

**Crystal Hill Elementary School  
Red Jackets**

**PARENT INFORMATION  
PACKET  
2021-2022**



*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

7:25 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 7:50 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.

**Each time a student is tardy, his/her parent will sign the tardy binder. For every 5 unexcused tardies, the parent will be notified via note that the next tardy will result in a required 2 hours of volunteer time served by the parent during school hours. If the volunteer time is not served within a week, the student will be assigned two one-hour after school detentions where parents provide transportation. Once five tardies have been reached, the process begins again with the same consequences.**

## MORNING PROCEDURES

- All students in grades K-5 arriving between 7:25 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 classes, 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.

## CAR RIDERS

If you transport your child to and from school, please use the first entrance to the school's parking lot.

- **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 his/her last name printed on it. 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 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
Regular Student:	\$2.75	\$1.75
Reduced-Price Student:	\$.40	\$.30
Adult/Non-Student:	\$3.50	\$2.25

\*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 2020-2021 school year.

#### UNIFORM POLICY

Students in grades K-5 will wear school uniforms: navy and khaki bottoms and solid polo style shirts without emblems. Parents may apply to building principal for full or partial exemptions or waivers for students due to handicapping conditions or religious observation. New students to the district schools will be given two weeks to comply with the uniform dress code. Denied exemption requests may be appealed to the Assistant Superintendent for Equity and Pupil Services.

#### 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.

Please feel free to contact Stacy Bottoms, Principal, at [sbottoms@pcssd.org](mailto:sbottoms@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, Class Dojo, 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, Science Lab and help in the Media Center. We also love to have parents come and read to their child's class. All volunteers 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."

## **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 [lpierce1137@pcssd.org](mailto:lpierce1137@pcssd.org).

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

Our 2021-22 Parent Facilitator is Laura Pierce, [lpierce1137@pcssd.org](mailto:lpierce1137@pcssd.org), Instructional Facilitator.

You may contact her for ways to volunteer or get involved at Crystal Hill.

Contact Stacy Bottoms, Principal, [sdonaghy@pcssd.org](mailto:sdonaghy@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 2021-2022

### Parental involvement committee

Laura Pierce, Facilitator- Instructional Coach

Whitney Fair, Parent

Kewain Lewis, Aunt

Jamie Toombs, Parent

Rachel Blackwell, Parent

Bette Dillenger, Grandparent

Denita White, Grandparent

\*\*\*\*\*

Jennifer Mareno, Pre-K Teacher

Shanita Bynum, K Teacher

Jadette Siler, 2nd Teacher

Cassie Webb, 3rd Teacher

LaTonya Gilmore, 5th Teacher

Anna Weaver, Music

Vanecia Graham, Media Specialist

### 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 Redbird 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 1-5. 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 work with parents to create a School-Parent-Student Compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders are requested to sign the compact.

Crystal Hill staff will provide opportunities for parents to be involved in the development, implementation and evaluation of the school-wide school improvement plan (ACSIP) 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. Laura Pierce, Instructional Coach, will serve in this capacity for the 2021-2022 school year. She can be reached at CHES by calling 791-8000, or by email at [lpierce1137@pcssd.org](mailto:lpierce1137@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 of 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
- Science Lab
- Staff Luncheons
- Book Fair
- Media Center
- AR Kids Read Tutors

Anyone interested in volunteering may send an email to [lpierce1137@pcssd.org](mailto:lpierce1137@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.*