent/guardian sent in advance. All visitors to the building must enter through the main office and go through the entry scanners, before being cleared for entry.

VOLUNTEERS

We love for our families to volunteer at our school! ALL volunteers must complete the [HCPS Application for Volunteer Service](#) and follow the guidelines/Code of Ethics. Volunteers should adhere to the school's dress code and rules. Volunteers are to look to the classroom teacher or other staff members for direction when serving in the building.

WITHDRAWALS / MOVING OUT OF ZONE

A student will be withdrawn from school if he/she is not in attendance for 15 consecutive days. If you are moving, please notify the office so that appropriate forms can be completed for the new school. Failure to notify the office and inform them of the new address within 10 days of the move is against county policy. Our office will request this information to be verified within 10 days. Refusal to provide this information may result in denial of transportation until an address is verified. Students are expected to attend school on time every day in the zone of the county or city in which they live. If at any time, there is reason to believe a family may reside outside of the Crestview zone, parents will be asked to bring all registration materials and proof of residency to school.

MISCELLANEOUS GENERAL INFORMATION

Money (other than money for lunch or other school-related purchases) or personal items (i.e. electronic devices, toys, stuffed animals, etc.) should not be brought to school. The school cannot be responsible for lost or damaged items. Pencils, erasers, and other school items are generally available at the school store. Please limit funds sent to purchase school store items to \$5.00 or less. Younger students especially need to plan on purchasing only one or two items at a time.

In general, pets or other animals may not be brought to school grounds in compliance with Henrico County Public School Board policy. Exceptions to this are unusual and require principal approval, immunization records of the animal, proof of liability insurance coverage, and other documentation. Crestview hosts therapy dog programs for our students. All students who participate in such programs must have a permission slip on file.

We are very proud of Crestview Elementary. Help us to protect this property. If you see any unusual activity after hours, please call the police department immediately. (Call 911 for emergencies and 501-5000 for non-emergencies.) Please help us be good stewards of our community resources.

A copy of the Policies and Regulations Manual of Henrico County Public Schools is available to students, employees, and the public on the HCPS website, www.henricoschools.us. Any person unable to access the online policy may request a copy of a specific policy by contacting the Policy and Constituency Services Specialist at 652-3714.

At Crestview Elementary, we are committed to providing the best possible education for our students. We are grateful for the opportunity to work with your child each day. Thank you for your cooperation in becoming knowledgeable about school procedures and guidelines and following them throughout the year. The Crestview Family Handbook is accessible on our school's website. Please review and make sure you are familiar with our school's procedures.



CRESTVIEW ELEMENTARY

Family Handbook COMMITMENT STATEMENT

We have read and discussed the information contained in the Family handbook and agree to follow all school rules and procedures.

Student's Name

Teacher's Name

Parent's Signature

Date

Please return to your child's teacher by Friday, September 6, 2024.