“Champion Cheetahs Teaming Towards Excellence”

PARENT HANDBOOK
2018-2019

Cedar Point Elementary School
12601 Braemar Parkway
Bristow, VA 20136

Phone: 703.365.0963   Fax: 703.365.0954
# Table of Contents

Welcome Letter .......................................................................................................................... 1  
Mission and Vision Statement ..................................................................................................... 2  
School Calendar ......................................................................................................................... 3  
Contact Information .................................................................................................................. 4  
Faculty and Staff .......................................................................................................................... 5  
Rights and Commitments ............................................................................................................ 7  
Arrival/Dismissal Procedures ....................................................................................................... 8  
Attendance and Daily Schedule .................................................................................................. 8  
Delays and Closings .................................................................................................................... 9  
Instruction ................................................................................................................................... 11  
Positive Behavior Management ................................................................................................. 14  
Lunch Program ........................................................................................................................... 16  
Health and Wellness .................................................................................................................. 18  
Emergency Evacuations and Drills ............................................................................................. 20  
Parent Involvement .................................................................................................................... 21  
Celebrations ............................................................................................................................... 22  
Appendix ..................................................................................................................................... 23
Welcome to Cedar Point Elementary School!

On behalf of the Cedar Point faculty and staff we welcome you and your child to a world class educational environment. It is our commitment to work with you to provide your child the best educational experience to ensure they will continue growing as “Champion Cheetahs Teaming Towards Excellence”. We take pride in building a close partnership with your family.

Our staff’s mission is to support your child’s individual learning style to ensure their success in all academic areas. As a professional learning community our staff meets consistently to collaborate on the best practices for instructional design, pacing of lessons and data analysis to meet the needs of all learners. Your child will be engaged in large and small group reading instruction with an emphasis on comprehension and word attack skills. Through daily guided instruction your child will develop higher order thinking/speaking strategies and vocabulary development. Academic vocabulary in the core content areas of literacy, math, social studies and science will be a focal point of instruction. We continue to focus on delivering blended math instruction to support your child’s learning styles. Our goal is to help your child develop a quick and efficient bank of math facts along with a core of math strategies to make them a life-long lover of mathematics.

All things are possible by the vision of a few, but it is through the hard work of many that we accomplish our goals. Please continue to support the efforts of the Cedar Point Advisory Council (CPAC) and Parent Teacher Organization (PTO). 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, school staff and school organizations. Please contact the PTO, CPAC or your child’s teacher to schedule a time to volunteer.

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,

Mark Marinoble
Principal

Matthew Meyer
Assistant Principal
MISSION and VISION STATEMENT

Mission Statement:

The Cedar Point Elementary School community, staff and students will strive to make Champion choices every day. The Champion Pyramid serves as a model to reinforce academic excellence and character.

Vision Statement:

Champion Cheetahs Teaming Towards Excellence
PRINCE WILLIAM COUNTY SCHOOLS
CALENDAR 2018-2019

2018
August 27  First Day of School
September 3 Labor Day Holiday/ No school
September 28 End of Interim Period
October 8  Divisionwide Professional Learning Day (no school for students)
October 11 1st Interim goes home
November 2 End of 1st Grading Period
November 5 Teacher Professional Development/Workday (no school for students)
November 6 Parent/Teacher Conference Day (no school for students)
November 12 Veteran’s Day Holiday
November 14 1st Report Card goes home
November 21-23 Thanksgiving Break
December 10 End of Interim Period
December 19 2nd Interim goes home
December 21-31 Winter Break for students/teachers
January 1  Winter Break continues

2019
January 2  School Reopens
January 21 Martin Luther King Holiday
January 25 Elementary School ½ Day - Parent/Teacher Conferences
January 25 End of Second Grading Period/End of First Semester
January 28 Teacher Workday (no school for students)
February 6 2nd Report Card goes home
February 18 Presidents’ Day Holiday (potential make-up day #1)
February 27 End of 3rd Interim Period
March 8 3rd Interim goes home
March 29 End of Third Grading Period
April 1 Teacher Workday (no school for students)
April 9 3rd Report Card goes home
April 15-19 Spring Break for Students and Teachers
May 3 End of 4th Interim Period
May 17 4th Interim goes home
May 27 Memorial Day Holiday
June 11 End of Fourth Grading Period/Last Day of School/4th Report Card goes home
June 12-13 Teacher Professional Development/Workday (no school for students)
CEDAR POINT ELEMENTARY SCHOOL
CONTACT INFORMATION

School Phone Number 703-365-0963
Sheryl Sisk and Annette Fake 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 and reason for the absence. Ms. Fake 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
Diana Leavitt and Carol Baumann 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 703-368-8380
Our cafeteria manager, 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 to speak with Mrs. Yaga.

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.

Contacting the Administrative Team 703-365-0963
If you have any questions or concerns, please contact the front office to schedule an appointment with administration.

Cedar Point Website
https://cedarpointes.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.

School Nurse 703-365-0963
Megan Spaziani is available daily from 8:30 to 4:00 to assist with any questions you may have regarding your child’s health. If your child requires the use of medications during the school day it is very important to contact Ms. Spaziani.
# CEDAR POINT ELEMENTARY SCHOOL FACULTY & STAFF

<table>
<thead>
<tr>
<th>Administration</th>
<th>Mark Marinoble</th>
<th>Principal</th>
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<tbody>
<tr>
<td></td>
<td>Matthew Meyer</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>Office Staff</td>
<td>Angie McCoy</td>
<td>Bookkeeper</td>
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<tr>
<td></td>
<td>Sheryl Sisk</td>
<td>Registrar</td>
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<td></td>
<td>Annette Fake</td>
<td>Secretary</td>
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<td></td>
<td>Sharon Sites</td>
<td>Office Assistant</td>
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<tr>
<td>School Counselors</td>
<td>Diana Leavitt</td>
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<td></td>
<td>Carol Baumann</td>
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<tr>
<td>Nurse</td>
<td>Megan Spaziani</td>
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<tr>
<td>Kindergarten</td>
<td>Wendy Atkinson</td>
<td>Vibha Mather, Assistant</td>
</tr>
<tr>
<td></td>
<td>Beth Fredette</td>
<td>Vanessa Sweeney, Assistant</td>
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<tr>
<td></td>
<td>Susan Oliver</td>
<td>Kereshmeh Arbogast, Assistant</td>
</tr>
<tr>
<td>First Grade</td>
<td>Bridget Kiernan</td>
<td>Andrea Morgan</td>
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<tr>
<td></td>
<td>Ashley Lamper</td>
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<tr>
<td>Second Grade</td>
<td>Chrissy Johnson</td>
<td>Nancy Kulak</td>
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<tr>
<td></td>
<td>Sarah Sullivan</td>
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<tr>
<td>Third Grade</td>
<td>Tricia Brown</td>
<td>Melissa Callaghan</td>
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<tr>
<td></td>
<td>Laura Rutledge</td>
<td>Lora Tozzo</td>
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<tr>
<td>Fourth Grade</td>
<td>Dawn Aracich</td>
<td>Leanna Coates</td>
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<tr>
<td></td>
<td>Nicole Martin</td>
<td>Emily Swan</td>
</tr>
<tr>
<td>Fifth Grade</td>
<td>Melissa Boyle</td>
<td>Christen Hovan</td>
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<tr>
<td></td>
<td>Dawn Sheridan</td>
<td>Lara Warren</td>
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### CEDAR POINT ELEMENTARY SCHOOL FACULTY & STAFF Con’t

<table>
<thead>
<tr>
<th>Department</th>
<th>Names</th>
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<tbody>
<tr>
<td><strong>Art</strong></td>
<td>Lee Darter</td>
</tr>
<tr>
<td><strong>Cafeteria</strong></td>
<td>Denise Yaga (Manager) Maria Guzman Paulita Bibiano Diafenny Minto</td>
</tr>
<tr>
<td><strong>Cafeteria Hostess</strong></td>
<td>Kathryn Buffkin Sonja Palmer</td>
</tr>
<tr>
<td><strong>Custodians</strong></td>
<td>Gloria Guadamuz (Manager) Coronado Rodriguez Van Tam Le</td>
</tr>
<tr>
<td><strong>ESOL</strong></td>
<td>Michelle Poland</td>
</tr>
<tr>
<td><strong>Gifted Instruction</strong></td>
<td>Suzanne Brazier</td>
</tr>
<tr>
<td><strong>Library Media Center</strong></td>
<td>Sheri D’Amato - Library Media Specialist Amy LaFleur - Library Media Assistant</td>
</tr>
<tr>
<td><strong>Literacy Instruction</strong></td>
<td>Julie Wilkins Mrs. Reeder</td>
</tr>
<tr>
<td><strong>Math Instruction</strong></td>
<td>Melissa Boyle (Math Lead) Pamela Reid (SOL Tutor)</td>
</tr>
<tr>
<td><strong>Music</strong></td>
<td>Ryan Davis - K-5 General Music Katy Thiele - 5th Grade Strings</td>
</tr>
<tr>
<td><strong>Physical Education</strong></td>
<td>Johnny Smith</td>
</tr>
<tr>
<td><strong>Special Education</strong></td>
<td>Billee Bennett SLD Teacher Elaine Friel SLD Teacher Elizabeth Brownlow ID Teacher (K-3) Monique Buchanan ID Teaching Assistant Justin Kern ID Teacher (4-5) TBD ID Teaching Assistant Christina Day Speech/Language Pathologist Belinda Greis Speech/Language Pathologist Kimberly Creswick Autism Teacher Stephanie Newman Autism Teaching Assistant Kristine Klink Autism Teacher Daisy Lee Autism Teaching Assistant Erin Williams Autism Teacher Indira Kanchiraju Autism Teaching Assistant</td>
</tr>
<tr>
<td><strong>Technology</strong></td>
<td>Sandra Cahill Kathy Carter</td>
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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.

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 Cedar Point Advisory Council (CPAC) and Parent Teacher Organization (PTO) 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.
ARRIVAL & DISMISSAL PROCEDURES

Arrival

- Please arrive no earlier than 8:45 a.m.
- Students who purchase breakfast may enter the building at 8:45 a.m. all others at 8:50 a.m.
- Students will be marked as tardy if they are not in their classrooms by 9:05 a.m.
- Walkers and bike riders who do not purchase breakfast may enter the building at 8:50 a.m.

Dismissal

- All students are dismissed at 3:45 p.m.
- Please do not call with bus/car rider changes after 3:00 p.m.
- Please park in designated visitor parking.
- Please provide a note in advance to notify the teacher of a student’s early dismissal.

ATTENDANCE and DAILY SCHEDULE

Parents are legally responsible for seeing that your child attends school regularly. Instruction will begin promptly at 9:05 a.m.

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 following an absence if the attendance line is not called. This note is given to the classroom teacher on the day your child returns to school and is needed by the attendance clerk 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 a counselor or administrator to develop a plan of action to promote improved 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. Absences due to a family vacation will be considered as excused if prior written notice is given and work will be made up after your child returns to school. Please do not ask your child’s teacher to prepare work in advance. When absences exceed a total of 7 days for any reason an attendance letter may be sent home.
DAILY SCHEDULE
Students purchasing breakfast proceed to cafeteria 8:45 a.m.
All students proceed to class 8:50 a.m.
School Day Begins 9:05 a.m.
School Day Ends 3:45 p.m.
Afterschool Activities Begin 3:50 p.m.

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.

SCHEDULING APPOINTMENTS
We urge parents 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, you (parents) will need to escort your child into the school and sign them in.

DELAYS AND CLOSINGS

INCLEMENT WEATHER
Please be sure your child knows what to do if schools are closed for the entire day, open late, or close early. Parents should be especially clear in their 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. 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. Announcements for inclement weather will be on the PWCS home page, through PWCS social media, and through the school messenger system.

It is imperative that parents discuss their delay and closing plan with their 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  School will begin at 11:05
- Please discuss your family’s plan for a delayed opening; having this in place will greatly ease any last minute adjustments to your child’s schedule.
- Buses will run two hours later than usual.
- School will start at 11:05 a.m. with lunches starting promptly upon entry.
- No breakfast will be served.
- School will be dismissed at 3:45 p.m.

Two Hour Early Closing  School will dismiss at 1:45
- Plan in advance and discuss with your child how they will get home in the event of an emergency.
- Information will be posted on the county and school website.
- School Messenger will send a message will be to parents. Please make sure your contact numbers are up-to-date at all times.
- It is highly recommended that you sign up for E-News on PWCS.edu for e-mail and text alerts.
INSTRUCTION

Our staff takes teacher selection very seriously when placing students into a classroom. Much consideration is made to each student’s individual learning needs. Students are grouped so that all classrooms have a well-balanced roster of students to provide optimum learning opportunities for all students. In the event your child is not making progress or is experiencing difficulty please contact your child’s teacher for an appointment. If concerns continue, please contact the guidance office, principal or assistant principal to schedule a meeting. It is our hope that every child will have the very best learning experience while at Cedar Point.

INSTRUCTIONAL PROGRAM

Cedar Point is a Baldrige-Based School. The Baldrige model looks at existing systems in the building and studies ways to make continuous improvement. Every student is held accountable for their learning and provided means to achieve maximum results. Language arts, mathematics, social studies, and science are the four major areas of study. Each day your child will participate in Encore classes which operate on an eight day rotation (Art, Library, Guidance, Physical Education or Music). The Encore curriculum provides a variety of experiences and activities for students to participate in. Physical education classes meet twice every four days, music and art meet once every four days, library and guidance classes meet once every eight days and drama (grades 4 & 5 only) meets once every eight days. The Rotation Calendar is located on our school’s website for planning. Your child’s teacher will provide an Encore schedule during Open House and Back-to-School Nights.

Students in fifth grade may elect to take strings. Reading resource, Reading Recovery, PALS tutoring, SOL tutoring, 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.

GRADING

The Prince William County School Board approved the implementation of a ten-point grading scale effective September 2009 for grades three through 12th grade. The approved grading scale is as follows:

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>80-86</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>70-76</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>60-66</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
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</table>
The 10-point grading scale ensures that the letter grade choices available to teachers to assess student performance remain unchanged; does not change the quality point system currently in place to compute the cumulative grade point average; and continues the current weighted grading system for courses deemed advanced or accelerated or for courses with an externally moderated assessment.

Parent Portal, the school Website interface, will allow parents to view student grades, attendance, and edit contact information. If you need assistance, please contact Sheryl Sisk or Annette Fake in the front office or speak with your child’s teacher.

**HOMEWORK**

The purpose of homework is to provide:

- Pre-learning opportunity to organize new information or build interest in an upcoming topic, or build interest in an upcoming unit of study;
- Practice for applying new knowledge and skill;
- Revisit knowledge and concept for review; and
- Prepare for an upcoming assessment.

**Guidelines:**

I. Homework, when assigned, will be incorporated as a meaningful component of the instructional program.

II. To promote well rounded students and to acknowledge and encourage learning in many forms outside of school, teachers are strongly encouraged to avoid assigning homework over weekends, during holidays, and/or religious observances.

Homework shall not be assigned over Thanksgiving break, the winter holiday, and spring break (dates determined by the School Division calendar). During these breaks, students may be working on previously assigned long-term projects, but no assignment or summative assessment shall be required to be completed within the first two days following the break. This requirement is mandatory for all grade levels and all classes.

III. At all levels, teachers assigning daily reading (both fiction and nonfiction) for homework is strongly encouraged. Expected reading time should be included when calculating total time amounts assigned for homework. Based on the guideline chart below, in kindergarten through second grade, reading should be the main and most frequent type of homework. In third through fifth grade, the guideline chart provides time for reading and another activity, which is short in duration.

IV. Homework assignments will be based on the teacher’s assessment of the student’s abilities and instructional needs. Teachers will use professional judgment in assigning homework so that it may be completed in a reasonable amount of time. Guidelines to assist teachers with time allotments are as follows:

- **K** Monday - Thursday 10 to 20 minutes
  - Teachers encourage parents/guardians to either read to their child or listen to their child read.
  - Teachers may also provide parents/guardians with activities to follow up their child’s learning in other content areas.

- **Grades 1-2** Monday - Thursday 10 to 20 minutes

- **Grades 3-5** Monday - Thursday 30 to 50 minutes
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.

End of Quarter: November 2  January 25  March 29  June 11
Interims: October 11  December 19  March 8  May 17
Report Cards: November 14  February 6  April 9  June 11

COUNSELING

The elementary school counseling 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, fostering a proactive approach that results in diversion from what could be a problematic situation. The goal of the school counseling program is to help students acquire the knowledge and skills that are essential for academic competency, responsible behavior, and successful daily living. The school counseling program also serves parents by offering parent education and resources during the school year.

The Science and Family Life Education (FLE) curriculum is approved by Prince William County. This curriculum includes a sexual abuse prevention lesson taught by the school counselor in November with county approved materials. The FLE curriculum also includes a video component for fourth and fifth grade students in relation to human growth and development. These videos are shown in June, in gender-segregated classrooms. The girls view only the female video and the boys view only the male video. A parent preview will be offered by the school counselors prior to the showing of these videos. Parents have the right to “Opt out” of these lessons prior to instruction.

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

CLASSROOM VISITATION

At Cedar Point we value and protect your child’s instructional time. In order to avoid disrupting the instructional process, parents are asked to coordinate a time to visit the classroom. If visitation becomes a disruption to the instruction process, principal approval may be required for future visits.

Parents are always welcome to have lunch with their child. Please contact the office if you need assistance with when your child’s lunch begins. Parent lunch passes and visitor passes are in the first day packet. Please bring your parent pass with you and ensure that all visitors have a pass signed by you when having lunch with your student. All visitors will be required to show a photo ID.

TEXTBOOKS

Your child is responsible for all books issued by teachers, classroom reading materials, and books borrowed from the school 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 ensure that these are returned daily.
Positive Behavior Management Plan

1. **Investing in Positive Student/Teacher Relationships** – At Cedar Point, the staff will spend time getting to know each student confirming that each child is a special and valued member of the school community.

2. **Clearly defined rules and high expectations** will be established and clearly communicated. Teachers and students will develop these rules and expectations together and have them posted in the classroom.

   - Champion Student & Champion Teacher models
   - Class Vision and Mission statements
   - I am responsible/response-able
   - The CHAMPION Pyramid will be posted and reviewed weekly according to the focus characteristic (letter of the week).

3. **Be consistent in monitoring the rules and expectations** – It is essential that all staff and students be accountable and consistent in enforcing and following the rules of the school.

4. **Positive reinforcement and praise** is the primary focus of this plan. By continuing to promote positive choices through the use of the CHAMPION Pyramid, this school-wide plan can be a powerful tool in promoting positive behavior at Cedar Point.

5. **Champion Cheetah PAW** – Each class must set a class goal for the number of Champion Cheetah PAWs they receive. There are three Champion Cheetah PAW options that can be distributed.
• **Purple PAW** (small size) Given to individual students for demonstrating positive behavior.

• **Teal PAW** (large size) Given to an entire class for positive behavior. This can be given in encore, cafeteria, or in the classroom.

• **Yellow PAW** (small size) Given to students for demonstrating positive behavior in the cafeteria.

6. **Celebrations/Recognitions** – When classrooms reach their class goal for the number of Champion Cheetah PAWs received, they can hold a classroom celebration.

**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, t-shirts with exposed arm holes, bandanas. Shoes should be regular street shoes. Sports shoes, such as cleats and “Heelys” are prohibited. Girls may wear heels; however, they are not to exceed an inch and a half in height. 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 (with hands at side, length must be below longest finger) may be worn. We strongly encourage your child to wear athletic or rubber soled shoes each day that 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 safety, learning and teaching.
LUNCH PROGRAM

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 help our students to make healthy choices for lunch and snacks. We encourage no outside fast food or beverages in the cafeteria.

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.

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 School Food and Nutrition Services (PWCSFNS).

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<thead>
<tr>
<th>Meal</th>
<th>Price</th>
<th>Description</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>$ .30</td>
<td>student reduced price</td>
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<tr>
<td></td>
<td>$1.50</td>
<td>student full price</td>
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<tr>
<td></td>
<td>$2.05</td>
<td>adult price</td>
</tr>
<tr>
<td>Lunch</td>
<td>$ .40</td>
<td>student reduced price</td>
</tr>
<tr>
<td></td>
<td>$2.50</td>
<td>student full price</td>
</tr>
<tr>
<td></td>
<td>$3.45</td>
<td>adult price</td>
</tr>
<tr>
<td>A La Carte Pricing</td>
<td>Milk = $.70, Frozen Novelties = $.75, Cookie (one) = $.40, Fruit Juice 4 oz = $.65, Fruit Juice 6 oz. = $.85</td>
<td></td>
</tr>
</tbody>
</table>

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](http://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.
LUNCHROOM TIPS FOR PARENTS
We are very thankful for all the wonderful lunchtime guests we have each day. It is great to hear the excitement when a student tells us his mother or father is coming to lunch. Even better is when a grandparent surprises a student or we have a special healthy snack to celebrate a birthday. We are asking for some help while you are in the lunchroom. Please consider the following ways you can help to keep our cafeteria safe and calm each time you visit.

- **Share the time**- After eating with your child’s class; please consider staying on for another half hour to help with another class coming in for lunch.
- **Share the space**- While eating you may want to invite one or two children that have a harder time remaining calm and focused on eating to share your lunch table. Some children do not have parents that are able to come for a lunch visit.
- **Share the work**- You can help by cutting food wrappers, opening milk, encouraging Cheetah Manners and students to eat their lunch.
- **Share the line**- If you must leave with your child’s class please help by keeping the students calm while sharing the painted line students’ use for line-up. Please encourage patient manners with hands and eye looking forward.
- **Stop inappropriate and dangerous travel** around the cafeteria. Please remind our students to walk at all times. Students must ask a Cafeteria Hostess for permission to use the restrooms. Please note that children take a restroom break before coming to the cafeteria.
- **Soft talk**- Please encourage the students to use soft talk with the person next to and across from them. These are the only students to whom a child should be talking to while in the cafeteria.

LOST AND FOUND
Found items will be placed on hooks located opposite of the front entrance. Articles not claimed after one month 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.
Health and Wellness

HEALTH NEEDS
If your child has a chronic health need such as allergies, asthma, diabetes, seizures, cancer, mobility concerns, etc., please contact the nurse to discuss your child’s needs and how we can meet those needs here at school. There are health treatment plans available for health concerns that the parent and a physician will need to complete to give the clinic specific directions and authorizations for treatment. These forms can be found on the clinic website and can be obtained in person. For short-term needs, (acute illness, broken bones, etc.) please communicate with the school nurse by phone, email, or note. A phone call to the school attendance line is not sufficient as the school nurse is not the staff member retrieving those messages.

EMERGENCY CARDS
Your child may become ill or get injured at school which may require he/she go home or be seen by a health care provider. It is of the utmost importance that the school has the names and working phone numbers of individuals who can be contacted during the school day. To ensure we are able to contact you or a designated adult in case of an emergency, please complete the emergency card at the beginning of the year AND update emergency information as it changes during the school year.

MEDICATION (Regulation 757-4)
School nurses in Prince William County Schools are not permitted to stock medications for general student use. All medications must be provided by the parent/guardian for a specific student.

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 in accordance with Regulation 757-4.
2. It is the parent(s)/guardian(s) responsibility to provide the following for prescription or non-prescription medication:
   a) The parent/guardian must complete the Medication Authorization Form (regulation 757-4 Attachment 1) which is available in the clinic or online on the clinic webpage or the PWCS webpage.
   b) Medication must not have exceeded the expiration date.
   c) Medication must be in the original sealed container.
   d) The parent/guardian or other designated adult shall deliver the child’s medication and completed paperwork to the school. Students ARE NOT permitted to carry or transport medication of any kind.
   e) The use of all prescription medication or over-the-counter medication outside of the recommended dosage for age must be authorized in writing by a licensed provider. The information is acceptable on a prescription pad or physicians letterhead that is attached to a PWCS authorization form. See Regulation 757-4 for details.
WHEN YOUR CHILD SHOULD BE HOME (Regulation 758-1)
We want your child to be 100% ready to learn every day, but if he/she is not feeling his/her best and you are not certain if he/she should attend school, here are the guidelines we are required to follow. These regulations were developed by the Commonwealth of Virginia. Reasons for which a child may be sent home from school or for a parent to keep their child home from school include the following:

1. Fever of 100°F and over – exclude until student has been fever-free for at least 24 hours **without** the use of fever reducing medication such as Tylenol.
2. Suspected conjunctivitis (pink eye), strep infections, ringworm, and impetigo are all infections and must be treated for a minimum of 24 hours before returning to school. Please do not allow your child back before this time in order to keep others from becoming infected unnecessarily. Areas may have to be covered while in school even after the 24 hours of exclusion.
3. Rash of unknown origin (especially if accompanied by a fever). When in doubt, please have your child evaluated by a physician and if allowed to return to school, have the physician write a note stating it is safe for them to be among other children.
4. Symptomatic head injury.
5. Severe coughing or difficulty breathing.
6. Colds – a child with thick or constant nasal discharge should remain home.
7. Diarrhea or vomiting – exclude until the student is symptom free for at least 24 hours.
8. Stiff neck associated with a fever and/or recent injury.
9. Inadequate immunizations with known disease outbreak in school.
10. Refer to the VDOH Communicable Disease Reference Chart for School Personnel for other exclusions/information.

If we all follow these regulations, and are considerate of others when we are ill, we can prevent the spread of germs and limit the amount of illnesses our community experiences during the school year.
EMERGENCIES: WE ARE PREPARED

Cedar Point Elementary School (CPES) has a Crisis Plan. All staff and students are well prepared in the event of an emergency. Training and frequent drills allow quick response to emergencies, whether man-made or natural, to safeguard students, staff, and visitors. Measures are in place to assist those with special needs. Parents and guardians can feel confident that PWCS and CPES work closely with police, fire and other emergency authorities to ensure the safety of your child.

In the event there is a true emergency, official PWCS news sources will share information and updates as quickly as possible. Avoid rumors and speculation. Remember students and others may not have accurate information.

- Stay calm. Remember, most emergency actions are precautionary.
- Monitor your school Web Site, PWCS Facebook, Twitter and other social media sites, and pwcs.edu.
  - Provide accurate emergency contact information and always notify us of changes.
  - Know the schools number.
  - Bookmark PWCS.edu, the CPES webpage, and PWCS social media sites for easy reference.
  - Download the PWCS mobile app.
  - Know the Lingo listed below.
  - Subscribe to PWCS news outlets.
- Check your email and text messages for urgent messages.

Schools may be the safest place for students. PWCS works with emergency officials to ensure that students are safe inside their schools.

- Avoid calling or visiting schools, unless instructed. Do not inadvertently interfere with emergency response crews.

Terms Used – “Know the Lingo”

- **Evacuations** are used to avoid the threat of potential internal hazards, such as fire, fumes, or unexplained alarms.
- **Secure-the-Building** provides added safety in cases of potential external risk, such as police actions nearby. Students are brought indoors and building entry is restricted. However, normal education activities continue.
- **Shelter-in-Place** provides protection from potential environmental risks occurring outdoors.
- **Lockdown** happens during a reported threat to the school. Buildings are locked, classes are suspended, and students are secured in their immediate areas.
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. All parents and staff members are welcome to attend. Please see CPAC Information on our school’s website.

PARENT TEACHER ORGANIZATION (PTO)
The Cedar Point Elementary School PTO exists to promote cooperation and communication among parents and teachers and to serve as a support group for the various educational programs. The PTO supports and encourages interaction between the school and community in order to contribute to the growth and improvement of Cedar Point Elementary School. Our PTO 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.

VOLUNTEERS
We encourage you to volunteer at Cedar Point Elementary School. There are many ways for you to become involved with your child’s education. 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 parents volunteering within the classroom and workroom. If you have taken this training during the past school year you do not have to repeat the training.
CELEBRATIONS

- Birthdays
  Parents are welcome to celebrate with their child and his/her classmates on the day of their birthday.

- Classroom Celebrations
  Our school will celebrate the following events as a school. Your child’s room parent will work with the teacher to coordinate events.

  - Dress Like a Book Character Day, October 26
  - Winter Celebration on Thursday, December 22 at 2:00 p.m.
  - Friendship Day on Tuesday February 14 at 2:00 p.m.
  - Grade level family picnics to be planned for the week of June 3-7, 2018.

Celebrating Students
Cedar Point is pleased 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. Each semester, special recognition will be given to students in each grade.

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 semester.

Hall of Champions
To celebrate the accomplishments of our fifth grade, students may work toward recognition on the Cedar Point Hall of Champions. “Hall of Champions” recipients will be honored by having a picture and clay handprint put on display on the wall outside of the Library across from the Main Office. To be eligible for this award, each candidate must show strong achievement skills and character. Candidates will also be expected to volunteer in the community to receive this prestigious award.
Appendices
Champion Cheetahs Teaming Towards Excellence

C: Compassionate
H: Honest
A: Academic Excellence
M: Motivated
P: Patient
I: Integrity
O: Outstanding Learner
N: Never Gives Up
S: Serve
Cedar Point Elementary School
Student Behavior Management Process

Define Behavior Expectations

Establish Positive Relationships

Conduct Weekly Classroom Meetings

09

NO

YES

Write referral to the office:
Administrative Discipline Referral Form Used

Use the following teacher consequences:
Classroom Discipline Referral Form Used
Parent contact is a MUST!

1st Offense:
Student/Teacher Conference (Warning)

2nd Offense:
Teacher determined consequence
(parent contact)

3rd Offense:
Teacher determined consequence
+ Parent Contact & Conference
(inform administration)

4th Offense:
Office Referral

Teacher Managed Behaviors

- Language
- Refusing to Work
- Disrespect
- Disruption
- Dress Code Violation (send to the office)
- Running in the Halls/Horseplay

Office Managed Behaviors

- Chronic Behavior (x3)
- Failure to Comply with Teacher Consequences
- Cell Phone (confiscate)
- Fighting or Aggressive Physical Contact
- Profanity towards another person
- Major Insubordination
- Weapons
- Harassment
- Bullying behavior
- Academic Dishonesty
- Skipping Class
- Drugs/Alcohol
- Smoking
- Vandalism
- Theft
- Threats
- Gambling
- PDA

**Any Student who is Hall of Champions candidate may lose their privilege of participation with an administrative referral**

Administrator Restates Behavior Expectation with Student

Administrator Issues Consequence Following Character Chart

Administrator Contacts Parents

Administrator Provides Teacher Feedback
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
School Board
Babur B. Lateef, M.D.
Interim Chairman At-Large

Mrs. Lillie G. Jessie
Vice Chairman
Occoquan District

Mr. William J. Deutsch
Coles District

Ms. Diane L. Raulston
Neabsco District

Mrs. Alyson A. Satterwhite
Gaineville District

Mr. Gil Trenum
Brentsville District

Mr. Justin David Wilk
Potomac District

Ms. Loree Y. Williams
Woodbridge District

Mr. Sasan Faraj
Student Representative

Superintendent of Schools
Dr. Steven L. Walts

Superintendent’s Staff
Mr. Keith A. Imon
Deputy Superintendent

Mr. William G. Bixby
Associate Superintendent for Middle Schools

Mr. R. Todd Erickson
Associate Superintendent for Central Elementary Schools

Mrs. Rita Everett Goss
Associate Superintendent for Student Learning and Accountability

Mrs. Jarcelynn M. Hart
Associate Superintendent for Western Elementary Schools

Mrs. Denise M. Huebner
Associate Superintendent for Eastern Elementary Schools

Mr. Philip B. Kavits
Associate Superintendent for Communications and Technology Services

Mr. Wayne K. Mallard
Interim Associate Superintendent for Finance and Support Services

Mr. Michael A. Mulgrew
Associate Superintendent for High Schools

Mrs. Amy A. White
Associate Superintendent for Human Resources

Prince William County Public Schools does not discriminate in employment or in its educational programs, services, and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.