



Cedar Hill Elementary School! Home of the Skyhawks and Missouri's BEST kids!!

Cedar Hill Elementary School Contact Information

Office Phone Number: 573-659-3160

Office Hours: 7:00 a.m. – 3:30 p.m. (M-Th)

7:00 a.m. - 3:00 p.m. (Friday)

Student Hours: 7:45 a.m. – 2:45 p.m.

District Website: www.jschools.us

Click on "Schools" to access the Cedar Hill Website

First Student: 634-7645

JCPS Information Hotline: 635-5277

School Motto: Great Staff, Great Students, Great Expectations!

School Mascot: Skyhawks

School Colors: Kelly Green and Yellow

Cedar Hill Staff 2024-25

Office Personnel

- Stacy Fick.... Principal
- Rebecca Hintenach....Secretary
- Kaylie Porter....Office Clerk
- Jackie Prenger..... Nurse

Food Service and Custodial

- Monica Reyna...Kitchen Mgr
- Michelle Kutcher...Cashier
- Becky Hood..... Custodian
- Alicia Dulle...Day Custodian

Second Grade

- Joshua Ferguson
- Sam Kelly
- Casey Dickey

Third Grade

- Stephanie Green
- Caroline Rollings-Lesch
- Hailey Clardy

Support Staff and Specials

- Chloe Phillips..... Music
- Rick Rother.....Art
- Tara Matson....PE
- Jessica Engler....Counselor
- Meagan Johnson...Resource
- Andria Zielman....Speech
- Bridget Holternan...Speech
- Julie Sooter....Librarian
- Natalie Mendez....ESL
- Kara Wilbers,. .OT
- Erin Callahan...Psych Examiner
- Raquel Gabaldon....BASE
- Kelly McDaniel....BASE
- Michelle Komoroski, BI
- Amber Craghead...Instr. Coach
- Mary Jo Williams.....Title 1
- Arielle Dooly...Interpreter
- Kristen Ferguson...Orchestra
- Hannah Libbert....PT
- Louise Whitworth....Blind Ed.
- Andrea White.....Deaf Ed

Paraprofessionals

- Heaven Feely
- Allison Siebeneck
- Allison Peak
- Shelby Kinnaman
- Melissa Bernskoetter
- Jennifer Bond
- Karen Peterson

Kindergarten

- Lauren De'Sha
- Jennifer McBaine
- Jessica Long

First Grade

- Gretchen Crane
- Ashley Stockman
- Tawnya Veit

Fourth Grade

- Katie Brockman
- Paige Haslag
- Lexie Fortner

Fifth Grade

- Carrie Cornwell
- Carissa Graves

Full Time Substitute:

- Stephanie Forck (MWF)
- Monica Gordon (TTh)
- Mackenzie Sanford (M-F)

- Megan Nieland ...Ed Diag

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. When a student misses instruction, it is very difficult to give them the same level of learning as if they were present. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Excused absences are still considered absences and will be documented through our daily attendance report. Students arriving late and being picked up early also count against a student's daily attendance. PLEASE try to schedule all doctor's appointments, lessons, and extracurricular activities after school or on non-school days to preserve academic time for your child.

Please refer to the Jefferson City School District Elementary Handbook for more information about attendance policies and procedures.

REPORTING ABSENCES

For the safety of your child, parents are required to notify the school office anytime a student must miss school for any length of time. If it is necessary for a student to stay home due to illness or other reasons, the student's parent/guardian must call the school office at (573) 659-3160 by 8:30 a.m. If calling the school is not possible, the student should return to school with a parent/guardian or written notification from the parent/guardian, stating the reason for the absence and the days missed from school.

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.

STUDENT ARRIVAL PROCEDURES

When can my child be dropped off?

School doors open at 7:15 a.m. each day. There is NO before school supervision provided for students until 7:15 a.m. There will be teacher supervision at the back cafeteria and front doors each morning beginning at 7:15 for student drop-off.

Where do I drop my child off?

Parents are to drop off ALL students at the cafeteria doors of the school by the gym. Front doors may also be used after 7:30 a.m and the buses have left the front lot. Please follow the directions of the staff supervising traffic in the mornings. Students being dropped off will enter through the side doors by the gym until 7:45 a.m. We take traffic safety very seriously and anyone violating the rules of dropping off and picking up students will be required to park along the street and walk in to retrieve their child(ren).

What is the process for dropping my child off?

Please follow the directions of the staff supervising traffic in the mornings. For safety and efficiency, we ask that children be ready to exit the vehicle on the school side, and pull up as far as you can when dropping off, in the front or the back. School personnel may ask that you park on the street and ready your child if a quick, safe and efficient drop cannot be made.

Where does my child go once they enter the building?

7:15-7:45 -They will go directly to their classroom or go to the cafeteria to grab breakfast. For grades 2-5, breakfast will be served in the cafeteria and taken to classrooms to eat. For grades K and 1, students will eat their breakfast in the cafeteria.

7:45+ - Students should report to the office **with their parents** for a tardy pass. Parents should ALWAYS park and walk their children into the school building if they are tardy. If this procedure isn't followed, your children are unaccounted for and unsupervised, which equates to an unsafe situation that we cannot control.

TARDY POLICY

Students arriving after 7:45 a.m. are considered tardy and must report to the office for a pass. **Parents must sign-in late students at the office.**

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.

Excessive tardies can lead to revoked special permission.

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. **Parents/guardians must be on the student's contact list or they will not be allowed to leave with the student. For the safety of our students, please have your photo I.D. available when you come to the office to pick up your student.**

STUDENT DISMISSAL PROCEDURES

Students will be sent home as the parent indicated on the transportation form during registration. If you need to change the way your child goes home, you must notify the office by 1:45 p.m. that day in writing or by a phone call. Students will not be sent home an alternate way without written or verbal permission from the parent to the office staff. Once the dismissal process begins at 2:30 p.m., we will not interrupt the flow. If you want to pick your child up earlier than the time frame spelled out, you will need to do so prior to the designated time.

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

Dismissal is a procedural process and will need to be followed to ensure the safety of all of our students. Please help us out by following the procedures and guidelines set forth. In order for the process to work effectively, efficiently, and fairly, we need everyone to do their part to comply.

When are car riders dismissed?

At 2:35, the "car riders" will start being dismissed to the gym as parents/designated adults arrive in the car rider line. Parents/designated adults give their name to the staff member working at the entrance to pick up, and students are notified at that time. In order for your child's name to be called, drivers must be able to present school personnel with the GREEN CARD issued to your child at the beginning of the year. Cards can be used from year to year. Vehicles without the GREEN card will have to report to the office.

Where do I get GREEN cards that are required for car rider pick up?

Parents of new students will be given cards at the beginning of the year. Once your student has a card, it can be maintained for the course of their enrollment at Cedar Hill. You may request additional cards from the office if necessary for your family situation. You must have the card with you as part of the pick up process. Students will not be called out without the card. This is strictly for safety measures.

What is the procedure for picking my student up as a car rider?

From Veith Drive, you will turn the side driveway. Two lines will start forming along the inside of the playground fence. (gymnasium side). There will be an orange cone at the beginning spot for each line. Staff will escort students out of the building to your car. If you are picking up more than one child, you will have more than one card. ****ONE CARD PER CHILD. ****

If my student attends YMCA After School Care, what is the earliest that I pick them up from the cafeteria?

You will be allowed to pick up students from YCare beginning at 3:00 P.M. YMCA staff will supervise students in the cafeteria and other designated areas of the school until parents or guardians are able to pick up students. YMCA Staff will have parents sign out students each evening.

If you need your student to leave earlier, be sure to contact the office by 1:45 to let them know your student should be a car-rider, and you can then pick them up in the car-rider line at dismissal time.

When are bus riders and walkers dismissed?

At approximately 2:40 p.m., the bus riders and walkers will be dismissed.

Walkers will be supervised crossing the street to go across Veith and across our SideDriveway to continue their walks home. A teacher/safety patrol member will supervise them to the edge of the school property. **Students walking should truly be walkers. Vehicles will not be allowed to park alongside Veith Drive to pick students up. If a child is being picked up in a vehicle, the process of the car rider line needs to be followed.**

Can I get my child off the bus during the loading/dismissal process?

Not unless it is an extreme case. Attempting to retrieve a student off the bus at the last minute is confusing to the child, the bus driver, and often the staff supervising the buses. If you want your child to be a car rider instead of a bus rider please call the office by 1:45 p.m., and we will let the teacher and student know in advance.

What is the latest time that I can pick my child up after school?

At 2:55 p.m. any "car riders" who have not been picked up on time will be brought to the office, and parents will be contacted to pick them up. It is expected that students will have departed from school grounds by 3:00 p.m. Exceptions to this may be those students involved in YMCA After School Care or activities under the direct supervision of a sponsor or teacher. The principal will contact the parents of any students who are repeatedly late being picked up from school.

AFTER SCHOOL CARE - YMCA AND/OR BOYS AND GIRLS CLUB OPTIONS

After school care options may include: YMCA - on site at Cedar Hill available until 5:30P.M. or Boys and Girls Club (off site) until 6:00 P.M. (students bused from Cedar Hill to the off site location).

For more information on the cost of available after school care programs, please reach out to the Boys & Girls Club or the YMCA. The fee structures may vary depending on household income. Financial assistance or scholarships may be available. Information can also be obtained on the district website.

CHANGE OF ADDRESS OR PHONE NUMBER

It is very important that every student maintain an up-to-date address and telephone number recorded at the school office. Notify the school immediately if you have a change of address, cell-phone number, or work telephone number during the school year.

CUSTODY OF CHILDREN

Custody of children can be a very difficult situation. Many times, it is a problem determining whether or not a child can go with a particular parent or relative. If there is a situation in your family in which a child is not allowed to go home with a particular parent or individual, please make sure the school office has a copy of the legal documentation.

BREAKFAST/LUNCH PROGRAM

Nutritional breakfasts and lunches are served at Cedar Hill. **Breakfast is available in the classrooms between 7:15 and 7:45.**

The same meal account can be used for both breakfast and lunch. Appropriate forms for free/reduced lunch rates may be picked up from the office. Checks for school lunches should be made payable to Jefferson City Public Schools. Parents can also add money to the students' accounts online using www.myschoolbucks.com on the district website. The amount paid is credited to the student's lunch account. If you have questions regarding the status of your child's lunch account, contact the cafeteria cashier at (573) 659-3160. The cashier will notify students when their lunch account is about to run out.

Any food item brought to school is to be stored in a container not made of glass. Students are not permitted to bring a soda to drink with their brought lunches. Students who bring their lunch may go through the lunch line to purchase milk or bring water.

EMERGENCY PROCEDURES AND SAFE HOUSE

Emergency procedures have been developed and are in place to cover any foreseeable problems. Those procedures are practiced throughout the school year.

In the event of a required evacuation from the building in which we are not allowed back inside, all students will be relocated to our safe location, SouthRidge Baptist Church. The bus will still transport students who typically ride the bus home.

LIBRARY MEDIA CENTER

The media center/library is located down the main hallway from the office, and is open daily. Books may be checked out for one week and renewed for another week if necessary. Lost and/or damaged books shall be the responsibility of the student checking out the book.

SCHOOL COUNSELORS

Students are encouraged to become familiar with the counselors. Any students nominated for small group counseling will receive an opt out letter to inform the parent. The counselors are not typically available for long term individual counseling sessions, however, a list of community resources for individual counseling can be provided upon request.

PARENT TEACHER CONFERENCES

We encourage ALL parents to attend parent-teacher conferences. At the first parent-teacher conference in the fall, the teacher will discuss your child's progress in school and learn more about him/her from you. During the second student-led conferences in early spring, your child will lead the conference and inform the parent/guardian of their academic progress. Your child's teacher will schedule a time that is convenient for you on both occasions. For two household families, we ask that only ONE conference for each child is scheduled.

SCHOOL AND HOME COMMUNICATION

We pride ourselves on consistent and frequent communication with each student's parents 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, our school's website, social media (Facebook, Twitter and Instagram), the school marquee, and the School Messenger System which sends out phone messages, emails, and text messages about upcoming events and information are ways information is shared with the parents and the community.

The district-wide School Messenger phone service will also provide timely information/reminders via phone call and/or text messages to your phone. 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

REPORT CARDS AND MIDTERMS

Please note: Every effort is made to communicate the progress of each student in regards to their academic and social growth.

Kindergarten through Fifth Grade uses a report card with specific objectives listed. With standards based grading, students will be evaluated based on a scale to communicate your child's progress. The scale will indicate if your child is meeting the grade level standard, partially meeting, or not meeting.

Report cards are ONLY available via Parent Portal, and a paper copy will no longer be sent home.

Parents can view their child's academic progress using the Parent Portal at any time during the school year. Sign up in the office for a Parent Portal account.

REQUESTS FOR TEACHERS

Due to the number of students enrolled at Cedar Hill and the detailed process we follow for creating class lists, we will not be able to honor requests for specific classroom teachers. It is our belief that all of our teachers are highly qualified to work with each child that is placed in their care for the school year.

BACKGROUND CHECKS

“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.”

All parent volunteers/mentors must complete a volunteer affirmation, name search, and/or a background check through the district. This includes anyone who wants to assist with classroom parties and/or field trips. The Board of Education will pay the fee for the background check. You can pick up and return the forms to the school office.

CLASSROOM PARTIES

We have three classroom parties each year: Fall Parties (Oct), Winter Parties (Dec) and Valentine Parties (Feb).

We limit the number of parent helpers at each party to keep our school environment manageable, safe and orderly, even during party days. A sign up list will come out prior to each party. We ask parents to sign up only once to help so that all parents can have a chance. **Any treats brought into the classroom must be store bought and individually wrapped in order to reduce health risks.**

BIRTHDAY PARTY AND PERSONAL PARTY INVITATIONS

Invitations to personal birthday parties **MAY NOT** be given out at school or on school grounds to a few select individuals. If **ALL** students in the classroom are being invited, then it will be permitted. We do not want to cause hurt feelings with students that may be potentially left out of the invite.

CLASSROOM BIRTHDAY TREATS

Students may bring store bought, individually wrapped treats to share with their classmates on their birthdays. Please consult your child's teacher regarding the number of treats and the best time to schedule the treats. Please do not send drinks or items that have to be cut and served. Birthdays are recognized daily during announcements.

SCHOOL PICTURES AND STUDENT YEARBOOKS

Fall school pictures will be taken each year. Orders must be preselected and prepaid. Spring Pictures will be taken during the second semester. You will be notified in advance. Orders will be taken for yearbooks in the spring of the school year. A small number of yearbooks from the previous year will be available for purchase after the school year is over.

MONEY AND MISCELLANEOUS NON-SCHOOL ITEMS

To avoid potential problems, please do not send students to school with extra money or miscellaneous non-school items in their pockets, coats, and/or backpacks.. To send money to school for a payment, place it in a sealed envelope with the name of the student, your name, and place or activity on the front. Please instruct your child to give the envelope to the teacher. Toys, playing cards, playing devices, and electronic games are not needed at school or on the buses. Please leave these items at home.

CELL PHONES AND PERSONAL 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 day and stored in their backpacks. Students who bring cell phones or other devices to school are responsible for the safety and security of those devices. Headphones or earbuds 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.

At any time, if the cell phone or electronic device becomes a hindrance to the learning environment, the device may be kept in the office until a parent or guardian is able to retrieve it.

FIELD TRIPS

All students attending a field trip should ride the school bus to and from the designated field trip unless it is necessary for an alternate arrangement. It is also expected that students stay at the field trip for its entirety unless an unforeseen situation requires an early dismissal from the trip. All field trip volunteers must complete and pass a name search and background check. Parents who volunteer must provide their own transportation on the trip. Please make arrangements to leave non-school age children with an alternate care-taker as they should not be part of the field trip. Field Trips are a privilege and if students' behaviors are disruptive, and not up to the standards expected, they will be asked to stay at school.

LOST AND FOUND

Clothing, tote bags, 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. Parents/students are responsible for searching through the lost and found themselves (before and after school) if their child has lost an item. Each quarter, all items are laid out in the hallway and teachers walk their classes past the items to give students one last chance to claim any belongings before they are donated to a local organization.

DRESS CODE

Our goal is to provide an optimal learning environment for all students. **If, in the judgment of the classroom teacher or the building principal, any student's mode of dress or appearance (including hair styles or unnatural colors) detracts from the learning climate, the principal may contact the student's parents and ask them to help correct the situation or, otherwise, provide the student a choice of clothing or opportunity to correct the situation so that it is not distracting.**

Clothing should not be too tight, have negative or inappropriate captions, promote alcoholic beverages, tobacco, etc. All tops and pants/slacks must cover the stomach, back, and shoulders. Spaghetti straps, halters or low cut tops and dresses, either front or back, should be saved for non-school functions. Any child wearing a hat or other fabric on the head to school will be asked to remove it while in the building. Any attire associated with gang behavior, such as bandanas, will not be allowed on the head.

Children should wear shoes that are appropriate for P.E. classes and daily playground running, jumping and playing. The Art, Music, and PE schedules are on the teacher newsletters. Please do not send your child to school in flip flops if they are scheduled to have PE class. Students may bring tennis shoes to change into for this class.

RECESS

Students in grades K-4 have (2) recesses scheduled daily with their grade level teachers, (5th grade has (1) recess per day), with the second one being optional depending on day, grade level, and activity in the classroom. Decisions to have outside recess during cold weather depends upon the temperature and the wind chill factor - both must be above 20 degrees. Always dress your child for outside recess. Students will have supervised time in their classroom or in the gym on days when weather prevents outside recess. Quiet games, talking with friends, etc. are usually allowed by the teacher in charge. All students with medical excuses will be allowed to remain in the building during scheduled outside recess. Each day the child is to stay inside, a note is required by the parent or guardian. **Visitors will not be allowed to go onto the playground or in the classroom during recess times.**

STUDENT BEHAVIOR AND DISCIPLINE/CONSEQUENCES

We want to create and maintain an environment that supports students in becoming safe, respectful, and responsible learners. We will work hard to teach, model, and practice with students the outlined expectations, routines, and procedures that help foster a predictable environment. We will strive to hold students accountable by positively reinforcing the outlined expectations, routines, and procedures and by building strong, positive relationships across the building.

We want a strong partnership with you to help with student behavior. We definitely want to do our part to make your child successful, but when we contact you with an issue, we really want to know that you are going to support our concerns and work with us to find a positive solution.

Potential consequences include, but are limited to: student conference, students practicing correct behavior/expectations, completing a reflection/think sheet, loss of privileges, time in buddy room, loss of recess time, lunch detention, after school detention, restitution, In School Suspension, Out of School Suspension, or school community service.

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT

At Cedar Hill, we utilize School-Wide Positive Behavior as our guideline to teaching and reinforcing expectations. Our goal is to create and maintain an environment that supports students in becoming safe, respectful, and responsible learners. We consistently use language of classroom/school expectations, routines, and procedures to prompt, praise/reinforce, and correct behaviors.

What is Positive Behavior Intervention Support?

SW-PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. SW-PBS includes school-wide procedures and processes intended for all students and all staff in all settings. SW-PBS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

What is PBIS at our school?

We have adopted a unified set of school expectations. These statements define our expectations for behavior in our school. You will see these rules posted throughout the school, and your child will be learning them during his or her first days at school. Our unified school expectations, found in every classroom and non-classroom setting in the school, are as follows:

- ☪ Be Safe!
- ☪ Be Respectful!
- ☪ Be Responsible!
- ☪ Be A Leader!

This year students will be earning Skyhawk Bucks for displaying correct expectations in the school building. Students can spend or save their Bucks for the Skyhawk Store. Students can purchase a variety of prizes, including candy, trinkets, and coupons for various other incentives.

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