



2009-2010
STUDENT-PARENT
HANDBOOK

CRESTWOOD
ELEMENTARY SCHOOL

6010 HANOVER AVENUE
SPRINGFIELD, VA 22150

| | |
|------------------|--------------|
| TELEPHONE NUMBER | 703-923-5400 |
| ATTENDANCE LINE | 703-923-5454 |
| FAX NUMBER | 703-923-5497 |

WWW.FCPS.EDU/CRESTWOODES

SPANISH TRANSLATION PAGE 22
TRADUCION EN ESPANOL EN LA PAGINA 22

Table of Contents

| | |
|--|------|
| PRINCIPAL'S MESSAGE | 3 |
| GENERAL INFORMATION ON SCHOOL POLICIES | 5-17 |
| | |
| Enrollment..... | 5 |
| FECEP/Head Start..... | 5 |
| School Hours | 5 |
| Transportation & Bus Behavior..... | 6 |
| Kiss and Ride..... | 6 |
| Safety for Walkers..... | 7 |
| Absences or Tardiness..... | 7 |
| Attendance Policy..... | 7 |
| Homework During Illness..... | 7 |
| Release of Students During the School Day | 8 |
| Emergency Care Cards..... | 8 |
| Telephone Use By Students..... | 8 |
| School Schedule Changes | 8 |
| Delayed Opening / Early Dismissal Schedule | 9 |
| Student Safety..... | 9 |
| Playground..... | 9 |
| Student Security Plan | 9 |
| Cumulative Records | 10 |
| Transfers to Another School..... | 10 |
| Personal Property Brought to School | 10 |
| Birthday Treats / Snacks | 10 |
| Gift Giving | 11 |
| School Pictures / Yearbook | 11 |
| Fund Raising / Charitable Causes..... | 11 |
| Visitors / Volunteers..... | 11 |
| Lost and Found..... | 11 |
| Fire Drills..... | 11 |
| Tornado Drills / Lock-Down Drills | 12 |
| Dress Code Guidelines..... | 12 |
| Meal Program | 12 |
| Health Services..... | 13 |
| Medication at School | 13 |
| When A Child Is Sick | 14 |
| Supervision Guidelines..... | 14 |
| School-Age Child Care Program (SACC)..... | 14 |
| Patrols..... | 14 |
| Student Insurance..... | 15 |
| Student Responsibilities and Rights (SR & R) | 15 |
| Illegal Drugs or Weapons Possession..... | 15 |
| | |
| INSTRUCTIONAL PROGRAM | 16 |
| | |
| Communication..... | 16 |
| Progress Reports..... | 16 |
| Parent-Teacher Conferences | 16 |
| Work Folders | 16 |
| Combination Classes..... | 16 |
| Program of Studies..... | 16 |
| Summer School..... | 17 |
| Homework..... | 17 |
| Textbooks | 17 |
| Field Trips | 18 |

| | |
|--|----|
| Band | 18 |
| Strings..... | 18 |
| Elementary School Guidance Counselor | 18 |
| Parent Liaison..... | 18 |
| Family Life Education (FLE) Program | 18 |
| Gifted And Talented Program..... | 19 |
| Special Education..... | 19 |
| Program For Students With Specific Learning Disabilities | 20 |
| English for Speakers of Other Languages (ESOL) | 20 |
| Library / Media Center | 20 |
| Reading Resource..... | 20 |
| School Psychologist | 20 |
| Speech & Language Program | 21 |
| Social Worker | 21 |
| Title I..... | 21 |
| Homebound Instruction | 21 |
| | |
| Spanish Insert..... | 22 |



PRINCIPAL'S MESSAGE

Crestwood is a great place to learn and work. In order for us to live, learn, and work together, we need guidelines. Fairfax County Public Schools has regulations in place that supports its schools. Crestwood Elementary School administrators and staff members have provided this handbook to help students and parents understand those policies and regulations. It is our hope that this handbook serves you well while your children are at Crestwood. We believe our school is a safe and caring place for your children to learn. We value your input in helping us keep our mission at the forefront of all we do. Have a wonderful school year!

Mary A. Person, Ed.S.
Principal

Kathleen H. McDonald, M.Ed.
Assistant Principal

GENERAL INFORMATION ON SCHOOL POLICIES

Enrollment

Virginia law states that a child who has reached his/her fifth birthday on or before September 30 is eligible to be enrolled in kindergarten for the 2009-2010 school year. All kindergarten students should enroll at the school they will attend. A child who will be six years old on or before September 30, 2009, must attend school. Any parent who elects to provide home instruction for their school-age child in lieu of school attendance should contact Fairfax County Public Schools.

Central Student Registration (703-876-5219) provides school enrollment for students with a home language other than English, foreign students, all students being enrolled by guardians or legal custodians, tuition-paying students, and students in foster care. Bilingual specialists are available to help families with limited proficiency in English. All other students should register at the school they will attend.

To enroll a student, the following is required:

- **Proof of Fairfax County residency**
A deed, lease agreement, or a notarized affidavit from homeowner.
- **Proof of birth/citizenship**
An original birth certificate is required for all students. If a birth certificate is not available, an affidavit with substantiating documentation is required.
- **Health documentation**
Fairfax County Public Schools Regulation 2101.8 states that all students entering school must have a certificate (Commonwealth of Virginia School Entrance Health Form MCH-213E) of physical examination (including required screenings) completed within the last 12 months prior to starting school by a licensed physician, licensed nurse practitioner, or licensed physician assistant acting under the supervision of a licensed physician is required for all students being admitted for the first time into kindergarten or elementary school. Transfer students entering elementary school must provide either a record of a physical examination completed prior to enrolling in the previous school or a record of a physical examination dated with the last 12 months. .
- **Documentation of previous educational program**
School records and/or original transcripts are required of secondary students, and it is recommended to provide records for elementary school enrollment. Recent periods of non-school attendance must be accounted for. If a translated document is submitted, the original document in the original language must also be supplied.
Tuition is charged for students whose parents do not live in Fairfax County. Contact Central Student Registration (703-876-5219) for enrollment of non-resident students.

FECEP/Head Start

Crestwood Elementary School offers a full day FECEP (Family and Early Childhood Education Program/HeadStart) for pre-school students. Admission includes students from income eligible families. Parents and community professionals work with program staff to provide comprehensive services which address children's educational, social, health, nutritional, and emotional needs. For information, or to register a child, please contact the Early Childhood and Family Services office at 703-277-2624.

School Hours

The school day is 6 hours (4 hours on Monday), plus a 30-minute lunch period, for grades K-6. Normal school hours are:

Monday
8:50 a.m. – 1:20 p.m.

Tuesday - Friday
8:50 a.m. – 3:20 p.m.

For pupil safety, students should not arrive before 8:30 a.m. so they may be properly supervised. Students who eat breakfast at school may enter the building at 8:15 a.m. In addition, patrols may enter the school at 8:10 a.m.

Transportation & Bus Behavior

School bus transportation is provided for some elementary students who live within the Crestwood attendance area. Parents will be notified of the designated stops for each bus. Procedures for safe transportation by school bus riders are discussed with all students at the beginning of the school year. It is also important that parents review with their children the information included on the form provided to all students who use school transportation. Parents' reinforcement of the rules for safe loading and unloading of buses and of standards for behavior on buses and at bus stops is essential and will promote safety.

Acceptable standards of conduct are expected of all bus passengers. Eating, yelling, use of profanity, pushing, fighting, harassment of other children or other acts that might jeopardize student safety are not allowed.

A driver may recommend suspension of bus transportation for any student who refuses to heed the driver's warning regarding appropriate behavior. The principal takes final action in such cases. During the period of suspension, the School Board is not responsible for transporting the student to school.

A child may ride only the bus to which he or she is assigned according to Fairfax County policy. Exceptions to this policy, such as a student riding home on a different bus with a friend, may only be made by the principal and must be requested in writing by a parent of each child. This ensures proper seating and other safety provisions for our students. Also, transportation rules are such that bus drivers must have school permission for children to be dropped off at bus stops other than their own.

A parent or child-care provider must be present at the bus stop to meet and supervise a kindergarten student if the kindergartener is the only child getting off of the bus at his or her bus stop. This is a county policy. If there are other children getting off of the bus at the same stop, the driver can release kindergarten students with them, but it is suggested that a parent make arrangements to meet the child until the child feels comfortable getting home without adult supervision.

Kiss and Ride

Parents may choose to pick or drop off their children up at the designated Kiss and Ride located on the parking lot side of the school. Only children whose parents are driving through the Kiss and Ride lanes and staying in their cars will be dismissed through the parking lot door. Vehicles should enter the parking lot in an appropriate and orderly manner. Cars may enter the parking lot and proceed to the right making sure that the line moves smoothly and that children are dropped

off or picked up safely. Adult supervision will be present to assist children at the side of the building. Please do not beckon children to leave the curb until the staff member present has indicated children may approach the vehicle. **All parents who pick up their children in a vehicle must drive through the Kiss and Ride lane.** Parents/guardians are not allowed to stop on Hanover Avenue to pick up their children. Staff members will be present to assist students crossing the driveway where cars enter the parking lot.

Safety for Walkers

- Students who walk to school, should always walk on the sidewalks.
- All students should **ONLY** cross the street at the intersection where the official school crossing guard is waiting to assist students.
- The Fairfax County crossing guards arrive at the intersections of Hanover and Essex and Hanover and Floyd at 8:15 a.m., students should not arrive before the crossing guards have arrived.
- All students who walk home are dismissed through the front door of the school.
- Parents who park their cars and walk up to the school to meet their children must meet their children outside the front door of the school.

Absences or Tardiness

To assist in developing desirable behavior patterns for students, as well as to maximize classroom learning, FCPS requires that students be punctual and attend school on a regular basis. Official attendance is recorded at 8:50 a.m. each school day. Students who are not in their classrooms by 8:50 a.m. are considered tardy and must report to the office **with a parent** before going to their classrooms. The number of times a student is absent and/or tardy is recorded on the Progress Report. Excessive tardiness will be addressed by Crestwood administrators.

If your child will be absent, please call the school office or send a note with a sibling. For your convenience, an answering machine at 703-923-5454 is available 24 hours a day. You may also e-mail CrestwoodESattendance@fcps.edu to report a student's absence.

The school is required to account for all absences; therefore, school personnel will call to check absentees not accounted for in advance. Since this is a time-consuming process, your advance notification is greatly appreciated. In order to monitor illnesses, please include symptoms your child is experiencing. In the case of all absences, a written note of explanation from the parent or guardian is requested and should be presented to the classroom teacher when the student returns to school, following each absence.

Attendance Policy

Attendance is of prime importance at Crestwood. Unless a child is ill, he or she is expected to be in school on a daily basis. In cases of excessive absences, our school attendance officer will be notified.

Prolonged absences are of particular concern. After 15 days of consecutive absences, the student will be withdrawn from the school registry. In some instances, retention will be considered if a child misses too much instruction.

Homework During Illness

Although it is not always possible due to illness, consistent school attendance is very important. It is important for both students and parents to understand that most homework and almost all written classroom assignments are direct follow-ups of classroom instruction. Simply providing a

student with a list of written assignments missed due to absence does not begin to cover the instruction missed. Teachers at Crestwood make every effort to provide the needed make-up instruction due to student absence, but it must be recognized that it is simply impossible to totally duplicate the instruction missed.

Release of Students During the School Day

If a student is to be dismissed early, please send a note to school stating the requested time of release. Release of children to persons other than parents or guardians is prohibited unless authorized by the parent or guardian. The parent or person designated in a signed note must come to the office and sign for the child. Please help us minimize classroom interruptions by ensuring that your child knows the time he or she is to report to the office for dismissal. To ensure the safety and security of your child, please wait in the office and sign him/her out as requested.

Emergency Care Cards

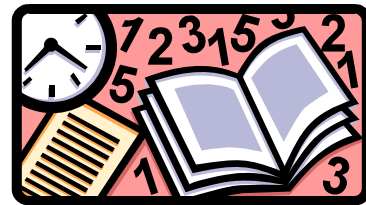
It is of utmost importance that we have your correct address and phone numbers. Please keep the office informed of any changes in home, work, or emergency contact information. This must be kept current at all times, especially for emergency contact purposes. The parent/guardian should be aware that his or her signature on the card enables the principal or designee to seek immediate medical aid for the student. When providing an alternate emergency number, do not give your home or work numbers. Instead, provide the number of someone willing to act on your behalf for your child in an emergency situation in the event that you cannot be reached.

Telephone Use By Students

Children will not be allowed to make telephone calls during the school day except in cases of emergency. Please help your child develop a routine of placing things to be brought to school in a designated place in order that books, homework, money, instruments, etc. will not be left at home. This will ensure that telephone lines in school are available for teacher/parent communication.

School Schedule Changes

Inclement weather or other school emergencies (such as power failures or extreme temperatures) may result in closing, delayed opening, or early dismissal of schools, or a change in schedule for adult education classes. Radio and TV stations, including Channel 21, carry the news as soon as such decisions are made. This information is also displayed on the school system home page, www.fcps.edu; and emergency announcement page, <http://www.fcps.edu/news/emerg.htm>. Parents and students are urged not to call schools or administrative offices for this information. The Fairfax County Public Schools hotline lists closing, delayed opening, or dismissal of schools. The number is 1-800-837-FCPS (3277).



Visit <https://fcps.medianext.com/fcps/signup.html> to sign up for the FCPS “Keep in Touch” to receive emergency announcements (snow closings), calendar information, School Board information, and much more via e-mail. You control what you receive, and can change your selections at any time.

Working parents need to make advance arrangements regarding where their children should go in the event of an early closing.

Delayed Opening / Early Dismissal Schedule

| <u>Grades K-6 Students</u> | Monday | Tuesday - Friday |
|----------------------------|---------------|------------------|
| 2 Hrs Delayed Opening | 10:50 - 3: 20 | 10:50 - 3:20 |
| 2 Hrs Early Closing | 8:50 - 11:20 | 8:50 - 1:20 |

Student Safety

The greatest potential for serious accidents is at arrival and departure times. Therefore, we are asking your cooperation regarding certain critical arrival and departure procedures that merit special attention for use of the driveway in front of the school. Virginia State law forbids the passing of a school bus when loading or unloading children. This law applies even while buses are on school grounds. For the safety of our children, privately owned vehicles are **not** permitted in the school bus area during loading/unloading times. Parents who choose to drive their children to school should drop students off in the designated Kiss and Ride area. School staff will be available to receive students. Your cooperation with these safety procedures is appreciated.

Playground

During school hours, Crestwood's playground is only for the use of our students. After hours and on weekends, the playground is for community use. To keep our playground safe, we ask that everyone using the playground follow the posted rules. Classroom teachers review with students playground rules and expectations on a weekly basis. Those who use the playground after hours use it at their own risk.

Student Security Plan

Students' safety is of the utmost importance. All members of the Crestwood community, including faculty, staff, parents, and students must work together to ensure a safe school environment. Certain procedures must be implemented to assist in our efforts. Special procedures include:

1. Doors to all entrances will remain unlocked during the school day.
2. Students will use the "buddy system" when leaving the classrooms for restroom use, errands, and any other business outside the classroom.
3. All classrooms will be locked when not in use.
4. All visitors in the building will report to the office and sign in. They will be issued a badge or nametag to wear during their visit. Parent volunteers will wear volunteer nametags. Other visitors will be given Visitor badges. Individuals will be directed to return nametags and badges at the conclusion of their visit.
5. Students will be shown the badge and nametags so they are able to recognize them. Students will be instructed by teachers that, if they see an adult (non-staff member) in the building without a visitor badge or name tag, they should immediately report it to their classroom teacher, any available staff member, or to the office.
6. Staff members will question any adult in the building not wearing a nametag or badge and ask them to immediately report to the office. This report shall be followed by a call or note to the office to ensure that the individual did, in fact, report to the office. Adults wearing nametags or badges shall also be questioned if their behavior or location in the building appears inappropriate.

Cumulative Records

Each child has a cumulative record that continues with him/her while enrolled in schools within Fairfax County. The record includes progress reports, health records, registration forms, and standardized and criterion-referenced test results. Results of individual screening for special programs are kept in separate special services files with restricted access. Parents/guardians have the right of access to information in their child's cumulative record. Please call to make an appointment, if you wish to review the contents of these files.

Transfers to Another School

If you are planning to move any time during the school year or during the summer, please notify the school at least a week prior to the move so that we can properly withdraw your child and complete transfer records that will be needed at your child's new school.

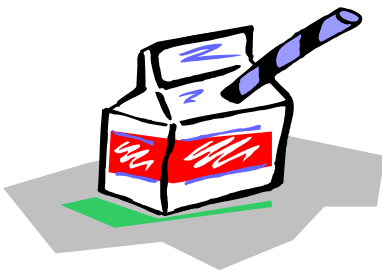
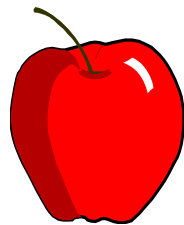
Personal Property Brought to School

Be sure you know what your child brings to school, particularly items for sharing time. Items for sharing should be of interest and value to the class, in connection with some phase of study. Extremely valuable items such as headphones, portable video games or potentially dangerous items should not be brought. Very limited storage/security is available in classrooms. The school cannot be responsible for any lost items. Certain items such as radios, CD players, pets, glass jars or bottles, or any sharp object, may not be brought to school on the bus. ***Cell phones that are brought to school for any reason must be out of sight and turned off. Cell phones cannot be used on school grounds or buses without authorization.***

Live animals may not be brought to school without permission. Arrangements should be made in advance with the principal. A parent will be expected to accompany the pet the entire time the pet visits the school. The school cannot be responsible for money brought to school. Students should only bring money designated for specific school purchases such as lunch, field trips, book orders, picture money and the like. When students need money for lunch or other items, parents are requested to send exact change.

Birthday Treats / Snacks

Occasionally, parents of kindergarten and primary-aged children provide a treat for each member of the child's class in celebration of his or her birthday. Recognition of each child's special day is appropriate, and the school wishes to be supportive to parents who choose to do this. Parents are requested, however, to select a treat other than cakes and candies when possible. Popcorn, ice cream, fancy Jell-O, and other creative treats are much more in keeping with our school's focus on good nutrition. **Arrangements should be made in advance with the teacher** when sending in a special treat. We recommend parents bring birthday treats in during lunch time. This will ensure that each child receives appropriate recognition while maintaining health and nutrition guidelines for all students. Arrangements can also be made through the cafeteria to purchase cookies or ice cream for \$.50 each – this includes a napkin and surprise – contact the cafeteria manager two weeks in advance.



The importance of good nutrition is part of the instructional focus at Crestwood. This concept has received considerable support from both our school community and Fairfax County Public Schools. Please be certain that if your child brings a snack to school for a mid-morning or mid-afternoon break, that the snack he or she brings is nutritious. Fruit and cheese are strongly encouraged. Candies, cakes, and other "heavy sugar" snacks are strongly discouraged. We request your support of our school-wide effort to increase awareness of the principles of good nutrition.

Please notify the classroom teacher and the clinic assistant if your child

has an allergy to a specific food. Some students are highly allergic to certain foods (e.g., peanuts). Every effort will be made to alert other families who may send in snacks or treats.

Gift Giving

The Fairfax County Public Schools policy states that students and their parents shall be discouraged from the routine presentation of gifts to school employees on occasions such as Christmas. A staff member shall not accept an elaborate gift or expensive gift even though a student feels a spontaneous desire to offer one. In most circumstances, the writing of letters to staff members expressing gratitude or appreciation is welcome and more appropriate.

School Pictures / Yearbook

School pictures are scheduled to be taken in the early fall and spring each year. The date for pictures will be announced. The school receives a certain amount of profit from school pictures. This profit is used to buy items for our school. The decision to buy pictures is voluntary. Our photographer is selected through a Fairfax County bidding process.

Additionally, a school yearbook will be offered for sale in the spring. Yearbooks must be ordered. The school will only order yearbooks for those students who pay in advance. Extra yearbooks will not be ordered for later sale.

Fund Raising / Charitable Causes

Fund raising activities are held to a minimum. Projects must contribute to the educational experience of students and must not conflict with instructional programs. Elementary students are not allowed to sell items or solicit funds door-to-door. Students are not allowed to solicit funds for charitable causes, but may participate in non-monetary charity drives such as canned food collections. Exceptions to this policy may be made by the School Board. All such activities must be approved and scheduled by the principal.

Visitors / Volunteers

All persons entering the building during the school day must report to the office first. Visitors are welcome in classrooms; however, prior arrangements should be made with the teacher and an administrator. School-age visitors (e.g., family relatives and friends) are not permitted to attend school as classroom guests or ride the school bus.

If you need to deliver something to your child, please bring it to the office, and the office personnel will contact your child. This requirement is necessary to protect the instructional program from interruption and to maintain security. Your cooperation in this effort is appreciated.

Parental involvement at Crestwood greatly enriches the school experience of our children. Parent volunteers provide additional support and enrichment of school programs. Volunteers are always welcome. We strongly encourage you to contact your child's teacher regarding opportunities to help in the classroom and in other programs in the school. We urge you to become a part of our volunteer program. Please call the school office if you are interested in becoming a volunteer.

Lost and Found

Parents are urged to mark with their child's name all articles of clothing and other items that might be misplaced or lost. Found articles are placed in a Lost and Found area in the cafeteria. Encourage your child to check for lost articles. Parents are welcome to inspect this collection at any time.

Fire Drills

During the month of September, fire drills are scheduled weekly. Fire drills occur monthly for the remainder of the year. Teachers will instruct the students on correct procedures for leaving the

building in the event of a fire or other emergency. All adults in the building are expected to evacuate as well. We encourage you to practice fire drills at home with your children as well.

Tornado Drills / Lock-Down Drills

An emergency drill for tornadoes is conducted three times a year. Advance notice is given in September, March, and again in April to staff members. Prior to the drill, students practice the protective posture to be taken during the drill. Students and staff move quietly and quickly to predetermined, protected locations away from glass windows. Parents are encouraged to review a similar plan for their child in the home.

A lock-down drill may also be conducted to provide practice for the students and staff to move quietly and quickly to their classrooms. In the case of an actual lock-down, students will remain in their classrooms until notified that the need for the lock-down has been averted.

Dress Code Guidelines

All students are expected to dress appropriately for a pre K-6 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language that is vulgar, discriminatory, or obscene or that promotes or depicts weapons, drugs, alcohol, tobacco, drug paraphernalia, violence, or gang symbols is prohibited. If your child arrives inappropriately dressed to school, you will be contacted to bring a change of clothes to school. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, spaghetti straps, backless blouses or blouses with only ties in the back, and clothing constructed of see-through materials. Parents of students requiring accommodation for religious beliefs, disability, or other good cause should contact the principal. Students not complying with this code will be asked to cover the noncomplying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action.

Meal Program

Well-balanced breakfasts and lunches are served daily at a cost of \$1.50 (\$0.30 reduced) to students and \$1.95 to adults for breakfast, and \$2.65 (\$0.40 reduced) to students and \$3.65 to adults for lunch. Free and reduced price meals are available if the family qualifies. Applications are available from the principal throughout the school year. Breakfast and lunch menus are sent out every month. The complete lunch consists of the main item, two choices from the fruits and vegetables of the day, and plain or chocolate milk. Ice cream is offered at an additional cost. The school lunch menu telephone line is 703-246-2294.



Children may buy their lunch or bring it from home. Milk or a small juice may be purchased at a cost of 60 cents. Children are not allowed to bring any soft drinks in cans or bottles as part of lunch carried from home.

The cafeteria is operated under the National School Lunch Program. The type "A" lunch is balanced to meet one-third of the daily food requirements of the child. (A la carte items are also available.) Please encourage your child to eat the school lunch and try all the food served. These early childhood years are formative ones where ideas, habits and behavior patterns developed will influence the child's entire life span. A lunch menu will be given to each child monthly so that the parent can plan different foods for dinner.

Parents are encouraged to put money into the "Snap Card System" for school lunches. This is a debit card by which the children can purchase their lunches. Parents can designate that the money be used for lunch ONLY, or can designate that it be used for a la carte items as well as breakfast and/or lunch.

Students bringing lunch from home must (1) bring everything needed during this meal (spoon, napkin, etc.), (2) bring only thermos bottles which are plastic lined and which they can open themselves, and (3) not bring dessert packs, puddings, soft drinks, etc., in metal cans. Parents are invited to have lunch with their children any time. We request, however, that parents do not bring lunch purchased from local fast food chains for themselves or their child. Students are requested to purchase lunch at school or bring it from home.

Health Services

The school clinic operates for the care of sick and injured students, maintains health records, and coordinates the health-screening program. Children new to Fairfax County, as well as all children in kindergarten and grade 3, will have their hearing and vision checked. If the school clinic aid or nurse feels further examination might be necessary, parents are notified and advised to take their child to their own physician for a more thorough examination. Each child is expected to have a yearly dental examination; any child new to the county and all kindergarteners must have a complete physical. The school provides forms for the physician/dentist to make his or her report.



The school takes the health and welfare of our students very seriously. Children should never be sent to school when they are obviously ill. The Health Department recommends that a child remain home fever free without medication for 24 hours after an illness before returning to school. This is for the protection of the individual child as well as his or her classmates. Parents are expected to come as quickly as possible to the school when called to take home a sick or injured child. Working parents are not excluded from this expectation and should arrange beforehand for a willing neighbor or friend to pick up their child. When a situation exists such that the principal or designee considers emergency care to be needed quickly, the Fairfax County Fire and Rescue Department will be called and the parent notified.

The Fairfax County Public Health Department provides health services by employing a clinic assistant (clinic assistants are "lay" persons -- not registered nurses).

The clinic assistant cannot administer medication unless proper forms have been completed (see "Medication at School"). The clinic assistant provides a first aid service and contacts the home whenever there is a fever, vomiting, injury to the head, moderate to bad cuts and bruises, or if a student requests that a parent be contacted. Parents are also called to pick up their child when the health problem requires clinic care for over a half-hour. In addition to a clinic assistant, Crestwood receives the services of a Public Health Nurse once a week.

Medication at School

Whenever a child must be given medication while at school, an "Authorization for Medication" form is required. Forms are available from the school, and parents complete Part I, authorizing administration of the medication. Part II is to be completed by the physician. In some cases (over-the-counter medication for three days not prescribed by a physician or for an antibiotic for less than 10 days), the parent or guardian may complete Part II. Medications must be taken to and from school by a parent or guardian in a container appropriately labeled and dated. Most medication schedules can be worked around the child's school day once physician and parent are fully aware of the limitations of the public school environment. Medications must be stored in the clinic and an Authorization for Medication Form must be on file as per county regulation.

If your child has a life threatening allergy, please contact the principal immediately so the staff can be alerted.

When A Child Is Sick

When a child is ill or injured at school, the parent will be contacted by phone. When arriving for your child, please report to the office to sign him or her out. If the parent cannot be reached, the office will call the emergency number listed on the child's record. An EMERGENCY CARE CARD is sent home with each child the first day of school. It is very important that this card be completed and returned to the school promptly. The card gives the name of someone to contact if your child becomes ill at school and you cannot be contacted. Emergency forms must be kept up-to-date. Please notify the school of any changes that occur during the year, especially telephone numbers.

Crestwood's attendance line number is 703-923-5454

Supervision Guidelines

Fairfax County Child Protective Services has issued the following guidelines that are used in determining whether a situation should be investigated for possible lack of supervision:

- Children ages 0-7 should not be left alone for any period of time. This includes leaving children unattended in cars, backyards, and playgrounds.
- Children ages 8-10 should not be left alone for more than 1 and one-half hours and only during daylight and early evening hours.
- Children ages 11-12 may be left alone for up to 3 hours but not late at night or in circumstance requiring inappropriate responsibility.
- Children ages 13-15 May be left unsupervised, but not overnight.
- Children ages 16-17 may be left unsupervised (and in some cases up to two consecutive overnight periods).

Generally, age 13 is the minimum recommended age for a babysitter. Always consider maturity when choosing a babysitter. All children and/or baby-sitters should have emergency telephone numbers and a number to locate either a parent or designated responsible adult.

School-Age Child Care Program (SACC)

Crestwood houses a School-Age Child Care (SACC) center to care for children before and after school. Sports, games, recreational activities, and field trips are an integral part of the child-focused curriculum. To enroll a child in SACC, all adults living in the child's home must be working at least 30 hours a week, and/or attending school or job training programs at least 30 hours a week, and/or disabled. Children with special needs are integrated into SACC centers. If the Crestwood SACC center is fully enrolled, families may apply to other centers and request pupil placement from Fairfax County Public Schools. To enroll a child in the SACC program, call 703-449-8989.

Patrols

Under the leadership of a teacher-sponsor, Crestwood has an active group of student patrols whose responsibility is to help ensure the safety of all students. Patrols are assigned to the various positions in and around the school. All students are expected to obey the patrols' instructions at all times. Patrols report to the Patrol Sponsor any students they observe who are not following school safety procedures.

Student Insurance

Medical and dental insurance is available at the beginning of the school year. Information is sent home in the parent packet on the first day of school. Since it is a parent responsibility, all business concerning the student insurance program is handled by mail between the parent or guardian and the insuring company. FCPS does not insure students for accidents that occur on school property during school hours. Parent insurance or the above mentioned medical and dental insurance is intended to cover such situations.

Student Responsibilities and Rights (SR & R)

Children have the right to learn in an environment that allows them to acquire the best education available. Students are expected to conduct themselves properly. Proper conduct is defined as behavior that reflects favorably on the individual and the school, shows consideration for fellow students, and creates a harmonious school atmosphere. At Crestwood, teachers and staff assume responsibility for creating and maintaining an atmosphere that is conducive to learning.

The development of self-discipline and respect for self and others is considered critical to the growth process. The responsibilities and rights of students as outlined by the Fairfax County School Board are contained in the *Student Responsibilities and Rights Handbook* (Regulation 2601). Teachers and administrators review the content of the booklet with all students at the beginning of the school year. Copies are available in the school for parental review. We hope that together we can guide children toward attaining self-discipline and other attributes which are desirable for growing children: honesty, respect, courtesy, and fairness.

FCPS has specific rules pertaining to student conduct that are reviewed annually with all students in all grades. Students may be disciplined by school officials, including suspension and expulsion, for conduct on school property while engaged in or attending a school activity or while going to or returning home from school. Students may also be excluded from school for expulsion from another school division or private school or for certain illegal acts committed in the community. Details of these rules are found in the *Student Responsibilities and Rights Handbook* (Regulation 2601).

Illegal Drugs or Weapons Possession

There have been some significant changes in the SR & R regulations addressing the possession of illegal drugs or look-alike illegal drugs on school grounds. Specifically, these changes are:

1. If a student possesses, uses, or distributes illegal drugs (including "look-alike"), the student will be recommended for expulsion.
2. If a student uses any weapon or possesses a gun of any type, the student will be recommended for expulsion.
3. For drug or weapon violations, only the School Board can authorize anything less than full expulsion from school.
4. Students and parents are expected to know the school system's student disciplinary rules as set forth in Regulation 2601, which is distributed annually.

INSTRUCTIONAL PROGRAM

Communication

Good communication between home and school is vital to a successful school experience for each child. Questions about your child should be directed to your child's classroom teacher. Your child's teacher will provide information regarding the best way to reach her/him such as email or voice mail. A newsletter containing school news, a calendar of upcoming events, and other important information will be sent home on the first Thursday of each month.



Progress Reports

Progress reports for grades 1 through 6 are issued four times per year at the completion of each grading period. The first report to parents includes a parent-teacher conference. A report of a child's progress in kindergarten will consist of a scheduled conference at the end of the first nine weeks period and evaluations following the second, third, and fourth grading periods.

Parent-Teacher Conferences

Conferences may be requested by either the parent or the teacher to discuss a specific concern or a child's general progress. Parents requesting a conference are asked to write a note to the teacher or call the office so arrangements can be made. Drop-in visits or conferences in the hall during the school day or before or after school hours are discouraged (as this takes away from valuable instruction time). Please make an appointment to speak with your child's teacher.

Thursday Folders

Thursday folders are another means of communication between home and school. A student's work samples with progress notations from the teacher are included in the work folder. Reviewing your child's work as it is sent home is a good way to keep abreast of progress.

Combination Classes

It is occasionally necessary to establish a class composed of children from two consecutive grade levels because enrollment in a school or at a given grade level necessitates such organization or to facilitate children's appropriate placement in instructional groups. When combination classes are established, the following criteria will be used:

- Individual students may have particular strengths or weaknesses and still be appropriately placed in a combination-grade or multiage class
- Students shall be selected who can work effectively in independent and peer-group activities as well as in small and large groups with teacher-directed instruction
- Students should have the skills and work habits required to begin and complete tasks within agreed-upon time periods, to listen attentively, follow directions, request assistance from the teacher or others at appropriate times, and to use time constructively in independent and teacher-directed activities and group assignments.

Program of Studies

The task of providing education of the highest possible quality for all children at Crestwood is achieved through a balanced instructional program. The Program of Studies (POS) K-6 document identifies curriculum guidelines for all students in grades K-6. The POS objectives form the foundation for classroom instruction in Fairfax County Public Schools. The POS includes the following areas:

Art
Elementary Language Arts
Physical Education
Science
Computer Literacy/Applications

Health
Mathematics
Music
Social Studies

Teachers use a variety of instructional strategies and materials to promote student mastery of appropriate POS objectives.

Summer School

Summer School is available for some Crestwood students. Information is sent through the US mail in the spring to students that meet the summer school criteria.

Homework

Daily homework is an integral part of a child's learning experience. Homework is an extension of what has occurred during daily instruction. The amount of homework will vary from day to day. As a rule, FCPS supports the following guidelines.

| | |
|--------------|--------------------------------|
| Grades 1 – 2 | approx. 30 minutes per evening |
| Grades 3 – 6 | approx. 60 minutes per evening |

All students are expected to read every evening. When no specific homework is assigned, reading for at least 30 minutes is recommended. For younger students, family members are encouraged to read to them daily.

Responsibility for homework in the elementary school gradually increases for grades one through six. Parents can supplement their child's school instruction by reviewing spelling words and number combinations, encouraging home reading, and working with other assigned activities and projects.

Desirable outcomes of good homework practices include:

- Growth in responsibility
- Training in good work habits
- Opportunities for increasing self-direction
- Learning to budget time more effectively
- Contact with out-of-school learning resources
- Acquisition of additional information

Textbooks

Textbooks used at Crestwood Elementary School are provided to students on a loan basis. Students are expected to be responsible for taking the best possible care of texts and other materials. Students will be charged for any books lost or damaged beyond normal usage.

Field Trips

Field trip experiences expand instructional opportunities for students. Students take at least one field trip during the school year. Signed parental permission forms are required for any trip. Parents frequently accompany students as chaperones; however, younger siblings may not generally go on class field trips.



Band

An itinerant instrumental music teacher provides instruction on band instruments to interested students in the fifth and sixth grades. Classes meet once a week during the school day.



Strings

An itinerant music teacher provides instruction on string instruments to interested students in the fourth, fifth, and sixth grades. Classes meet once a week during the school day.

Elementary School Guidance Counselor

A sequential and developmental guidance program is provided to all students in grades kindergarten through 6. A full-time guidance counselor provides direct assistance to students, parents, and the educational staff to promote a positive school environment. The goal of the counselor is to extend a hand to *all* children, not just those with academic and/or social difficulties. Direct services are provided to students individually or in small groups. Classroom guidance activities that facilitate developmental growth are conducted in kindergarten through sixth grade. Small group activities include building self-concept and study skills, and counseling students who are experiencing stressful home or school situations such as conflict, moves, separations, illnesses, or death. The counselor also provides services to parents through conferences and conducting parenting discussion groups. Please feel free to call our elementary school guidance counselor at any time with questions or concerns you may have about your child.

Parent Liaison

Through a combination of formal and informal contacts, a parent liaison facilitates a variety of school/parent/community communications; encourages parent involvement in school programs and activities; provides information on the school's mission, goals, programs, resources, and activities; provides information and referrals regarding parent concerns; conducts follow-ups to ensure parent concerns have been addressed; and serves as a home/school contact for teachers and administrators to ensure information regarding student academic progress is communicated in a timely fashion. Crestwood is fortunate to have a parent liaison to help meet the needs of our Spanish-speaking families.

Family Life Education (FLE) Program

In concert with the state legislative mandate, Fairfax County Public Schools offers a comprehensive sequential Family Life Education (FLE) Program. An opt-out provision is included for those families who wish to exclude their children from all or part of the FLE program.

Program descriptions and opt-out forms are sent to families at the beginning of each school year and are available in the school office throughout the school year. To help parents make an informed decision, grade level FLE lessons, program descriptions, and media annotations are available at each school for parent review. In compliance with the state mandate, children will be included in the FLE lessons unless parents inform the school in writing.

Gifted And Talented Program

School-Based Program Overview

The gifted and talented school-based program in the elementary and middle school is designed to provide opportunities for all students to develop academic strengths through a more rigorous and challenging program. School-based gifted and talented services are located in every elementary and middle school throughout the county. Referrals may be submitted by parents/guardians or school personnel using a Gifted Services Referral form. The local GT screening committee considers ability and achievement test scores, the Gifted Behavior Rating Scale (GBRS), and parent and teacher input to determine the need for gifted services.

Primary School-Based Program

The K-3 school-based program offers Response Lessons for all students in critical and creative thinking through learning activities that are connected to the Program of Studies. Students who exhibit characteristics of emerging giftedness are considered for differentiated services within the classroom. These services are specifically planned for the identified child to provide more challenging content, assignments, resources and/or instructional grouping within the classroom.

Upper Grade School-Based Program

GT school-based services are delivered through a collaborative model that supports a continuum of gifted services. The model is designed to strengthen direct services for gifted learners, and to enhance the quality of instruction offered to all students. The gifted and talented resource teachers collaborate with classroom teachers to design differentiated lessons that challenge students to learn at a faster rate, think on a higher level, and study sophisticated and complex content through extensions of the FCPS Program of Studies.

Center Program Overview

The GT Center program for students in grades 3 through 8 offers identified students a highly challenging instructional program that follows the FCPS Program of Studies. Differentiation in the depth, breadth, and pace of instruction is designed to meet the needs of advanced learners with a strong emphasis on higher level thinking skills. Adaptations are made to the curriculum in order to provide an appropriate level of challenge for gifted learners with a strong emphasis on critical and creative thinking, problem solving, and decision-making. Students participate with the entire student body in school-based activities such as student government, physical education, and strings, chorus, and other electives.

The GT center environment allows students to explore and express their ideas with other highly able peers. Teachers develop and implement units of study that lead to an understanding of the concepts, themes, and issues that are fundamental to the disciplines, and that lead to an appreciation for relationships within and among disciplines. Students pursue independent investigations and ongoing research appropriate to the disciplines. They have ongoing opportunities for reflection and self-assessment that develop an understanding of the characteristics, demands, and responsibilities of advanced intellectual development.

Special Education

Fairfax County Public Schools is committed to providing special education students with opportunities along a continuum of services that offers access to and participation in the activities of the school and community environments as appropriate to the age and educational needs of the student. Fairfax County Public Schools upholds the principles of the Individuals with Disabilities Education Act (IDEA) as they support the rights of students with disabilities. These

rights include creating individual educational programs through the collaboration of parents who know their child best and professional educators who have a knowledge of instructional practices and experience in guiding students with disabilities to become productive citizens. Across the continuum of special education services, Fairfax County Public Schools serves students with one or more of the following identified disabilities: autism, developmental delays, emotional disability, deaf and hard-of-hearing, mental retardation, orthopedic impairment, other health impairment, specific learning disability, speech and language impairment, severe and profound disability, traumatic brain injury, and visual impairment. For further information, call the Parent Resource Center at 703-204-3941. Hearing-impaired persons may call the TTY number at 703-204-3937.

Program For Students With Specific Learning Disabilities

The learning disabilities program is a special education program designed for students who manifest difficulties in one or more of the basic cognitive skills involved in information processing (i.e., understanding or using language, spoken or written, which may be manifested by difficulties in the acquisition and use of listening, speaking, reading, writing, or mathematical abilities); and who are achieving in academic skills significantly below that which would be expected of a student of that age and ability. Services are available at Crestwood for students who qualify based on specific criteria. For additional information, please contact the school office.

English for Speakers of Other Languages (ESOL)

ESOL classes are provided in 175 school settings for approximately 16,000 students in grades 1 - 12, who collectively speak more than 100 languages. Students are served in school-based programs or in center or cluster programs, depending on the number of ESOL students in the school community.

ESOL classes instruct students from many different home language backgrounds in learning and demonstrate understanding in English. Students progress through beginning, intermediate, and advanced ESOL levels, mastering specific criteria in oral, reading, and writing skills before moving to the next level. The ESOL curriculum is aligned with the Language Arts Program of Studies, and prepares students with vocabulary, syntax, and literature of academic disciplines.

ESOL classes for adults are offered through the Crestwood Family Center. Registration is required in advance and class size is limited. Contact Crestwood's Family Center for additional information, call 703-923-5429.

Library / Media Center

Crestwood's media center contains a large collection of books for pleasure reading and research, as well as tapes, computers with online databases, magazines, and resource files. Classes use the media center for instruction in library/research skills, story time, and book selection regularly.

Reading Resource

Our reading resource teachers coordinate the total language arts program and assist in monitoring student progress. In addition, they work directly with students on remedial, developmental, and enrichment reading activities, and with teachers to promote the full implementation of a balanced literacy program.

School Psychologist

A psychologist is assigned to each school and special education center. The psychologist works with students, parents, and staff members. The services of a school psychologist are available upon request to the principal or through referral to the Local Screening committee. The psychologist also evaluates children for possible special education services. Parental permission

must be given for any psychological testing and parents will be notified before any evaluation is done. Results of evaluations are always discussed with parents.

Speech & Language Program

A full-time speech and language clinician provides services directed toward remediation of problems in oral language, articulation, voice, and fluency. Students receive assistance individually and/or in small groups at all grade levels. In addition, the speech and language clinician routinely screens all students new to Fairfax County Public Schools to assess speech and language development.

Social Worker

School social workers are assigned to every school and special education center. The social worker provides social-cultural assessments for special education evaluations, and brings a parental perspective into the eligibility process. In addition, the social worker offers consultation to teachers and counseling services to families as needed. The social worker also seeks services within the school system and from various county agencies to help students in the classroom.

Title I

As a schoolwide model for Title I (a federally funded program), we have a SUM (Step Up Math) and SULA (Step Up Language Arts) program at Crestwood. Our specially trained Title I teachers provide support and intervention as needed to selected students, as well as to entire classes.

Homebound Instruction

Five hours of instruction per week in the home are available when it is anticipated that a child will be out of school at least four weeks due to an injury or illness. Parents should contact the school to get more specific information regarding regulations governing this service.