

**Crystal Hill Elementary School  
Red Jackets**

**PARENT INFORMATION  
PACKET  
2023-2024**



*5001 North Shore Drive  
North Little Rock, AR 72118  
Office: 501.791.8000  
Fax: 501.791.8008  
Website [ches.pcssd.org](http://ches.pcssd.org)*

## SCHOOL HOURS

7:20 a.m. Earliest arrival time for students

7:45 a.m. School begins

2:45 p.m. Dismissal

## ATTENDANCE/TARDY POLICY

Attendance guidelines are specifically detailed in the PCSSD Handbook. A tardy is anytime a student arrives after the instructional day begins or checks out before the end of the day (2:45 p.m.) An early check out is a departure any time before the instructional day ends. If a student misses two and ½ hours of instruction, it will be considered a half day absence, rather than a tardy.

All students brought to school after 7:45 a.m. must be signed in by an adult. The sign-in sheet is located in the office.

- The tardy bell rings at 7:45 a.m. and students should be in the classroom ready for instruction at this time.
- When arriving late, a tardy slip must be filled-out. To be admitted to class, the student must present the tardy slip to the teacher.
- Please know that tardies mean a loss of instructional time and attendance incentives for students.

## MORNING PROCEDURES

- All students in grades K-5 arriving between 7:20 and 7:45 a.m. will go to their assigned places (TBD). Pre-K students must be walked to class by a parent or guardian. Parents will not be allowed in the building before or after school without an appointment. Keeping indoor traffic to a minimum helps keep our students safe.
- All students are in class, ready to begin learning at 7:45 a.m. The large yellow sign in the school driveway will inform you to check your child into the office when you are dropping off past start time. **You are required to exit your vehicle and sign in any student who is tardy.**

## CAR RIDERS

If you transport your child to and from school, please use the first entrance to the school's parking lot and adhere to the speed limit signage to avoid accidents.

- **For your child's safety, all parents are encouraged to use the car rider lane at drop off/dismissal (with exception of PreK). This is for your child's safety. If you must walk up to the school to drop off/pick up your child, please use the crosswalk and be prepared to show your ID.** Car riders will be given a visor tag the first week of school with a number printed on it. Please make sure your child knows what their number is. Please put this visor tag on your passenger visor so that the duty team can have your child ready to be picked up as you enter the loading area.
- Car riders will be seated inside the school near the entrance and will be radioed to come outside when you pull up to the school.

## STUDENT CHECK-OUT PROCEDURE

Any student leaving school before the dismissal bell must be signed out in the office.

- Personal identification is required for check-out. A security system is installed and requires ID to enter the building. You will be “buzzed” in by the front office staff.
- The parent or designated adult must come to the office to sign out a student on the student sign-in/sign-out sheet.
- Office personnel will call classrooms for students to check out. Please do not walk to the child's classroom prior to checking in through the office.

**No student may be checked out early after 2:15 p.m.** This allows us to maximize our instructional day and reduce confusion in the office at this busy time. Please arrange your schedules and appointments accordingly. If you are changing the mode of transportation for your child, please call by 1:30 p.m. to give the office staff time to notify students of the change.

## LUNCH & BREAKFAST

Menus can be found on the PCSSD website

	Lunch	Breakfast
<b>Regular Student:</b>	FREE	FREE
<b>Reduced-Price Student:</b>	NA	NA
<b>Adult/Non-Student:</b>	\$4.00	\$3.00

\*If you choose to use our online payment system, please get your child's ID number from the registrar in the front office. You may access the online system at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com).

## PBIS

At Crystal Hill, we SWARM. Our students learn aspects of SWARM through PBIS. Positive Behavior Interventions and Supports (**PBIS**) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a **school** to achieve social, emotional and academic success. We use this approach along with Class DoJo. Students have the opportunity to earn points throughout the day. Parents may access their child's behavior reports at any time. Access codes will be provided by the teacher. Coach Crystal Wofford will be the PBIS Coach for the 2023-2024 school year.

## TELEPHONE CALLS

- Students may not use the phone unless accompanied by a teacher or approved by a principal.
- Telephone calls and messages for your child should be for emergencies only.
- All messages must be called into the office before 1:30 p.m.
- Our new phone system allows for voicemail messages to be left for staff. Ask your child's teacher for his/her extension.

## DRESS CODE

We believe that student dress and overall appearance should foster a positive and productive learning environment and should reflect pride in one's self as well as in our school. Appropriate student dress and appearance is a shared responsibility of the home and the school. We desire to provide adequate leeway for individuality, but at the same time to maintain a standard of good grooming and personal modesty. Dress and grooming will not be allowed to disrupt the educational process.

- No rips, holes, or cuts in clothing.
- Undergarments **should not be** visible. The outer clothing **should not be transparent** so as to reveal the undergarment.
- Pants and shorts waist bands **should not hang** well-below the student's waist, in such a way that their undergarments are revealed.
- The student's torso, including the midriff area, **must be covered** at all times.
- Shoes must be worn at all times. **No flip-flops, slides or slippers.** Closed toe shoes are preferred; however, sandals with back straps are permitted. Cleats or skate shoes are not allowed.
- **Shirts should cover a student's bottom while wearing leggings of any kind.**
- Students may wear shorts, skorts, or skirts as long as they are **longer than mid-thigh. We define "mid-thigh" as being half way between the bottom of the buttock and the knee.** We recognize that very short shorts/skirts are popular; however, **they are not appropriate** for a school setting and students will be asked to change or cover-up should they violate the stated length minimums.
- Female students should refrain from wearing any t-shirt, blouse or top that reveals undergarments or cleavage.
- Tops must cover the shoulder (no off-the-shoulder sweaters or sweatshirts, spaghetti straps or tank tops). Boys may not wear tank tops or sleeveless shirts.
- Caps, hats, headbands, head scarfs of any kind and sweatshirt hoods worn over the head are not acceptable during school hours.
- Apparel which advertises, promotes, or displays illegal substances, (alcohol, drugs, tobacco products, etc), illegal activities, alcohol establishments, profanity, sexual innuendos or double meanings are **not acceptable.**

Please feel free to contact Talasia Smith, Principal, at [tsmith0294@pcssd.org](mailto:tsmith0294@pcssd.org) for any questions or concerns. We encourage you to visit our school website at [ches.pcssd.org](http://ches.pcssd.org) or our facebook page, Crystal Hill Elementary School-CHES. We look forward to a wonderful year with your family!

## Parent Friendly Version Welcome to Crystal Hill Elementary School

### Play an Active Role in Your Child's Education

Together, parents and teachers can create an awesome partnership to ensure the academic success of each student. We value quality, two-way communication between teachers and parents through daily take-home folders, School Status, email, Facebook groups, and conferences. Help your child with his/her homework each night, if assigned. Read together. Check your child's folder and backpack each night. "Like" our Crystal Hill Elementary School Facebook page to see updates and pictures of exciting things happening in our school!

### Volunteer

Throughout the school year we will have a variety of ways you can help our school through volunteering: Book Fair, Field Day, Fall Fest, Field Trips, Class Parties, Watch Dog Dads, and help in the Media Center. We also love to have parents come and read to their child's class. All volunteers who are directly involved with scholars are required to complete a background authorization form, which is available in digital format at [www.pcssd.org](http://www.pcssd.org), scroll down to the bottom of the homepage and click on "I want to volunteer." When visiting the school, always make sure you have a photo ID.

- Volunteering to work with Scholars: **Background Check** is required
- Visiting for lunch or another school related activity: **Badge Pass** is required
- Please bring a **valid photo ID** such as a driver's license or passport whenever visiting the campus. You will need to show it to the front office staff.

### Join a Committee

Participate in making school decisions by joining one of the following school committees: Equity Committee, Parental Involvement Committee, PTA, PBIS, and ACSIP committee. We need parents' input to make our school the best it can be. You can access more descriptions of each committee on our school website at [ches.pcssd.org](http://ches.pcssd.org) or contact Laura Pierce at [sfields0256@pcssd.org](mailto:sfields0256@pcssd.org).

### Website Info- <https://ches.pcssd.org/>

Our 2023-24 Parent Facilitator is Saloria Fields, [sfields0256@pcssd.org](mailto:sfields0256@pcssd.org), Instructional Facilitator. You may contact her for ways to volunteer or get involved at Crystal Hill. Contact Talasia Smith, Principal, [tsmith0294@pcssd.org](mailto:tsmith0294@pcssd.org), for all other concerns.

# Crystal Hill Elementary School

5001 North Shore Drive  
North Little Rock, Arkansas 72118  
Telephone: (501) 791-8000  
Fax: (501) 791-8008

## **Parental Involvement Plan 2023-2024**

### Parental Involvement Committee

Saloria Fields, Facilitator- Instructional Coach

Sadie Larkin, Parent

Keshia Campbell, Parent

Kristen Dallas, Parent

Rachel Blackwell, Parent

Jamie Toombs, Parent

KaNisha Gray, Parent

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Laura Pierce, Instructional Coach

Olivia Canalicchio, K Teacher

Jadette Siler, 2nd Teacher

Kaneisha Johnson, 3rd Teacher

LaTonya Gilmore, 5th Teacher

Anna Weaver, Music

Vanecia Graham, Media Specialist

Talasia Smith, Principal

### Crystal Hill Values

- To provide a challenging curriculum
- To ensure higher level thinking
- To use assessments for improving instruction
- To promote creativity and imagination through communication

Crystal Hill will utilize various communication strategies to provide information to parents to support their child's learning.

The Pulaski County Special School District has implemented a system for parents called Home Access Center. Home Access Center (HAC) will provide parents with information about students' attendance, discipline, grades, report cards, and interim progress. Parents will be provided a unique access username and password. Teachers will routinely contact parents on an individual basis to communicate about their child's progress.

The school will provide parents reports/report cards 4 times a year with information regarding their child's academic progress and upcoming classroom and school events.

Lexia and IXL are technology resources with an online component. It will provide parents with access to textbook lessons, as well as interactive skill practice activities. Please contact your teacher for login information.

Take-home folders and School Status provide for two-way communication between parents and teachers of Kindergarten to 5<sup>th</sup> grade students. This is also a tool for daily two-way contact between parents and teachers.

If any concerns arise which need to be addressed, parents are encouraged to first discuss the concern with the child's teacher. If a resolution cannot be reached, a conference may be scheduled with a building administrator and the child's teacher. If the parental concern involves disciplinary measures taken against a child, you may refer to page 7 in the PCSSD Parent/Student Handbook.

Scheduled parent meetings, conferences and activities will be held regularly throughout the year. Teachers will hold two conferences individually with parents of children in their classrooms. Conference dates will be announced. There will be Award Assemblies held each quarter for grades K-5. Times will vary based on the grade level and parents will be notified of the time for their child.

Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. These meetings will include Family Nights that provide an opportunity for parent and child to experience the school setting in a positive and helpful manner while school staff may provide any needed assistance or encouragement.

Crystal Hill staff will provide opportunities for parents to be involved in the development, implementation and evaluation of the school-wide school improvement plan (School Improvement Committee) and to engage parents in the decision-making processes of the school.

The school shall enable the formation of a Parent Teacher Association that will foster parental and community involvement within the school. Crystal Hill staff will develop behavior plans for those students in need of interventions as outlined by PCSSD and the CHES Discipline Management Plan as well as students with multiple discipline referrals. Plans will be developed by a committee which includes parents, teachers, counselors, administrators, and other personnel, as warranted to develop interventions needed to stop negative behaviors that impact learning. The school leadership team, including teachers, parents, and administrators, will meet monthly to plan, discuss, and review our school-wide program and assess any needs that require action from the school.

Resources for parents will be available on such topics as struggling readers, routines and discipline at home to foster learning, math strategies, etc. The school maintains a parent resource center, located in our Media Center, with educational materials to

promote and support resourceful parenting. These resources are available for check-out by parents. We are excited to offer parents innovative ideas to help make both home and school successful! A clipboard will be available for topic suggestions/needs/wants for our resource center.

The school will distribute informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...).

The building principal shall designate (1) certified staff member to serve as parent facilitator. Saloria Fields, Instructional Coach, will serve in this capacity for the 2022-2023 school year. She can be reached at CHES by calling 791-8000, or by email at [sfields0256@pcssd.org](mailto:sfields0256@pcssd.org).

The school will engage parents in the annual evaluation of the parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. A parental involvement survey is used to measure the success of the parental involvement activities and the Title I program at our school.

The parent involvement committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth. The school will hold an orientation each year for parents to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising the school's Title I Plan. For each Title I, Part A School, an annual title I meeting must be conducted. The agenda, the sign-in sheet, and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.



**Opportunities to volunteer:**

Fundraisers  
Field Trips  
Class Parties/Special Events  
Field Day  
Grandparents Day Luncheon  
Thanksgiving Luncheon  
Teacher Appreciation Week  
Staff Luncheons  
Book Fair  
Media Center  
AR Kids Read Tutors  
Watch Dog Dads  
Career Day

Anyone interested in volunteering may send an email to [sfields0256@pcssd.org](mailto:sfields0256@pcssd.org).  
Stay connected by joining the CHES Facebook page.

\*Title I schools receive federal funds designed to provide compensatory educational services to low-achieving students. These funds are used in ways that will help all children meet the academic standards they are expected to meet. Promoting parental involvement is an integral part of Title I.

## PARENT SURVEY

I have a child/children in the following grade(s) at Crystal Hill Elementary: \_\_\_\_\_. For the following statements, please circle the answer that best describes your experience/perception:

1. I feel welcome and accepted at my child's school.	Agree	Neutral	Disagree
2. I enjoy visiting my child's school.	Agree	Neutral	Disagree
3. The school has opportunities that allow me to meet and speak with the staff at my child's school.	Agree	Neutral	Disagree
4. There are opportunities that allow me to meet and speak with the staff at my child's school.	Agree	Neutral	Disagree
5. My child's principal and assistant principals are available and easy to approach.	Agree	Neutral	Disagree
6. I am comfortable going to the front office when visiting my child's school.	Agree	Neutral	Disagree
7. The school's front office staff is nice, polite, and helpful.	Agree	Neutral	Disagree
8. The school has a translator for non-English speaking families when needed.	Agree	Neutral	Disagree
9. The school provides written materials in languages other than English for non-English speaking families.	Agree	Neutral	Disagree
10. The school has a parent resource center.	Agree	Neutral	Disagree
11. I receive timely and regular communication about upcoming events at the school.	Agree	Neutral	Disagree
12. I am informed regularly about my child's progress by his/her teachers.	Agree	Neutral	Disagree
13. I know where to go and who to talk to if I wanted to volunteer at my child's school.	Agree	Neutral	Disagree
14. The school helps me in learning what I should ask about my child's progress and placement.	Agree	Neutral	Disagree
15. I am aware of the homework assigned to my child each night.	Agree	Neutral	Disagree
16. The school has active community partners that help promote student achievement.	Agree	Neutral	Disagree
17. The school provides information on community resources and social services support. (Ex. – counselor)	Agree	Neutral	Disagree

Please use the back of this survey or attach a separate sheet with any COMMENTS you would like to share with us. We welcome your input.