

Roseville City School District
Derk Garcia, Superintendent

Crestmont Elementary

**Where students Practice Respect, Act Responsibly, Work Safely and
Show Leadership!**



Family Guidebook

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Welcome to Crestmont Elementary School, home of the Coyotes. This Crestmont Family Guidebook is intended to support the [RCSD District Handbook](#), located on the RCSD website > [District Handbook](#), with Crestmont specific procedures. You may see some items listed in the Crestmont Family Guidebook that are also listed in the District Handbook, our intent is to highlight some things that frequently come up needing clarification.

Please take time to review and discuss the procedures and policies, in both the [District Handbook](#) and the Crestmont Family Guidebook, with your student and family.

The Crestmont staff looks forward to partnering with you for a wonderful year!

Go Coyotes!

CRESTMONT SCHOOL PROCEDURES

ABSENCE REPORTING

There are 3 options to report your student's absence. You either call our office - 916-771-1750, leave a message on the Attendance Line - 916-771-1755 or use our "Absence Reporting Email" feature on our Crestmont Website. Additional information about RCSD Attendance policies and procedures, including information about excused and unexcused absences can be found on the [RCSD website](#).

ARRIVALS

Adult supervision does not begin on campus until 7:25 am when our campus opens. No supervision is provided by the office staff. Students should not be on campus before 7:25 am. Students arriving between 7:25 am - 7:45 am will be engaged in a morning walk and talk or are welcome to go to the cafeteria for breakfast. The morning walk and talk and breakfast are supervised by staff. After the bell rings and the whistle is blown, students will line up in their classroom's designated spot. Teachers will meet students and bring them into the classroom promptly.

BREAKFAST PROGRAM

Students may select a breakfast from the school cafeteria each day. All Breakfast and Lunch menu options are available to all students at no cost as part of the California state Universal Meals Program for students. This program allows RCSD to provide free breakfast and lunch each school day to any student who requests them, regardless of their free or reduced-price meal eligibility. Monthly menus are available online at <https://www.rcsdk8.org/menus>. During breakfast, students must remain seated until they finish their breakfast and are dismissed when they are finished eating by staff. When dismissed, students will throw away any trash. Care is to be taken in discarding food and trash into the proper receptacles. Each student will be responsible for keeping the area clean where they eat.

COMMUNICATION

Our goal at Crestmont is to have ongoing communication with all our families. We are excited to announce that we have adopted a new form of school-to-home communication at RCSD called ParentSquare. This unified communications platform is designed to keep families informed and encourage greater engagement and connection with our school and our District. All district and school, grade level, and classroom information will now be sent to your computer and/or phone via email and/or text. Information will be shared in your preferred language, which can be set up in ParentSquare or in PowerSchool. You can expect to receive schoolwide weekly updates and weekly classroom updates.

DEPARTURES

All students are to go home or to the family designated child-care when dismissed. The school day for TK students ends promptly at 12:47 pm daily. The school day for Kindergarten students ends promptly at 1:52 pm daily. The school day for 1st - 5th grade students ends promptly at 2:02 pm, unless the student is attending an after school program or is under the supervision of a teacher. On Wednesdays, dismissal is as follows: Kindergarten at 12:39pm, TK at 12:47pm, 1st -5th at 12:49pm. There is no supervision provided by the office staff. All children who walk to or from school must use the sidewalks and crosswalks. They are not to take short cuts through parking lots, fields, yards, or private property.

DRESS CODE

RCSD District Dress Code - families or guardians of students are primarily responsible for establishing and implementing appropriate dress and grooming standards. All Roseville City School District schools are responsible for establishing a classroom and campus atmosphere that creates the appropriate environment for teaching and learning. The dress code aims to optimize a productive learning environment, protect all students' health, safety, and welfare, allow for self-expression, and ensure all students are treated equitably.

[General RCSD Dress Code Policy](#) is located in the RCSD District Handbook on the RCSD website

At Crestmont, student safety is important, so we highly recommend that students wear shoes with straps on the back for protection during recess and PE.

DROPPING OFF ITEMS FOR STUDENTS

All items, including lunches that need to be delivered to students, should be dropped off in the school office. All items should be labeled with the student's name and room number and left on the office counter. Please inform your child when you will be dropping off their lunch or other items so they can come to the office to pick them up during non-instructional time.

FIELD TRIPS

Field trips enhance and bring to life classroom studies. Prior to a field trip, families will be informed about all details. All students going on a field trip must have a completed family Permission Form prior to departure. Bag lunches for field trips are available from the school kitchen if ordered in advance. Families who wish to chaperone field trips may do so with the teacher's permission and must fill out a RCSD School Volunteer Information Form and be cleared by RCSD to volunteer. Please review the [RCSD Volunteer Policy](#) on the RCSD website. Field trip chaperones should plan to provide their own transportation to and from the field trip. Other arrangements may be made with the teacher before the field trip day, due to special circumstances and families may be able to ride the

bus, if space is available. Siblings and other guests may not participate in school-sponsored field trips. Please be advised: buses on which children are transported for field trips do not always have safety belts. Donations may be requested to offset the cost of field trips. All students are invited to participate in all class and/or grade level field trips regardless if a donation was made.

LOST AND FOUND

Please make sure that all clothing, lunch boxes and other items brought to school are clearly marked with your child's name. We accumulate a vast assortment of misplaced property during the school year. The Lost and Found is located in the open space near the office on campus. Students are welcome to check it during school hours. Families may check it after school. All abandoned items in the Lost and Found are donated to charitable organizations at various times during the school year.

LUNCH PROGRAM

Students may bring lunch from home or select a hot lunch from the school cafeteria each day. A hot lunch count will be taken with attendance each morning in the classroom. All Breakfast and Lunch menu options are available to all students at no cost as part of the California state Universal Meals Program for students. This program allows RCSD to provide free breakfast and lunch each school day to any student who requests them, regardless of their free or reduced-price meal eligibility. Monthly menus are available online at <https://www.rcsdk8.org/menus>. If you have lunch to drop off for your child, please stop by the office.

During lunch, students will be assigned to sit at class tables. Students must remain seated until they finish their lunch and are dismissed by table by a Meal Duty Supervisor. When dismissed, students will throw away any trash. Care is to be taken in discarding food and trash into the proper receptacles. Each student will be responsible for keeping the area clean where they eat.

NUTRITION INFORMATION

The passage of the Child Nutrition and WIC Reauthorization Act of 2004 at the Federal level, and SB 12 at the State level mandate that school districts establish a wellness policy to address growing health concerns among children. Along with districts across the country, the Roseville City School District has adopted a [Wellness Policy](#) to comply with these laws.

The main areas addressed by the policy are child nutrition, physical education, and health education. District schools will be focusing on key points in these areas. They include ensuring that the food service program meets the nutritional standards required for the National School Lunch and School Breakfast Programs; encouraging families/guardians to consider nutritional quality and support the district's nutrition efforts when selecting snacks for class parties; ensuring that foods and beverages sold to students during the school day promote student health; developing a comprehensive program that promotes healthy eating and physical activity and teaches personal responsibility for one's own lifelong health, and continuing a physical education program that builds interest and proficiency in movement skills and encourages students' lifelong fitness through physical activity.

It is important to take these steps in order to provide the healthiest environment possible for our students and to begin training them to make responsible choices for themselves as they get older. To support these efforts at school, it is critically important that students are supported in making good choices at home as well.

We encourage students and staff to celebrate a child's birthday at school, but we ask that NO FOOD

ITEMS are brought to school for birthdays. Students can bring non food items for their class, such as pencils, stickers, etc. Thank you for supporting our nutritional program at school

PARENT TEACHER CLUB ~ CRESTMONT PTC

Our school Parent Teacher Club is a vital part of our total school community. The PTC meets four times a year. All family members or other adults interested in supporting the students and staff of Crestmont School are invited to attend. Meeting notices and agendas will be sent home throughout the year. BUSINESS SOLICITATIONS FOR DONATIONS MUST BE DISCUSSED WITH, AND APPROVED BY THE PRINCIPAL, and are limited to PTC-sponsored events only.

PARKING AT CRESTMONT

Traffic at drop off and pick up is congested and we all need to work together to keep our students safe. Please plan accordingly so you are not rushing in the morning. Campus opens at 7:25 and there is very little traffic at that time. If your child cannot exit the car independently, you must park and walk them to the gate. You may not use the drop off lane.

Parking of private vehicles at the red curbs is strictly prohibited. These areas are reserved for bus loading and unloading. Do not double-park to pick up or drop off students or materials. Park in designated parking spaces only.

We all play a role in maintaining a safe environment for our children. By following these guidelines, we ensure that our parking lot remains orderly and that our students are safe. Do not park in our neighbors' driveways or block the neighbors' driveways. Please do not block crosswalks.

PBIS ~ CRESTMONT SCHOOL RULES AND STANDARDS OF BEHAVIOR

Everyone at Crestmont Elementary School will strive to maintain a helpful attitude toward others. Crestmont's school culture is based around a Positive Behavior Intervention System. All staff members are aware of these rules each school year and are asked to enforce them consistently. Each teacher posts individual classroom rules in the classroom. While at school, **ALL** students are expected to follow our four school expectations: **Practice Respect, Act Responsibly, Work Safely and Show Leadership.**

Crestmont PAWS Expectations

Pactice Respect
Act Responsibly
Work Safely
Show Leadership

EVERYONE has the right to learn. Behavior that interferes or interrupts the educational process is not acceptable. Classroom rules are established and posted in each classroom by the teacher. Individual class rules are sent home at the beginning of the school year. Referrals will be issued to those violating these rules.

The following specific guidelines are listed in an effort to inform students what is expected of them:

1. Respect for other people's feelings, rights and property is expected of everyone.
2. Follow all school rules.
3. Students are expected to move through the school campus in a safe and orderly manner. Students will walk on sidewalks and play in designated areas. Students will not be in the halls or common areas without adult permission.
4. Students are expected to respond to adult authority in a courteous manner. Disrespect or defiance to school personnel (teachers, substitutes, instructional aides, meal duty supervisors, secretaries, custodians, bus drivers, or administrators) will not be tolerated.
5. Obscene, profane, racist, or vulgar language, behavior or gestures will not be permitted at any time at school, including on clothing and personal property.
6. Fighting, teasing, threatening, or verbal/physical abuse of another person, either in anger or in fun, will not be tolerated.
7. Inappropriate gestures of affection are not permitted.
8. Gum, sunflower seeds, and candy should not be brought to school.
9. All play equipment is to be used at a reasonable distance from the building. Balls are not to be bounced against the building or along the walkways. There is no ball slamming or ball kicking allowed on the blacktop. On the playground the students will play games according to the school rules and use equipment safely and for the use which it is intended. Students are not allowed to bring their own playground equipment (such as soccer balls, baseball, footballs, etc.) to school.
10. Students are not allowed to bring personal toys, electronics, computer games, trading cards or any other item which may cause a disruption to the educational environment.
11. Bathrooms are for bathroom use ONLY. They are not a play area. Students are expected to keep bathrooms clean by throwing papers away in the garbage.
12. Students are not to leave money or valuables in their desks.
13. Rocks, bark or other objects are not to be thrown at any time at school. Slingshots, bean shooters, water pistols, Nerf weapons or similar items are not to be brought to school.
14. Possession of weapons or dangerous objects of any kind including but not limited to guns of any type (including airsoft guns), knives, firecrackers, matches, lighters, sharp or pointed objects or anything resembling a weapon are not permitted on the school grounds. The police will be notified when deemed appropriate by the school Administration (Education Code 48900 and 48915). Violation results are mandatory suspension and possible expulsion. (Education code 48900 and 48915).
15. Students will not bring or use tobacco or tobacco related smoking devices, alcohol or any controlled substances to school or be under the influence of such controlled substances. Students violating this will be suspended from school.
16. Crestmont School will be a safe place for all students. Gangs and other groups that intimidate or distract students and staff pose a threat to school safety and disrupt learning.

Gang-like behaviors, apparel, grooming, writing or other attributes will not be tolerated. Students who violate this policy will be subject to appropriate disciplinary action including suspension from school and possible expulsion.

PERSONAL TECHNOLOGY

Students in TK-8 may not use cell phones, smartphones, smartwatches, or other mobile communication devices once they have entered campus for the instructional day. Devices must be turned off and placed out of sight during the school day. Students who need to call a parent/guardian may use phones located in the administrative office. Please see Board Policy 5131.8: Mobile Communication Devices for more information. This can also be found on the [RCSD website](#).

SAFE ENTRANCE AND EXIT FROM CRESTMONT SCHOOL

WALKERS:

Caution should be used when crossing streets and the use of crosswalks and signals is mandatory where available. There is a morning crossing guard near the Sheridan Avenue entrance from 7:25am - 7:44am daily.

BUS RIDERS:

Bus riders will be dropped off and picked up by the buses from the loading zone on Knollcrest Drive. There should be no playing, roughhousing, loud noise, entering the street, or interference with private property while waiting for or getting off the bus.

CAR RIDERS:

The drive-through lane in the main parking lot is designed to keep the flow of traffic smooth and ensure the safety of all our students. For this reason, it is crucial that the drive-through lane remains clear for those who are able to have their children enter and exit the vehicle independently. Additionally, all cars using the drive-through lane must pull all the way forward to maximize the efficiency and safety of the process.

If your child requires assistance exiting the car, you must park your vehicle and walk your child to the front of the school. This policy is particularly important for our TK and Kindergarten families, who will likely need to park and assist their children. Please remember that putting on hazard lights to indicate that you are exiting your vehicle is not permissible in the drive-through lane.

Want an easier drop off with less traffic? There is a back entrance to campus on Summerhill Drive. That gate is open from 7:25am until 7:44am daily and open after school for 10 minutes. Some families also drop off at Crestmont Park and students are able to walk to campus from there.

BICYCLE AND SCOOTER RIDERS:

Students riding bicycles are reminded that the rules and regulations of the California Vehicle Code governing bicycle use must be followed. Bicycle helmets are required. For safety, bicycles must be walked at all times on the school campus. Bicycles should be locked securely to the bike racks on campus while students and visitors are on campus.

TELEPHONE CALLS AND STUDENT MESSAGES

The telephone in the office is a business phone and may be used by students with permission only. Students will not be permitted to use the phone for personal business or non-school related telephone calls.

The school office will attempt but cannot guarantee and cannot take responsibility for the delivery of messages to students during the day.

VISITORS ON CAMPUS

All visitors to Crestmont must check in at the front office and be prepared to show ID. Please see the [RCSD District Handbook](#), for additional information