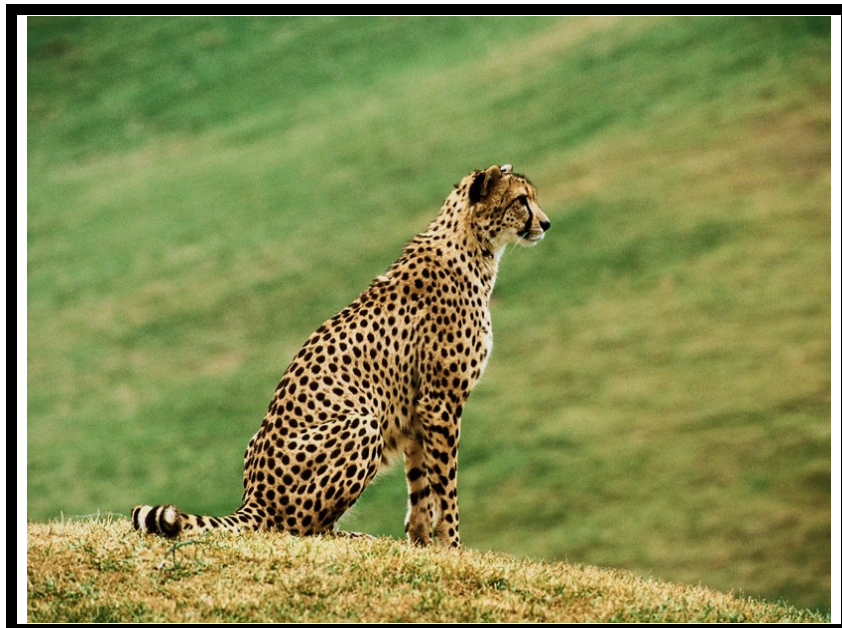


Cedar Point Elementary School



“Moving Toward a Winning Future ”

PARENT HANDBOOK 2008-2009

Cedar Point Elementary School
12601 Braemar Parkway
Bristow, VA 20136

Phone: 703.365.0963 Fax: 703.365.0954

CHEETAH CHEER – OUR SCHOOL SONG

We are the Cheetahs of Cedar Point,
And we're moving toward the future.
We live to learn as we learn to live,
Tomorrow looks bright for sure!

We are strong and fast and learn to adapt
To each new challenge we find on our way.
Come along right now, there's much to be done,
The future is ours today!

Let's go!
C-E-D-A-R-P-O-I-N-T

Again!
C-E-D-A-R-P-O-I-N-T

@2001 Music and Lyrics by Chris Rinker and Mike Drummond

Cedar Point Elementary School pledges to support each child to ensure they are "*Moving Toward a Winning Future*" by:

Demonstrating the Six Pillars of Character:

Trustworthiness	Fairness
Respect	Citizenship
Responsibility	Caring

Striving to excel in all academic areas of:

Reading	Writing
Listening	Speaking
Mathematics	Social Studies
Science	

Making smart choices for:

Nutrition	Exercise
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It our school's commitment to foster each child's potential in these domains to ensure that each child is "*moving toward a winning future*".

Welcome to Cedar Point Elementary School!

On behalf of the Cedar Point faculty and staff we welcome you and your child to our school. We are very excited to be celebrating our eighth year here in the community. We will work very hard to provide every child with the very best educational program to ensure that each student will continue to “*Move Toward a Winning Future.*”

To best support each child’s unique learning styles and instructional reading levels our teachers will be enhancing their learning and teaching of differentiating instruction. We will be working closely with the editor of *Applying Differentiated Strategies* in our yearlong study. It is our goal to become even more proficient at delivering tailored instruction for all learners to maximize their engagement and learning in literacy. Through the generous donation from our PTA we will be using new leveled nonfiction science and social studies materials during our literacy instruction. We know your child will be very excited to stretch their thinking as they engage in many learning opportunities. Our students will be participating in daily read-alouds to develop higher order thinking/speaking strategies and vocabulary development. They will also participate in daily guided reading to stretch each reader’s instructional reading level, Reader’s Theater to promote speaking and fluency skills and daily writing instruction that promote greater vocabulary and expression. We hope you will see our students become more actively involved in their own reading and writing by participating in before, during and after school literacy clubs. Our goal is to make each student a lifelong lover of learning!

Each month our students’ talents will shine in a monthly assembly showcasing their learning. This year’s theme is *Music and Dance around the World*. Each grade level will explore the culture, foods, music and dances of one continent. To celebrate our learning we will have a huge finale on the evening of May 8. Please mark your calendar for this event- you will not want to miss it.

To celebrate the accomplishments of our fifth grade students we will debut the *Cedar Point Wall of Pride*. *Wall of Pride* recipients will be honored by having a tiled handprint permanently mounted in the foyer. To be eligible for this very prestigious award each student must demonstrate very high scholastic achievement, the six pillars of character and volunteer in school and community projects. We will be very excited to honor the first recipients in a special ceremony in June.

We strongly encourage your continued involvement in your child’s education. While we know that many parents work outside the home, it is our strong desire that each family build a strong relationship with your child’s teacher. We are blessed to have a very active community involvement in our school and it is our wish that through your dedication to your child and our school that our volunteer program continue to soar here at Cedar Point. All things are possible by the vision of one, but it is through the hard work of many that we accomplish our vision. Please continue to support the efforts of the Cedar Point Advisory Council and Parent Teacher Association.

Our doors are always open. Please stop by and introduce yourself as we open our doors and hearts to your child. Best wishes for a wonderful school year.

Your principals,

Rebecca Miller and Louis LePore

CEDAR POINT ELEMENTARY SCHOOL CONTACT INFORMATION

School Phone Number: 703.365.0963

Sheryl Sisk, Kimberly Boggan and Colleen Dengler will be happy to help you with any questions. Please make every attempt to call the office between 10 a.m. and 2 p.m. Early morning and later afternoon are very busy times in the office. Please email your child's teacher with specific questions. If you wish to speak with a classroom teacher we will gladly forward the information so they may call you after school.

School Attendance Line: 703.365.2002

Please call the recorded attendance line as soon as you know your child will be out of school due to an illness, an appointment or other occasions. State the following:

- Child's Full Name
- Child's classroom teacher
- Reason for the absence

Kimberly Boggan will be back in touch if she needs additional information. If you use the attendance line you DO NOT have to provide a written excuse unless asked by the school principal.

School Guidance: 703.365.0963

Sandy Robertson (Grades 1,3, 5) and Diana Leavitt (K,2, 4) will be happy to speak with you regarding any specific concerns you have for your child. If they are not available, please leave a brief note with the front office and they will get back in touch as soon as possible.

Cafeteria Phone Number: 703.368.8380

Denise Yaga will be happy to assist you with questions regarding the school lunch program and your child's lunch account. Please keep in mind that early mornings are the best time.

Security Resident Number: 703.367.0659

Please contact Karleton Terry with any security concerns you may observe during evenings and weekends. If you feel it is an emergency please contact the PWC Police for immediate assistance.

School Fax Number: 703.365.0954

Common uses for the fax include: last minute authorization for field trips and student records information. Please know that in the event of a school emergency the fax often is unavailable. Please prepare ahead of time for emergency situations by completing an Emergency Card. This will allow others to pick up your child in the event of an emergency.

Principal Email Address: millerrk@pwcs.edu leporelf@pwcs.edu

Rebecca Miller and Lou LePore greatly appreciate receiving your emails. Best time to speak personally with either principal is before and after school. If you wish to leave a message we will be happy to return your call as soon as possible.

Website address: www.pwcs.edu

Please bookmark this address for quick reference. It is our goal to maximize the use of our website for ALL school information. Our school is committed to the reduction of paper and copying costs. Please support our efforts. If you wish to opt-out to receive paper copies you will be asked to complete a request for paper copies of school communications. This form will be in your child's First Day Packet.

CEDAR POINT ELEMENTARY SCHOOL FACULTY & STAFF

Administration	Rebecca Miller	Principal
	Lou LePore	Assistant Principal
	Colleen Dengler	Bookkeeper
	Sheryl Sisk	Registrar
	Kimberly Boggan	Secretary
Guidance	Diana Leavitt	Grades K, 2, 4
	Sandra Robertson	Grades 1, 3, 5
Nurse	Kelly Neirmeier	
Kindergarten	Wendy Atkinson	Eleanor Lonchar, Assistant
	Nancy Kulak	Sheila Whewell, Assistant
	Jennifer Nanfelt	Molly Groh, Assistant
	Susan Oliver	Kim Heutzenroeder, Assistant
	Sarah Sullivan	Amy Morrill, Assistant
	Bridget Thiesing	Christine Sanford, Assistant
	Julie Wilkins	Annette Fake, Assistant
First Grade	Andrea Morgan	Mary O'Neill
	Amy Aylor	Bridget Kiernan
	Nicole Makin	Elizabeth Paez
	Rose Thrush	Kristen Putman
Second Grade	Tracie Barnes	Jessica Case
	Tricia Brown	Sarah Gilbert
	Tammy Buckalew	Kristin Harvey
	Melissa Callaghan	Lora Tozzo
Third Grade	Whitney Darno	Laura Rutledge
	Chuck Aracich	Ashley Scott
	Melissa Boyle	Dawn Sheridan
	Chris Bunek	Nancy School
Fourth Grade	Nancy Elder	Beth Fredette
	Kathy Wallace	Dawn Aracich
	Nicole Martin	Lynn Stawchansky
	Mary Nell Orlando	
Fifth Grade	Victoria Belcher	Crystal Lord
	Christen Johnson	Lara Warren
	Natalie Lint	

Art	Heather Hughes	
Cafeteria	Denise Yaga Sonia Gillespie Maria Guzman Jennifer Min	Manager Paula Underwood Eun Kim Daifenny Minto

CEDAR POINT ELEMENTARY SCHOOL FACULTY & STAFF

Computer Lab	Sandra Cahill	
Custodians	Leslie Gibson Brenda Stringfellow Walter Zarate	Manager Gary Thomas Anna Gordon
ESOL	Marie Schumann Michelle Poland (TA)	Patty Fajardo
Gifted Instruction	Emily Smith Lisa Sill	START SIGNET
Literacy Coordinators	Jan Milkovich Samantha Ashurst	Mary Lou Vasey
Media Center	Jana Morris Nancy Van Doren Elizabeth Wojtysiak	Library Media Specialist Library Media Assistant Library Assistant
Music	Diane Speight Heather Pollock	K-5 General Music 5 th Grade Strings
Occupational Therapist	Jackie Waddell	
Physical Education	Andrew McGrath David Collins	
School Psychologist	Tiffany Rounds	
Science Lab	Jackie Denormandie	
Social Worker	Erica Jefferson	
Physical Therapist	Erin Mueller	
Special Education	Chrissy Johnson Regina Gallagher	LD Specialist ED Specialist

Amy Epperson	Teacher Assistant
Camella Hardinger	ED Specialist
Debby James	Teacher Assistant
Justin Kern	MICI Specialist
(Vacant)	Teacher Assistant

Speech and Language	Christina Day	Linda White
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OUR BASIC RIGHTS & COMMITMENTS

1. Cedar Point Elementary School was established for the children of this community. Our primary commitment is to provide quality educational programs for the students entrusted to our care. The interests and needs of our students shall come first.
2. Students shall have the right to learn to their fullest capacity. Students shall be respected and challenged as unique individuals with varying interests, abilities, and needs.
3. Parents shall have the right to be active partners in their children’s education. Staff members shall encourage active parental involvement. Parents shall be respected as their children’s first teachers.
4. Teachers shall have the right to make professional decisions and recommendations concerning the education and behavior of the students assigned to their classrooms. Teachers shall be respected as professional educators who dedicate themselves to the proper growth and nurturance of children.
5. Members of the support staff – secretaries, teacher assistants, cafeteria staff, and custodial staff – shall have the right to make decisions pertaining to students in accordance with the regulations and policies set forth by the school division. Members of the support staff shall be respected as important contributors to the well being of the entire school community.
6. The Advisory Council and PTA shall have the right to actively involve and represent the parents and staff in support of Cedar Point Elementary School. Members and officers of these organizations shall be respected as advocates for the children and advisors for the management of the school.
7. All members of the Cedar Point community – students, parents, and staff members – shall have a right to clear, honest, and respectful communication.
8. All members of the community shall be committed to working openly and cooperatively to achieve both the vision and mission of Cedar Point Elementary School.

VISION STATEMENT

At Cedar Point Elementary School, our students will realize their fullest potential. Their unique and individual needs will be met in a safe, caring environment that fosters high self-esteem, academic excellence, and a strong sense of community. Our students will develop positive attitudes about school, become life-long learners, and recognize the importance of community service.

MISSION STATEMENT

The Mission of Cedar Point Elementary School is to provide a meaningful learning environment that:

- ❖ Is safe, caring and nurturing, where mutual respect, tolerance for diversity, and cooperation abound.
- ❖ Teaches life skills such as honesty, respect, responsibility, and compassion.
- ❖ Develops responsible citizens who take active and caring roles in the local and global community.
- ❖ Fosters literacy through a balanced literacy approach.
- ❖ Utilizes integrated thematic instruction that meets the individual needs of students.
- ❖ Develops critical thinking and problem solving skills that will prepare our students for a world of ever-increasing technological complexity.
- ❖ Promotes a spirit of community between students, parents, and staff members as we work cooperatively in achieving both the vision and mission of our school.

SCHOOL BASED MANAGEMENT

School based management is an educational practice designed to improve the quality of education. School based management can best be defined as a process by which decisions most directly affecting the school are made at the local school building rather than at the central office.

School based management as defined by the Prince William County Public Schools is intended to become "a philosophy of management by which the individual school becomes a self-directed, educationally accountable entity within the parameters established by the School Board and the

Division Superintendent, and where decisions are economical, efficient, and equitably facilitate learning."

School based management is based on the assumption that the individual building is the most manageable unit for providing quality education. The primary producers of high quality learning environments are school administrators, teachers, and participating parents. Research indicates that the principal is a primary factor in determining the quality of education in any specific building. In the Prince William County School Based Management Plan, principals serve as "middle managers" within a team composed of the superintendent and the associate superintendents. As the manager of the total program in the building, the principal is given the responsibility and the authority necessary to produce desirable educational outcomes.

ESSENTIAL INFORMATION

ARRIVAL & DISMISSAL PROCEDURES

Arrival

1. If your child is driven to school, she/he must arrive **no earlier than 8:50 a.m.** The front office staff cannot act as day care providers before school hours (9:00 a.m.). If you have an emergency, we will be available to help. Please call the school first.
2. If your child is driven to school, please use the front drop-off/pick-up area and **abide by directions for everyone's safety.**
3. Do not park in the front drop-off/pick-up area. This is a fire lane.
4. Cars are not permitted in the bus loading area at any time unless authorized by school personnel.
5. After 9:00 a.m., all students **must report with a parent** to the front office for a tardy pass. Do not drive to the bus loop to drop off students assigned to the learning cottages. They must come to the front office.
6. When coming into the building please use the front visitor parking area at all times.
7. At no time should parents use Darnaway Court as a drop off to avoid the car line. Please be respectful of these residents' privacy.

Early Dismissal

1. You **must** report to the office to sign your child out from school.
2. Your child will be dismissed from the front office **only**. Office personnel will notify the teacher of dismissals. Your child **may not** be picked up directly from the classrooms or Learning Cottages.
3. You may not park in the front drop-off area when picking up your child.
4. If possible, please notify the teacher in advance with a written note.

Dismissal

1. If you plan to pick up your child by car in the afternoon, you and your child will be assigned a specific number and given a placard to place in the front windshield of your car. Please use the front drop-off/pick-up area. School personnel will release your child to you. Follow all directions given by the staff to insure the safety of our students and staff.
2. Please make arrangements for after school care. We cannot keep your child in the office after the regular dismissal time at 3:30 p.m. If there is an emergency situation, please call. We are available to help in the rare case of an emergency.
3. You may not pick up your child in the bus loading area at any time. This is very dangerous. Please come to the office before 3:15 if you wish to have your child removed from the bus line.

ATTENDANCE

Parents are legally responsible for seeing that your child attends school regularly. Your child learns responsibility from you. It is important that you stress coming to school regularly and on time. Morning announcements begin at 9:00 a.m. After this time, students will be tardy.

If your child is unable to attend school for any reason, a phone call to the school is requested. **Please call the Attendance Line at 703.365.2002 to report an absence.** A written excuse is required of each student following an absence if the attendance line is not called. This note is given to the classroom teacher on the day he/she returns to school and is needed to verify an absence.

Our staff takes attendance and tardiness very serious. When a child has more than five absences you will be contacted by an administrator to develop a plan of action to promote attendance. In rare cases, the school may notify the PWCS attendance office to rectify the concern.

Your child is responsible for making up work when they are absent. For your convenience, a school calendar is included in this handbook.

BUS PASSES

Whenever it is necessary for your child to ride a bus other than the one he/she is normally assigned, you **must send a note** to school. If your child is going to the home of another child for childcare reasons (and riding a different bus), you and the other child's parent need to send a note to school. The office will approve these notes.

CEDAR POINT ADVISORY COUNCIL (CPAC)

The Cedar Point Advisory Council (CPAC) assists the principal and staff in developing the school plan, budget, and many other important school projects. It is comprised of parents and staff members. The CPAC provides direct input regarding plans and goals for the school and meets on the third Tuesday of each month at 7:00 p.m. All parents and staff members are welcome to attend.

CELEBRATIONS & PICNICS

You are welcome to send in **HEALTHY SNACKS** to celebrate your child's birthday. The treats will be enjoyed during your child's lunchtime. Please call ahead to make arrangements with your child's teacher. **Your child's classmates may have food allergies that we must consider when sharing birthday treats.** Help us to promote **HEALTHY SNACKS** for our students. There are several great websites that have great recipes and ideas for fun and creative “child built” snacks. Please contact Mrs. Yaga if you wish to have a list of healthy snack options.

We will host a school-wide Harvest Fest on Friday, October 31 at 2:00. Please contact your child's teacher or homeroom parent if you are willing to help. We will be having outdoor games and harvest snacks to help celebrate the coming of fall.

We will hold a Winter Celebration on Friday, December 18. We will also celebrate Friendship Day on Friday, February 13. Your child's teacher and homeroom parent will send information about these two celebrations home to you.

CELEBRATIONS & PICNICS (continued)

We will also celebrate the end of the school year with a school-wide picnic. Look for more information about this great event in the spring.

CLASSROOM VISITATION

You are welcome to observe classes at school. Please call the school first and set up a mutually agreeable time with your child's teacher. Please come to the office and sign in before going to the classroom. You will be given a Visitor's Pass. Also, because classroom instruction is in progress, please do not have a conference with the teacher during the observation. **Parents will not be allowed to walk their students to class on a daily basis.** The exception to this rule will be for kindergarten students during the first two weeks of school. We wish to promote your child's independence as soon as possible. As well, our staff needs this time to prepare for morning instruction that starts as the first student arrives in the morning.

CODE OF BEHAVIOR

We have very high expectations for your child. We believe that self-discipline leads to sound instructional growth. Proper discipline is expected at the bus stop, on the bus, in the hallways, bathrooms, in the classroom, at lunch, the playground and all after-school events.

Teachers will review the Code of Behavior, Elementary Workbook Supplement, and the Cedar Point Elementary School-Wide Behavior Management Plan with students. In addition, the principal will hold Code of Behavior assemblies with the students. A copy of the school-wide behavior plan will be provided to each student. This plan will also be discussed at back-to-school nights at the beginning of the school year.

Our school is an Olweus Bullying site. A core of trained teachers will conduct monthly class meetings to promote effective student-to-student interactions and friendship. This team will work closely with our guidance counselors to monitor all concerns of behavior. Please encourage your

child to speak with a classroom teacher, guidance counselor or principal if they have any concerns regarding bullying. We take this threat very serious at Cedar Point.

DAILY SCHEDULE 2008-2009

Students Admitted to School	8:50 a.m.
Formal School Activities Begin	9:00 a.m.
Student Day Ends	3:30 p.m.
Last Bus Departs	3:40 p.m.

After-school Tutoring (Grades 3-5) will begin in early fall for those students that show significant delays in the area of reading, writing and mathematics. Tutoring arrangements will be made by the main office. Tutoring will be two days per week for thirty minutes both before and after school. Private tutoring must be arranged and conducted off-site of the school premises.

DELAYS AND CLOSINGS

Please keep your computer, radio and television tuned to the local weather station for the most accurate and up-to-the moment information on delays and closings. Please do not call the school.

It is imperative that you discuss your delay and closing plan with your family and emergency contacts. Having this in place will greatly ease any last minute adjustments to your child's schedule. While our staff will do everything possible to help with an emergency situation, it is critical to have your emergency contacts in place and on file with the school. Our staff has families and long distances to drive under bad conditions. Their safety cannot be compromised by having to remain at school for children that do not have a plan in place.

Two Hour Late Opening

- Please discuss your delay and closing plan with your family and emergency contacts. Having this in place will greatly ease any last minute adjustments to your child's schedule.
- Buses will run two hours later than usual.
- Students may report at **10:50** a.m.
- School will start at 11:00 a.m. with lunches starting promptly upon entry for kindergarten students.
- No breakfast will be served.
- School will be dismissed at 3:30 p.m.

Two Hour Early Closing

- All students will be dismissed at **1:30**.
- Our staff will follow the Emergency Closing information you have provided to the school.
- Please do not expect the staff to make last minute accommodations for your child if a plan is not in place.

- In the event your child does not have an emergency plan in place, the teacher will allow your child to go home in the usual manner unless it is a safety concern. In this case, your child will be kept in the front office.
- The Cedar Point Phone Tree will be activated.
- The message will be posted on the county and school website.
- An Edu-Link message will go out via phone and email.
- All evening activities are canceled.

DRESS CODE

All students are expected to dress appropriately at all times. Students are **not** permitted to wear the following to school: flip flops, halter tops, tops with spaghetti straps, half-shirts or any clothing that reveals the midriff, tee shirts with exposed arm holes, bandanas, and shoes with cleats or heels, and no “heelys”. Clothing that promotes or advertises the use of drugs, alcohol, vulgar or inappropriate language is not permitted. Pants must be worn around the waist. Shorts with appropriate length may be worn. We strongly encourage your child to wear athletic or rubber soled shoes daily. Each day the students will participate in recess, gym or walking laps.

These are general guidelines. Our goal in establishing this dress code is to maintain a positive climate conducive to learning and teaching.

EMERGENCY EVACUATIONS AND DRILLS

“In today’s educational environment, ‘crisis management response’ are important words for staff, students, and community members to understand- they have become a part of student learning. The crisis management plan prepares Prince William County Public Schools to handle challenging circumstances. The plan provides protocols to coordinate responses and minimize disruptions to our students and their families and the Prince William community. The safety and well-being of our students, staff and community is always our top priority. Our goal is for all students to achieve high academic standards within a safe learning environment.”

(Taken from Dr. Steven Walts, PWCS Superintendent’s message to PWCS staff, Crisis Management Plan, 2007-2008)

Cedar Point is well prepared to handle an emergency evacuation. Drills are conducted as required for fire, lockdown and evacuation. In the event there is a true emergency the school’s Crisis Management Team will follow the plan to best meet the safety and health needs of our students. While every situation is unique, we will be in direct contact with PWCS Department of Risk Management and Security Services to coordinate every decision that is made for the welfare of your child.

We ask that parents remain at **HOME** or **WORK** until notified to come to the school. Experts advise this to maintain an open line of communication for emergency crews, parents, care providers and school. If there is a true emergency, parents and community will be notified and updated by the following means:

- 1) An emergency that constitutes leaving the building or taking shelter for a brief time (less than 30 minutes) will be posted on the school's website immediately following the all-clear for students to reenter the building. Parents are encouraged to remain at home or work.
- 2) An emergency that constitutes leaving the building or taking shelter for more than thirty minutes will be posted on the school's website and activation of the EDU-LINK (phone, email) will be done. Parents will be expected to follow the directions given by the school. A decision to allow parents/ emergency contacts to take children during an emergency will be done on a case-by-case basis as warranted by the unique situation of the emergency conditions.
- 3) An emergency that constitutes moving to a "shelter in place". In the event an emergency requires our students to be moved to another shelter, you will be notified by: PWCS website, school website, EDU-LINK phone/email and a class phone-tree message from your child's homeroom mother.

In all situations we ask that you remain calm and follow the directions given by the crisis team. If students are allowed to be taken home, only those adults that are identified as emergency pickups will be allowed to take your child from the school. We cannot honor requests on the day of the emergency or via phone or fax. It is critical to have an updated emergency card at all times.

GUIDANCE

The elementary guidance program is an integral part of our total school program. It focuses on the unique developmental needs of students. Emphasis is placed on the early identification of children's problems and action that can be taken before the problems become severe. All students are served.

The goal of the guidance program is to help students acquire the knowledge and skills that are essential for academic competency, responsible behavior, and successful daily living. The guidance program also serves parents by offering day and evening parenting courses during the school year. Please look for these special events in the weekly school newsletter.

The services provided by the elementary counselors are complimentary and supportive of the efforts of parents, teachers, administrators, and other school personnel.

HOMEWORK

The purpose of homework is to provide your child with extended practice to gain independence of an idea already presented by her/his teacher. Homework may consist of activities or projects that enrich, enhance, and extend a school experience, provide real-life application of a subject being studied, and/or develop an appreciation of a community resource.

Guidelines

1. Homework will be an integral part of the instructional program.
2. Homework will be based on an appraisal of the student's abilities and needs.

3. The instructional objectives of homework and the weighting of homework in determining grades will
be communicated to students and parents.
4. All homework will be evaluated and returned.
5. Time allotments for homework are suggested below:

<u>GRADE</u>	<u>FREQUENCY</u>	<u>TOTAL DAILY AMOUNT</u>
1-2	As needed	1/2 hour (periodically)
3-5	As needed	1/2 hour to 1 hour

ILLNESS AND INJURY AT SCHOOL

Your child may become ill or get injured at school. Whenever this happens, our staff will contact you. You must provide the school with the name and telephone number of a person who can be contacted in the case of an emergency. To ensure we are able to contact you or a designated contact **please update emergency information** as it changes during the school year.

INCLEMENT WEATHER

Please be sure your child knows what to do if schools are closed for the entire day, open late, or close early. You should be especially clear in your instructions regarding what to do **if school closes early**. Your child needs to know what to do in unusual situations. A little advanced planning will help ease everyone's mind when the schedule changes due to weather. Additional information will be provided to you throughout the school year. Please do not call the school during weather emergencies. We need every phone line available to activate our phone tree.

INSTRUCTIONAL PROGRAM

Language arts, mathematics, social studies, and science are the four major areas of study. Students also receive instruction in art, music, physical education, guidance, and technology. Students have classes in the media center (library) and computer lab as well. Students in fifth grade may elect to take strings. Reading resource, special education, and gifted education services are available to students who qualify.

Throughout the school year, students will participate in state and local assessment programs. These assessments are designed to provide parents and school personnel information regarding the academic growth and progress of our students. Additional information about these assessment programs will be provided to you during the school year.

LOST AND FOUND

Found items will be placed on hooks outside the cafeteria for identification purposes. Articles not claimed after one week will be donated to a charitable organization. Please be sure to label all articles with your child's name. Small items (keys, classes, jewelry and cell phones) will be kept in the front office.

LUNCHES

In an effort to promote **HEALTHY** eating we ask that students either eat from the school cafeteria or be provided a healthy box lunch. Please **do not** bring commercially prepared food to your child. Please help our students to make healthy choices for lunch and snacks.

Your child needs a wholesome meal at lunch. Complete and nutritious lunches are available every day in the Cedar Point cafeteria. Fruit, milk, and iced desserts are also offered at a reasonable price. For field trips and outside activities, the cafeteria can provide bag lunches that include a sandwich, fruit, vegetable, drink, and dessert.

If your child forgets to bring lunch money he/she can charge with the cafeteria cashier. A note will be sent informing you of the charge. You should send payment the next school day. Any student with two unpaid charge slips will not be permitted to charge again until the debt is paid.

For your convenience, we recommend that you prepay for your child's breakfast/lunch by check. Please make your check payable to Prince William County Food Services.

PWCS Food and Nutrition Services offer parents the ability to make prepayments using a credit card or debit card by using MyLunchMoney.com. You may enroll by going to www.mylunchmoney.com and click on "Enroll Now". If you select to have automatic pre-payment we remind you to turn this off before the last week of school.

MEDICATION

1. It is the intent of the Prince William County School System to assist parent(s) and guardian(s) when they are unable to come to school to administer medication, by giving needed medication to students so that the student may maintain school attendance.
2. It is the parent(s)/guardian(s) responsibility to provide the following for prescription or non-prescription medication:
 - a. The parent(s)/guardian(s) need(s) to sign the Release and Indemnification Agreement requesting Prince William Schools to dispense medication.
 - b. A written statement (pharmacy labels will be acceptable) from the parent(s)/guardian(s) designating:
 - (1) the title of the prescription or non-prescription medication
 - (2) the required dosage
 - (3) the time intervals
 - (4) the duration of administration
 - c. Medication shall be in the original container.
3. The school will not be responsible for lost or spilled medications.
4. Students may not keep medication in their possession while at school nor will they be

allowed to transport medication to and from school. However, students may keep in their possession (certain medications, prescription inhalers, EpiPens, bee sting kits, etc.). Parents must make this request of the school in writing.

PARENT TEACHER ASSOCIATION (PTA)

The Cedar Point Elementary School PTA exists to promote cooperation and communication among parents and teachers and to serve as a support group for the various educational programs. The PTA supports and encourages interaction between the school and community in order to contribute to the growth and improvement of Cedar Point Elementary School. Our PTA is an integral part of our school community. Their vision and efforts provide countless hours of volunteering and monetary funds to our school, staff, and students. We encourage everyone to become a member and donate your talents to one committee while your child is at Cedar Point.

REPORT CARDS AND INTERIMS

Report cards are sent home every nine weeks. Interim reports are issued in the middle of each grading period. Please contact your child's teacher before this time if you or your child has concerns about their progress.

INTERIMS will go home on...
October 13
December 15
March 6
May 22

REPORT CARDS will go home on....
November 10
February 2
April 20
June 17

REQUEST FOR STUDENT TRANSFER

The following policy shall be followed in the event you request a different teacher for your child:

Step 1

- A. When you believe your child is unhappy or uncomfortable in her/his class, you must consult with the teacher and guidance counselor. Many times, this consultation will resolve any concerns you have.
- B. A written request for your child's transfer is required from you before moving to Step 2. In this request, you must specify the reason(s) you feel your child should be transferred. This request is made to the guidance counselor. The guidance counselor will report all requests to the principal.
- C. Requests for transfers after your child has been in class for more than twelve weeks will be strongly discouraged.

Step 2

- A. Once the guidance counselor receives the written request, she will meet with your child to discuss issues and concerns. The counselor may recommend a meeting between your child and her/his teacher.

- B. The counselor will schedule a conference with the teacher and you as soon as possible. In many cases, the Step 2 conference will resolve your concerns.

Step 3

- A. You will discuss issues and mediation strategies during the conference with your child's teacher and counselor.
- B. The mediation strategies will be implemented for two weeks.
- C. At the end of two weeks, the guidance counselor will follow-up with all concerned parties. A written report that summarizes the effectiveness of the mediation strategies will be sent from the guidance counselor to you, your child's teacher, and the principal.
- D. In many cases, the Step 3 conference and strategies will address your concerns.

Step 4

- A. In the unlikely event that you or the teacher feel(s) that the issues or concerns have not been resolved and a transfer is preferred, the principal is contacted. A conference with you, the principal, the guidance counselor, and your child's teacher is scheduled as soon as possible. The teacher may choose not to attend this conference. A decision for or against the transfer will be made within two days of this conference.
- B. The principal will make the final decision regarding the new teacher.

SCHEDULING APPOINTMENTS

We urge you to schedule medical and other appointments so that they do not conflict with class instruction. If it is necessary for your child to leave the school grounds before the regular dismissal time, please send a written note to the teacher indicating your intentions. Your child must be signed out in the office before leaving and will not be released to anyone other than those listed on the emergency cards without your written authorization. If your child returns to school following an appointment or arrives late, he/she must be signed in before going to class. You need to come to the office with your child. Please be mindful of your child's schedule so that they do not miss instruction in the core areas of literacy, math, social studies and science.

STUDENT RECOGNITION

Cedar Point is blessed to have staff, parents and students that place a high expectation for academic success. We are very proud of our students and wish to recognize them throughout the year. We will make every attempt to recognize all children for their individual accomplishment daily and weekly.

PRINCIPAL'S PICK will be done each Friday as a way to recognize one student from each class that has made significant contributions to themselves or others in the areas of academics and character development. It is the expectation that these students have gone over and beyond to earn this recognition. The students selected for Principal's Pick will be treated to a Read-aloud in our Memorial Reading Room by a principal. In addition, these students will receive a bookmark that allows them special permission to visit the Memorial Reading Room one time during the week. These students will have their name announced on Cheetah Vision and will have their names entered into a drawing to have lunch with a principal each Friday.

HONOR ROLL and PRINCIPAL'S HONOR ROLL (Grades 3-5) is a very special recognition given to those students that have earned high grades during a quarter of school. Special recognition will be given to these students at the end of each quarter. To celebrate the accomplishments of our fifth grade students we will debut the *Cedar Point Wall of Pride*. WALL OF PRIDE recipients will be honored by having a tiled handprint permanently mounted in the foyer. To be eligible for this very prestigious award each student must demonstrate very high scholastic achievement, demonstrate the six pillars of character and volunteer in school and community projects. We will be very excited to honor the first recipients in a special ceremony in June.

You and your child are responsible for all books issued by teachers or borrowed from the media center (library). You will be asked to make restitution for all damaged or lost books. Many of your children will bring home leveled readers from their teachers. Please see that these are returned daily.

VACATIONS DURING THE SCHOOL YEAR

We strongly encourage you to schedule family vacations during the summer and school breaks. However, we recognize that family plans are important and that emergencies occur. Please contact your child's teacher when your child will be out during the school year. A letter of request must be presented to the front office. Please do not ask your child's teacher to prepare assignments in advance. While you are away, we recommend that you have your child read, keep a daily journal of his/her activities, and practice basic math facts. Your child will be responsible for making up important assignments when s/he returns to school.

VOLUNTEERS

We invite and encourage you to volunteer at Cedar Point Elementary School. There are many ways for you to become involved. We will send home a volunteer form to you at the beginning of the school year. These forms are also available at the main office. Volunteer Training will take place in August, September, and October and as needed for all volunteers. This training is required for all staff volunteering within the classroom and workroom.

PRINCE WILLIAM COUNTY SCHOOLS CALENDAR 2008-2009

2008

September 1	Labor Day Holiday
September 2	First Day of School
October 31	End of the First Grading Period
November 3	Teacher Workday
November 4	Parent/Teacher Conference Day
November 11	Veteran's Day Holiday
November 26	Thanksgiving - Fall Break Begins (Early Dismissal)
November 27-28	Thanksgiving - Fall Break
December 22-31	Winter Break

2009

January 1-2	New Year's Day Holiday
January 5	School Reopens
January 19	Martin Luther King's Birthday Holiday

January 20	Parent/Teacher Conference Day (Half Day)
January 23	End of Second Grading Period End of First Semester
January 26	Teacher Workday
February 16	President's Day
April 3	End of Third Grading Period
April 6-10	Spring Break
April 13	Teacher Workday
May 25	Memorial Day Holiday
June 17	End of Fourth Grading Period End of Second Semester Last Day of School
June 18	Teacher Workday

The Prince William County School Division does not discriminate in employment or in its educational programs and activities against qualified individuals with disabilities, nor on the basis of age, gender, race, color, religion, or national origin.