

Cedar Hill Elementary

Procedural Handbook
For Parents and Students
2016-2017



Great Students! Great Staff! Great Expectations!



Lora Rost, Principal
Cedar Hill Elementary
1510 Vieth Drive
Jefferson City, MO 65109

August 2016

Dear Cedar Hill Families,

The faculty and I would like to welcome you to an exciting year at Cedar Hill Elementary School! We have worked very hard to prepare for this school year, and we believe that our students will have a rewarding educational experience. We present this handbook with the hopes of answering questions, which may arise regarding daily activities. Please refer to this handbook and feel free to call the school with questions and comments.

I am excited about starting a new school year! Education is a shared responsibility. It is important for us to keep open lines of communication between home and school. We must work as a team to guide your child(ren) toward success! This is accomplished by communicating with your child's teacher, attending school functions and assisting your child in understanding the importance of education and cooperation. You, as the parent, are a valuable component of your child's education.

Parents are always welcome at Cedar Hill and are encouraged to become involved. The PTO offers many opportunities for volunteer services- please get as involved as your schedule will allow! If you have any questions, please feel free to call me at the school office (573/659-3160).

Kindest regards,

Mrs. Lora Rost
Cedar Hill Elementary Principal



Inspiring Possibilities... Defining Success

Cedar Hill School Information

Office Phone Number: 659-3160

Office Fax: 632-3493

Office Hours: 8:00-4:30

District Website: www.jcschools.us

**(Click on “Select A School”
to access Cedar Hill’s Website.)**

JCPS Information Hotline: 635-5277

Counselor: 659-3258

Nurse: 659-3164

Kitchen Staff: 659-3162

First Student Transportation: 659-3039

School (Student) Hours: 8:50 a.m.-3:50 p.m.

School Colors: Green and White

Mascot: Skyhawk

BUSINESS PARTNERS

River Region Credit Union

Panera Bread

Schulte’s

PARENT/GUARDIAN VISITS TO CEDAR HILL ELEMENTARY

Parents and guardians of our students are welcome to visit our school anytime. For safety reasons, all visitors in our building must sign in at the front office and receive a visitor’s badge to wear while they are in the building. If your visit occurs while your child is in class, we ask that you take a seat in the back of the classroom and quietly observe the class. Of course, the teacher is not available for parent/guardian visits during instructional time. If you desire to speak to your child’s teacher, please call or come to school during his/her regularly scheduled conference time.

2016-17 Cedar Hill Elementary Staff Roster

Kindergarten	Jessica Long Jennifer McBaine Amy Dutcher
First Grade	Stephanie Green Cheryl Viessman Ashley Stockman
Second Grade	Casey Dickey Lindsey Clark Jenny Girard
Third Grade	Leah Goodin Leah Koenigsfeld Amber Craghead
Fourth Grade	Shelley Kleene Liz Gordon Mary Jo Polowy
Fifth Grade	Jennifer Bearden Kate Kock Amy Backes
Special Education: Resource	Polly Colozza
Special Education: COMPASS Room	Nicole Ball
Special Education: SLP	Angi Castle
Librarian	Sarah Rosslan
Art	Rick Rother
PE	Ryan White
Music	Terri Lloyd
Instructional Reading Coach	Jessica Smith
Counselor	Georgie Hagenhoff
School Psychologist	Bridget Frank
ESOL	Natalie Mendez
Nurse	Jackie Prenger

Counselor: COMPASS Room	Tiffany Singer
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Facilitators	Joane Cash Ezaria Goans Megan Lusk Kaylie Hartness Leanne Gottschalk
Cooks	Lori Kempker, Manager Marsha Holzer Carol Campbell Debbie Hoelscher
Office	Lorie Rost, Principal Gabrielle Wittenberger, Secretary Rebecca Hintenach, Asst. Secretary
Custodian	Darrell Davenport Roger Meier
Occupational Therapist	Kara Luetkemeyer
Physical Therapist	Linda Cremin

Cedar Hill Programs

PTO

If you would like to become involved at Cedar Hill, please join the Parent Teacher Organization. Look for sign-up opportunities at Open House and in PTO newsletters.

Room Parties:

Three dates are scheduled for room parties. They are: Fall Festival (October 29), Winter Holiday Party (December 18th) and Valentine's Day (Feb. 11). Room party coordinators are responsible for these parties. Please see grade level handbooks for guidelines on communicating with classroom teachers prior to parties regarding plans/activities.

Volunteer Program

Cedar Hill's Volunteer Program is organized by and through the PTO. There are several ways in which you can be involved.

In accordance with the law, any volunteers that work directly with children, must first pass a background check and must be cleared before beginning to work with children.

Mentoring Program

Cedar Hill is very fortunate to have a mentoring program coordinated by our school counselor, Mrs. Georgia Hagenhoff, and our district offices. If you are interested in volunteering to work one hour a week in the school setting with a child, contact Mrs. Hagenhoff.

Gifted Program- E.E.R.- Exploration, Enrichment and Research

The EER program is offered to students in grades 3 to 5. This program is offered for identified gifted students. The program is a multidisciplinary curriculum stressing high levels of thinking. Problem solving and discussion skills are developed. Elementary students qualifying for the EER program attend classes at the Southwest building on Monday each week. In order to qualify for the program, a student must score above a certain criteria on an individual cognitive (IQ) test. The Otis Lennon is given as a screening instrument to all 2nd grade students in the spring. Students qualifying on this test are then administered an individual Stanford Binet Ability Test. If the criteria are met, the student then qualifies for the program.

Guidance and Counseling Program

Our counselor, Mrs. Georgia Hagenhoff, serves Cedar Hill Elementary. Mrs. Hagenhoff's responsibilities include the implementation of the Missouri Model Guidance Plan, working with classes at all grade levels, working with small groups on similar issues, individual counseling, parent education, social skills, etc. Please feel free to contact Mrs. Hagenhoff if concerns about your child arise.

Media Center Program

The library is open from 8:50 a.m. to 3:45 p.m. daily. Students are welcome to use and enjoy this area. With our Media Center's flexible schedule, students are allowed to check out books on a daily basis. You might talk to your child about their book selections. Media Center activities and lessons are coordinated with the classroom teachers to enhance learning. There are no fines for overdue books; however, books that are overdue by two to four weeks will be considered lost and payment for the books will be required unless found. The librarian will be responsible for determining damage/cost replacement according to district media services guidelines. Checks are payable to JCPS.

Y-Care Program

Y-Care is available on-site through the local YMCA for students needing early supervision. Y-Care hours begin at 6:45 a.m. and continue after school until 5:30 p.m. Information regarding Y-Care may be obtained by calling the YMCA at 761-9000.

Summer School Program

JCPS offers a basic skills summer school. Teachers recommend students for the program and invitations will be sent to children in the spring. Parents may then register their child(ren). Information will be given regarding this through special notes, PTO newsletters, and teacher conferencing.

Food Service Program Breakfast

Nutritional breakfast and lunch meals are served at Cedar Hill School. School breakfast for students in kindergarten through fifth grade will be served from 8:00 a.m.-8:45 a.m. For students who are not eating breakfast, supervision will begin in the cafeteria at 8:00 a.m., and students will go to their classrooms at 8:50. **The cost of a school breakfast is \$1.10.**

Lunch Periods

Cedar Hill Families are welcome to eat lunch at our school. If you plan to eat lunch with your child, please call the school cafeteria to request an adult lunch; or, you may send a note to your child's teacher with your request for lunch stated on the note. The kitchen staff appreciates knowing the number of lunches to prepare each day. **School (student) lunches are \$ 2.50 per lunch.**

Free or Reduced Lunch Plans

The appropriate forms for free/reduced lunch rates may be picked up from the office. Free and reduced price meals are available for students from families whose income falls within the guidelines established by the United State Department of Agriculture. If you feel that your child qualifies for these meals, please ask for an application at registration or get one from the school office at any time during the school year. In applying for these benefits, you will be required to supply information about wages and other income of all household members. Students receiving free or reduced meals will not be discriminated against or singled out in any way.

Parents should send payment (cash or check) in an envelope with the child's name written on the outside. Parents need to send payment for lunches before the remainder of the child's tickets have been used. Checks for school lunches should be made payable to Cedar Hill School. Please contact our ticket cashier, Mrs. Debby Hoelscher, regarding any questions you have about the status of your child's breakfast or lunch ticket.

Lunch Periods

The following times are designated for first through fifth grade students for a twenty-minute recess period followed by a twenty-minute lunch.

Classroom Lunch and Lunch Recess Times

Class	Lunch Recess Time	Lunch Time
Kindergarten	11:00-11:20	11:20-11:40
Second Grade	11:20-11:40	11:40-12:00
First Grade	11:40-12:00	12:00-12:20
Fourth Grade	12:00-12:20	12:20-12:40
Third Grade	12:20-12:40	12:40-1:00
Fifth Grade	12:40-1:00	1:00-1:20

Art, Music and PE Schedule + Grade Level Teacher Plan Time

***All students have art, music and PE on a 3-day rotation. Most teachers will post the rotation in their weekly newsletter. Students need tennis shoes on the days they have PE.**

9:40-10:30	4th grade
10:30-11:20	2nd grade
11:20-12:10	3rd grade
1:20-2:10	Kindergarten
2:10-3:00	5th Grade
3:00-3:50	1st Grade

Grade Level - Daily 15 Minute Recess Schedule

10:40-10:55	Fifth
2:00-2:15	Second
2:20-2:35	Third
2:40-2:55	First
3:00-3:15	Fourth
3:15-3:30	Kindergarten

3:35- The playground gate will be opened for car pick-up line to begin.

TRANSPORTATION

STUDENT DROP OFF AT THE BEGINNING OF THE SCHOOL DAY

Students who are eating breakfast may arrive at 8:00 a.m. and enter the cafeteria through the cafeteria doors on the north side of the building. (Circle drive at the back of the school building.)

PRIOR TO 9 AM- If students are car riders, they should be dropped off at the back of the building in the circle drive, not in the front parking lot. For the safety of our children, students may not be dropped off on Vieth Drive. Students who are not eating breakfast may arrive at school at 8:30 a.m. Students in grades 3-5 will go directly to the gym and remain there until 8:50 a.m. Students in grades K-2 will go upstairs at 8:30. At 8:50 a.m., students will be released to go their classrooms.

AFTER 9 AM- If your child is arriving after 9:00 AM, please drop them off at the front office. **YOU MUST COME IN TO THE OFFICE TO SIGN IN YOUR CHILD.**

School Dismissal Procedures

Car Riders:

Upon enrollment, new students will receive two laminated, color-coded cards with your child's name on it. Returning students will use the green cards issued previously to them. One of these cards must be present in the dash of the car of the person who is picking up your student from school. If two cards are not enough for you due to the fact that you have several people who regularly pick up your child(ren), you can request more cards from the school secretary. These green cards are transferrable to those adults you allow to pick up your child. Please ensure you give the card only to those adults you approve of for pick-up purposes. If you need replacement cards, please notify an office secretary.

Please be sure you have your **GREEN NAME TAG** ready in the dash of your automobile with the child's name facing up. **YOU WILL NOT BE ALLOWED TO PICK UP ANY STUDENT WITHOUT A GREEN CARD.**

If someone who does not have a green card will be picking up your child(ren), you must call the office **BEFORE 3 pm**, so the secretary can get that information to the child and his/her teacher. Pick up without a green card takes place in the office prior to 3:40 or after 4:10.

People who accidentally drive through the car rider line with **no green card** will be asked to drive to the front parking lot, park in a parking spot, and come inside to wait until dismissal is complete to pick up a child. You will be required to show ID, and census forms of the child will have to be checked.

To ensure your child's safety, we do not dismiss students to anyone who is not listed on the census form completed at registration. It is important to keep the school office personnel informed of changes that need to be updated in the student's file.

Parents of students who are car riders should be in the car line at Cedar Hill by 3:50 so that cars can be immediately loaded at 3:55. All students must be picked up by 4:10.

At 3:50, the "car riders" are dismissed to the gym. There, they will wait in grade-level lines with their peers. Teachers are present each day to help students find and get into their cars. People driving cars are asked to form a line on the playground, staying in line and moving forward as cars are loaded. All cars are asked to move as far forward as possible before stopping. One teacher will come to your car and collect green cards. If you are picking up more than one child, please give all cards to the teacher. Cards will be taken to the gym and students names will be called to line up.

The teachers on car duty will load 20 cars at a time.

Students will be waiting in the gym for their names to be called off over the 2-way radio system by the teachers on duty. Teachers will escort the students to the loading area. Students are to get into their cars only when their car is in the "loading area." If your child is unable to buckle themselves into their seat, you and your child are asked to stay in the car and exit the lot. You can pull over in the parking areas to the right of the driveway and buckle your child into his/her seat. **For safety reasons, adults who are driving vehicles are not to get out of the car to do this in the car loading area.**

Once the twenty cars are loaded, the teachers on duty will give the signal for the first ten cars to pull out of the lot and then the next ten cars will follow the driveway to Vieth Drive. There is no passing allowed in this line. These same procedures will be repeated until all car riders have been picked up. (by 4:10)

Parents that choose to park and walk up to the car rider line to pick up their student will not be able to get their student.

In order to keep things moving for yourself and all others, it is important that you have your green card with you to keep from inconveniencing others and yourself in the pick-up process. Please communicate this with other family members who pick up your child(ren).

•**Walkers: *** *Walkers WALK all the way home!******

At 3:50, the “walkers” are dismissed to the front lobby. Staff will be present to then supervise students crossing Vieth and our side driveway. **PARENTS MAY NOT PARK ALONG VIETH DRIVE TO PICK UP WALKERS.** **Drivers of vehicles will be asked by supervisors to drive to the front parking lot and come inside and pick up their child. Dismissal of the child to the parent will not occur until dismissal is over at 4:10. Please remember, *walkers WALK all the way home!* If you are picking them up along the way, they are **CAR RIDERS!**

Except in the case of inclement weather, parents, brothers, sisters, or appointed emergency contacts of students must wait on the sidewalk outside the front door to pick up students who are walking home at the end of the day.

•**Bus Riders:**

Upon arrival of buses at 3:50, bus riders will be dismissed to the front hallways. Staff will be present to supervise students loading on each bus. Please note: **ONCE A STUDENT IS LOADED ON A BUS, WE WILL NOT TAKE THE STUDENT OFF THE BUS BECAUSE OF A PARENT/GUARDIAN WANTING TO PICK UP THEIR CHILD AT THE LAST MINUTE.** This would delay the bus dismissal process and be confusing for a student.

•**Changes in Transportation:**

We understand that changes need to occasionally be made that involve transportation changes. Please call the front office prior to 3:00 PM, and we will let the teacher and student know in advance. We will not dismiss a student from the front office after 3:40 PM. Instead, please wait in the car rider line to pick up your child. It is actually faster to wait at the end of the car rider line than to wait in the office until dismissal is over. **Remember, you MUST have the GREEN CARD in your dash!!!!**

EARLY PICK-UP

If early dismissal is necessary, the parent needs to notify the office explaining the time and the reason for early dismissal. Parents needing to pick up their child early should come to the office and sign them out. At this time, the office personnel will call for the child to come to the office. Students returning later in the day should report to the office before returning to the classroom. Students may not leave the building or school grounds before the close of school unless approval is granted from the office. Students are to ask teachers for make-up assignments after an absence.

PARENTS, PLEASE try to schedule all doctor’s appointments, lessons, and extra curricular activities after school to preserve academic time for your child.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. The following circumstances are the only recognized excuses for school absence.

- personal illness
- medical appointment
- family illness
- a death in the family
- religious holiday

REPORTING ABSENCES

When students have excessive absences, it is school policy for the principal to notify the parents/guardians by letter. **All students' parents receive this letter regardless of the circumstances leading to the absences.** The purpose of this letter is to keep parents informed about the total number of days a child has missed school and the effect these absences can have on a student's success at school. **For the safety of your child, parents are required to notify the school office anytime a student must miss school. Please call (573) 659-3160 to report your child's absence by 9:30 a.m.**

TARDY POLICY

At 8:50 a.m., all students are to report to their homerooms. **Students arriving after 9:00 a.m. are considered tardy** and must report to the office for a pass.

When students have excessive tardies, the principal will notify the parents/guardians by letter. The purpose of this letter is to keep parents informed about the total number of tardies the child has received and the effect that these tardies can have on the student's success at school.

CEDAR HILL STUDENT DISCIPLINE PLAN – Schoolwide Positive Behavior Support

Philosophy of Discipline at Cedar Hill Elementary

The faculty at Cedar Hill Elementary believes when considering discipline of children in a school setting, four major principles should be considered. First, we believe that children must be **taught expectations** for the school setting. Second, students should be **allowed an opportunity to problem solve** and determine the best solutions for conflict. Third, students must be **commended for good citizenship** and allowed to be role models for other children when students are in the school setting. Finally, when students have not met the expectations of school guidelines, students must **learn to accept the consequences of their behavior**. We have used these four principles to determine the discipline plan for Cedar Hill Elementary.

Cedar Hill Elementary is a place where students come for a quality education. They should be able to learn in a school that is safe and orderly, where youngsters respect themselves, their teachers and their classmates. We expect this attitude and ask for your support. Most students will never have a serious behavior problem. To protect the rights of all of our students to learn, it

is important that parents and students understand what is expected and what consequences are possible.

Individual teachers are asked to develop their own discipline plans for their classroom. It is at the teacher's discretion to determine interventions and consequences for unacceptable behavior in the classroom. However, the student will be sent to the principal's office if the unacceptable behavior is frequent and does not show improvement, prohibits learning for him/herself, or is a serious infraction of a school rule.

For more details on the JCPS board policy on student discipline, please see the Elementary Division Procedural Handbook.

If a discipline problem should arise with your child, we hope we have your support in solving the problem. Without it, the chance for the behavior problem to be repeated is great. It takes teamwork. Children need to behave and respect themselves and others because it is the right thing to do and will help make them more successful as a student and person.

Behavior Expectations during Consequence Activities

Think Sheets

When students are asked to complete think sheets, they must write them completely and neatly. The purpose of the think sheets is to give the student an opportunity to take ownership for the inappropriate behavior and to make a plan of action so that the behavior does not occur again. Occasionally, parents are asked to sign these think sheets and return them by their child the next school day. When a think sheet is sent home, it is helpful if a parent discusses the think sheet with the child and reinforces the child's plan of action so the behavior does not occur again.

Focus Rooms

Each classroom has an assigned focus room. Students may be sent to focus room to cool down, complete a think sheet, or complete class work. An example of a partner room arrangement is that Mrs. Viessman's partner room is Mrs. Dutcher's classroom. Mrs. Viessman may occasionally send students to Mrs. Dutcher's classroom to calm themselves, complete a think sheet, or complete an assignment.

Student must enter the partner room quietly and take a seat in the assigned seat for partner room visits.

- Students must bring their own pencil and think sheet to the focus room.
- Students must complete the think sheet quietly.

Expectations of School Behavior

Good Citizenship

In order to help our students understand the characteristics of a good citizen at school, we will spend some school time each day teaching our students about good citizenship through the Character Plus program. Through daily announcements, class meetings, small group discussion, and all school assemblies, we will encourage students to remember characteristics of good behavior.

Playground Rules:

1. Play safely and use all playground equipment safely.
2. Remain seated in swings and swing appropriately.
3. Share with others and treat everyone with respect.
4. No foul language
5. No fighting including play fighting
6. Students must always ask permission to retrieve balls that have gone over the fence.
7. No playing on the fence or jumping off fort.
8. Students may not bring hard bats or balls to school. They may not bring any other toy to school without permission of their classroom teacher.

Hallway Behavior

Students must become quiet before they enter the school building. While walking in the hallways, students should walk quietly. While walking in line, students should allow the person in front of them to have their own personal space.

Classroom Behavior

Students are expected to follow their teachers' classroom rules. Each teacher will post his/her expectations in the classroom and discuss them with their students. Also, a copy of each individual teacher's rules and expectations for classroom behavior will be sent to parents the first week of school. **Parents/guardians should read and discuss these rules and expectations with their children.**

Athletics

The objectives of the Athletic Program at Cedar Hill are as follows:

- To provide the opportunity for students to develop the ability to think both as an individual and as a member of a group.
- To provide the opportunity for students to develop self-discipline and emotional maturity.
- To provide the opportunity for students to develop social competence.
- To provide the opportunity for students to learn the value of conforming to rules.
- To provide the opportunity for students to learn respect for the rights of others and for authority.

Behavior Guidelines When Attending Athletic Events

- Behavior expectations are the same as during the school day.
- Cheering for your team is always encouraged as team spirit.
- Respect the calls and judgments of the game official. Do not question an official's call. Being a good sport leaves a positive impression on people. Many times the only impression some people will have is what they see at an athletic event. Be a good representative of our school! Poor sportsmanship on the part of a player during a Cedar Hill event could result in the suspension of playing privileges for upcoming games.

STUDENT COMPLAINTS AND GRIEVANCES

Ensuring a Positive Learning and Working Environment

Jefferson City Public Schools strives to maintain a positive working and learning environment for all students and staff. Over the course of a school year we recognize that there will undoubtedly be situations of concern/complaints to students, parents, staff and the public. Such concerns/complaints are best resolved by addressing them at the level where the concerns originate through communication with appropriate staff members.

Students, Parents and Public

If a student and/or parent have a concern/complaint with an issue related to a specific class, program or staff member, they should schedule a time to meet with those individuals in order to communicate respectfully and professionally the specific concerns.

If after that meeting the student and/or parent are not satisfied with the action taken or answers provided, they should schedule a time to meet with the building administrator who is responsible for the immediate supervision of that class, program or staff member. Again, concerns/complaints should be communicated both respectfully and professionally. If after meeting with the building administrator the concerns/complaints have not been resolved the student and/or parent may address the question to the appropriate chain of supervision at the District's Central Office.

If after meeting with the appropriate Central Office administration and the Superintendent, and if the student and/or parent are still dissatisfied with the decision, they may request that the Board of Education consider the issue by submitting a written request to the superintendent or secretary of the Board detailing the specific concern and requested action. Pursuant to Board Policy KL, the Board will address the matter in an appropriate and timely manner.

Please refer to Policy JFH, AC, and KL

RECOGNIZING GREAT BEHAVIOR, ACADEMICS AND CHARACTER

All School Assemblies

Several times during the year, students and faculty will gather for an all school assembly. Parents and friends are invited to join us as we celebrate successes of our students and to kick off our new character focus at school.

Cedar Hill Character Education Program

In each classroom, a student who has worked hard to honor the student's classroom teacher will choose the character theme. These students will receive certificates at one of the all- school assemblies.

Skyhawk Pride Tickets

Skyhawk Pride tickets are a positive behavior reinforcement that can be given to students by any staff member. This is to recognize students who are being safe, respectful and responsible. All Skyhawk Pride tickets are collected in the office and each week, names are drawn and recognized on the morning announcements.

Skyhawk Stars

Entire classes can be recognized for following the Skyhawk Way... Be Safe; Be Responsible; Be Respectful. When 30 stars are earned by a class, the class is visited by the principal and gets to play PLINKO or SKYHAWK SPIN with a chance to earn a snack, small prize, extra recess or a fun activity with the principal or special guest.

Attendance Certificates

Students in kindergarten through grade five who are absent less than five hours during the school year will receive a perfect attendance certificate at the final, annual awards assembly at the end of the year.

Cedar Hill Commendations of Excellence Letters

Each month, teachers will write commendations for students who have excelled in their classrooms. These certificates will be mailed to parents. Students who receive commendations will have their names announced at the monthly all-school assembly.

Cedar Hill Above and Beyond Award

At the end of 1st, 2nd, and 3rd quarter, one student from each grade level is selected by the staff for the Above and Beyond Award. This award recognizes the students that go 'above and beyond' other students in behavior, citizenship, service and enthusiasm at school. The award and prizes are sponsored by our business partners, (River Region Credit Union and Panera Bread) and several local businesses in the Jefferson City area.

5th Grade Awards

- American Legion Award (5th grade boy and 5th grade girl)
- Thorpe J. and Irene Gordon Courtesy Award (5th grade student)
- Optimist Citizenship Award
- Safety Patrol Award (5th grade patrol student)
- Eight Conditions That Make A Difference



OTHER PROCEDURES AND ITEMS OF INTEREST. . .

BIRTHDAYS

Students may bring treats to share with their classmates on their birthdays. We ask that the treat selected be wrapped or in individual servings. Please, no liters of a drink, or food that needs to be cut up before being served. Again, individual servings of food items that are wrapped are encouraged. This makes the distribution simple with less confusion. Store bought items are preferred. Please make sure the label which lists the ingredients of the food product accompanies the birthday treat. This is to prevent allergic reactions. PLEASE MAKE ADVANCED ARRANGEMENTS WITH YOUR CHILD'S TEACHER IF YOU PLAN TO SEND TREATS. **Invitations for birthday parties will not be distributed at school.**

If your child receives balloons, candy or flowers in the office for a special occasion, the item will be delivered to the child at the end of the school day.

SCHOOL COLORS, CEDAR HILL'S MASCOT AND SPIRIT DAYS

Each Friday at Cedar Hill is designated as "School Spirit Day". Students are encouraged to wear Cedar Hill t-shirts or other Cedar Hill apparel on that day. If your child does not have a Cedar Hill t-shirt, anything green will work. Watch your child's teacher's newsletters or website for dates of other special "Cedar Hill" days this year.

The Cedar Hill Elementary mascot is a Skyhawk and the school colors are kelly green and white. We encourage our students to identify with these symbols as a representation of our school pride and school spirit. T-shirts with the school emblem printed in school colors can be purchased for a very reasonable price from our PTO.

FIELD TRIPS

Students must have written permission from their parents or legal guardians to attend a school sponsored field trip. Students must ride to the field trip on school provided transportation. Students may ride home with parents /legal guardians if the proper form has been completed by the parents/legal guardians.

LOST AND FOUND

Clothing and other student belongings should be clearly marked with the child's first and last name. Articles found in and around the school will be placed in the lost and found, which is located in the downstairs back hallway. Small items are turned into the office and can be claimed by identifying the item by description and name. At the end of each quarter, the clothing will be donated to Goodwill, Salvation Army or an organization needing donations.

TESTING:

MAP (Missouri Assessment Program)

Grade 3-5 will be taking the MAP tests in communication arts and math. Fifth grade will also take the science MAP test. **The MAP window for this school year begins April 11th and runs through May 4, 2017. Parents are asked not to schedule vacations, trips or other**

appointments during testing weeks.

PROHIBITED OBJECTS

Due to the disruptive nature and financial responsibility of recreational objects, such as CD players, radios, I-pods, computer games, baseball or trading cards, toys, etc. we require that students please leave these items at home. Students choosing not to follow this request may be subject to the following:

- Parent or guardian notified
- Object kept in the office until the end of the day and then sent home with the student.
- Object remains in the principal's office until a parent/guardian claims the object.
- Object remains in the office until a conference occurs with the parent/guardian, student and principal.
- Object remains in the office until the end of the school year.
- **IF STUDENTS CHOOSE TO BRING THESE OBJECTS TO SCHOOL AND THEY GET LOST, BROKEN OR STOLEN, THE SCHOOL CAN TAKE NO RESPONSIBILITY.**

USE OF THE OFFICE PHONE

Students will not be allowed to use the office phone for forgotten items, homework or instruments. On fieldtrip days, phone permission will not be accepted. This is for legality purposes.

STUDENT PLACEMENT PROCEDURES

Each fall, the principal is responsible for compiling class lists for the upcoming year. The placement of students is done with great care to ensure all classrooms are balanced in regards to academic ability and achievement, special education students, number of boys and girls, cultural diversity, leaders, personalities, etc. Cedar Hill is fortunate to have excellent teachers that can work with all students. With this in mind, requests for a specific teacher or not to have a specific teacher will not be accepted. Your cooperation is very much appreciated in this effort. If you have any questions, please feel free to contact the principal.

EMERGENCY EVACUATION

In the event of an emergency evacuation of the building, students and teachers will relocate at the east side of the building. The students will remain at this location until it is determined safe to return to Cedar Hill Elementary or students are allowed to go home by their normal means of transportation. Local radio stations will announce emergency evacuations. If students and staff would need to relocate away from the school building, the local media stations will make this announcement so parents are aware of where students will need to be picked up.

SCHOOL AND HOME COMMUNICATION

We pride ourselves on consistent and frequent communication with each student's parent concerning his/her progress. Parents form a vital link in the growth of our students, and we urge them to contact the school whenever concerns arise to obtain information about their child's progress. Conferencing between parents and/or students with teachers provides an opportunity upon which we may devise a plan for ultimate success.

Classroom newsletters, letters from the principal, Cedar Hill PTO newsletters, our school's website, or the district's public information office are ways information is shared with the parents and the community.

A district-wide phone service will also provide timely information/reminders via phone calls to your home. This phone service will also allow the school district to inform all patrons of emergencies or information which needs to be disseminated in a timely manner.

Character Plus Traits/Assemblies for 2016-17

***Assembly start time is now 9:45.**

Aug-- Self-Discipline	No Assembly
Sept--Respect	Assembly 9/30-9:45
Oct-- Responsibility + Above and Beyond Award	Assembly 10/27-9:45
Nov-- Polite	No Assembly
Dec-- Compassion/Kindness	Assembly 12/2/-9:45
Jan-- Hard Working/Motivation + Above and Beyond Award	Assembly 1/27-9:45
Feb-- Honesty	Assembly: 2/24-9:45
Mar-- Trustworthy	No Assembly
Apr-- Accountable + Above and Beyond Award	Assembly: 4/7- 9:45
May-- Forgiving	Assembly: 5/12-9:45

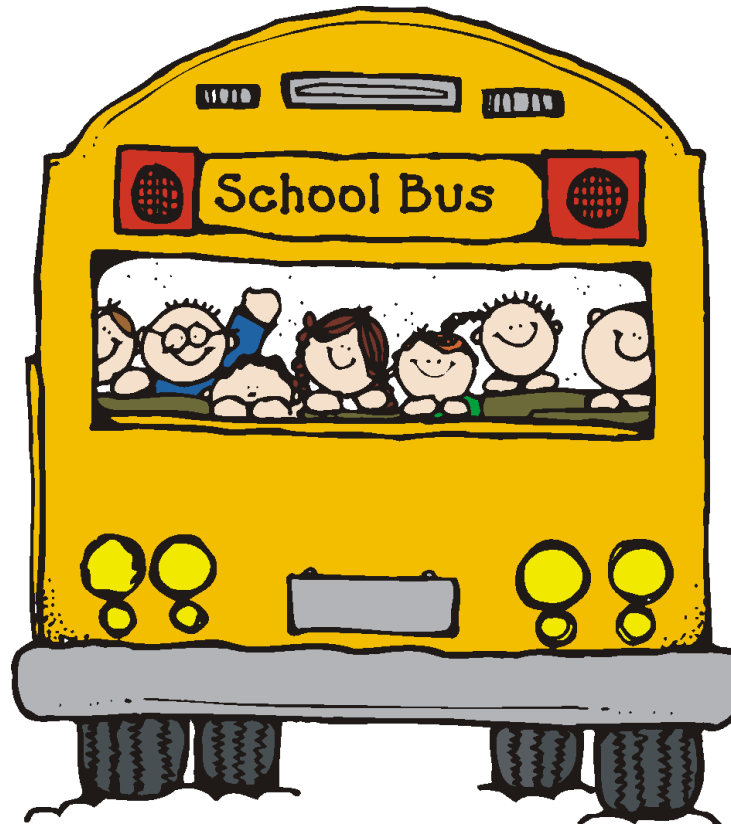
Popcorn Days

Friday, October 14
Friday, January 13
Thursday, March 10
Friday, May 12

Students can prepay for the year- (\$2.00) or may pay \$.50 each time we have a Popcorn Friday.



If you have any questions after reading and reviewing our Cedar Hill School Policies and Procedures handbook, please feel free to call Mrs. Rost, building principal.



Welcome to Cedar Hill!
Together, we can accomplish so much!!!!

Disclaimer: To the extent that this handbook conflicts with Board Policy, the Board Policy prevails.

