

CRESTWOOD SCHOOL DISTRICT MISSION STATEMENT

The mission of Crestwood School District is to provide educational, social and physical opportunities and the acquisition of 21st century skills in a safe, healthy and orderly environment for a diverse student population. All opportunities derived from educational activities will consider the individual with the goals of personalizing the learning process, increasing student engagement, and promoting a love for lifetime learning. Furthermore, our mission illuminates respect for every member of society, healthful living throughout the life cycle, creativity in problem solving, preservation of the environment and the embedding of values necessary for productive citizenship in a free and democratic society that includes systemic, comprehensive career development activities prior to graduation.

Elementary Daily Schedule

8:00 A.M.....	Offices Open
8:20 A.M.....	Teachers Report
8:40 A.M.....	Classrooms Open (Breakfast)
8:45 A.M.....	Parent Drop-Off
8:55 A.M.....	School Day Begins
2:50 – 3:20 P.M.....	No Student Pick-up
3:20 P.M.....	Parent Pick-up @ Side Entrance
3:25 P.M.....	General Dismissal
4:00 P.M.....	Offices Close

PARENT TEACHER ASSOCIATION

The purpose of the PTA is to promote the welfare of children in home, school and community, to raise the standards of home life; to secure adequate laws for the care and protection of children and youth, to bring into closer relation the home and school that parents and teachers may cooperate intelligently in the education of children and youth and to develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education. Our organization depends on parent volunteers to help with the many activities we have planned throughout the year. Each month an electronic newsletter is available containing information of all the activities sponsored by the PTA for that month. Be a part of your child's education; Join the PTA and get involved. PTA membership is mandated in order to participate as a volunteer in any capacity. If you have any questions, please feel free to contact any of the PTA officers.

Clearances: The Child Protective Services Law mandates that all school volunteers have updated clearances. In order to volunteer with children at Rice Elementary, documents substantiating the mandate must be on file. Please visit www.csdcomets.org to view the most up to date procedure.

ATTENDANCE

Request for Work

Please do not request work for any absence(s) that are less than three (3) days in length. Request for work in instances that exceed three days may be arranged through the Rice Elementary Secretary. All requests upon the third day of absence must be received by 11:00 A.M. All students who miss work due to absence will be afforded the opportunity to complete missed assignments. Please communicate any special circumstances relating to missed work to your child's teacher or the office if there are extenuating circumstances.

Attendance Policy

Regular attendance is important to your child's success and happiness in his/her school work. An effort should be made to have your child attend school regularly.

Frequent absence adversely affects a pupil's progress. Pennsylvania school law considers 10 days per year to be excessive. In such cases, a medical excuse may also be required for each day's absence. Pennsylvania State Law requires that when your child returns to school after any absence, parents or legal guardians must send a signed excuse with him/her. All absences must be verified in writing and are due on the first day of return to school. **In the case of an extended illness, 3 or more days, parents or guardians should call the school nurse to make her aware of the nature of the illness or injury and upon return a written doctor's excuse is required.**

The following information must accompany the child on his/her return to school:

1. Date on which the note is written.
2. The child's name.
3. Exact date(s) of absence.
4. Specific reason for absence.
5. Signature of the parent/guardian.

Tardiness

Any child who arrives after the scheduled beginning time for school will be considered tardy (after 8:55). Please help your child to be prompt. When a child is tardy, **the parent and child must report to the office to sign in the child.** Please do not send your child directly to his or her classroom.

School Closing Information

When inclement weather or any other emergency situation forces the closing of district schools, the information will be communicated by radio and television broadcast. **In addition, Crestwood School District utilizes the Skylert system to call, text, and email stakeholders that have aligned their contact information through our Skyward system.** PLEASE DO NOT CALL THE SCHOOL. The decision to close schools in weather related situations will normally be made no later than 6:30 A.M.

Early Dismissal/Late Start

On rare occasions it may be necessary to close during the school day due to loss of power, water, or other emergency situations. Please discuss with your children where to go and what to do if you are not home in the event of any early dismissal. An orange card will be sent home at the start of the school year. Utilize this card to create a plan for your child in case he or she should arrive home without supervision for any reason. These cards will be maintained by classroom teachers and practiced in the event of an emergency. We can not personally call each parent. **Crestwood School District utilizes the Skylert system to call, text, and email stakeholders that have aligned their contact information through our Skyward system.**

When schools are closed, due to weather conditions, all other activities including sports practice, student activities and after school programs will be canceled.

ARRIVAL/DEPARTURE

ARRIVAL - Supervision Begins at 8:40 A.M.

In past years, we have experienced problems with parents dropping students off prior to 8:45 A.M. Please understand that we do not have assigned supervision until that time. **Do not** leave any child off prior to 8:45; parent drop off begins after the buses have departed. Thank you for your cooperation in this matter.

Parents driving their children to school should drop them off in front of the buildings between **8:45 A.M. - 8:55 A.M.** Please follow the direction of the assigned faculty member(s). Cars are not permitted on the circle until all buses have unloaded the students (8:45).

DEPARTURE

Parental Transportation (End of the day)

When parents pick up children at school, please use the side entrance only. It is essential that the bus loading area in front of the school is not blocked. Children being picked up at dismissal are required to have a note each day (a permanent form can be placed on file) stating that they are not going home on the bus. At dismissal time, parents must sign out their children.

During the school day (9:00 – 2:50)

Parents who pick up children before dismissal must sign them out in the office. Please provide a note for the home room teacher. We will attempt to have the child ready in the office at the time of dismissal. In order to not interrupt the educational process for all students, calls to the classroom via the public address are a last resort.

Parent pick-up is not permitted from 2:50 - 3:20.

In order to maintain the safety of all students during the dismissal process do not request office pick-up from 2:50-3:20. All dismissal must be scheduled prior to 2:50 or scheduled for the end of the day at 3:20.

Car Pooling

Students will not be permitted to car pool without written permission from the custodial parent. Students will not be allowed to leave the building with anyone other than the parent, unless written permission to do so is sent to the office by the custodial parent.

Single Day Busing Change

In instances that require a busing change in order to provide for the safety of your child for care purposes a single day change in busing may be requested. Please submit a note on the day that lists the date, bus number, and stop for the child. All single day busing changes must be approved through the Rice Elementary Office. Requests may be denied.

Phone Calls to Modify Departure

Calling the school to modify transportation arrangements for the same day is discouraged. For safety reasons, it is critical that parent(s)/guardian(s) pre-plan and make all necessary arrangements for each school day. Very few emergencies should arrive within a school year that necessitates the need to call the office to modify transportation. Do not rely upon the office staff to facilitate transportation communication.

CSD TRANSPORTATION

Prior to the beginning of each school year, the transportation schedules and drivers for that year shall be approved by the Board of Directors. After the transportation schedules have been approved, minor modifications may be made by the administrative staff to ensure a safe and efficient transportation system. Changes in schedules and/or drivers will be presented to the Board of Directors for approval. In addition to the regular routes, an alternate bus route schedule, to be implemented in the event of severe weather conditions, will be developed each school year and submitted to the Superintendent for approval by the Board of Directors.

Building level administrators will notify parents via Skylert as roads/developments become accessible; students will be notified by their driver on the preceding day that bus service into their area will resume on the regular schedule.

The annual bus schedule will be printed in the local papers during the week prior to the first day of school. In addition, the information will be available on the school website, www.csdcomets.org.

Transportation Safety

Bus drivers are responsible for safely transporting students to and from school and enforcing bus rules. Children are responsible for reasonable and acceptable behavior while riding the bus. Any act that is considered unsafe by the bus driver is unacceptable behavior. Parents are encouraged to review these rules for acceptable bus behavior with their child.

- Leave home early enough to get to your bus stop on time.
- Stand away from where the bus stops. Remember buses need extra room to stop when there is snow or ice on the roads.
- Always cross in front of the bus.
- Walk directly away from the bus. Don't linger or play at the bus stop.
- Keep a safe distance from the bus. A safe distance means being able to see the bus driver.

The following rules must be followed for the safety of all students:

- DON'T play in the snow while waiting for the school bus.
- DON'T slide on the snow banks; you could slide under the wheel of a school bus.
- DON'T slide on ice patches in driveways or the street.
- DON'T stoop down to pick up papers. Make sure you can be seen by the bus driver.
- DON'T push or shove around the bus stop. Someone could slide or fall under the wheels.
- DON'T throw things.
- DON'T stand or move from place to place.
- NO eating or drinking.
- NO smoking.

It is school policy that bus students must have written permission from a parent/guardian not to take the bus. Bus drivers must maintain an up-to-date roster of all students. For this reason, it is school policy that students are not allowed to ride any bus other than their own.

Only eligible pupils and school authorized personnel shall be transported on school buses.

Silent Witness Camera

Silent Witness Camera boxes have been installed on all buses and a camera may be placed on the bus at any given time. This camera is used only to support any report of misconduct.

POLICIES

Bullying/Cyber Bullying (CSD Policy #249)

Crestwood School District defines bullying as an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting that, is severe, persistent or pervasive and has the effect of doing the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying as defined in this policy includes cyber bullying.

School setting means in the school, on grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the school.

Crestwood School District prohibits all forms of bullying by district students.

Crestwood School District encourages students who have been bullied to promptly report such incidents to the building principal or designee.

Drug and Alcohol (CSD Policy #227)

The Crestwood School District Drug and Alcohol Policy does not tolerate the illegal possession, use, sale or distribution of controlled substances and/or alcohol in the Crestwood Schools, on school property, at school-sponsored activities, and in transition to and from Crestwood Schools. A student who violates any of the aforementioned terms is subject to the district policy.

Smoking Policy (CSD Policy #222)

Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar, and pipe; other lighted smoking product; and smokeless tobacco in any form. The Crestwood School District prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The school district may initiate prosecution of a student who possesses or uses tobacco in violation of the policy. In addition, this policy applies to any person who is present on district property.

Unlawful Harassment (CSD Policy #248)

Harassment includes, but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap/disability which creates an intimidating, hostile or offensive educational environment.

Weapons (CSD Policy #218.1)

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, darts, firearm, shotgun, rifle, replica of a weapon and/or any other tool, instrument or implement capable of inflicting serious bodily injury. A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

DISCIPLINE

Effective discipline is fundamental to a strong educational program. We consider the most effective discipline to be self-discipline. Setting limits within which students are free to make choices helps children to develop and exercise self-discipline. The students at Rice share with the administration and faculty the responsibility of creating an atmosphere that is conducive to education and guards the safety of all students.

All incidents are examined on a case by case basis and managed accordingly. All consequences issued or not issued are at the discretion of the administration. The following is a list of behaviors that require modification. Faculty and staff are expected to work with the students and parents in an attempt to modify behavior. Following adequate attempts by faculty or staff to modify behavior, a documented referral will be made to the administration. Behaviors which require faculty or staff modification include but are not limited to:

1. Loitering in the halls
2. Classroom, hall disruption (minor)
3. Inappropriate language
4. Horseplay
5. Littering (minor)
6. Cafeteria cleanliness (throwing food, not returning trays, littering)
7. Being in an unsupervised area or parking lot without permission
8. Tardy to class or homeroom
9. Forgery, lying or impersonation
10. Overt display of affection, e.g., hugging, kissing
11. Insubordination and/or insolence
12. Use of obscenities and/or profane gestures or words directed at another person
13. Vandalism (minor)
14. Throwing snowballs or any object which may cause personal injury or property damage

This list is not fully inclusive. Behaviors not listed could merit modification by the faculty or staff.

SERIOUS INCIDENTS THAT MAY RESULT IN OUT-OF-SCHOOL SUSPENSION

Certain disciplinary incidents are of a more serious nature and require immediate involvement by the administration. In such instances, immediate suspension from school may be possible. In certain very serious incidents the possibility of expulsion exists. In all instances the Crestwood School District Board Policy #233 will be applied. The following is a list of behaviors that would merit immediate administrative involvement. Serious incidents include but are not limited to:

1. Leaving school building and/or school grounds without permission
2. Larceny (petty theft)
3. Fighting, spontaneous incident
4. Threatening or harassing another student
5. Skipping school
6. Assault and battery
7. Possession of dangerous weapons
8. Major theft
9. Planned pre-arranged fight
10. Gang fighting
11. Possession of fireworks and/or smoke bomb
12. Inciting other students to create a disturbance
13. Possession and/or use of illegal drugs/alcohol
14. Use of firearms and/or smoke bombs
15. Selling or supplying illegal drugs, and/or alcohol to other persons.
16. Use of dangerous or deadly weapons
17. Possession or use of explosives
18. Bomb threat either verbal, written note or telephone.
19. Arson
20. Setting off fire alarm
21. Physical assault on a staff member
22. Accumulation of more than 15 days of out-of-school suspension

This list is not fully inclusive. Behaviors not listed could merit immediate administrative involvement.

HEALTH INFORMATION

If there is any change in the health status of your child, the school nurse should be notified so the child's permanent health record can be updated.

If any injury requires medical attention, the parents are informed of the condition as soon as possible so that medical care of their selection may be provided. **The school nurse is not in a position to care for injuries that have been received outside of the school hours.**

Children who show symptoms of illness in the morning should not be sent to school. A child should have a normal temperature for 24 hours before returning to school.

Emergency Information Cards

Parents are responsible for completing ALL information required on the Emergency Information Cards sent home at the beginning of each school year, and to update any changes during the year. Parents are responsible for providing transportation home in the event of illness or emergency.

Communicable Diseases

If your child is diagnosed as having a communicable disease, please inform the school nurse. Any child with an undiagnosed rash, temperature over 100 degrees, red eyes, crusted eye lids, vomiting, or any communicable disease will be excluded from school until diagnosed and/or treated. Parents/guardians will be notified.

Immunizations

Pennsylvania law requires the following immunizations before registration or transfer into school:

- 4 doses of tetanus*
(1 dose on or after the 4th birthday)
- 4 doses of diphtheria*
(1 dose on or after the 4th birthday)
- 3 doses of polio
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles) **
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease
- *Usually given as DTP or DTaP or DT or Td
- **Usually given as MMR

Exemptions to these requirements may be given for medical or moral reasons.

Health Examinations and Screenings

Students will be notified when the examinations are scheduled and parents have the option to be present or have the examinations completed by the family doctor and/or dentist. Medical and dental examinations, in accordance with the School Health Act, are provided by the Crestwood School District. The school nurse is employed by the district and the physician and dentist are contracted for the exams. Permission forms for required exams must be signed by a parent or guardian.

Physical exams are given in grades kindergarten or 1st and 6th. Dental exams are given in grades 1 and 3.

The school nurse does health screenings throughout the school year. You will receive information about the results of these screenings only if a problem is detected so that you may take the appropriate actions. The following screenings are scheduled during the school year:

- Vision screening – Grades K- 6
- Hearing screening – Grades K- 3
- Scoliosis screening – Grades 6

First Aid

Crestwood School District makes every effort to provide a safe school environment. If a child is hurt in an accident, some basic first aid will be administered. The school interprets first aid as being the immediate, temporary care given to an injured person before a doctor arrives.

Medications

In keeping with the recommendation of the American Medical Association, the Pennsylvania Department of Education, and the Crestwood Board of Education, requirements for the administration of medications in the school setting have been established. Please review the following procedures in the event that it may be necessary for your child to take medication in school. These procedures apply to all prescription drugs and over the counter drugs such as aspirin, Tylenol, cold medications, cough syrup, cough drops, etc.

1. The school nurse must have on file a written request from the family physician which indicates the frequency and dosage of a prescribed medication.
2. The school nurse must have on file a written request from the parent to administer the medication as specified by the family physician.

Verbal or telephone requests to administer medications are not acceptable for the protection of the student and the school.

3. The medication **must** be in the container prepared by the pharmacist and in the original container in which it was purchased.
4. The label must include the name and strength of the medication. All medication must be kept in the **Nurse's Office**.

Do not send any medications in the possession of the child.

These procedures are established and maintained to protect all pupils. Medications sent to the school that do not meet these requirements cannot be administered.

STUDENT PLACEMENT

The elementary teachers are highly qualified and possess a variety of strengths, teaching styles and personalities. We need your cooperation and faith in our professional decisions concerning student placement.

Each student's strengths and weaknesses, achievement levels, and special needs such as remedial reading, math, speech, resource room or enrichment services are considered in the placement process.

In the spring, the Principal and the classroom teachers jointly develop preliminary class lists for the following year. Generally, students are placed in heterogeneous classes or by mixed ability levels. Ultimately the Principal has the final say in determining a student's placement.

SUPPORT SERVICES/STUDENT SERVICES

Counseling is provided by the school guidance counselor upon request from a parent, student's teacher or the Principal.

Some of the services and activities include individual counseling, parent and individual consultation, student testing referral assistance to other programs and services, and group counseling.

Due to issues of confidentiality, parents will not be informed of the specifics of counseling sessions without the permission of the student. However, all students are encouraged to discuss the counseling session with their parents. In several circumstances, the counselor is mandated by law to notify parents and/or outside agencies.

Standardized Testing

Parents will be notified prior to all standardized group testing. Attendance at school on testing days, a good night's sleep, a good breakfast and encouraging best efforts are ways parents can contribute to their child's performance on standardized achievement tests.

The 3rd, 4th, 5th, and 6th grade students are administered the Pennsylvania School System Assessment Test (PSSA).

Intervention Services (Title I)

Title I is a federally funded program operated in the elementary schools in the Crestwood School District. The program offers assistance to students in the areas of reading and math. Students are selected through assessments and by teacher recommendation. Students are screened annually to determine if they qualify for Title I services. Instruction may be either inclusion in the regular classroom or a pull-out program. When students have made sufficient progress and no longer qualify for these services, they are exited from the program.

The program is overseen by a Title I project director and coordinator. Reading specialists, classroom teachers, and aides comprise the staff and are available for inclusive and individual help.

Parental involvement is highly encouraged in the Title I program. Parents are invited to attend in-service programs and conferences in order to learn how they may play an active role in this program.

Special Education

The Crestwood School District uses the following procedures for locating, identifying, and evaluating specified needs of school aged students requiring special programs or services.

These procedures, as required by law, are as follows:

Special Services/Special Education

Crestwood School District provides the following special education services for exceptional/eligible students; speech and language support, gifted support, learning support and physical support. The district also contracts services in occupational therapy. These services will be provided to eligible/exceptional children who are identified through a Multi-Disciplinary Evaluation (MDE). A referral for an evaluation is made by the Child Study Team, parent/guardian or guidance counselor. The MDE meeting is followed by an Individual Education Plan (IEP) meeting with the parents and appropriate school personnel.

Gifted support services are provided by the Crestwood School District. The purpose of the elementary gifted program is to meet the needs of children exhibiting superior learning abilities. This program provides enrichment in social studies and science in an environment that offers the opportunity to delve into questions and study subjects as an extension of the children's classroom work and encourages the development of problem solving critical thinking skills.

In addition to these services for children, the Crestwood School District, in cooperation with the Luzerne Intermediate Unit 18, provides the following services: autistic support, deaf or hearing impaired support, life skills support, blind or visually impaired support, multiple disabilities support and augmentative device consultation.

Gifted Screening

Gifted screening is completed by the school guidance counselor. The process begins after the receipt of the standardized test scores or at a parent's request and continues throughout the year. In conjunction with all of the Luzerne Intermediate Unit 18's school districts, Crestwood uses the following criteria; math and reading national percentiles from the standardized achievement test (one must be 97 or higher and the other must be no lower than 90), group intelligence/ability score of 130 or higher, and a classroom grade point average of 90 or higher.

Parents of children who are deemed eligible for the gifted evaluation through the screening process will be contacted during the school year. Evaluations are an ongoing process. Permission from the parent or guardian must be obtained prior to the evaluation of an individual child.

Early Intervention Programs

The Early Intervention Program for children aged birth to three is a state entitlement program coordinated by the Luzerne Wyoming Counties Mental Health and Developmental Services. This program provides services for developmentally delayed children. More information may be obtained by calling the Luzerne Wyoming Counties MH-MR at (570) 825-9441. The Hazleton School District provides early intervention services for children residing in the Crestwood School District beginning on their third birthday. Some of the services which are provided include occupational therapy, physical therapy, speech and language support and preschool services for developmentally delayed children.

Support Services Referrals

Students are referred for the special services through the Child Study Team or a parental initiated request. Requests for all of these services should be made through the school counselor or school principal.

The district as prescribed by Section 1402 of the School Code routinely conducts screenings of a child's hearing acuity (grade levels of approximate dates), visual acuity (grade levels or approximate dates), and speech and language skills (annually, approximate date). Gross motor and fine motor skills, academic skills, and social emotional skills are assessed by classroom teachers on an on-going basis. Specified needs from all of these screening sources are noted within the child's official file. These school records are always open and available to parent/guardian, and only to school officials who have legitimate "need to know" information about the child. Information from the records is released to other persons or agencies only with appropriate authorization which involves a written signed permission by the parents or guardian. Parent/Guardians with concerns regarding their student may contact building principals at any time to request screening or evaluation of their child. Communication with parents and exceptional students shall be in English or the native language of the parents/guardians.

After the evaluations are completed, a Comprehensive Evaluation Report will be compiled with parent/guardian involvement and include specific recommendations for the types of intervention necessary to deal with the child's specified needs.

Parents/Guardians are then invited to participate in a meeting where the results of the Multidisciplinary Evaluation will be discussed. An Individual Education Plan (IEP) will be developed for specialized services for the student.

Parents/Guardians are then presented with a Notice of Recommended Placement with which they may agree or disagree. If parents/guardians disagree with the program being "recommended," the issue may be taken to mediation or a due process hearing.

Information about Early Intervention, Parents Rights, Mediation, or Due Process; specific special education services and programs offered by the district, the district's Educational Records Policy are available upon request from the building principal in a child's school. A parent/guardian may request that the district initiate a screening or evaluation of their child's specific needs at any time by contacting the building principal. Further information about these procedures may be obtained by calling the Director of Special Education.

If you have difficulty in obtaining this information, you may call the Intermediate Unit's Procedural Safeguards Coordinator at (570) 287-9680.

SPECIALIZED INSTRUCTION

Music

The primary objective of the music program is to give each child the opportunity to participate according to his/her ability. It is the right of each student to engage in rich and varied musical experiences. To achieve this end, a multi-sensory approach is used at the elementary level.

The curriculum is divided into two areas: Musicianship which includes singing, instrumental skills, movement, listening and dramatization, and Music Literacy which includes rhythm and melodic reading.

Grades 1 through 6 meet for 45 minutes once a week with an additional 45 minute period occurring on a four week rotation. During the course of the year, various grade level programs include vocal music and well as performance skills.

Band

Band lessons are given in a small group format once a week during the school year, with the lesson time rotating so that all students will not miss the same class two weeks in a row.

There will be a short assembly at the beginning of the school year to present information about our program to students and parents.

Physical Education

Physical education is a vital and integral part of the entire educational process. It should provide physical activities and learning experiences necessary for physical, social, emotional and intellectual growth of the students. The program should also create a strong desire in the students for self development and achievement.

The safety of the children is the primary concern. Students will be required to wear clothing appropriate for athletic participation.

If your child has a temporary medical problem and should be excused from a class, a parental note will be necessary. If the problem will limit the student's participation for more than one or two weeks, a doctor's note will be required. Parents are discouraged from writing excuses too often, in which case you will be required to send in a doctor's note.

Library

The goal of the school library media program is to satisfy a student's natural curiosity for information, provide opportunities for frequent learning and reading experiences, and to develop the habit of using library resources for recreation and lifelong learning.

Art

Grades 1 through 6 attend art class each week for 45 minutes. Children are guided in creating, understanding and valuing art through a variety of activities and art materials.

Computers

All students in Rice, Kindergarten through 6th grade, have opportunities to utilize technology. Each year the technological possibilities at Rice Elementary grow. Currently technology is utilized for countless applications, including but not limited to: enrichment, remediation, presentation, research, and media enhancement of content.

CURRICULUM ENHANCEMENT

Enrichment Programs

Each year the PTA sponsors several school assembly programs which all the students may attend. These programs range from puppet shows to off Broadway performances. The times and dates of the shows are listed in the PTA monthly newsletter. All parents are invited to attend.

Besides the assembly programs, the PTA sponsors: Career Day, Rice Days and Field Trips. It is our goal that one field trip is sponsored each year for each grade level.

PARENT-SCHOOL COMMUNICATIONS

Communications with Teachers

Parents are encouraged to discuss concerns or issues with the classroom teacher. Teachers are to be contacted during their planning periods or from 8:20 A.M. – 8:40 A.M. Electronic communication is available with individual teachers through Crestwood School District's web based presence Skyward. All families receive password protected access to valuable student specific information. Any parent/guardian in need of his/her access code may call the school office.

Conferences

Conferences are scheduled, per parent and /or teacher request, following the first and second marking periods. Parents are encouraged to request additional conferences whenever they have a concern. Please call or send a note at least a day before an appointment for an individual conference is desired. No unscheduled parent conferences shall be held during the instructional day.

Parents are urged to keep informed about all phases of the school program by accepting invitations to visit the classrooms and meet with teachers on occasions such as parent conferences, classroom plays and demonstrations, and other school sponsored events.

Call to the Principal

As the school Principal I am always available to assist and remove any barriers to success within the educational realm. You may contact me either at (570) 868-3161 or by email at Kevin.seyer@csdcomets.org. However, I am adamant that in most situations the stakeholders most directly involved communicate prior to seeking my assistance. In certain circumstances it may be necessary to directly communicate a serious concern directly to me. The building secretary is entrusted with the task of ensuring that individual circumstances are communicated to the appropriate stakeholder. All matters reported to the building secretary are confidential and will be responded to in a timely fashion.

Report Cards/Progress Reports - Skyward

Reporting of student progress is done by teachers through a password protected web based product called Skyward (Skyward can be accessed at www.csdcomets.org). Parents no longer need to wait for paper report cards. All reporting is done in real time, with instant access once the teacher has entered the assessment information. Therefore, report cards and progress reports are no longer distributed regularly. Parents are afforded constant access to reporting through the web based service. Reporting periods will continue to be broken into quarters, which are 45 school days each.

Any parent that does not have web access will be provided with a paper copy of report cards and progress reports. Provide a request in writing to the office.

Meet the Teachers

There is the opportunity for parents to meet their children's teachers. Teachers will present the curriculum for the grade level, homework procedure and expectations for the students during the year. Any special programs or features for the grade level will be noted and general questions parents have concerning the activities for the year will be answered. It is important to note, this is not a conference day for the parents and teachers, but a day to become familiar with each other.

American Education Week

American Education Week is celebrated during the third week of November. Each year a theme relating to education in American schools is chosen and displayed in the school. Open House is scheduled one evening during that week. Parents, grandparents, School Board members and friends in the community are invited to see what the elementary schools are doing in the area of education. Teachers, administration, PTA members and the staff work together to make this event successful.

2016 - 2017 Elementary Food Service Flyer

To be distributed the opening week of school.

MISCELLANEOUS

Parties

Holiday parties will be arranged by the PTA homeroom parents. In school birthday celebrations should be arranged in advance with the child's teacher. **DO NOT** send anything to the school without consent of the teacher. Outside food items are not permitted. Each school year a detailed reminder will be sent to clarify expectations.

Use of Telephone

It is important for children to assume responsibility for bringing in their homework, sneakers, lunch, etc. The use of the telephone to call home for these items is discouraged. Arrangements for after school activities should be made prior to the start of the school day.

Cell Phone Policy (CSD Policy #237)

The use of cellular telephones is not necessary within Rice Elementary. Any issue or incident that occurs will be managed by the faculty, staff, and administration. Any communication needs that arise will be dealt with by faculty, staff, and administration. **Any student utilizing a cell phone while at school is in violation of the code of conduct, and he or she may be subject to disciplinary procedures.** Furthermore, utilizing any device capable of recording or photographing is not permitted. Lastly, Crestwood School District is not liable for the loss, damage, or misuse of any electronic device.

Lost and Found

A Lost and Found is located next to the front office. Please have your child check for any lost articles. If items of real value are found, we ask that they be turned in at the office for safe keeping.

Visitor's Log

All visitors must report to the office upon entering the school. Signing the Visitor's Log and stating the nature of your visit is required before you may go to your destination. Keeping the school safe is of prime importance to our staff. As a means of maintaining security, we ask for your understanding if at any time during your visit, any of our personnel staff approaches and asks if you have signed the log.

Withdrawal Procedure

Parents should notify the office if a pupil is withdrawing or transferring to another school district. A withdrawal form must be signed by parents in order to clear all accounts at school before records can be released.

Kindergarten

To be eligible for kindergarten, a child must be five (5) years old before September 1st of that school year.

Property Care

The students are expected to help keep our building and equipment looking presentable. If desks, books, or equipment are defaced or destroyed, the student responsible will be asked to pay the cost of the repair or replacement. All textbooks should have book covers on them at all times.

Student Records

Student records are maintained for each student enrolled in the Crestwood School District. Parents may request to see their child's record. In order to do this, the parent should contact the guidance counselor for an appointment.

Pupil Dress (CSD Policy #221)

Children of elementary school age are becoming more conscious of the styles and trends of modern grooming and attire. However, some of the new styles and trends are not appropriate for the types of activities and learning experiences that take place in an elementary classroom. In order to prevent a situation which could cause embarrassment on the part of students, every effort should be made to see that good grooming habits are followed and that suitable attire is worn to school. When a student's appearance is felt to be detrimental, a parent-administrator conference may be arranged.

Photographs

Individual photographs are taken of the children each year as a service to parents. Photographs are made available at a cost basis and purchase of these pictures is voluntary. Notices are sent home prior to the date on which pictures will be taken.

Insurance

A school endorsed insurance policy is available. This policy covers medical expenses from accidents that may occur both in school and traveling to and from school. Information concerning this accident policy is sent home at the beginning of the school year.

Prohibited Items

- All electronic items and devices are prohibited while at school. Parents please do not allow children to bring music players or gaming devices to the school.
- Footwear that is fitted with wheels (Heelys) is prohibited.
- Other items are prohibited in accordance with CSD Policy that is/are not explicitly listed.

**CRESTWOOD SCHOOL DISTRICT FORM
for
PHOTOGRAPHING AND VIDEOTAPING STUDENTS**

Dear Parent or Guardian:

We are very proud of the accomplishments of our students and like to tell the community about them and/or share with the entire CSD family. In addition, we may video or photograph students and their accomplishments for presentations in, but not limited to the following: social media, school programs, the school website, PTA newsletters, school newspapers, or yearbooks. Occasionally the media, either television or newspaper, will feature activities of individual students or groups of students who have excelled at a particular activity. Along with the story, they will want to videotape or photograph the student(s).

We obviously encourage this. However, we are also sensitive to the fact that for safety reasons unique to an individual family it may not be wise for pictures of a student to appear in any media. If you so desire, we will do our best to ensure that your student is not showcased and named in any media.

If you **Do NOT** wish your child's picture to be displayed in the media, please fill out, sign and return the Form for Photographing and Videotaping Students to the office of the school your child attends. If you have more than one child enrolled in our schools, use a separate form for each one and send it directly to the school each child attends.

Please inform your child of your desire so that he/she can assist us in fulfilling your request. Be aware, however, that if a student is involved in "high profile" extracurricular activities such as interscholastic athletics, it will not be possible to keep him/her from being photographed or videotaped. Also, because schools and school grounds are relatively public places, we cannot guarantee that your child's face will never appear as part of an incidental crowd picture.

See attached form.

CRESTWOOD SCHOOL DISTRICT FORM
for
PHOTOGRAPHING AND VIDEOTAPING STUDENTS

Fill out this form only if you do **NOT** want your child's picture to appear in any of the media.

Parent Name _____

Last First

Student Name _____

Last First

Street Address _____

City _____ State _____ Zip _____

Telephone: Home _____ Work _____

School _____

As the parent or legal guardian, I do NOT wish the picture of the above named student to appear in the media; I therefore request that the school take reasonable precautions to prevent it. I understand that it is my responsibility to inform my child of my wishes in this regard and to request that he/she assist school authorities in meeting those wishes.

Signature of Parent or Legal Guardian

Date

Please return this form to the attendance office of the school named above. This condition will be in effect at the school named above until revoked in writing by the parent or guardian. If your child moves on to a new school within our district, a new form must be filled out and filed with that school.

Please tear out and return this sheet to the homeroom teacher if applicable

**ELEMENTARY SCHOOL
TELEPHONE NUMBERS**

www.csdcomets.org

Fairview Elementary School:

Ms. Margaret Foster, Principal..... (570) 474-5942

Rice Elementary School:

Mr. Kevin Seyer, Principal..... (570) 868-3161

IMPORTANT DISTRICT PHONE NUMBERS

Mr. Joseph Gorham, Superintendent	(570) 474-6888	
Assistant to the Superintendent	(570) 474-6888	
Food Service	(570) 474-6782	ext. 311
Mr. Christopher Gegaris, High School Principal	(570) 474-6782	ext. 301
Mr. Joseph Delluso, Asst. High School Principal	(570) 474-6782	ext. 301
Mrs. Bonnie Gregory, Middle School Principal	(570) 474-6782	ext. 342
Mrs. Stephanie Wychock, School Psychologist	(570) 474-6782	ext. 348

**CRESTWOOD SCHOOL DISTRICT
COMPUTER AND INTERNET ACCEPTABLE USE POLICY AND WAIVER/CONSENT FORM**

The Internet has become a vital part of our information infrastructure. Used daily by educators, businesses, government agencies, and private individuals, mastery of this relatively new medium has become vital to success in our daily lives. Internet access is becoming increasingly available to teachers and students of the Crestwood School District. The District believes that this will provide our students with nearly limitless opportunities. The goal in providing this access is to promote educational excellence by facilitating, and encouraging, resource sharing, innovation, collaboration, and communication.

The Crestwood School District strongly believes in the educational value of the Internet and recognizes the potential of such to support our curriculum and student learning in our district. The Crestwood School District also recognizes the potential for misuse, or abuse, which is inherent on the Internet, and will make reasonable efforts to protect its students and teachers. The District shall install and maintain software that is designed to limit access to harmful matter on the Internet. Such filtering software, however, may not adequately protect users from accessing all harmful matter on the Internet. The installation of such software does not relieve harmful matter. Parents/guardians are advised that it may be possible for a student, using the District Internet services, to purchase goods and services for which a student's parent/guardian may be liable. All users must remain vigilant, and be continuously on guard to avoid inappropriate or illegal interaction with members of the Internet community.

Please read this document carefully. If you violate these provisions, access to the Internet and/or any computer usage may be denied. You may be subject to legal and/or disciplinary actions including:

- Loss of computer/Internet privileges
- Monetary compensation for replacement of damages
- Detention
- Suspension
- Expulsion

Terms and Conditions of this Policy:

1. **Personal Responsibility:** I accept personal responsibility for my use of District Internet services.
2. **Acceptable Use:** My use of the Internet must be in support of education and research, and within the education goals and objectives of the Crestwood School District.
3. **Prohibited Use:** The following uses for the Internet/computer access are prohibited:
 - a. Any use which is in violation of federal, state or local law. This includes, but is not limited to, the transmission of copyrighted materials.
 - b. The Crestwood School District's computers/network is intended for the exclusive use of its registered users. As a user, you are responsible for the use of your password and account. Any problems which arise from the use of a user's account are the responsibility of the account holder. Any misuse will result in suspension of the account privileges.
 - c. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
 - d. Commercial software is placed on the computer for the use and convenience of students and staff. Any unlawful use such as the copying of copyrighted material without the express written permission of the owner or the proper license is prohibited.
 - e. Any unauthorized, deliberate action which damages or disrupts a computing system (including the willful introduction of computer "viruses" or other disruptive/destructive programs), alters its normal performance, or causes it to malfunction is prohibited. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.
 - f. Knowingly by passing or penetrating any Internet security measures, including gaining entry to "hacking" into files or systems, or accessing restricted material without authorization.
 - g. Any use which assists, supports, or promotes another person's Internet/computer use in violation of these rules.

- h. E-Mail is permitted for appropriate educational purposes only and with a teacher in a classroom/lab setting within the district. Messaging or chatting of any kind with a person is not permitted.
- i. Production, transmission or storage of any communication or material which may be considered:
 - 1) Harmful or offensive matter including obscene or explicit material.
 - 2) Defamatory, abusive, harassing or threatening toward another person. Communications or materials which degrade persons based upon race, ethnicity, religion, gender or disability are prohibited.
 - 3) Promoting, encouraging or supporting the use of controlled substances.
 - 4) Commercial activities by individuals or for-profit entities.
 - 5) Violating another person's right to privacy.
 - 6) Using a false identity on the Internet.
- 4. **Privileges:** Use of the Internet and computers are a privilege, not a right, and inappropriate use will result in withholding of that privilege. Each person who is granted access must have on file a signed acknowledgment form. The Crestwood School District Administration shall be the final arbitrator regarding decisions of appropriateness, and may deny, revoke, or suspend access to the Internet for violating of this policy. Privileges may be suspended pending investigation of suspected violations of this policy.
- 5. **No Expectation of Privacy:** Users of the Crestwood School District's network are reminded that the network is District property and that they have no expectation of privacy. Files on machines connected to the network may be inspected at any time. Inappropriate and/or unlicensed files/programs will be deleted and disciplinary action taken as necessary.
- 6. **Services:** The Crestwood School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Crestwood School District will not be responsible for any damages suffered while on this system. These damages include loss of data, inability to complete work due to system downtime or accessibility issues, and loss of privacy. Use of information obtained via the Internet is at your own risk. The Crestwood School District specifically disclaims any responsibility for the accuracy of information obtained through its services.
- 7. **Security:** Security on any network is a high priority because of the many people relying on that network. If you suspect a security problem, notify the appropriate school personnel at once. Never demonstrate the problem to others users. Never use another individual's password or account. Never give your password to another person. Any use identified as a security risk will be denied access to the network and may face disciplinary action.
- 8. **Vandalism:** Vandalism is defined as any malicious attempt to harm, or destroy, anyone else's data, or any attempt to deprive other users of network services or computers. This includes, but is not limited to, the creation and uploading/downloading of viruses, unauthorized tampering with the Control Panel settings on computers, physical damage to any piece of equipment. Vandalism will result in the loss of computer access, possible monetary compensation to the district, disciplinary action, and legal referral.
- 9. **Updating:** The Director of Technology may occasionally update this document as necessary to reflect changing requirements.

Direct any questions to Mrs. Carolyn Sawicki, Director of Technology 570-474-6782 ext. 343.

**CRESTWOOD SCHOOL DISTRICT
COMPUTER AND INTERNET ACCEPTABLE USE POLICY AND WAIVER/CONSENT FORM**

Please use ink

The following must be read and signed by you and your parent or legal guardian and returned to your homeroom.

By signing this Consent and Waiver form, I _____ Graduation Year _____
(Print name)

and my parent(s) or guardian(s) agree to abide by the above restrictions. I have discussed these rights and responsibilities with my parent(s) or guardian(s).

Student Signature: _____ Date _____

Parent/Guardian Name _____
(Please Print)

Parent Signature _____ Date _____

