



**CRESTLINE
ELEMENTARY**

HARTSELLE CITY SCHOOLS

STUDENT HANDBOOK

2023-2024

A black and white photograph of a school sign. The sign is mounted on a brick wall and features a chain-link fence background. The words "CRESTLINE", "ELEMENTARY", and "SCHOOL" are written in large, bold, sans-serif capital letters across three lines.

CRESTLINE ELEMENTARY SCHOOL

MESSAGE FROM THE PRINCIPAL

I welcome you and your student(s) to the start of another exciting year. Every Crestline employee is committed to making the 2023-2024 school year one filled with accomplishments and many successes. We have high expectations for our students and can't wait to begin our journey together. Our school mission statement is the driving force behind all decisions made.

The purpose of the handbook is to provide students and parents information regarding rules, procedures, and policies which are in place to make Crestline a safe, child-centered environment focused on learning. The teachers and staff are dedicated to teaching children to be persons of character and to be responsible for decisions they make.

I look forward to working with all of you this year and if I can ever be of any assistance, please don't hesitate to contact me.

Karissa Lang

P: (256)773-9967

F: (256) 751-5656

karissa.lang@hartselletigers.org

CRESTLINE SCHOOL RULES

It is expected that all students throughout the year will use good behavior while at school. The school rules are as follows:



SCHOOL DAY

The school day is from 7:40-2:40. The doors open at 7:10am each day. Please do not drop students off prior to 7:10am, as no supervision is provided for students.

Students arriving between 7:10-7:25am are to report to the cafeteria. Breakfast is served from 7:10-7:35am each day in the lunch room. Students are allowed to report to their classrooms at 7:25am. Any student arriving after 7:40am will be counted tardy.

Students are dismissed at 2:40pm. Students must be picked up by 3:00pm each day. Crestline offers extended day care for a fee from 2:40-5:30pm. Please contact Amy Robinson at amy.robinson@hartselletigers.org for more information. Students not picked up by 3:00pm may result in your child being sent to extended day resulting in an \$10.00 fee.

TRANSPORTATION

All students will be sent home the way parents/guardians have indicated on their child's transportation form. All changes in transportation must be made in writing to the school by the custodial parent. Please have all transportation changes to the office before 2:10pm. This ensures we have ample time to notify the child and the teacher.

ARRIVAL

1. Students may be dropped off in the lane next to the awning area.
2. Students must exit from the passenger side of the car to ensure safety.
3. The parking area in front of the library is for **the drop off of handicapped students ONLY.**

DISMISSAL

1. Crestline PICK UP CARDS must be clearly displayed in car line. As you go through the car line, the cards for all children you are picking up should be displayed on the front dash or visor on the passenger side. Teachers will be walking down the car line calling in the codes. Inside, your child/children will be called and brought to the car line to wait for you at the designated area. Drivers without the card(s) will be asked to move out of the car line, park in the parking lot, and come to the office and provide a photo id before the student(s) can be dismissed. Additional cards may be requested in the school office.

EARLY RELEASE DAYS

1. Students will be released at 11:45am.
2. Lunch will be served prior to dismissal.
3. Busses will run early on dismissal days.

CRSESTLINE'S EXTENDED DAY

Crestline offers after-school care each day after school from 2:40-5:30pm that includes homework help, enrichment activities, and supervised play. Students must be registered in the Extended Day program to attend, no drop-ins allowed. If you are interested, please contact Amy Robinson at amy.robinson@hartselletigers.org for more information.

VISITORS

As a visitor, we ask each each of you follow the guidelines listed below to keep the children of Crestline safe.

1. All visitors must report to the office prior to visiting any location on campus.
2. Visitors must sign-in and sign-out.
3. Visitor passes must be worn in a visible location.
4. Visitors should only go to the location noted on the sign-in sheet.
5. For visitors eating lunch with students, we ask you do not accompany students back to their classrooms.
6. Lunch visitors will only be allowed on Fridays. We will allow lunch visitors starting in September.

VOLUNTEERS

We recognize that volunteers enrich our school's educational program and help us make a difference in the lives of our students. Parents, grandparents, or community members wishing to volunteer must attend a one-time volunteer orientation/training program and complete a volunteer application. Please visit the school website for training dates.

DIGITAL DEVICES

Students are under the same guidelines with personal digital devices as they are when using devices at school or at school sponsored events. Students are subject to disciplinary action for misuse of personal devices during the school day or at a school sponsored event. Violating any technology usage rules may result in losing digital device privileges. The school system and school system employees are not responsible for any damages to or loss of personal devices brought to school by students.

LUNCH

Lunch is served each day in the cafeteria. Students may bring a lunch from home, or purchase a lunch from the cafeteria. Milk and other snack items are available for purchase for students who bring their lunch from home and for those who want extra. Menus are posted each month on our school website at www.hartselletigers.org. You may also prepay online at www.myschoolbucks.com for lunch and extra items.

PRICES

BREAKFAST	\$1.75
LUNCH	\$2.50
VISITOR LUNCH	\$4.00
ICE CREAM	\$1.00

DRESS FOR SUCCESS

The following questions are ones you and your child will want to consider when choosing your clothing for school each day..

Question: If I raise my hands over my head, is my belly showing?

Solutions: Put a t-shirt on under your shirt or consider a change.

Question: If I lean forward, can others see too much of my chest?

Solutions: Put on an extra t-shirt or undershirt with my shirts and jerseys.

Questions: When I sit down on the floor in my shorts, skirt, or dress, can someone see parts of my body that do not need to be exposed?

Solutions: Wear longer shorts, skirt, or dress. Wear shorts or leggings under the dress or skirts.

Questions: When I sit with my legs crossed while in a chair, or bend over to pick up my pencil or crayon, am I showing too much skin for school?

Solution: Wear shorts or leggings under my skirt or dress or a longer skirt. Boys may need to pull up their shorts or wear a belt if they are riding too low. Either gender may consider longer shorts.

Question: Is my strap at least two fingers wide on my shirt?

Solutions: Put a simple tank top or t-shirt under it to make it school ready.

Guidelines for Lengths of Skirts or Shorts

If I have my hands flat by my sides, my shorts, skirts, or dresses should be as long as my fingertips.

The following items should not be worn to school

- Cut off shorts
- Clothing with holes more than four inches above the knee
- No suggestive writing