

Cedar Hill Elementary

Procedural Handbook
For Parents and Students
2020-21



Great Students! Great Staff! Great Expectations!

Cedar Hill School Information

Office Phone Number: 659-3160

Office Fax: 632-3493

Office Hours: 7:00 a.m.-3:30 p.m.

District Website: www.jcschools.us

(Click on “Select A School”

to access Cedar Hill’s Website.)

JCPS Information Hotline: 635-5277

Counselor, Jessica Engler 659-3160

Nurse, Jackie Prenger: 659-3164

Kitchen Cashier, David Predmore: 659-3162

First Student Transportation: 659-3039

School (Student) Hours: 7:45 a.m.-2:45 p.m

School Colors: Green and White

Mascot: Skyhawk

BUSINESS PARTNERS

River Region Credit Union

Southridge Baptist Church

**If your business wishes to partner with Cedar Hill Elementary, please contact Mrs. Fick.
There are plenty of opportunities for more businesses to partner!**

Cedar Hill's Amazing Staff and Teachers

2020-21

Office Personnel

Stacy Fick.... Principal
Rebecca Hintenach....Secretary
Kathryn Jennings....Office Clerk
Jackie Prenger..... Nurse

Support Staff and Specials

Chloe Phillips..... Music
Rick Rother.....Art
Tara Matson....PE
Jessica Engler....Counselor
Leah Cave.....Resource
Bobby Mundwiller....Resource
Leah Moehlenbrock..Speech
Sarah Rosslan....Librarian
Natalie Mendez....ESL
Kara Wilbers, .OT
Erin Callahan....Psych Examiner
Jaclyn Ousley....Compass Room
Alyssa Angell....Compass Room
Amber Craghead....Instr. Coach
Tammi Hoecker.....Title 1 Reading
JR Royston....Behavior Interventionist
Lisa Carel.....Interpreter
Margie Hoskins.....Interpreter

Food Service and Custodial

Marsha Holzer....Kitchen Manager
Chris DeBroeck.....Cafeteria Staff
Sharon Masterson....Cafeteria Staff
David Predmore....Cashier
Roger Meier.....Night Custodian
Darrell Davenport...Day Custodian

Paraprofessionals

Lauren Albertson
Elizabeth Turner
Gus Kollmeyer
Mary Sue Armstrong
LeAnn Gottschalk
Jaclyn Wieberg
Donell McGloson

Kindergarten

Amy Dutcher
Jennifer McBaine
Jessica Long

First Grade

Stephanie Green
Ashley Stockman
Tawnya Veit

Second Grade

Allison Linck
Jennifer Ratliff
Casey Dickey

Third Grade

Maggie Scott
Aimee George
Ashleigh Haslag

Fourth Grade

Katie Brockman
Elizabeth Gordon
Mary Jo Williams

Fifth Grade

Amy Backes
Joanne Cash
Paige Haslag

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. Meetings are scheduled monthly, on the third Monday of each month at 6:00 p.m.. This year, meetings will be held virtually.

Room Parties:

At this time, more information will come out regarding party dates and time, and our plan to celebrate while staying safe.

Volunteer Program

Cedar Hill's Volunteer Program is organized by the office, along with the PTO. There are several ways in which you can be involved. Currently, our Volunteer Program is on hold.

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 FRIDAYS each week starting August 31. 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. Jessica Engler, serves Cedar Hill Elementary. Mrs. Engler'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. Engler if concerns about your child arise.

Media Center Program

To begin the year, the librarian will be visiting the students in their classroom with a smaller selection of books, and lessons on media center.

The library is open from 7:30 a.m.-2:45 p.m. daily. Mrs. Rosslan is our Library Media Specialist. 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.

Y-Care Program

Y-Care is available on-site through the local YMCA for students needing early supervision.

Y-CARE is after school care only, from 2:45 p.m. to 5:30 p.m. Information regarding Y-Care may be obtained by calling the YMCA at 761-9000.

Food Service Program

Breakfast and lunch are served each day in your child's classroom. Students may bring their own lunches from home, but breakfast should be school provided or eaten at home. No breakfasts may be brought in at this time.

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, Mr. David Predmore regarding any questions you have about the status of your child's breakfast or lunch ticket.

Lunch, Recess and Specials, OH MY!

This year, Art and Music will be held in your child's classroom while PE will be outdoors as much as possible. When indoors, PE students will be socially distanced in the gym.

TRANSPORTATION

STUDENT DROP OFF AT THE BEGINNING OF THE SCHOOL DAY

All students may enter the building at 7:15 a.m. through the BACK entrance. This year, students will move directly to their classrooms versus gathering in the gym as they typically do.

SCHOOL DISMISSAL PROCEDURES

Car Riders: EXPECT THE PROCESS TO TAKE LONGER THAN IN NORMAL YEARS. PLEASE BE KIND TO OUR CAR RIDER SUPERVISORS.

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 transferable 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.

When you arrive at the drive, you will be checked in by a staff member twice. The first check in will be to call your child to the pick up area. The second check in will be to call your child specifically out to the cars for loading. Because we can no longer gather up the car riders into one area, we must distance them and keep them in classrooms until their ride arrives.

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 2:00 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 2:35 or after 3:05 p.m.

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.

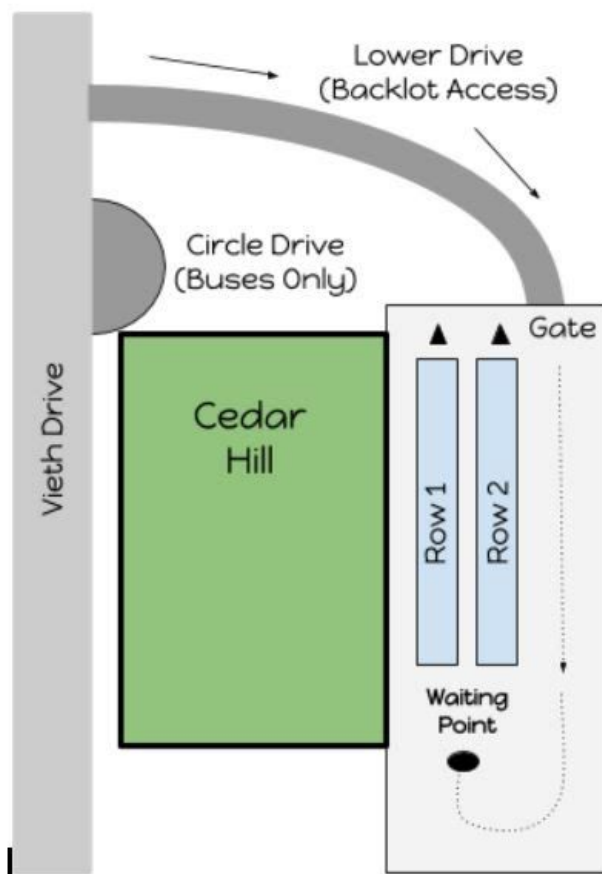
Parents of students who are car riders should be in the car line at Cedar Hill between 2:30 and 3:05. After 3:05, students who are remaining will be picked up at the office. All students must be picked up by 3:05.

The teachers on car duty will load 20 cars at a time. Please put your CAR IN PARK while waiting to load.

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 3:15 p.m.)

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).



All Cars will enter **Cedar Hill Backlot** from Vieth Drive.

- Follow backlot drive behind Cedar Hill.
- Staff will view Student Transportation Cards (Green Cards) before **GATE**.
- Follow Blacktop loop to assigned row and stop at a cone, if 1st car in each row.
 - **Row 1:** 1-10 cars in group
 - **Row 2:** 11-20 cars in group

If rows are full, stop at **WAITING POINT**

- Cars not in current dismissal group (Row 1 and 2) will wait behind both rows until students and cars are clear.
- Staff will signal to advance next group.
- **General Advice:** follow car in **front** of you if you are unsure. Please do not change rows or advance without direction to ensure safety and correct dismissal groupings.

Walkers:

At 2:40 p.m., the “walkers” are dismissed to the front lobby. Staff will be present to supervise students crossing Vieth and our side driveway.

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 2:40 p.m., bus riders will be dismissed to the load buses with their classroom teachers. 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. **STUDENTS WILL BE MASKED PRIOR TO GETTING ON THE BUS AND SHOULD REMAIN MASKED FOR THE DURATION OF THE RIDE.**

CHANGES IN ROUTINE

We understand that changes need to occasionally be made that involve transportation changes. Please call the front office prior to 2:00 PM, and we will let the teacher and student know in advance. We will not dismiss a

student from the front office after 2:40 p.m.. 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.

SCHEDULING OUTSIDE APPOINTMENTS

It is our goal for every student to have at least 90% attendance. If at all possible, please try to schedule appointments after school or on early release days. We appreciate this so that we have every opportunity possible to teach 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 7:45 a.m., all students are to report to their homerooms. **Students arriving after 7:45 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 children 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 school rules.

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.

Consequences of Poor Choices

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 with 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.

Expectations of School Behavior

Good Citizenship

In order to help our students understand the characteristics of being 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. Foul language, insults, put-downs, taunting and excluding is not acceptable.
5. Fighting including play fighting, results in serious consequences.
6. Ask permission to retrieve balls that have gone over the fence.
7. Playing on the fence or jumping off fort is unsafe and not allowed.
8. Please do not bring any toy to school without permission of 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 teacher's 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. These 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 has 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 the specific concern. It is expected that all parties remain respectful and professional during such conversations.

If the student and/or parent are not satisfied with the action taken or provided answered after the initial meeting, 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, it is expected that all parties remain respectful and professional during such conversations.

If the concerns/complaints have not been resolved after the second meeting, the next step would be for the student and/or parent to address the questions to the appropriate chain of supervision of the District's Central Office.

If the parent and/or student are dissatisfied with the decision after meeting with the appropriate Central Office Administration and the Superintendent, 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 JFK, AC and KL.

RECOGNIZING GREAT BEHAVIOR, ACADEMICS, LEADERSHIP AND CHARACTER

All School Assemblies

At this time, school assemblies have been put on hold, however classrooms will still celebrate achievements. More information will be coming home about this.

Skyhawk Bucks

Skyhawk Bucks 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, responsible and showing leadership. The Skyhawk Bucks will be used to earn class rewards, individual rewards and school-wide fun!

OTHER PROCEDURES AND ITEMS OF INTEREST...

BIRTHDAYS

Students may bring treats to share with their classmates on their birthdays. Store bought items are required. This year parents should drop the treats off at the office. 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 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

At this time, all field trips have been postponed. When they resume: 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 description and name. At the end of each quarter, the clothing will be donated to Goodwill, Salvation Army or an organization needing donations.

MISSOURI ASSESSMENT PROGRAM (MAP)

Grade 3-5 will be taking the MAP tests in communication arts and math. Fifth grade will also take the science MAP test. We will send out a specific testing scheduling when the time draws near. We appreciate if families refrain from scheduling planned vacations and other absences during this time.

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, and toys, 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.**

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 SAFETY

Even more than learning, safety is a top priority for Cedar Hill staff. Our number one goal is to promote the safety of our students, and of one another. This year, we have implemented new safety procedures to help ensure the safety of all.

1. Please expect the office staff to ask for your I.D. Be prepared and please do not be offended.
2. Expect to sign in each and every time you enter the building beyond the front foyer. This includes assemblies, parties and other school events during the school day. It will take a bit longer to sign in, but it's for everyone's safety. If your visit doesn't require you to pass through the foyer doors, we will ask that you remain in the foyer.
3. Expect additional JCPD presence.
4. Expect more communication about safety drills.
5. Expect work from your school safety team to focus on three goals this year:
 - a. Increase safety at all school wide events in which our parent community is invited.
 - b. Increase accurate, effective training for Active Intruder situations.
 - c. Be more proactive, instead of reactive to our environment and potential safety threats.

CELL PHONES AND ELECTRONIC DEVICES

It is strongly recommended that students and parents carefully weigh the choice of whether or not to bring personal cell phones, music players, cameras, and other electronic devices to school. These items can be disruptive to the learning environment, often create discipline problems, and are frequently damaged, lost, or stolen. Parents are reminded that in case of an emergency, the main office is the appropriate point of contact to ensure that your child is quickly reached and assisted. If students do bring cell phones and/or other electronic devices to school, they will need to be turned off during the school day and stored in their backpacks or assigned lockers. Students who bring cell phones or other devices to school are responsible for the safety and security of those devices. Headphones or ear buds will need to be stored securely and should not be worn during school unless the teacher has approved an activity that requires listening on chrome books or school provided media. The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school. Cell phones and personal electronic devices will not be used during any part of the school day, therefore, should not be visible during the school day.

JG-R1

Technology Misconduct (see Board policy EHB and regulation EHB-R)

Unauthorized use of cellular telephones, personal computers, or unauthorized use of electronic devices during instructional time.

First Offense:	Teacher/Student conference, temporary confiscation of device, and/or detention.
Subsequent Offense:	Teacher/Student conference, principal/student conference, temporary confiscation of device, detention, or 1-180 days out-of-school suspension.

SCHOOL AND HOME COMMUNICATION

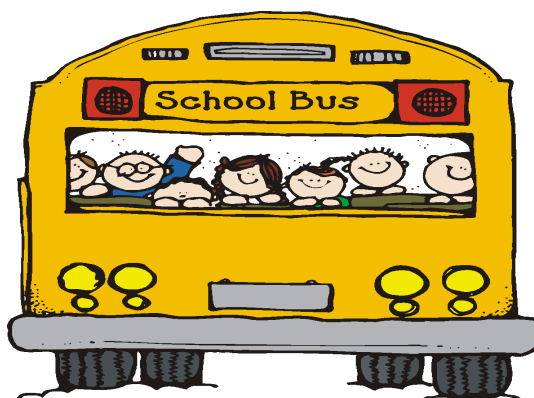
We pride ourselves on consistent and frequent communication with each student’s parent concerning his/her progress. Parents form a vital link in the growth of our students, and we urge them to contact the school whenever concerns arise to obtain information about their child’s progress. Conferencing between parents

and/or students with teachers provides an opportunity upon which we may devise a plan for ultimate success.

Classroom newsletters, the “Remind” app, letters from the principal, the Cedar Hill Facebook page, 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.

BUS RIDER DROP-OFF POLICY/PROCEDURES for JC SCHOOLS STUDENTS UTILIZING FIRST STUDENT TRANSPORTATION



Per First Student Transportation policy, drop-off for young school bus riders requires that an authorized individual be present to receive the student when he/she disembarks the bus.

Young school bus riders are defined as:

- During the regular school year (August-May): Kindergarten and 1st grade students
- During summer school (June): incoming Kindergarten, 1st grade and 2nd grade students

Additionally, some students have an Individualized Education Plan (IEP) which requires an authorized individual to be present when the student disembarks the bus.

Authorized individuals include:

- A parent or guardian

- A sibling (3rd grade or older)

First Student school bus drivers are asked to verify the identity of the authorized individual at the bus stop, if that person is unknown to the driver. Bus drivers are instructed to contact First Student dispatch before allowing a student to disembark if the driver is unsure of the student's age and/or the individual at the bus stop.

If families are not able to meet this requirement, parents/guardians should contact First Student Transportation at 573-634-7645.

Cedar Hill Elementary Re-entry Plan 2020-2021

Foundational Priorities

Our plan for returning to school is built around the following foundational priorities identified in the Jefferson City School District Re-entry plan that provide for layers of protection for students and staff at Cedar Hill Elementary:

1. Increased Sanitation Efforts
2. Social Distancing
3. Staff & Student Screening Measures
4. Personal Protective Equipment
5. Limited Visitor Access to Buildings
6. Virtual Education Options
7. Procedures for COVID-19 Infections

Cedar Hill Elementary School Opening Plan 2020-2021

As we begin the school year, there are several strategies that we will be implementing during the school day to provide the highest level of safety and protection for students and staff at Cedar Hill Elementary School.

Our Universal Strategies:

1. We will keep small, stable groups of students' together throughout the day to create school families that minimize contact with other classrooms and students and exposure to infection.
2. We will provide students with skills necessary to socially distance themselves from others in the building and help in the sanitation efforts to minimize exposure.

3. We will follow district, state, and federal guidelines for sanitation, social distancing, staff and student screening measures, personal protective equipment, limited visitor access, and procedures for COVID-19 infections.

RE-ENTRY INFORMATION FOR CEDAR HILL FAMILIES

Goal: In order to keep safety and health at the forefront, our goal is to keep each classroom or “cohort of students” contact with other classrooms and students minimized as much as possible. We hope to accomplish utmost health and safety by implementing the following:

1. Arrival Time: **NEW 7:15 am arrival. Students are tardy at 7:46 a.m. Students may not be dropped off prior to 7:15 a.m.** New routines will be set into place to allow staff and students to socially distance and have temperatures checked as they enter the building. The building will open at 7:15. As students arrive, they will enter the school and go directly to their classrooms. A thermal imaging system will check temperatures of students as they enter the building through the front door, and any student with an elevated temperature will be immediately taken to the nurse for a temperature screening. Any student arriving in the parent drop off area will have their temperature taken manually by a staff member. All students will go directly to classrooms instead of reporting to a common area to maintain social distancing.
2. All classrooms will be equipped with hand sanitizers at each door. We will use a process called Gel In/ Gel Out. Kids and adults will Gel In/ Gel Out upon entering and exiting the classroom.
3. Seating: Students will be spread throughout the classroom. Students will be assigned a desk area (no flexible seating) in their classroom. If students are partnering, which they can, they will sit shoulder to shoulder instead of knee to knee. It's recommended to have students facing the same direction when they are seated. Tables can still be used, but seats should be assigned. A combination of desks and tables will be used for student seating. When tables are used, a plexiglass divider will be on each table.
4. Social Distancing: Our definition of Social Distancing is 3-6 feet when seated without barriers. It's not practical or enforceable to keep our kids six feet apart at all times. This negates much of the very important social interaction they so desperately need at this time. Remember, our main goal is to keep our cohorts of students together as much as possible, and minimize contact with other classes. Think of the cohorts like a family.
5. Maximize classroom space: this means that all unnecessary furniture has been removed from classrooms, including soft seats (like sofas and cushions) because of the inability to properly wipe and sanitize. By removing excess furniture, we create more space for the children to be distanced.
6. Minimize shared supplies: teachers are creating practices that reduce shared supplies. For example, students will not use each other's pencils. (in the past we have had shared pencils and other supplies).

We are working towards purchasing other items that can be their own, for example individual white boards. These are used regularly and in all classrooms.

7. Classroom Jobs: Students will be responsible for wiping down their desk surface, chair back, own supplies, chrome books. We want to teach best practices for working together to help keep the classroom clean. The products the district has ordered are safe for students to use. We also understand that this will be assigned as appropriate by grade level. Our older students are capable of more sanitizing and cleaning responsibilities than our youngest students.
8. Small groups: We are continuing with small group work as we always have. Here are some things we are doing to make safe changes: making groups smaller so that we can distance them and teaching staff farther apart. Have students use Germ x prior to coming to the small group table. Wiping down the table surface between groups.
9. A restroom schedule will be provided so that classes do not overlap during restroom break. Our restrooms will be sanitized continuously through the day. Students will be sent out to individually use restrooms for emergencies only.
10. Minimize movement throughout the building. We realize the implications of staying in our classrooms for extended periods. But, for now, remember the goal. We want to minimize contact with other students and groups of students. We will look for creative ways to spend more time outside.
11. Meals will be served in classrooms. Library, Music and art will be in classrooms. PE will be outside as much as possible and a grid style gym set up for days indoors. These are LESS than desirable scenarios, but if we were to use those common spaces, we are creating more opportunities for cross-contamination.
12. Visitors: Big Brothers/Big Sisters, Mentor students and Reader Pals are on hold. All parents and visitors will be required to stay in the foyer only. For essential visitors, they will Gel In/Gel Out, sign in for contact tracing and limit their contact with only those individuals as necessary. (an example would be the copier repair people)
13. We will not be having Open House. Look forward to your child's teacher communicating with you specifically, and a creative, virtual Open House to come.
14. Recess: Each class will remain together as you play at recess. (So, only Mrs. Smith's class plays together in an assigned area) The assigned areas will rotate daily. We will have three zones. Green Zone: (upper grassy area by the fort), Blue Zone: (Upper playground to include basketball goals and picnic tables), Red Zone: Playground structures and kickball field areas. The grassy soccer field will be left for PE classes held outside. We are working to get some playground equipment for each classroom. Each zone will have their own lining up area.

15. Water bottles with lids will be allowed in classrooms. The fountains will be turned off except for the bottle filler. We encourage water only.
16. Arrival and Dismissal: New routines will be set into place to allow students to socially distance and have temps checked as they enter the building. Students will arrive and go directly to their classrooms. We encourage parents to bring and pick up their children if at all possible. We understand that this will create more time for you in the mornings and afternoons to wait, but we ask for your patience as we implement some new procedures.
17. Students will not be allowed to congregate in hallways, restrooms etc. When traveling in the hallway, we will work to maintain as little contact with other classes as feasible. We will not keep kids 6 feet apart but far enough to respect space between students and encourage them to face the same direction.
18. While masks are not required of students, feel free to send them with a mask if you'd like. We want kids to feel comfortable, but if you plan on sending a mask, we will work to make that happen as much as possible, but it will be the responsibility of the parent to work with their child to get them to keep it on as much as possible.
19. Masks are required of staff when they cannot socially distance from the students. This will occur at different times for different staff depending on their activity at the given time.
20. Students who ride buses will be required to sit in an assigned seat and wear a mask. Those students will need to bring their own masks from home. Because of the social distancing challenges of riding a bus, as well as keeping masks on all students during route, we encourage, if at all possible, for students to be car riders to and from school for the time being.
21. There are many questions about the "what if's" if a classroom is affected by COVID (staff or student). We will follow the direction from the Health Department about notification, length of quarantine, who has to quarantine and if the classroom or even school needs to shut down. There are many factors that determine next steps if we do have a positive case. More information will come on this topic from our District Health Directors.
22. After School Care: The YMCA is still providing YCARE in the cafeteria after school each day. They are following some of the same protocols that we are in school. For more information about the YCARE program and specific protocols, we encourage you to contact the YMCA.