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WHO WE ARE

OUR PHILOSOPHY

Mission: Learning and Growing: Every person, Every day, in Every way

Vision: We will become a collaborative community committed to the Whole Child.

Crest Hill has a philosophical focus on the Whole Child. This means we are committed to developing well-rounded, responsible members of our community. As part of the Whole Child movement, our staff focus on the Five Tenets of Whole Child Development each day:

- Making healthy lifestyle choices
- Providing an emotionally and physically safe environment
- Actively engaging the students in learning
- Providing individualized learning supported by qualified, caring adults
- Challenging students academically

In order for this movement to be successful, we ask families to be involved with their students and school. In the coming pages, you will find several ways to become part of your child's exciting journey.

Collective Commitments

As professionals we . . .
- are positive contributing members of our collaborative teams.
- celebrate and acknowledge student and staff accomplishments and achievements.
- continue to learn and grow as professionals.
- communicate early and often with all stakeholders.

As instructional experts we . . .
- are committed to instructional strategies and practices that will best serve all student needs.
- purposefully differentiate instruction based on data to meet student needs.
- create and plan instruction that honors the Whole Child.
- create and use common formative assessments to drive our instruction.
- implement the behavior system and all of its components including the 17 proactive classroom management strategies.

As leaders of the Crest Hill Community we . . .
- create a positive, safe environment for all.
- continually advocate for the needs of all children.
Dear Dragons,

On behalf of the entire Crest Hill team, welcome to our school! We are looking forward to a wonderful year full of learning, growth and community-building. Our teachers and staff are excited to work with your child and to develop partnerships with families and the community. With new COVID-19 safety measures, there will be some changes. Please review the August 24, 2020 Parent Letter for details. Changes have also been added to this handbook, so look for changes in **PURPLE**.

At Crest Hill Elementary, we place an emphasis on the Whole Child and model high expectations for behavior and academics. All staff are committed to ensuring all students are healthy, safe, engaged, supported and challenged. We believe all students can learn at high levels, and we value your expertise and insights as your child’s first teacher. Our handbook describes some ways you can partner with us and support your child on his or her elementary journey. I also strongly encourage you to get involved with our Parent Teacher Organization.

If you have additional questions, please contact your child’s teacher or the school office at (307) 253-4200. We hope you will read this handbook thoroughly and reference it throughout the school year.

Sincerely,

Suzanne Nelson, Principal

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**OUR STAFF**

<table>
<thead>
<tr>
<th>Principal</th>
<th>Functional Life Skills Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzanne Nelson</td>
<td>Lori Cimburek</td>
</tr>
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<td>Jody Hagen</td>
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<table>
<thead>
<tr>
<th>Office</th>
<th>Functional Life Skills Supports</th>
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</thead>
<tbody>
<tr>
<td>Yecenia Cruz</td>
<td>Lisa Anderson</td>
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<tr>
<td>Nancy Quiett</td>
<td>Cheryl Carr</td>
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<tr>
<td>TBA (Cafeteria Clerk)</td>
<td>Joe Kennedy</td>
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<tr>
<td>Deirdre Johnson (Nurse)</td>
<td>Kellie Olson</td>
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<td>Amy Bergman</td>
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<td>Laurie Linton</td>
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<td>Carol Whalen</td>
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<tr>
<th>Custodians</th>
<th>First Grade Teachers</th>
</tr>
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<tbody>
<tr>
<td>Chris Husted</td>
<td>Shelly Eisenreich</td>
</tr>
<tr>
<td>Wade Yeadon (Head Custodian)</td>
<td>Kristin Fauss</td>
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<td>Ann Perko</td>
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<table>
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<tr>
<th>Kindergarten Teachers</th>
<th>First Grade Supports</th>
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<tbody>
<tr>
<td>Marcce George (Classic K)</td>
<td>Daria Dundas</td>
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<tr>
<td>Kristen Reimer</td>
<td>Hilary Jones</td>
</tr>
<tr>
<td>Emily Shaffner</td>
<td>Jill Gray</td>
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<tr>
<td>Susy Urban</td>
<td>Paul Mellendorf</td>
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<th>Kindergarten Supports</th>
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<tr>
<td>Daria Dundas</td>
<td>Daria Dundas</td>
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<tr>
<td>Hilary Jones</td>
<td>Hilary Jones</td>
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<tr>
<td>Jill Gray</td>
<td>Jill Gray</td>
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<tr>
<td>Paul Mellendorf</td>
<td>Paul Mellendorf</td>
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<tr>
<td>Second Grade Teachers</td>
<td>Third Grade Teachers</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Kathy Fleming</td>
<td>Tara Dabney-Realing</td>
</tr>
<tr>
<td>Alejandra Lattimer</td>
<td>Amy Mason</td>
</tr>
<tr>
<td>Amanda Winzenried</td>
<td>Amanda Yentes</td>
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<tr>
<th>Second Grade Supports</th>
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<tbody>
<tr>
<td>Jeannie Leigman</td>
<td>Jeannie Leigman</td>
</tr>
<tr>
<td>Linda Clark</td>
<td>Linda Clark</td>
</tr>
<tr>
<td>MariLu Waugaman</td>
<td>MariLu Waugaman</td>
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<table>
<thead>
<tr>
<th>Fourth Grade Teachers</th>
<th>Fifth Grade Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brittny Brammer</td>
<td>Rick Black</td>
</tr>
<tr>
<td>Britney Holbrook</td>
<td>Bobby Gilmore</td>
</tr>
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<thead>
<tr>
<th>Fourth Grade Supports</th>
<th>Fifth Grade Supports</th>
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<tr>
<td>Roni Gallegos</td>
<td>Roni Gallegos</td>
</tr>
<tr>
<td>Melissa Clark</td>
<td>Melissa Clark</td>
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<tr>
<td>MariLu Waugaman</td>
<td>MariLu Waugaman</td>
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<thead>
<tr>
<th>Specials</th>
<th>Academic Support Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devin Hodgins (Library)</td>
<td>Daria Dundas (Tutor)</td>
</tr>
<tr>
<td>Tammie Hume (Art)</td>
<td>Roni Gallegos (4-5)</td>
</tr>
<tr>
<td>Nick Landess (PE)</td>
<td>Hilary Jones (K-1)</td>
</tr>
<tr>
<td>Cindy Selvey (Music)</td>
<td>Jeannie Leigman (2-3)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Additional Supports</th>
<th>Bus, Playground, &amp; Refocus Supports</th>
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</thead>
<tbody>
<tr>
<td>Ann Ernst (Counselor, Social Worker)</td>
<td>Melissa Cameron (Cafeteria Tech)</td>
</tr>
<tr>
<td>Sheryl Jordan (Social Worker)</td>
<td>Dwayne Clark (Playground, Refocus)</td>
</tr>
<tr>
<td>Brenda King (Psychologist)</td>
<td>Linda Clark (Cafeteria Tech)</td>
</tr>
<tr>
<td>Britnee King (Behavior Interventionist)</td>
<td>Bill Custard (Crossing Guard)</td>
</tr>
<tr>
<td>Snickers (Therapy Dog)</td>
<td>TBA (Cafeteria Clerk)</td>
</tr>
<tr>
<td>Theresa Dernbach (Physical Therapist)</td>
<td>Joe Kennedy (Bus)</td>
</tr>
<tr>
<td>Deirdre Johnson (Nurse)</td>
<td>MariLu Waugaman (Bus, Cafe Tech, Playground)</td>
</tr>
<tr>
<td>Sharon Peabody (Psychologist Assistant)</td>
<td>Carol Whalen (Cafeteria Tech)</td>
</tr>
<tr>
<td>Todd Pierce (Adaptive PE)</td>
<td>Chelsey Toland (Playground)</td>
</tr>
<tr>
<td>Robert Shields (Speech Therapist)</td>
<td></td>
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<tr>
<td>Lindsey Temple (Occupational Therapist)</td>
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**SCHOOL OPERATION**

**SCHOOL HOURS**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:00</td>
<td>Playground supervision begins</td>
</tr>
<tr>
<td>8:20</td>
<td>Breakfast served</td>
</tr>
<tr>
<td>8:45</td>
<td>First bell</td>
</tr>
<tr>
<td>8:50</td>
<td>Tardy bell</td>
</tr>
<tr>
<td>3:30</td>
<td>School dismissed</td>
</tr>
<tr>
<td>3:45</td>
<td>Parent Pick-up/Bus Supervision ends</td>
</tr>
</tbody>
</table>

School is in session from **8:45am until 3:30pm**. The tardy bell rings at 8:50am. Playground supervision is between the hours of 8:00am and 3:30pm. No after school playground supervision is provided.

**LUNCH**

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:10</td>
<td>Kindergarten and 2nd Grade</td>
</tr>
<tr>
<td>11:40</td>
<td>1st Grade and 4th Grade</td>
</tr>
<tr>
<td>12:10</td>
<td>3rd Grade and 5th Grade</td>
</tr>
</tbody>
</table>

**Breakfast/Lunch Accounts:**

Apply for the free/reduced meal program at [https://natrona.rocketscanapps.com/](https://natrona.rocketscanapps.com/).

We encourage all families to create a lunch account online at [www.myschoolbucks.com](http://www.myschoolbucks.com) in the event that your child needs to purchase a meal.

Any items beyond a standard meal are at an additional cost (such as an additional milk or a second helping). If students have a negative balance of $10 or more, they will be provided with an alternate meal.

Please contact our lunch clerk, Angela Gilson, if you have further questions regarding lunch accounts.

**Sack/Cold Lunch:** Write your child’s name and teacher on the bag/container. Please note that lunches from home should be prepared ready to eat. Staff are not permitted to warm up or cut up a student’s food.

**Lunch Visits:** Unfortunately, due to increased safety measures, parents/visitors will not be able to eat lunch with students.
ACTIVITIES

We offer a wide range of activities that support a healthy mind and body. There will be sign-up sheets sent home in the fall and spring for our co-curricular activities (clubs such as Lego Robotics or Student Council) and our seasonal sports. Programs are generally 10-12 weeks long. Parents are expected to provide transportation for co-curricular activities and when the clubs meet outside of school hours. Please contact Nancy Quiett if you have further questions regarding activities.

ADMISSION

Children may enter kindergarten if they are 5 years old on or before September 15 of the current school year. Children may enter first grade if they are 6 years old on or before September 15 of the current school year. Children who reach the entrance age after September 15 cannot enroll in school until the next year. For more information, please refer to the Natrona County School District Student/Parent Handbook.

ADVERTISING

By District policy, commercial advertising or religious material will not be distributed to Crest Hill students. Information that relates to students and the school such as Scouting, Brownies, PTO, YMCA, community, recreation, etc. may be permitted with prior approval. All advertising information must be cleared through the School/Community Relations Office at the Central Service Facility.

ALCOHOL / DRUGS / TOBACCO

The possession or use of alcohol or any illicit, controlled substance, as defined by Wyoming State law, by any student while attending school, on campus, at any school activity, or traveling to and from any school activity, is prohibited and will result in an automatic five- to ten-day suspension. For more information, please refer to the Natrona County School District Student/Parent Handbook.

ANIMALS / PETS

We love pets! We love your children even more! Due to unpredictable pet/animal behaviors, children who are uncomfortable around animals, and children who suffer with pet allergies, we request that pets/animals visit Crest Hill through the use of 21st century technology. You child is welcome to video or take pictures of his/her favorite pet/animal and then bring these to school. For additional information please refer to Board Policy 6900.

AT RISK POLICY

The goal of the Natrona County School District At-Risk policy is early identification and early intervention for struggling students. At Crest Hill Elementary, this policy is implemented when school staff meets quarterly to monitor the progress of each child. In addition to these scheduled meetings, a classroom
teacher and/or parent can also make a request for progress review at any time. Once a student is identified as needing assistance, interventions are determined and implemented, with progress reviewed on a regular basis.

The Student Support Team will assist teachers with each child in their class, deciding on interventions both for academic need (remediation and/or enrichment), social, behavioral and/or medical needs. The team may consist of the principal, diagnostician, social worker, counselor, nurse, speech therapist, paraprofessionals, general and special education teachers. The team reviews the child(ren)’s progress and performance to determine the best course for assistance. Assistance may or may not include recommendation for further evaluation with possible qualification for Special Education services.

ATTENDANCE

Perfect Attendance Awards are given out at the end of each school year to students who have made it through the entire school year with no absences or tardiness. 

*Take the challenge and strive to earn this prestigious award!*

Absences: Absences are entered in the system at 9:00am. Please notify the office if your child is going to be absent from or late to school.

- Between 4:00pm-8:45am, call our Attendance Line at (307) 253-4246
- Between 8:00am-9:00am, call our Office at (307) 253-4200.
- Please tell us when the student will be gone, when the student is expected back, the reason for the absence, and if you want homework collected.
- Homework can only be collected for students if notifications are received BEFORE 11:00 AM. Parents can pick homework up from the office after school.
- Please contact Yecenia Cruz if you have further questions regarding attendance.

COVID-19 Measures

- We are relying on all families to self-monitor for the health and safety of all.
- Monitor your child for symptoms consistent with COVID-19. These include:
  - A temperature/fever over 100.4 means your child must stay home.
  - Shortness of breath
  - Loss of taste or smell
  - Cough
- If your child exhibits these symptoms, do not bring them to school. Please call the school office and let us know your child will not be in. (253-4200)

IMPORTANT:

- If your child exhibits any of the above symptoms during the day, family will be contacted, and your child will need to be picked up immediately. They will wait in the conference room with his or her mask on.
- Children will not be permitted to return to school until they are fever-free without medication for at least 24 hours. Office staff will notify families of the earliest day a child may return.
- Children who return to school after exhibiting COVID-19 symptoms must be cleared by the nurse or office before returning to class.
- Please contact your healthcare provider or Natrona County Public Health Department (577-9892) for further guidance. If it is an emergency call 911.
- Temperatures will be taken with a no-touch thermometer if symptoms present while on-site during the school day.

**Absentee Notes:** Parents will be contacted when students are absent without notifying the school. If a parent cannot be reached, the student must bring a note *signed by a parent or medical professional* explaining the absence. Notes from doctor offices are preferred if the absence is due to a medical/dental appointment. Per board policy, students are given five parent excused absences per semester. If a student misses ten days of school, an intervention meeting will be set to discuss possible actions to improve attendance. Medically excused absences and activities based absences will not count towards these ten days. The principal may grant additional parent excused absences in special circumstances.

**Appointments:** For the safety of our students, parents must come to the office to sign students out for appointments during the school day, and then back in (if applicable). Students will be asked to wait in the office until a pre-approved adult has signed them out. Family/friends given permission to pick up your children will be asked to show their IDs first, before signing out the child.

**Tardiness:** Regular and punctual attendance is important to the success of all students. Late students must check in at the school office, receive their late slip, and hand the slip to their teacher. Students going to class without having checked in will be sent back to the office to get their late slip. If lateness becomes cause for educational concern, the teacher will be in contact with you to discuss this issue. Extreme cases will be handled on an individual basis by the principal or the District truancy office. If a student is more than 45 minutes late or leaves more than 45 minutes early, it is considered a half-day absence.

Crest Hill Elementary adheres to the Natrona County School District’s Board Policy 5120 on student attendance, including guidelines for absences and tardies.

The NCSD Board of Trustees recognizes attendance is a very important part of learning. Our community expects students to be present and participate in class every day, just as they expect their employees to be at work.

1. Absence from class, whether it is elementary, middle or high school, has a substantial negative effect on academic performance, and is the single biggest predictor of a student’s on-time graduation.
2. As adults, we are expected to be in attendance and on time at our jobs or other important commitments. A prepared graduate will learn this as part of being a responsible citizen.
3. The Board, therefore, sets the following limits on student absences for NCSD #1:
   a. At the elementary, **five (5) parent-excused absences will be allowed per semester**. Examples include vacations, family emergencies, bereavement, illnesses not requiring the care of a health care professional. **Missing 45 minutes of class in the morning or 45 minutes of class in the afternoon will result in a one-half (1/2) day absence.**
   b. **After five (5) unexcused absences**, parents and students will receive notification of a mandatory intervention directed by the principal or his/her designee.
   c. **If the conditions of the intervention are not met or an additional three (3) unexcused absences are accrued**, additional action will be taken by the Superintendent or his/her designee.
   d. **School-related absences** will not count against the student, nor will **medical absences that are excused by a health care professional**.
A school-by-school report of number of absences, interventions, and the results of the interventions, will be given to the Board each semester.

**Definitions:**
- **Attendance** – being on time to class, and being in class the entire time.
- **School-related absences** – any absence as a result of athletics, activities, field trips or other academically-related functions.
- **Parent-excused absences** – any absence at the discretion of the parents. Examples include vacations, family emergencies, bereavement, and illnesses not requiring the care of a health care professional. Limited to five absences in any one semester at the elementary level. Parents may also excuse their students for organized sports and activities not offered by the District, *provided the student’s grades satisfy the same criteria for eligibility as a school-sanctioned activity*. These would not count against the five parent-discretionary absences.
- **Unexcused absences** – any absence that is without the knowledge of a parent or any absence of a student *without acceptable cause*, as determined by the principal, even with the knowledge of the parent. (Per WY Statute 21-4-101).

*We kindly request parents consider making appointments before and after school whenever possible. We also ask parents if at all possible avoid school-wide testing events for appointments or vacations.* For more information, please refer to the [Natrona County School District Student/Parent Handbook](#).

**BEHAVIOR SYSTEM, DISCIPLINE, REFLECTION/REFOCUS**

**Behavior System**: Our behavior system contains the following components in order for all students to feel success.

1. **All for One**: Each student will be recognized as the “student of the week” in their classroom one time each school year.
2. **One for All**: When a student shows good behavior above and beyond the expectations listed on the CARE Matrix, he/she will get to write their name on the classroom hundreds’ chart. Once the chart is filled, the class is rewarded by their teacher.
3. **All for All**: All students work towards a common goal. When the goal is met, students will receive a reward.
4. **To Each his Own**: Students receive tickets when they are caught being good. The principal draws names from the tickets turned in to the office. Students that are called get to pick a prize from the prize chest.
5. **Team**: Classes will compete for the best behaved class in the lunchroom, art room, library, music room and gym.

<table>
<thead>
<tr>
<th>Cooperate</th>
<th>Work well with everyone</th>
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<tbody>
<tr>
<td>Act Safely</td>
<td>Keep hands, feet and objects to self inside and outside</td>
</tr>
<tr>
<td>Respect</td>
<td>Use positive actions and words Others, self and property</td>
</tr>
<tr>
<td>Encourage</td>
<td>Problem solving</td>
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CREST HILL HANDBOOK  
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August 30, 2020
Kindness  
Effort  

| Safety | Follow adult instructions  
Maintain safe distance & wear your mask  
Wash and Sanitize - In and Out |

**Discipline:** We believe that in order to develop the Whole Child, leaders must seek out coaching opportunities to correct behavior and allow children to experience fair consequences when warranted. This philosophy teaches important life skills and develops our children into more productive members of the community. Our belief statements below discuss this in more detail:

1. A logical connection between behavior and the resulting outcome or consequence should be clearly identifiable.
2. Every attempt to maintain the dignity of both the students and adults should be made where there is conflict.
3. Appropriate behavior coaching and natural consequences should be emphasized prior to a disciplinary action.
4. Based on our “Seven Habits of Crest Hill Dragons” philosophy, students should be guided and expected to solve their own problems; and coached to do so in a proactive manner that begins with the end in mind.
5. Students are encouraged to make good choices, and coached when necessary to deal with the results in a positive manner, whether the outcome is in their favor or not.
6. If students show minor misbehavior a verbal warning of consequence will be given. If a student continues to exhibit the minor behavior, an in class consequence will be given. If a student still continues to exhibit a minor behavior, the student will be sent to the reflection room or office. Additional consequences will be assigned by the office or reflection room.
7. Major behaviors will be referred to the principal for consequence.

**Refocus/Reflection Room:** The Refocus/Reflection Room serves multiple purposes. Students may go to the Refocus/Reflection Room to take a break, to talk through behaviors with our Coordinator, work through conflict, or to receive a consequence for inappropriate behavior. The goal of the Refocus/Reflection Room is to help students regulate behavior and emotions so they can return to class as quickly as possible, ready to learn.

Our behavior system addresses students at three tiers. Please see the image below for a description of how we provide behavior supports to all students.
BULLYING, HARASSMENT, INTIMIDATION

Crest Hill Elementary abides by the Natrona County School District Board policy No. 5440 which provides for a secure student learning environment free of threat, hazing, harassment, intimidation, menacing cyber bullying, ‘sexting’ and other bullying behavior. All such behavior by students, staff or third parties against any student or student participant is strictly prohibited and will not be tolerated. Any student, employee, parent or third party who has knowledge of conduct in violation of this policy, or any student who feels he/she has been a victim of hazing, harassment, discrimination, blackmail, intimidation, bullying or retaliatory behavior, shall report his/her concerns to a teacher, counselor or school principal. All students will receive bully-education prevention training twice a year.
BUS SERVICE, BUS CONDUCT

Registration: Parents can register or alter student bus routes through Infinite Campus’ Parent Portal.

Buses delivering children to and from school arrive at Crest Hill between the hours of 8:20-8:30 a.m. and leave Crest Hill at approximately 3:40-3:50 p.m.

Due to increased safety measures, students MUST be registered for the school bus. Transportation will NOT permit students to ride who are unregistered.

Rules: To ensure the safety of children, the district Transportation Department has established bus rules that are strictly enforced. A card outlining the bus citation policy and rules is given to each student upon authorization from the Transportation Department to ride the bus. Bus citations are issued for not following bus rules and citation consequences are progressive:

- 1st Citation: Notification of a bus infraction.
- 2nd Citation: Conference with the principal.
- 3rd Citation: Automatic ten-day suspension of bus-riding privileges.
- Any Subsequent Citation: Results in the loss of bus-riding privileges for the remainder of the school year.

For more information regarding the Transportation Code of Conduct, please refer to the Natrona County School District Student/Parent Handbook.

Riding the bus home with a friend: Due to increased safety measures, Transportation will not be permitting ride with a friend.

Activity Trips and Non-Participant Riders: COREGIS Insurance Incorporated is the Property and Casualty Insurance carrier for Natrona County School District No.1. COREGIS prohibit non-participant riders on any activity bus. Non-participant riders include but are not limited to: parents, friends, relatives, and/or the children of the coaches/sponsors, driver or chaperones on the activity bus. In order for any adult to ride the bus during a school activity, he/she must be on file as a District-Approved Chaperone. In keeping with the District's insurance carrier, non-participant riders shall not be permitted to ride to or from activities/sporting events on any Natrona County School District activity bus carrying participants. Only volunteers cleared through the NCSD fingerprinting process are permitted to ride the bus.

Activity Trips and the Return Trips: Students riding to an activity/sporting event on any district activity bus shall be required to ride the activity bus on the return trip. A participant’s parent(s) and/or legal guardian shall be required to provide a written request and a face-to-face meeting with the activity sponsor/coach indicating the student will be returning with the parent. Student participants are not permitted to make the return trip with the parents of a friend or other relatives unless arrangements have been made in writing with the sponsor/coach prior to the activity bus leaving Casper. Permission letters or notes requesting students to depart the activity bus at destinations other than the school where the activity concludes will not be honored.
CELL PHONES, VALUABLES

Cell Phones: Each classroom has a telephone that students are allowed to use with the teacher's permission. Cell phones are to be left in backpacks and may not be used during school hours.

According to the NCSD policy and procedures, inappropriate student use of a cell phone / other technology may result in referral to the school office by any staff member where:

1. The principal or designee will label the phone with the student's name, and the date and time confiscated, and
2. Place the phone, or other technology, in secure area for the remainder of the school day, and contact parent to advise of the phone confiscation for the remainder of the school day.
3. Repeated violations may result in further consequences described in the NCSD student behavior framework and conduct handbook.

Valuables: Valuable items and items of personal importance should be left at home. This policy includes electronics, skateboards, money, or any other valuables. The school will not be responsible for the damage or loss of such items.

CHANGE OF ADDRESS

In case of an emergency, it is important that the school have current information concerning residence, home telephone, and emergency numbers. Please let the school office know if there is a change of residence, a change in telephone number(s), employment and home and/or emergency numbers. We also request a copy of any divorce decree with custodial information be placed in your child's file.

COMPUTERS AND INTERNET USAGE

The staff at Crest Hill work collaboratively to provide ongoing technology instruction to students. Internet and e-mail access are available to our students and support the integration of technology to promote research, resource sharing, innovation and communication. At Crest Hill Elementary, we strive to teach both the use and the care of the computer, and will adhere to the following policies:

1. Students will use the Internet following school protocol and under the supervision of an adult.
2. Students will use the network and related hardware and software in a responsible manner.
3. Students who violate the District Technology Use Guidelines may lose privileges to access computers and technology in the school.

COVID-19 Measures

- Devices will be sent home with students every night. Please ensure your student has a backpack that can safely carry a device.
- Please view the NCSD Technology Use Agreement.
- Chargers will be sent home with students on day 1. Keep these chargers at home. Charge devices every night so they are ready for learning the next day.
- Homework requiring technology will NOT be assigned for grades K-4th. 5th grade teachers will communicate with parents if there is technology homework for 5th grade students ONLY.
- Parents - please ensure your student can log onto their device independently. If the need arises to go to remote learning, we want families to be prepared.
EMERGENCY PROCEDURES

Staff and students are trained and practice monthly on various types of emergencies and the procedures to follow. In the event of a building evacuation, Sunrise Shopping Center is our rally point. Depending on the severity of the emergency, the district will send notifications through Parent Portal and local media may be contacted regarding the reason for dismissal and any steps parents should take.

**IMPORTANT** Our school uses the District’s messaging system through the Parent Portal to alert families of any emergencies or school closures. Please log into the Infinite Campus Parent Portal and make sure that you have your preferred method of notification set up. You can choose text, phone, and email notifications.

COVID-19 Measures
In the event a student or staff member tests positive for COVID-19, Natrona County School District will work with the Natrona County Department of Health to determine next steps. Please see the NCSD Scenario Graphic for more information.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians certain rights with respect to a student’s educational records. For more information, please refer to the Natrona County School District Student/Parent Handbook.

HIPAA

Health Insurance Portability and Accountability Act facts:
- enacted in 1996;
- applies to all public and private schools not already covered by FERPA;
- provides national standards for protecting the privacy of health information;
- covers the confidentiality of the student’s medical information:
  - past, present, or future physical and/or mental health condition.
  - provision of health care to the individual, including past, present, or future payment.
  - other information that identifies the individual.

Parent/Guardian Responsibilities and Rights:
- gives parents of minors and students 18 years or older, more control over their child’s health information;
- sets boundaries on the use and release of health records;
- empowers an individual to control certain uses and disclosures of their child’s health information.

School Responsibilities and Rights:
- limits release of information to the minimum reasonably needed for the purpose of the disclosure (an educational 'need to know');
- requires prior written consent before information can be released;
- sets boundaries on the use and release of health records;
• establishes safeguards that health care providers and others must follow;
• determines whether the requesting agency or organization is allowed to have the information.

The District may release educational records to other educational agencies providing service to a student without prior written consent. For more information, please refer to the Natrona County School District Student/Parent Handbook.

FIELD TRIPS

A teacher may use field trips during the school year to strengthen a student’s knowledge of a particular subject by viewing a place of business, museum, state or national park, etc. All regular classroom and school rules apply to the student on a field trip. Parents will always be notified of an upcoming field trip activity. Parents will be asked to sign a permission form at the beginning of each school year that gives the children permission to attend field trips and explains in written detail behavioral expectations for field trips.

If a parent/guardian is asked to drive for a field trip, he/she will be asked to provide a copy of their certificate of insurance and a valid driver’s license. All safety restraint laws must be followed, including guidelines for use of seat belts and car-seat requirements: children weighing less than 80 pounds and through the age of 8 (until the child is 9 years of age) must ride in a car seat. In order for any adult to ride the bus during a school activity, he/she must be on file as a District-Approved Chaperone and volunteer. In keeping with the District’s insurance carrier, non-participant riders shall not be permitted to ride to or from activities/sporting events on any Natrona County School District activity bus carrying participants.

At this time, we have not yet determined if parents will be asked to participate on Field Trips.

HEALTH AND SAFETY

Bicycles: All bikes must be placed in the bike rack upon entering school grounds, and locks are recommended. Teach and encourage your children to use proper bike safety rules (helmets, hand signals, etc) at all times.

Extreme Weather: The District has made the following recommendations regarding extreme weather conditions for school age children:

1. When the still air temperature or wind chill combine to produce an outside temperature of 10 degrees or lower, children should have an indoor area available, and should not be sent outside for extended periods of time (greater than 10 minutes).
2. When sustained wind speed exceeds 30mph, children should be held indoors and not sent outside for extended periods of time (greater than 10 minutes).
3. When still air temperatures or wind chill combine to produce outside air temperatures below zero degrees, children will be kept inside for indoor recess.

Illnesses: School is an environment in which there are a large number of people in a relatively small area. Because of this, illnesses tend to spread quickly. If your child has a temperature, diarrhea, or vomits the night before school, please give extra thought before sending them to school the next day. If your child is still showing signs of illness in the morning, please keep him/her at home until the illness passes.
COVID-19 Measures

- We are relying on all families to self-monitor for the health and safety of all.
- Monitor your child for symptoms consistent with COVID-19. These include:
  - A temperature/fever over 100.4 means your child must stay home.
  - Shortness of breath
  - Loss of taste or smell
  - Cough
- If your child exhibits these symptoms, do not bring them to school. Please call the school office and let us know your child will not be in. (253-4200)

IMPORTANT:

- If your child exhibits any of the above symptoms during the day, family will be contacted, and your child will need to be picked up immediately. They will wait in the conference room with his or her mask on.
- Children will not be permitted to return to school until they are fever-free without medication for at least 24 hours. Office staff will notify families of the earliest day a child may return.
- Children who return to school after exhibiting COVID-19 symptoms must be cleared by the nurse or office before returning to class.
- Please contact your healthcare provider or Natrona County Public Health Department (577-9892) for further guidance. If it is an emergency call 911.
- Temperatures will be taken with a no-touch thermometer if symptoms present while on-site during the school day.

Immunization: All kindergarten and new students to Natrona County School District must have current immunization records on file within 30 days of the first day of school, or within 30 days of the date of enrollment. For your convenience, your child’s doctor may fax a copy to Crest Hill at (307) 253-4230, or you may give written consent for the school nurse to access the student immunization records through the Wyoming Immunization Registry (WyIR). The consent form (School Nurse WyIR Access Agreement) should be included with the online enrollment process. If not, one can be completed with your school nurse.

Masks: All students and adults will wear masks or face coverings at Crest Hill in hallways and the restroom. Face coverings must cover the mouth and nose.

- In classrooms, students and adults will wear masks when they are unable to socially distance. Learning environments have been set up to create 6-foot distancing whenever possible so masks or face coverings may not be needed for the entire day.
- We have adjusted lunch procedures so students can eat while socially distanced.
- On the playground, students who are socializing will wear masks. If students are engaged in physical activity (e.g. running), they may remove their masks.
- Crest Hill will have lanyards for students to use to keep track of their masks.
- Crest Hill will have extra masks for students who forget or soil a mask.

Playground Safety: Our playground staff are trained to handle a wide range of situations that arise when large groups of children play in one area. We are very serious about bullying behavior, aggressive behavior, and behavior that puts children in danger. To make our playground a fun and safe place for everyone, children are expected to respect the playground supervisors as well as each other, and children are asked to take care of our equipment.
Our playground is fenced and remains locked throughout the day (8:00 to 3:30). At this time, parents will not be able to join children on the playground.

**Rollerskates, Heelies, Skateboards, etc:** For the safety of our children, rollerskates, heelies, and skateboards need to be left at home. They are not permitted on school grounds.

**School Entry:** All doors are locked during the school day. All visitors to the building must enter through the building’s main (north) entrance. Visitors may push the button inside the vestibule and someone will let you in. Please see our visitor policy for more information.

**Weather-Appropriate Dress:** Snow boots, hats, and gloves are strongly encouraged for outdoor play in cold weather. Dressing in layers is also helpful in an environment where weather can change very quickly. Please label your child’s clothing items so lost items can be easily returned.

**Weapons:** The possession or use of any such weapon requires the principal to initiate proceedings for the suspension with the possibility of expulsion of the student involved immediately. For more information, please refer to the Natrona County School District Student/Parent Handbook.

**HOMEWORK**

**Guidelines:** The typical guidelines for homework are: 20 minutes for younger grades (K-2) to practice (math facts, reading, etc.); 30 minutes for third grade; 40 minutes for fourth grade; and 50 minutes for fifth grade. This is a flexible guideline, and there may be times when children have no homework.

**Make-Up Work:** If a child has an *excused* absence, students are allowed *one day of make-up time for each day absent*. Emphasis should be placed on the child taking responsibility for completing and turning assignments in on time. **Please note that long-term assignments (book reports, science projects, etc.) will still be due on their original due date or immediately upon the student’s return to school after an absence.**

**Parent Involvement:** Please take the time to look over your child’s schoolwork. The work your child does on homework and brings home throughout the school year can be a valuable tool to identify what your child is achieving and whether or not they are struggling in school. This small commitment from you could prove to be a critical part of your child’s continued success.

**Remote Learning:** In the event Crest Hill needs to go to remote learning, remote instruction will start immediately the next day. All students will have technology to take home. Remote instruction will mirror in-person instruction. All content areas will be taught and rigor will be similar to in-person instruction.

**Technology Homework:** Homework requiring technology will NOT be assigned for grades K-4th. 5th grade teachers will communicate with parents if there is technology homework for 5th grade students ONLY.
MEDIA CENTER (LIBRARY)

Books, CDs, DVDs, and computers are available for use by students and teachers. Books may be checked out on a weekly basis, due back one week from check out date, and can be renewed once.

MESSAGES FOR STUDENTS AND TEACHERS

Messages for students and teachers may be left with the school office at (307) 253-4200. They will be put in the teachers’ mailboxes, which are checked as time permits throughout the day.

NONDISCRIMINATION

Natrona County School District No. 1 does not discriminate on the basis or race, color, national origin, sex, age or disability in employment, treatment, admission or access to educational programs and activities. Inquiries concerning perceived discrimination may be referred to the Associate Superintendent of Human Resources. For more information, please refer to the Natrona County School District Student/Parent Handbook.

NURSE

A school nurse is provided for all schools in the Natrona County School District No. 1. The nurse is responsible for checking the general health of a student (eyes, hearing, ears, throat, teeth). She works in the area of communicable diseases, accidents and illnesses that occur at school. Crest Hill’s school nurse is scheduled in the building 3 days per week: Monday, Tuesday and Friday. During the school year, the nurse also conducts general health screenings. If you do not wish to have your children screened, view the films or conduct the standard eyes, ears, hearing, throat, teeth checks, please notify our school nurse in writing of your request.

COVID-19 Measures

- We are relying on all families to self-monitor for the health and safety of all.
- Monitor your child for symptoms consistent with COVID-19. These include:
  - A temperature/fever over 100.4 means your child must stay home.
  - Shortness of breath
  - Loss of taste or smell
  - Cough
- If your child exhibits these symptoms, do not bring them to school. Please call the school office and let us know your child will not be in. (253-4200)

IMPORTANT:

- If your child exhibits any of the above symptoms during the day, family will be contacted, and your child will need to be picked up immediately. They will wait in the conference room with his or her mask on.
- Children will not be permitted to return to school until they are fever-free without medication for at least 24 hours. Office staff will notify families of the earliest day a child may return.
● Children who return to school after exhibiting COVID-19 symptoms must be cleared by the nurse or office before returning to class.
● Please contact your healthcare provider or Natrona County Public Health Department (577-9892) for further guidance. If it is an emergency call 911.
● Temperatures will be taken with a no-touch thermometer if symptoms present while on-site during the school day.

PARKING, PICK-UP/DROP-OFF, AND BUS AREA

Bus Loop: The bus loop and teacher parking lot are for buses only. Parents are not permitted to pick up or drop off students at the bus loop. Monitors will direct cars in these areas to move to our Main Parking Lot or the Sunrise Parking Lot.

Crossing Guard: A crossing guard will assist those using the Sunrise parking lot from 8:00am-9:00am and 3:00pm-4:00pm. We ask all parents to support our Crossing Guard by waiting for his instructions and crossing with him. Students and parents who will be using the crosswalk should follow the Dragon Tracks.

Drop-off: Playground supervision will begin at 8:00 AM. Parents/guardians will be called to pick up students who are dropped off before 8:00 AM.
   ● Students will no longer be permitted to wait in the foyer or commons - please make sure they are dressed for the weather.
   ● Students will sanitize their hands and place their masks on before being allowed to enter the playground. Students will be instructed to drop their backpacks off at their line before playing in their assigned areas.
   ● Kindergarten through 3rd grade students will be in the equipment area; 4th and 5th grade students will be on the field (this applies to before school recess only).
   ● A breakfast bell will ring at 8:20 AM.
   ● During inclement weather, students will wait in their assigned area.
   ● Parents will not be permitted to wait with their child.

Pick-up: Due to new social distancing guidelines, we have adjusted our pick-up protocol. Unfortunately, parents will NOT be permitted to meet students at doors this year. Parents/guardians MUST remain with their vehicles.
   ● Pick-up passes: All students have been assigned a number unique to him/her (families of 3 or more have been assigned one number). Each family will receive two numbered "pick-up passes" on Back to School Night that can be hung from a rearview mirror. Families only need to use the passes to pick students up at the main loop. Please return passes at the end of the year or if your child leaves Crest Hill. If you need more than two passes, please contact the school office.
   ● Main Loop: Main loop pick-up MUST display the pick-up pass. Vehicles without a pass will be directed to park at Sunrise. Upon entering the main parking loop, a Crest Hill staff member will enter the number(s) for your child(ren) and they will be dismissed from their classroom through the main entrance.
   ● Sunrise, Walkers, Bikers: Students being picked up at Sunrise, walkers, and bikers will be dismissed through the playground maintenance gate at 3:30 PM. Parents must wait in the Sunrise Parking Lot for their student to cross at the crosswalk. The Yesness gate will not be open.
   ● Daycare Vans and Buses: Daycare vans and buses will pick students up at the bus loop. No other children may be picked up at the bus loop.
Main Parking Lot: The main (north) parking lot loop is ONE WAY only. Please keep in mind it is very difficult to back out of parking spots at the end of the day. If you are meeting your student at the door, please park at Sunrise Parking Lot.

To prevent congestion at the Main Lot, all visitors must follow these guidelines:
1. Each parking space has a number to help quickly identify vehicles. However, numbers are NOT assigned and staff and visitors may park in any available spot.
2. When picking up and dropping off students, idle in the right hand lane. The left hand lane is for passing. If you need to enter the building, park in any available spot in the main lot.
3. Only vehicles in numbered parking spots may be left unattended. You may park in any spot.
4. Use turn signals at all times.
5. Only right turns are permitted going IN and OUT of the parking lot.
6. Steadily move forward to prevent congestion on Poplar Street.
7. Load and unload children on the right side of the vehicle only.
8. Watch for small children.
10. Follow crossing guard directions and hand signals.

Sunrise Parking Lot: The Sunrise parking lot is more spacious and provides the best opportunity for parking. Parents must wait in the Sunrise Parking Lot for their student to cross at the crosswalk.

Walkers: Walkers are defined as children who live within walking distance of the school, and are not riding in a car or bus to and from school. Children who walk may cross streets as they travel to and from school. We ask you to talk with your student about the importance of obeying traffic laws and using safe routes. Traffic safety, bicycle safety, pedestrian safety and expectations for arrival and departure times are great topics for discussion.

RELEASE OF RECORDS / DIRECTORY INFORMATION

All educational records maintained for students by Natrona County School District are treated as confidential and will not be shared or released to any non-educational agency or person without specific written consent of the student’s parent/guardian, except for information considered as ‘directory information.’ Directory information including student’s name, date of birth, awards received, etc. may be published in school material unless Crest Hill Elementary School is specifically notified in writing the parents do not want this information released. Student records and cumulative records will not be released without the parent’s written consent. Normally, records are requested and sent directly to agencies; however, parents may certainly look at or request copies of their children’s records. Adequate time must be allowed for examination and making copies. If you would like to view your child’s records, it is recommended you call ahead and specifically request a time to examine the records. For more information, please refer to the Natrona County School District Student/Parent Handbook.

SCHOOL-TO-HOME CONNECTIONS

Crest Hill is committed to providing the best possible educational experience for our students. When Crest Hill has the opportunity to partner with parents and students, the results are always positive. We welcome
parents to participate in classroom activities and look forward to working together! Please communicate
with your student’s teacher for opportunities. A few methods we will use to encourage open
communication between Crest Hill and our families are detailed below…

**Back to School Night** is an event where our parents are familiarized with the school programs, routines,
school policies, learning philosophy, and procedures for the school year. This year BTSN is August 31.

**Bloomz** will be the main way we connect with families. Please contact britney_holbrook@natronaschools.org or amanda_winzenried@natronaschools.org if you have questions about Bloomz.

**Crest Hill Website:** [https://sites.google.com/myncsd.org/cresthillelementaryschool/home](https://sites.google.com/myncsd.org/cresthillelementaryschool/home)

**Newsletters** are sent home regularly to keep students and families connected to Crest Hill activities. Newsletters will also be uploaded to our school’s website. You can expect to see several types of newsletters each month:

1. **Classroom** - Class newsletters are sent home on WHITE paper and are available on each grade level’s website page. Each teacher sets their own routine for when these letters are sent home. They contain information related to your child’s classroom and their activities. Many classrooms have moved to electronic communications. Check with your child’s teacher on how they will be communicating with you.

2. **School** - The school newsletter is sent home monthly, usually on the last Thursday of each month, and will be on PURPLE paper. The front side will be important information regarding upcoming school events, policy updates, testing dates, etc. The backside will have the school calendar, which shows all major events for the upcoming month.

3. **PTO** - The PTO newsletter is sent home on PINK paper. This newsletter keeps families informed of fundraising activities and special treats they are planning for the students.

4. **Electronic** - Some classrooms utilize electronic means of communication such as Remind. Your classroom teacher will give you more information on this process.

**Parent-Teacher Conferences** are held at the end of the first quarter and again in the spring. These conferences are your opportunity to see firsthand how your child is growing and developing. Parents and teachers may also arrange additional conferences as the need arises.

**Progress Reports** are used in most Natrona County schools to communicate your child’s progress. This form is most commonly sent home halfway through a nine-week period.

**School-Family Calendar** is available for parents to view on the homepage of our website.

**SNACKS**

We understand children are often hungry and need to be ‘refueled’ during the school day; therefore, students may bring something from home if they would like to snack between meals. In accordance with the District’s Wellness Policy, snacks should be of high nutritional value – no candy, food containing high sugar content and/or pop. Spill-proof water bottles are allowed and must contain water. Your child’s teacher(s) will communicate the team’s snack policy. Some students at Crest Hill have severe peanut
allergies, and team policies may reflect a need for additional care with regard to the kinds of snacks permitted.

SUPPLIES

Crest Hill Elementary will provide all necessary classroom supplies for students. Supply lists will not be distributed and teachers will not collect fees for field trips, supplies, etc. If you and your student would like to purchase supplies for school, please feel free to do so. Teachers will send students home with any supplies that are not needed.

TITLE IX - EQUAL OPPORTUNITY

The Natrona County School District is committed to the concept of equal opportunity for all people regardless of race, color, creed, national origin, political affiliation, sex, or religious belief. The policy of the District is to provide equal opportunities to all students for participation in all of the educational programs under the direction of the school system, including extracurricular activities. A person who feels they have an alleged Title IX grievance may contact the principal.

VISITS TO SCHOOL AND CLASSROOM

Parents are always welcome and encouraged to visit our school. Please communicate with the teacher ahead of time and follow the guidelines below to ensure your classroom visits are as productive as possible.

Classroom Visits

- Unfortunately, in-person visits to classrooms during the school day are not permitted at this time.

Other Visits

- All visitors must check in at the office. Visitors will be asked to wait in the office until business can be conducted.
- If you need to have a meeting with a teacher, please communicate with the teacher directly to set this up ahead of time. Most meetings will occur virtually or by phone.