

Updated 2021

# Crestview Elementary

**North Kansas City Schools**

**4327 North Holmes**

**Kansas City, Missouri 64116**



**816-321-5070**

816-321-5071 Fax

[www.nkcschools.org](http://www.nkcschools.org)

**Dr. Eric Carlin**

*Principal*

**Mr. Jake Hartley**

*Assistant Principal*

School Hours

9:15 AM - 4:10 PM.

Thursday Late Start 10:00 AM – 4:10 PM

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# CRESTVIEW

Elementary School

4327 N Holmes Street • Kansas City, MO 64116  
(816) 321-5070 • fax (816) 321-5071  
[www.nkcschools.org/cres](http://www.nkcschools.org/cres)



July 2021

Dear Crestview Families:

The 2021-2022 school year is upon us! We are excited to have successfully completed the sixth year of the extended calendar schedule. Crestview has been providing the community with high quality learning experiences for over 60 years. We are one of two schools in the state of Missouri that transitioned to the extended calendar (*30 additional days to curb summer regression*). These additional learning days enabled us to dive deeper into the curriculum and allow for better understanding of materials in order to better meet the needs of our students.

Crestview's Vision is: "Where a community of learners inspires relationships and purposeful innovative learning in a global society." Our Mission is: "Teachers, students, and parents working together to help students do their personal best at school and in the community." Crestview is committed to doing "Whatever it Takes" for our students. We celebrate our diversity, serving students from nearly 30 countries who speak over 25 languages.

We are in our eleventh year of implementing our balanced literacy plan. Within our daily schedule, students are engaged in several hours of reading, writing, listening, and speaking during the school day. Our workshop model allows for whole group, small group, and individual instruction. We are also implementing a You, We, I model for mathematics and 5E model for science.

Crestview is committed to providing a learning environment where each student's academic, physical, social, and emotional needs are met. This ensures each child has the opportunity to develop to his or her fullest potential. This would not be possible without a highly knowledgeable and dedicated staff, supportive parents and families, and community partners willing to volunteer their time and resources. We encourage you to become actively involved in your child's education by volunteering, becoming a YouthFriend, or by joining our PTA.

We look forward to strengthening relationships with our current Crestview families as well as welcoming new students and families into our school community. Let's have a wonderful year by Being Respectful, Being Responsible, and Being Kind!

Dr. Eric Carlin, Principal

Mr. Jake Hartley, Asst. Principal

## **2. SCHOOL INFORMATION**

### **School Vision Statement**

Where a community of learners inspires relationships and purposeful innovative learning in a global society.

### **School Mission Statement**

Teachers, students, and parents work together to help students do their personal best at school and in the community. Crestview is committed to doing “Whatever it Takes” for our students.

### **Crestview School Discipline Philosophy**

In the Crestview community, learning and using life skills are critical to the success of all students. To become a life-long learner, students will be expected to:

1. **Be respectful** to people and property.
2. **Be responsible** for themselves and to others.
3. **Be kind** to students, staff, parents, and guests.

We encourage parents to join us in our commitment to teach, model, and practice these expectations. It is the responsibility of the staff and parents to provide a safe and appropriate learning environment to ensure student success.

### **School Facts**

Crestview Elementary is one of two schools in the North Kansas City School District that are in session all twelve months. Our 12-month extended school year promises to be full of opportunities for ALL students to grow and apply new learning in a variety of ways.

Grades K-5

Established 1954

12 Month Extended Year Calendar

School Hours: 9:15 a.m. - 4:10 p.m. (*Thursday Late Start: 10:00 a.m.*)

Doors open at 8:45 AM (*Thursday Late Start: 9:30 a.m.*)

Half-Day Release: 12:30 p.m.

Mascot: Cheetahs

Colors: Red and Black

Address: 4327 N Holmes, Kansas City, Mo 64116

Website: <https://www.nkcschools.org/CR>

### **Important Phone Numbers:**

Crestview Front Office: 816.321.5070

24-Hour Attendance Line: 816.321.5989

School Nurse: 816.321.5640

Fax: 816.321.5070

### **3. CRESTVIEW COMMUNICATION CHAIN**

If you have a question or concern involving your child or activities relating to school, we ask that you follow this communication chain. It is helpful when leaving messages or emailing us to include your child's first and last name and a brief message about the situation. This allows us to be better prepared in addressing your questions.

- If the issue or question involves your child and classroom situations such as homework, assignments, actions in the room taken by the teacher, etc., **PLEASE CONTACT THE TEACHER FIRST.**

You can do this by email, in writing, or over the phone. Please allow the teacher 24 hours to respond to your request. During this period, they might have meetings, papers to copy, assessments to grade, tests to prepare, lesson plans to finalize, etc. They may not be able to communicate with you immediately, so please be patient.

- If the issue or question involves the functioning of the building, discipline issues occurring in the office, or you have already contacted the teacher and feel that you did not get satisfactory results, **PLEASE CONTACT THE PRINCIPAL.**

This, too, can be done by email, phone or in writing. You can expect a return response within 24 hours.

Thank you for your cooperation with our communication chain. We do want to communicate with you about the issues involving your child/children. We are committed to providing a high-quality education for your child and keeping open lines of communication between parents and teachers.

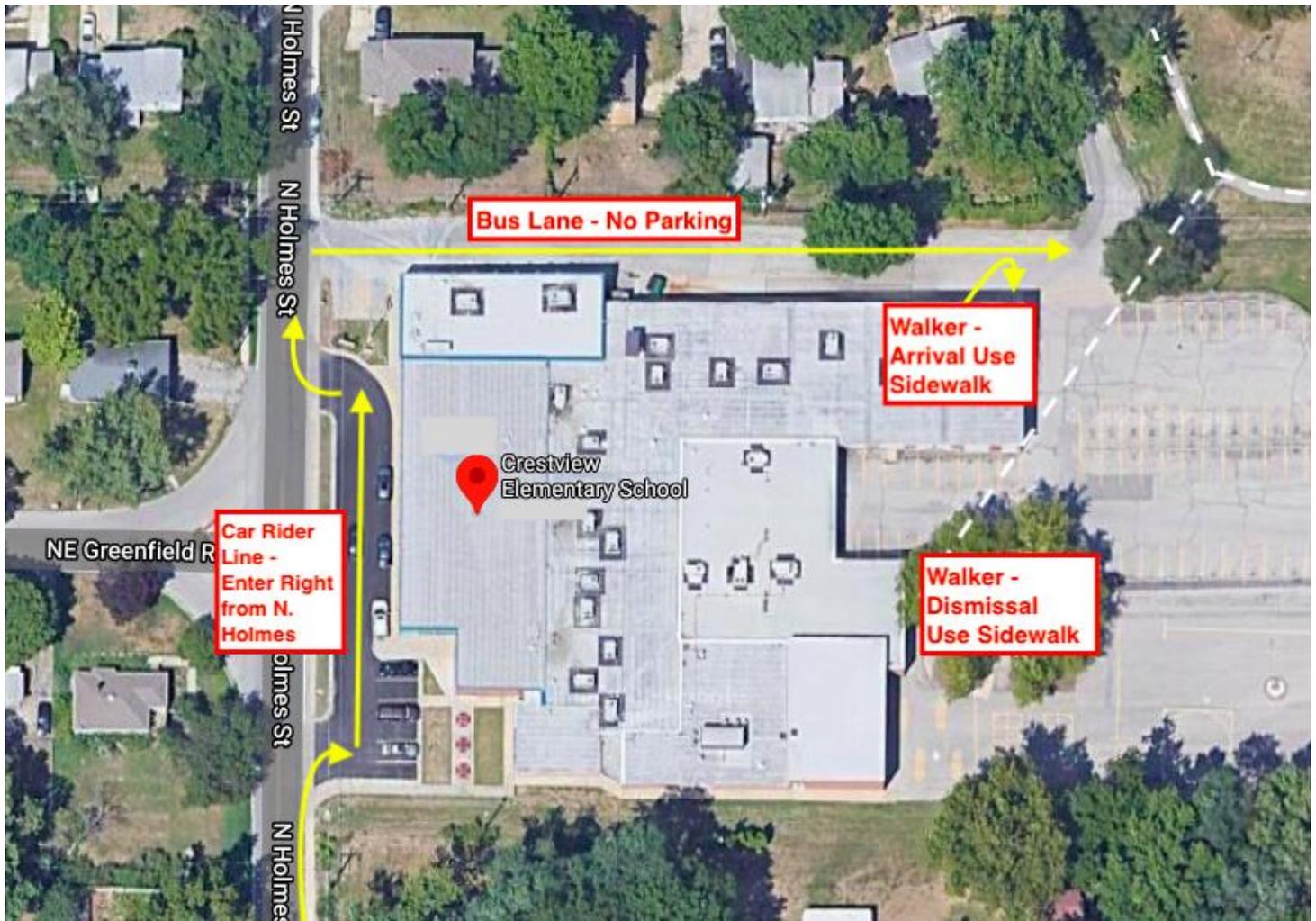
## **4. ATTENDANCE POLICY**

Compulsory Attendance: BOARD POLICY – JEA  
(<http://www.circuit7.net/documents/familycourt/truancy.pdf>)

Once enrolled in the district, the district expects the student to attend regularly and for the student's parents/guardians or other adults having charge, control or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the North Kansas City School District Board and district staff strongly believe that regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law. These efforts include, but are not limited to: accurately recording attendance, creating procedures for regular communication with parents regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division (CD) of the Department of Social Services.

The state of Missouri through MSIP accreditation (<http://moparent.com/msip5-performance-standard-attendance-rate>) states that students are expected to maintain an attendance percentage of 90% or higher. This is calculated by minutes, so arriving late and/or leaving early can lower your student's attendance percentage.

## 5. ARRIVAL/DISMISSAL



### ARRIVAL PROCEDURES

School doors are open from 8:45 AM - 4:10 PM. Staff members are not on duty to supervise students before 8:45 AM. Children may enter the building at 8:45 AM when eating breakfast at school, but should not arrive prior to this time to ensure their safety.

***Your child's safety is our top priority. Bus Riders will enter the building through (north) Door #2. Car Riders will enter through (west) Door #1 & 8. Walkers may enter from Door #3. All students upon arrival to school will immediately go to classroom. No bikes are allowed at school due to road safety concerns and no bicycle racks.***

School begins at 9:15am. If you arrive to drop of your child after 9:15am, please park and walk your child into the office and sign them in with a staff member.

\*See above Map

## DISMISSAL PROCEDURES

Should the mode of transportation home be different, please send a note to school with your student or call **at least 30 minutes prior to dismissal**. Once students have prepared for dismissal, it is difficult to change your child's normal dismissal routine. This is to ensure your student's safety.

Students will not be released to someone other than those designated on the enrollment/emergency card. For your child's safety, you or anyone designated to pick up your child should be prepared to show identification upon request. If a teacher is not familiar with a vehicle or adult picking up a student, you will be asked to wait until we can verify with the office.

If you have a situation where someone in particular is not allowed to pick up your student, the school administration requests that you talk with them personally. In the case of a custody issue, documented paperwork from a court of law is required.

***Students will begin dismissing at 4:10.*** At dismissal, buses will be called over the intercom in the order they arrive. Walkers will report to the gym at this time and car riders will meet outside in the front loop.

\*See above Map

## CAR RIDER PROCEDURES

**NEW!!** Each family received a window sign that states their child's name and their child's grade level. Please have this in your front window as you arrive to pick up your child. We will use this sign to get your child to your car quickly, and safely. If you have children in multiple grades, please provide both or provide the oldest child's grade level sign. We will ensure that families are waiting together in their designated area.

Parents dropping off/picking up students will need to use the in the front of the building. For arrival, we will utilize one lane closest to the building. For dismissal, we will utilize two lanes. For your child's safety, we will load/unload cars one at a time and cars will then exit one lane at a time as signaled. *As you pull out of the driveway, please exit to the right for the safety of staff and on-coming traffic. Please do not drive down the bus lane.* **NEVER** leave your car - unattended cars slow traffic and interfere with safety of students. ***Please refrain from using your cellphone while in the car rider line.***

At dismissal, please start arriving 15 minutes before dismissal time and **remain in your car**.

***Any parent who walks to the car rider line to pick up their child will then be considered a walker and will need to pick up their child in the walker line.*** Parents who wish to enter the building need to find a parking space that **will not block the flow of traffic**. The shortage of parking is a problem. Visitor parking is located in the front southern end of the building or in the surrounding neighborhood.

### **WALKER PROCEDURES**

Walkers being picked up by a parent should arrive at (east) Door #5 at dismissal time to pick up their student. Parents who choose to walk up to the school to pick up their child after parking their car along the community streets will be considered a walker. Please do not block driveways or park your tires in the yards of any neighbors.

Walkers who walk home by themselves will be **dismissed after all cars and buses have left.** Walkers unaccompanied by an adult will be dismissed through Door #1 or Door #5 (depending on if they live east or west of the building). Pursuant to North Kansas City Schools Board Policy RCG, animals are not allowed on district/Crestview property except in accordance with the law and policy.

All Walkers (including parents):

- Need to stay on sidewalks, and not walk up and down the bus lane.
- Should be careful not to walk in anyone's yard.
- Should cross at the cross walks.

\*See above Map

## **6. POLICIES AND PROCEDURES**

### **ADDRESS AND TELEPHONE CHANGES**

Due to safety reasons and for optimal parental contact, it is ESSENTIAL that the office has current information. Please notify the office of any changes in your address or telephone numbers (home, cell, or work).

### **SCHOOL CELEBRATIONS**

Four scheduled innovation celebrations will be held each school year. These are held around the end of each quarter and are designed to celebrate student successes, and learn 21<sup>st</sup> century skills. Parents and families will be invited the last 30 minutes of the day to join in on the celebration.

Innovation Celebrations will be held on:

- July 30<sup>st</sup> – *skill*: Learner’s Mindset
- October 22<sup>nd</sup> – *skill*: Collaboration
- December 17<sup>th</sup> – *skill*: Problem Solving
- March 11<sup>th</sup> – *skill*: Empathy

***Due to our diverse student population, we want to be respectful of the various cultures represented in our school. We will not formally celebrate specific holidays throughout the school year, however we aim to create a space where students can share their perspectives, viewpoints, and family traditions if they choose to.***

Please do not send your student with any holiday items, including food such as cupcakes, candies, goodie bags, cards, etc. for holidays individual families may celebrate. Crestview and Crestview PTA will collaborate to create afterschool events to celebrate other holidays throughout the year.

### **FIELD TRIPS**

Each grade level will participate in several field trips per school year. Parents may attend field trips unless certain circumstances do not allow for additional participants. Parents may not act in a supervisory capacity (overseeing other students unless they have been screened through our YouthFriends program). Parents can attend and monitor their child **only**. Any overstepping of this boundary may result in the parent not being allowed to attend future classroom/field trip events. Please allow the teacher to redirect or correct issues. There may be certain circumstances where a parent *will be required* to attend the field trip with their child as a monitor in order for their child to attend.

### **BIRTHDAYS**

In an effort to prevent dangerous situations due to many allergies and medical needs and to help bring the same level of party quality to all students regardless of their grade level or class, Parents **will not be allowed** to bring or send in refreshments (snacks, treats, or drinks) including treat/products brought from home and/or commercially pre-packaged treats. If you have questions, please contact an administrator.

### **PARTY INVITATIONS**

Students are only allowed to distribute invitations for parties if the entire class is receiving one.

### **BRINGING CELL PHONES/TOYS/NON-RELATED ITEMS TO SCHOOL**

All toys, electronic equipment, CDs, skateboards, bikes, roller blades, shoe skates, etc. are to be left at home. Lasers, knives/pocket knives, and toy weapons may be considered weapons under the Safe Schools Act. Students should not bring items to school to sell or trade. If an item is not school-related, please leave it at home. Failure to leave unrelated school items at home will result in the loss of the item and the parent must come to the school to retrieve the item. The school will not be held responsible for any lost or stolen items. If your child needs to have a cell phone for safety reasons, parents are responsible for contacting the teacher and making arrangements.

general, the following guidelines will be used:

- The mobile phone will be the child's and parent/guardian's responsibility at all times.
- The school is not responsible for lost or stolen mobile phones.
- The phone will be turned off during the school day and not visible.

**If guidelines are violated, the privilege of the mobile phone may be revoked.**

### **BICYCLES AT SCHOOL**

Due to road safety concerns and the fact that we have few sidewalks, please leave all bicycles at home. There are no bicycle racks to secure bicycles ridden to school. The school is not responsible for lost or stolen bicycles brought to school.

### **PLAYGROUND**

Only playground equipment from the school is permitted during recess. Please do not bring items from home. We do not have storage space and cannot ensure that items will not be lost, broken, or stolen. Failure to leave unrelated school items at home will result in the loss of the item and the parent must come to the school to retrieve the item.

### **PARKING**

While visiting school, please park in the posted parking areas. The southwest corner of the building has limited "visitor parking" in this area. There is also parking located in the back of the school. Please do not block neighborhood driveways or park on the private lawns/property along the street across from the front of the school.

### **LUNCH**

We encourage you to come and enjoy lunch with your student. When eating lunch with your student, please adhere to the following:

- Check in at office and receive a visitor's badge.
- You and your child will sit at a designated visitor table in the cafeteria.
- Only eat with your child, unless you have gone through the YouthFriend training.
- Treat all students and staff with respect and refrain from correcting students.

- To safeguard students, food can only be shared with your own child.

### **SENDING MEDICATION TO SCHOOL**

According to *District Policy JFCH*, any and all medication must be brought to school and given to the nurse by a student's parent/guardian. The purpose of this policy is to limit controlled substances that could potentially harm students without the oversight of an adult. Furthermore, students in possession of medication may be found in violation of policy JFCH.

### **SENDING CASH TO SCHOOL**

Please avoid sending cash to school. When cash must be sent, please place it in a sealed envelope that is clearly marked with the following: name, teacher, amount of money, and purpose for the money. Students should deliver lunch money directly to the cafeteria manager immediately as they arrive. Teachers cannot be held responsible for collecting money from students.

### **RECESS**

Every effort will be made for students to have outdoor recess; students should plan to participate in recess provided their teacher feels they have not lost that privilege. Weather conditions that affect recess are snow, rain, or if the outdoor temperature falls below district standards (25 degrees F. with wind chill or above 95 degrees F. with heat index). Children will need a doctor's note in order to not participate in recess or PE. *(Note: Children are discouraged from wearing flip-flop type shoes, particularly during PE and recess, due to potential injuries. Students may not be allowed to participate in these events if not dressed properly. We request that children wear tennis shoes for their personal safety.)*

### **VISITORS TO CLASSROOMS AND DISTRICT EVENTS**

The North Kansas City Board of Education encourages parents to be actively involved in their child's education. The District is also committed to maintaining an instructional climate that is conducive to student success. *Visitors are asked to schedule visits in advance so as to not interfere with the instructional program.* Visitors must check-in with an I.D. at the office upon arrival and wear a visitor's badge. Classroom observations are subject to several conditions outlined in district policy: Visitors to Classrooms and District Events KK.

Third party observations are permitted if the observation is: legally required, in the best interest of the child or is otherwise designed to improve the district's educational program. Parents who wish a third-party observation must complete district form KK-AF and turn it in to the principal. Parents will be notified if their request has been approved.

District events are a vital part of the total educational program and should be used as a means for developing wholesome attitudes, positive social interaction, good sportsmanship, and appropriate behavior. Patrons are encouraged to attend and exhibit good sportsmanship, citizenship, ethics, and integrity at all district events. Consequences for not adhering to appropriate behavior are outlined in district policy KK-AP.

Student visitors from other locations will not be allowed to visit during instructional times.

## **STUDENT CONDUCT ASSOCIATED WITH THE SCHOOL DAY, SCHOOL TRANSPORTATION, AND SCHOOL ACTIVITIES**

The school district believes in a proactive approach to student safety and well-being involving the parents and all associated with the activities of the school day and school events. Students are responsible for following school rules and regulations any time students are involved in activities associated with the school. This includes from the time students leave their home, throughout the school day, and until they arrive at home after the school day or school activities. This student responsibility applies to any school district property, school field trips, school sponsored activities, walking to and from school, or when riding school transportation. School transportation includes between home and the bus stop, while at the bus stop, and when riding on the school bus. School transportation is a privilege and will be revoked if proper safety procedures are not followed.

### **WEAPONS IN SCHOOL**

The Board of Education recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property, buses, or school activities.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. 921.
2. A blackjack, a concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife (any dagger, dirk, stiletto, or bladed hand instrument) that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person ("Knife" does not include any ordinary pocketknife with no blade more than four inches in length), knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms defined in 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. 930 (g) (2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

### **MANDATORY DISCIPLINE FOR WEAPONS VIOLATION**

In accordance to current law, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4, and #5 and not otherwise included in #1 and #2 will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

## **7. PARENT INVOLVEMENT**

### **PTA**

Crestview has an active PTA that plans activities for students and families. Fundraising projects support family activities, field trips, and school projects. All parents are encouraged to join PTA, attend the PTA business meetings, and become involved. The PTA will meet the second Thursday of each month at 6:00 p.m. in the library. *(Dates and times are subject to change.)* Your ideas and participation ensure that the program meets the interests of all families.

These meetings are a great way to:

- stay engaged in upcoming school activities
- collaborate with other parents and administrators regarding school operations
- provide feedback regarding your school community
- provide input on parent involvement activities

Crestview's PTA can be reached at: [crestviewcheetahspta@gmail.com](mailto:crestviewcheetahspta@gmail.com)

### **VOLUNTEERS**

Crestview welcomes parents and community members and encourages their involvement in the school. Your expertise and time are valuable resources to our school. Please contact Dustyn Steinhorst at 321-5070 to get more information about YouthFriends, our district volunteer program.

### **EVENING EVENTS – PARENT/GUARDIAN SUPERVISION**

A parent/guardian *must* accompany their student(s) to any evening event. Failure to do so will result in the child not being able to participate.

## **8. ACADEMIC PROGRAMMING**

### **ENGLISH LANGUAGE LEARNERS**

Services for English Language Learner (ELL) students are provided. Returning students who are already in the ELL program will continue to receive support. New students who enroll with a language other than English indicated on the enrollment form will be screened for eligibility of ELL services. If a student qualifies for services, parents will be contacted by an ELL teacher to discuss screening results and the ELL program. Students who qualify will remain in the ELL program until they meet the criteria to exit.

### **INTERVENTION STRATEGIES – MTSS**

Teachers use a variety of strategies to instruct students, especially students having difficulties in reading and math. Specialists from the district may also assist teachers in developing plans to help students. Parents will be contacted before an interventionist or specialist begins working with their child.

- All students in Tier 1 receive high-quality, scientifically-based instruction differentiated to meet their needs and are screened on a periodic basis to identify struggling learners who need additional support.
- In Tier II, students not making adequate progress in reading and math are provided with increasingly intensive instruction matched to their needs on the basis of levels of performance and rates of progress.
- In Tier III, students receive individualized intensive interventions that target the students' specific needs for the remediation.

### **COUNSELING**

School counselors meet with individual classrooms every other week. The counselors use a specific curriculum. Also, students may be seen individually or in small groups. Additionally, counselors are available to conference with parents.

### **ENCORE CLASSES**

Students at Crestview participate in a variety of instruction outside the regular classroom. Art, music, physical education, health, library, and instrumental music for 5<sup>th</sup> graders are offered to our students. Students should wear gym shoes on the day he/she has physical education. Each student participates in all PE activities unless she/he is excused in writing by a parent. Extended requests over three days require a doctor's excuse.

### **PRESCHOOL**

Preschool is available for students who have turned four years old by August 1. Students must be screened to determine eligibility for these services. Please contact the office for more information. Due to limited space, Crestview's preschool program is located at Chouteau Elementary and can be reached at (816) 321-5453.

### **DISTRICT AND STATE TESTING**

All students participate in the district approved assessment plan. Students will be administered assessments in math, reading, writing, social studies, and science. Results of these tests are used to help monitor student mastery of the district curriculum. The results of these exams are shared

with parents. In addition, students in grades 3, 4 and 5 are required to take the Missouri Assessment Program (MAP) test. Students in these grades will take the MAP test in April/May.

## **9. STUDENT GROUPS AND ACTIVITIES**

### **STUDENT DIVERSITY COUNCIL & STUDENT COUNCIL**

Student participation in the Diversity Council or Student Council is to be determined. Students must have parent permission to serve since meetings will be scheduled outside of the regular school day. The council members meet monthly and serve in an advisory capacity. They are responsible for helping the Crestview Community be respectful, responsible, and kind. They may also sponsor school fundraisers as well as organizing other Crestview activities.

### **CRESTVIEW RUNNING CLUB**

Running Club will be open to a limited number of 4<sup>th</sup> and 5<sup>th</sup> grade students in the fall and the spring. Students will train to run in a 5K together at the conclusion of the season. More information will be sent to families in the fall and spring.

### **ADVENTURE CLUB**

This fee based program runs from 6:45 AM - 6:00 PM and is a structured program led by trained personnel. Please call the main office at 816-321-5017, if you are interested. Adventure Club is a before and after school program that provides quality childcare in a safe environment.

### **ENGLISH LANGUAGE LEARNER (ELL) TUTORING**

Before school tutoring programming is offered to ELL students and supplements regular classroom instruction. Students receive small group instruction while engaged in a computer-based learning program. Communication Arts learning goals are individually set and student progress is monitored for growth. Bus transportation is available for these activities.

*Modifications to Crestview's afterschool programs may take place. Notifications will be sent home to parents if this is the case.*