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Mission Statement of Cedar Valley Elementary School

The Cedar Valley faculty, staff, and parents will educate, protect, and nurture all children entrusted in our care so that they may become vital contributing members of society.
Dear Parents & Guardians,

The staff and faculty of Cedar Valley Elementary welcome you and your child to the 2021-2022 academic year. It is a great privilege to be able to serve you and your child. We pride ourselves in building positive relationships with our parents and invite you to visit often and volunteer as much as your schedule allows. Our parent volunteer program and teachers will provide many opportunities for you to work with the team at Cedar Valley and to create the best learning environment for your child.

We hope that this handbook will help you in becoming familiar with our school policies and procedures. Please take time to read it through so you become familiar with these processes and are prepared for success.

I look forward to working with your child and challenging your child to grow intellectually and socially and to guide them toward independent thinking and problem solving. Working together we can achieve this goal. We will go above and beyond our personal best to see your child be successful.

Sincerely,

Jessica Napolez

Principal
Welcome to Cedar Valley Elementary School!

GENERAL INFORMATION
Cedar Valley is a Prekindergarten through grade five school. We have approximately 670 students, more than fifty teachers, and a staff of about 100. Our campus offers several programs to meet the special and individual needs of each child at our school. These programs include dyslexia, English Second Language (ESL), special education, speech therapy, the Positive Behavior Support (PBS) program, and tutoring during and after the school day. By offering these programs, we hope each student will achieve his/her fullest potential.

Please always have your telephone and contact information up to date so that we may contact you if your child is sick, there is an emergency, or if a teacher needs to converse with you about your child.

ACADEMICS
You will find that Cedar Valley is a school focused on academic success for your child. Because the success of each student is so important to us and we have worked so hard on that goal, our school has been academically successful. This happens because we have wonderful teachers who have researched and worked hard to discover strategies that work best to obtain the highest results with students. Your child’s teacher will be asking for your help in implementing Cedar Valley policies such as showing and proving your work in all subjects. Teachers will communicate in their parent letter how many points will be taken off assignments when a child does not show their work. This will take extra time and effort on everyone’s part, including the teacher, but we can assure success for almost 100% of the students who cooperate. Your child’s teacher will be explaining these techniques to you and your child as the year progresses. Please be sure to refer to your child’s late homework or class work policy.

ACADEMIC AWARDS
Cedar Valley Elementary offers the following academic awards:

- ✓ A Honor Roll (nine weeks, semester, yearly)
- ✓ A/B Honor Roll (nine weeks, semester, yearly)
- ✓ Perfect Attendance (semester, yearly)

Calculating Honor Roll:
Honor roll is calculated by looking at the student’s grades in the four core subject areas: Math, Science, Social Studies, and English Language Arts.

- ✓ A Honor Roll: Grades in all 4 core subject areas are between 90-100 & NO U’s
- ✓ A/B Honor Roll: Grades in all 4 subject areas include B’s (80-89) AND A’s (90-100) and NO U’s
- ✓ Perfect Attendance: A student who has been physically present every day for the entire semester. (Even if the absence is excused, it still counts as an absence.)

ANNOUNCEMENTS
Each morning we begin with our Pledges of Allegiance, Learners Creed, and a moment of silence led by our fifth-grade students. This is followed by daily announcements.
ATTENDANCE
Student achievement is directly linked to student attendance. Help your child establish good habits by making school attendance a priority. Students on a transfer to Cedar Valley must keep good attendance to stay. This includes keeping tardiness to a minimum. If you know your child is going to be tardy or absent, please call 336-1489 to let us know. Calling in advance does not necessarily negate lunch study hall, and because of state requirements, a written note that is signed by the parent or legal guardian is required for every absence. If we do not hear from you, our attendance secretary, or an automated phone message will call regarding the absence.

Because your child’s safety is important to us, we will call each day a message is not left and we will call the numbers such as work, cell, and emergency contacts to confirm your child’s absence. When calling, state your child’s name, teacher, and reason for absence. It is very important you provide accurate telephone numbers so that we can reach you. If you send a computer printout regarding your child’s absence, be sure and include a handwritten signature.

An official record, of each student’s attendance, is required by the state. The reason for an absence must be stated in writing and signed by the parent or guardian. Please include the student’s full name, date of absence, explanation of absence, teacher’s name, and parent signature. Please be sure to submit the note or doctor’s note within 5 days of your child’s absence. All work missed during the time the student is absent from school must be completed (refer to the district’s attendance policy found in the KISD section of this handbook). Students with perfect attendance are recognized at our academic awards assembly at the end of the school year and excessive and unexcused absences can cause a child to be retained in their current grade level.

AUDIENCE ETIQUETTE
Students in the Killeen ISD elementary schools are taught standard audience manners for use and performances. Please set a good example for our students by observing the following guidelines:

• Talking, whistling, and excessive noise are inconsiderate and inappropriate. Electronic devices, including cell phones, should be silenced. The audience should hold their applause until the designated time.
• Please enter and leave the auditorium in a manner that does not distract from the program.

Students have worked hard and are thankful for your attendance and support. We also appreciate your careful observation of audience etiquette.
Special Note: If children under your care are creating disturbances, we ask that you remove them to the foyer.

BAD WEATHER LATE START DAYS
❖ Doors to the building open at 9:00 a.m. There is no one at school to supervise students before 9:00 a.m.
❖ No YMCA services are provided for before school.
❖ Breakfast will not be served; students will eat lunch shortly after arriving to school.
Students are counted tardy at 10:00 a.m.
Decisions regarding weather delays are made by the district office. Our school must follow the directives of the district office. Once we are informed of a delay, we will make a Blackboard Connect call as soon as the principal is notified to all students/families. Parents, students, and staff members are asked to tune into radio and television broadcasts for information in the event of inclement weather conditions or other emergencies that may necessitate the closing of schools.

**BICYCLES**
Bicycles are to be parked in the racks provided. These bikes are not to be ridden or touched except by the owners. Bikes are to be WALKED on campus. Bikes should always be locked while on campus. Bike helmets are encouraged, and bike safety rules will be stressed. Students who do not follow the rules for bicycle riders while on campus may be denied the privilege of riding their bikes. No scooters, skateboards, battery operated children vehicles, or shoe skates are allowed on campus. The school will not be liable for any bikes that are left on campus.

**BIRTHDAY POLICY**
When it is your student’s birthday you may drop off cupcakes to be passed out at the end of the school day. We do not allow the students to have flowers, gifts, balloons, or other items that could be distracting to the learning environment. Also, parents are not able to take part in the birthday celebration. Teachers will ensure the cupcakes are passed out and the student is celebrated. Invitations can be passed out at the end of the day if there is one for each student in the class. If invitations are not provided to the entire class parents may pass them out at dismissal.

**BREAKFAST & LUNCH VISITATION POLICIES/PROCEDURES**
- **Parents are invited to attend lunch with their student(s) on Thursdays only.**
- Parents must check in at the office and get a visitor’s sticker before entering the cafeteria to eat with their child. This sticker must be visible.
- Parents will eat with their child at the Parent Dining table.
- Friends are NOT invited to join a student at the parent dining table.
- If you bring a child with you who is not school age, please make sure the child is wearing shoes.
- Please dress appropriately when coming to school to eat with your child – no pj’s, slippers, or revealing clothing.
- Younger children should not be left unattended or attended by the school-aged child.
- Only parents purchasing a tray for themselves should be in the cafeteria line. All other parents must wait at the parent dining table until your child joins you.
- Please model all cafeteria rules:
  - Students are to remain at the parent dining table and may not walk around the cafeteria
  - Students are expected to put up their tray before leaving the parent dining table
  - Students are expected to follow the directives of the adults on duty.
  - Food is not to be traded from one student to another.
We ask that you do not come to eat breakfast or lunch with your child during the first two weeks of school so that your child may learn our rules and cafeteria procedures and learn the staff that will be helping them while they dine.

During state testing, we ask that you do not eat breakfast or lunch with your child. This is due to confidentiality issues with the testing.

Do not redirect or provide disciplinary actions to your child or any other child in the cafeteria.

Restrict your conversation to only your child.

Please do not take pictures or video tape children other than your own.

If your child needs to use the restroom, you must let an adult know that you are taking your child to the restroom. We do not allow children to go by themselves.

All cell phones/electronic devices should not be out during the visitation.

The visitation ends once the child leaves the cafeteria table.

If bringing your child lunch, please refrain from providing soda with the lunch. Choose a healthy option such as milk or juice which does not provide a sugary stimulant.

The responsible campus administrator has discretion to deny access to any visitor when information is received from any reliable source that the individual poses a substantial risk to the safety of students or staff, or if the individual fails to follow the policy identified above.

**BULLYING**

As a school, we are committed to communicate to our students that bullying is NOT okay. When a student reports to the teacher an incident of teasing, harassing, name calling, etc., the offending student will receive a short form. We teach the students that reporting is done to get someone OUT of trouble and tattling is done to get someone INTO trouble. Cedar Valley is committed to maintaining a safe and secure learning environment for all. There is also an online bully reporter on the district website under the Parent and Student tab.

**Campus Counselors**

Killeen ISD provides a counselor on each elementary campus. The counselor provides a variety of services for both students and parents. Some of these include:

*Plans and provides a variety of individual, small group, and classroom activities designed to be developmental and preventive in nature.
*Counsels individuals in crisis situations.
*Assists students in making the transition successfully from one school to another
*Serves as a consultant in guidance and counseling to parents, teachers, and administrators concerning the needs of students.
*Designs a guidance program based on campus needs assessment.

If you need to contact the counselor, please call the school office at 254-336-1480.

**CAMPUS IMPROVEMENT PLAN**

In Texas, the focus of all district and campus planning and decision-making is to improve the performance of all students. The ultimate purpose of all planning and decision making in schools is to attain the state’s goals of equity and excellence in achievement for all students. Cedar Valley’s Campus Improvement Plan follows the above state and district guidelines and is unique to the
students of Cedar Valley Elementary. A copy of our Campus Improvement Plan is on the Cedar Valley website and is designed and updated by the SBDM committee.

CHECKING STUDENTS OUT DURING THE DAY
Students are not permitted to leave school grounds unless they have been properly signed out through the office. Parents wanting to check their child out early will need to do so before 2:45, so that the office staff can assist with dismissal procedures. Students are learning up until the end of the school day. We do know that doctor appointments often occur during the school year. Keep in mind that each time the child is checked out early, it is disrupting their learning day. We appreciate your efforts to keep this at a minimum.

If parents desire to check students out of school during the day, they should follow the procedures listed below:

1. Come to the office and use the computer out front to sign out the student electronically.
2. Be prepared to show a driver’s license or military ID. The secretaries will not release students to anyone not listed on the student’s card. **Please do not send anyone to school to pick up your child who is not on the card.** You may list as many people as you want to on the card; however, we do not accept notes for different arrangements. This must be done by the parent/guardian personally.
3. Wait in the office until your child joins you.
4. We do not call students to the office to wait for you. We only call them down once you are present.
5. Picking up children early for anything other than a doctor/dentist appointment is discouraged.
6. Cedar Valley does not release students to minors, under the age of 18.
7. We ask that you do not sign your student out the last fifteen minutes of the school day, during this time the teacher is getting the entire class ready for dismissal.

Please cooperate with us on these procedures. All of this is done to protect your child. We appreciate the opportunity you have given us to serve your child. In our school, your child is the most important person, and we appreciate any comments for improvement.

**CHILD ABUSE**
The reporting of suspected child abuse is a state law that teachers, administrators, and staff must observe. Our school is most interested in the health and safety of our children and will abide by the state law.

**CLASS INTERUPTIONS**
The District will limit interruptions of classes during the school day for non-academic activities such as announcements and sales promotions. Announcements shall be made no more than once during the school day, except for emergency announcements. Education Code 21.923

Distractions from, interruptions to, and loss of, scheduled class time by any activity during the school day shall be prevented. 19 TEC 75.2 (d)
CLASSROOM OBSERVATION POLICY/VISITORS

All visitors to our school must report to the office upon entering the building. A visitor must present a current driver’s license or identification card; it will be scanned, using the Smart Check system, by the district’s visitor identification system, and further access will be granted or denied based on the result of the scan.

If further access is granted, the visitor will be issued an adhesive identification badge which must always be worn on campus.

All visitors must return the adhesive badge and check out in the office prior to leaving the building. Principals have the discretion to require the driver’s license or identification card to remain in the office until the visitor returns the adhesive badge and checks out in the office.

All visitors who go to other parts of the campus must comply with any other access rules established for that campus.

A visitor who cannot provide the requisite identification shall be restricted to the central office and may not go to any other part of the campus.

The responsible campus administrator has discretion to deny access to any visitor when information is received from any reliable source that the individual poses a substantial risk to the safety of students or staff.

Persons who are identified as registered sex offenders shall be denied access to the campus. Any person seeking review of this prohibition may pursue an administrative grievance through board policy FNG(LOCAL) or GF(LOCAL).

If you need to leave a message or item for your child, we will take care of it for you without disturbing the class. If you have an appointment with a teacher, we will call the teacher to the office. Visitors will be required to turn in a picture ID/driver’s license in exchange for a visitor’s pass. Please return this pass before leaving the building. Safety is our priority as well as space availability in the classroom.

Classroom observations require the permission of the principal and the teacher. Parents or legal guardians, who wish to observe their children in class must call the school office in advance, make an appointment, and must comply with the access rules. This does not apply to parents identified as registered sex offenders because they are denied campus access altogether.

When visiting/observing, we ask…
*Please dress appropriately when coming to school-no pjs, slippers, or revealing clothing.
*Please do not send relatives, community members or family friends to talk to your child during school hours.
*No cell phones or electronic devices are to be used during an observation.
*No young children (newborn to age five) are to accompany an adult into a room for observation purposes.
*No talking to your child or to the teacher during the observation.
*Please sit in the back of the room.
*Thirty minutes maximum per day, no more than twice a week.
*Do not redirect or provide disciplinary actions to your child or any other child in the Cafeteria or classroom

The first two weeks of school we ask that you not visit so the teacher can establish routines and procedures. **Anyone offending or abusing the observation policy will be denied access to the classroom.**

The district also has the following statement in the parent handbook:
“All visitors, including parents and guardians, must report to the office and sign in when coming to the school. While visiting the school, a visitor must wear a visitor’s badge. This is done as a protective measure for your child. Parents are welcome to visit the classroom with principal’s approval; however, uninterrupted instruction is vital to student learning.”

These rights do not include unregulated access to school facilities. School officials have the authority to control activities on school property, including denying access to parents to maintain order and prevent disruption of school. This authority includes reasonable limitations on classroom visits and other parental activities on campus.

Also, the district takes seriously its responsibility to provide a safe school environment for its students and staff. Recent well publicized violent incidents on public school and college campuses underscore the vulnerability of school children and the need for heightened security on school campuses regarding all visits.

This procedure is intended to protect students and avoid disruption of instructional time by placing reasonable limitations on campus visits by parent and other adult visitors.

**CLINIC- MEDICAL ISSUES**
Please keep the office, clinic, and teacher informed of any address or telephone number changes by coming in to update the registration card. For true emergencies, an ambulance will be called. The school will work diligently to contact you immediately.

**Fever---**Fever is defined as a temperature equal to or greater than 100.4°F. KISD policy states that a child cannot remain at school with a temperature equal to or greater than 100.4°F. Students should not return to school until they are fever free for 24 hours without the assistance of fever reducing medicine such as Motrin or Tylenol. If a child is excluded, he/she MAY NOT return to school unless accompanied by a note from the physician stating that the child is free of communicable disease.

**Illness---**PLEASE do not send your child to school ill (vomiting, diarrhea, persistent sore throat, etc.). This only increases the likelihood that they will take longer to get better and that they will spread whatever they have to the other students and staff. Also, if you work, please make sure you have an emergency contact that can pick up your child if they become ill or injured during the school day.

**Clinic Visits---** Students needing to be seen in the clinic will require a clinic pass. The teacher/staff will annotate the chief complaint, reason for sending the student to the clinic. The clinic will document all the care your child receives, and a copy of the clinic pass will be sent home.
**Medications---**All medications must be administered by a clinic staff member and can only be given with a physician’s order on file and proper pharmacy label on the medication. Students are not permitted to carry and prescription medications or over the counter medications on their person, including cough drops, medicated creams, eye drops, etc. Please DO NOT bring the medication(s) or form(s) separately as they MUST be turned in together. One will not be accepted without the other. There will be NO exceptions to this policy. For the complete KISD medication policy, see the district section of this handbook.

**Lice Policy---**Head lice are a troublesome and contagious problem. It spreads through direct contact or through sharing personal items such as hats or brushes. A child who is found to have head lice will be sent home for treatment. Once the child has been treated, he/she can return to school, however, before returning to school the student must be cleared through the clinic. It is extremely important that the parents are vigilant in treating their child’s head lice, removing the eggs- called nits- and treating the household environment. We want to reassure you that this policy is not a punishment, but it is a precaution. Our goal is to contain the situation quickly and with as little disruption to the learning environment as possible.

**Immunizations---** If your child receives immunizations throughout the school year, please bring in updated shot records to school so that your child’s record can be updated.

**Sunscreen, lip balm, & Lotion---** Student may apply these items to themselves provided a parent slip has been completed with the clinic.

**Extra Clothing---** For our PreK-1st grade students especially, please remember to pack an extra set of clothing in your child’s backpack in case your child has an accident. Please make sure this is refreshed daily/weekly. The clinic has a very limited amount of new underwear and having an extra set of clothing would prevent your child from sitting in wet/soiled clothing until you arrive at the school with clean clothes.

**COMMUNICATION**
Cedar Valley believes that communication between the home and school is crucial for success of the students. Teachers are committed to returning your phone calls, notes, and e-mails. The first thing in the morning is not the best time to try and speak with your child’s teacher since they are greeting children and preparing for the day’s lessons. In addition, teachers will not be pulled from the instructional environment to meet with parents unless deemed necessary by the administration.

Each teacher has a 45-minute planning period every day, except for Wednesdays, that can be used for parent conferences. If you desire a meeting or conservation, please call the office, write a note to the teacher, or send the teacher an e-mail.

Cedar Valley uses a variety of ways to communicate with home. These include, the mass communication system, Connect Ed, e-mail, Tuesday folders, Tuesday notes from the principal, report cards, progress reports, daily folders or assignment notebooks, school website, and access to the on-line parent grade book.

**CONFERENCES WITH TEACHERS**
If you would like a conference with a teacher, please call for an appointment. Appointments with teachers are held when they are not in charge of classroom instruction. To make an appointment, you
may call the secretary at 336-1480 and leave a message for the teacher to contact you. You may have your child take a note to the teacher, email the teacher, or you may come to the school office.

**CONSEQUENCES**
The KISD code of conduct discipline matrix will be used to determine the appropriate level of consequence. The implementation of consequences may be accelerated for fighting or improper behavior toward an adult. Any aggressive behavior (kicking, hitting, spitting, biting, pushing, verbal threats, etc.) will be considered fighting. “Horseplay” or behavior that interferes with the safety and order of the classroom, lunchroom, or playground will incur consequences.

With the involvement of the students, each classroom teacher will develop a reasonable set of classroom rules approved by the campus administrator and in compliance with KISD policy. Acceptable discipline procedures will remain the responsibility of the classroom teacher unless assumed by the principal or designee. There is no expectation of privacy in students’ backpacks, purses, or other containers brought on school property. School personnel may search any of these. Computers that are owned by the school may be searched even if in the possession of other individuals.

Parents are notified by the Assistant Principal by phone, if possible, and a copy of the office referral form is sent home with the student. Parents are required to sign the form, and the student is required to return it to the school. A student who fails to return the form may be given lunch detention. A child sent to the Assistant Principal may receive the following list of consequences:

a. Conference with student followed by a call to the parent; opportunity to comply; community service; confiscation.
b. Lunch detention, before or after school detention, or a combination of any of these
c. One-half day in school suspension or after school detention
d. One day in school suspension
e. Saturday SAC (available for 3rd-5th grade students)
f. Suspension from school
g. Placement in district AEP

**CONTACTING STUDENTS**
All visitors to our school must report to the office upon entering the building. Visitors are not allowed in the hallways during school hours unless accompanied by a member of the school staff. If you need to leave a message or item for your child, we will take care of that for you without disturbing the class. If you have an appointment with a teacher, we will call the teacher to the office. Visitors will be required to turn in a picture ID/driver’s license in exchange for a visitor’s pass. Please return this pass before leaving the building. Please do not send relatives, community members or family friends to talk to your child during school hours. If you wish for them to observe your child in the classroom, you must accompany them. Safety is our priority as well as space availability in the classroom.

**CROSSWALK**
Crosswalks with trained personnel are provided for the safety of students coming to and from school. Trained personnel are not on duty until 7:00. Jay walking is against the law. These crosswalks are
the only place students should cross the street to get to school. Please encourage your child(ren) to use the designated crosswalks, as these are the safest places to cross. Students who ride bikes, MUST get off and walk the bikes across the crosswalk. When coming to a crosswalk, please make sure your vehicle is not in the crosswalk.

DELIVERIES
There will be no deliveries of flowers, balloons, or gifts during the school day; this is to include the delivery of birthday invitations to students during the school day.

The KISD delivery policy is as stated below:
1. FOR ALL SCHOOLS
   a. NO commercial deliveries of food will be made to any campus
   b. NO deliveries of any nature will be made directly to classrooms
   c. Parent deliveries, of any nature, should be cleared through the office
2. FOR ELEMENTARY AND MIDDLE SCHOOLS
   a. NO commercial deliveries will be made to students.
   b. Approved commercial deliveries to teachers are to be made to the office.

DISCIPLINE
On KISD’s web site, you will notice a comprehensive description of the Killeen Independent School District’s approach to discipline. At the conclusion of this section, you will find a copy of the Cedar Valley Elementary Campus Discipline Plan. If you have any questions concerning either of these plans, please feel free to contact the building principal. Your child’s teacher will be sending you a copy of the classroom discipline management plan. Please take time to read and discuss it with your child. The most frequent discipline problems are those which occur before school and after school, either on the playground or coming to and leaving school. Please discuss these times with your child. The success of a discipline management program depends on educators and parents working together.

CAMPUS DISCIPLINE MANAGEMENT PLAN
It is our intent with the Campus Discipline Management Plan to enhance the implementation of the KISD Discipline Management Plan. The following effort to both clarify and specify those procedures and behaviors is tailored to the uniqueness of our campus while reflecting consistency with the District Plan. At the beginning of each school year, it will be the responsibility of each classroom teacher to convey to all students the rules that govern general areas (i.e., cafeteria, hall, etc.).

RULES TO BE FOLLOWED BY CEDAR VALLEY STUDENTS
1. Students show self-discipline by keeping hands and feet to themselves.
2. Students bring appropriate materials to class.
3. Students are on time to class.
4. Students use good manners in speech and actions toward other students and all KISD personnel.

5. Students dress appropriately and follow the KISD guidelines for dress code and Cedar Valley’s dress code found later in this manual.

6. Students leave inappropriate items at home (toys, fidget spinners, dice, handheld computer games, pornographic magazines, knives, guns, iPods, etc.).

7. Students are regular in attendance and bring a written excuse for absences. Students who go to the doctor should bring a note from the doctor.

8. Once students arrive on campus, they should remain on campus during school hours and leave only when dismissed by an adult.

9. Students demonstrate an awareness of safety procedures within the building and on the playground.

10. Students practice respect for adults, personal belongings, and property of others.

11. Students demonstrate good citizenship in the classroom, hallway, bus, cafeteria, and on the playground.

12. Students will walk in hallways keeping their hands to themselves.

13. The “quiet signal” is used throughout the building as a means of capturing the students’ attention.

14. Students will always show their work in all subjects.

15. Students will walk within the building in line with their class or with an assigned buddy chosen by the classroom teacher. The buddy system is in place for the safety and well-being of all children.

**DISMISSAL**
It is important to write the teacher a note when you make different arrangements for your child to get home. Unless, we hear from the guardian, a teacher will follow the routine that was originally established. FOR YOUR CHILD’S SAFETY, TELEPHONE CALLS TO ALTER AFTERNOON PLANS WILL NOT BE ACCEPTED, anyone can call over the phone and claim to be you.

**DRESS CODE**
We ask your help in being sure that your child is dressed appropriately. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Clothing will be worn as it is designed to be worn and will be subject to the campus administrator’s judgement.
Students who are in violation of the dress code shall be advised by the campus staff and shall be given an opportunity to comply (call the parents to bring a change of clothing). Those who then fail to comply or who consistently violate this policy shall be subject to disciplinary action.

- Makeup, excessive jewelry, removable tattoos, and temporary (sprayed ok/washable) colored hair are considered a distraction/disruption and are not allowed.
- Girls wearing dresses should wear shorts underneath.
- If they wear leggings, they must wear a dress that meets the dress code (within 6 inches of the knee).
- At Cedar Valley we teach the finger touch rule by having students put their hands to their side. If they touch their skirt, dress, or shorts then the length should be acceptable. If they are touching the leggings, tights, or their skin, then most likely their clothing article is too short.

Physical Education:
Since students either go to PE or recess outside every day, students need to wear tennis shoes to school or bring shoes to change into before PE. Flip-flops are not acceptable footwear in PE at Cedar Valley. Students in PreK and Kinder have PE everyday and are not given the option of changing shoes. Shoes need to tie, have a back, and have a rubber sole (no open toe). **If a student does not follow these guidelines, he/she may have to sit out from physical activity during PE.** This will be determined by the PE teachers and is based on the safety of all the students.

For a complete description of the KISD Dress Code, please refer to the Student Code of Conduct online at www.killeenisd.org.

**EARLY RELEASE**
Several days during the year are designated as early release days. On those days all students will be released at 1:00 PM, and buses will run accordingly. Please make appropriate arrangements for your child. Refer to your school calendar, the Tuesday folder, the Connect Ed phone calls, and the marquee for specific dates. Lunches are moved up 20 minutes on these days as well.

**EMERGENCY PROCEDURES & Drills Conducted at Cedar Valley:**
- **Building Evacuation or Fire Drills** -- State law requires one fire drill per month.
- **Lockout, Lockdown, Shelter Drills** — practiced each month in the event of someone or something of harm is reported in the vicinity.
- **Tornado Drills** — practiced each semester.
- **Bus Evacuation** — practiced once a year in case of a bus emergency or accident by the transportation department.

**EXTRA CURRICULAR ACTIVITIES**
Cedar Valley offers a variety of extra-curricular activities. Students are eligible to participate in choir, walking club, Minecraft club, book club and science squad. Our fifth graders hold leadership positions such as safety marshal, S2S, and flag guards. Students in these programs can be removed if their grades and/or behavior are below Cedar Valley’s expectations. Students that are picked up will be removed if they are not picked up at the time the activity ends. Students will NOT be kept after school unless parents have prior notification from school personnel, which should be on rare occasions.

FIRST DAY OF SCHOOL
It is natural for children to experience some anxiety (as well as excitement!) about beginning school. Here are a few things you can do to make it easier for your child.

- Make plans to attend “Meet the Teacher Night” (date and time will be communicated at a later time). During “Meet the Teacher Night”, your child’s teacher and room assignment will be posted in the cafeteria at that time. We will have staff members in the halls to help you. You will have time to tour the building, help your child locate his/her classroom, put away school supplies, and visit briefly with the teacher.
- On the first day of school students should report to their classrooms.
- We are a CEP campus, so all of our students are allowed to eat breakfast and lunch free. However, if they choose to get extra items, then they must have money in their accounts to cover that cost.
- Be sure your child understands what to do AFTER SCHOOL. Is he/she to walk home? Is he/she sure of the way? Should he/she wait to be picked up by a parent or babysitter? Does he/she ride the bus, go to daycare, or attend YMCA?
- If siblings are to walk together, communicate with the child’s teacher. Our sibling walkers meet at a designated area in the building and are dismissed from there once all the siblings have arrived.
- Label all supplies and clothing with your child’s name. This is also important later in the year when coats, hats, and gloves are brought to school. Every personal item that comes to school should be marked.

FRONT OFFICE PROCEDURES
When entering the front office please make sure to silence your cell phones as well as please NO talking on cell phones when in the front office. We try to help everyone as quickly as possible, and it is difficult if you are on your phone. Please make sure to end phone conversations on your cell phone prior to entering the office. Also, when signing out your students make sure you have a valid ID and do so before 2:45pm. The students begin their dismissal procedures at 2:45 and it is difficult to find students after that time. We appreciate your kindness as we do our best to make sure the students are taken care of, and your needs are met.

HUG ZONE
For the security of students, we do not allow parents to walk students to class after the first 3 days of school. We invite you to walk your child as far as the hug zone (right before the security doors) and then release your child from there. We have staff members all around the building to maintain security and help your child get to class. We also have adults stationed near the security doors to help students in need. We appreciate your support in helping your child’s independence blossom.
ITEMS NOT ALLOWED AT SCHOOL
Pocket knives, shoe skates, picks with metal tines, toys, mace, or items defensive in nature should not be brought to school. No chewing gum is allowed. Toys, fidget spinners, Nerf guns or other items which detract from the instructional program or cause a disruption will be confiscated. Any toy that resembles a knife or gun should not be brought to school. Parents should refer to the teacher’s classroom management plan on specific procedures for returning items. Parents will be required to come to the office to claim items of considerable value, including cell phones. Please refer to KISD code of conduct web site for other items listed, such as regulations on entertainment items at school.

LOST AND FOUND ARTICLES
If a student loses anything, he/she should check the lost and found immediately. It is possible that the lost article has already been returned. Valuable items, watches, eyeglasses, etc., are kept in the office. All unclaimed items are donated to a charitable organization at the end of every nine weeks.

LUNCH
All enrolled students will receive FREE Breakfast and Lunch because of the Healthy Hunger-Free Kids Act of 2010 and the Community Eligibility Provision (CEP). Cedar Valley is a campus that is considered a CEP school. A CEP school provides free meals to all enrolled students. You do not need to fill out a free/reduced lunch application. A CEP survey form will be sent home in September. Please contact The School Nutrition Department with any questions (254) 336-0775.

LUNCHROOM RULES
1. Students must obey the lunchroom monitors.
2. Students are to stay in an orderly line and stand silently behind their chairs; they will be seated when the entire class has arrived at the table.
3. Students are to remain seated until they have permission to get up. Students can talk quietly while eating.
4. Food is not to be traded from one student to another.
5. Students bringing drinks from home should bring nutritious drinks, such as juice, in plastic containers or drink boxes. Please do not send sodas or glass bottles to school.
6. Students will leave the lunchroom quietly and in an orderly manner, in a line with an adult monitor.
7. Quiet voices will always be used in the cafeteria.
8. Perishable food items purchased in the cafeteria may not be carried out of the cafeteria. Non-perishable foods such as uncut fruit, unopened package food (cereal, chips, etc.) may be taken from the cafeteria.
9. If students are going to purchase “seconds” or “extra food”, **after their initial entrance for lunch, they must first go through the line and ask the cashier if they have
enough money in their accounts. The student must get at the end of the existing line. They are never to take “cuts.” If there is enough money, they go to the end of the food line to get the food and wait in line until it is their turn to make the selection and to pay for it. There will be no jumping into the line to pick up “seconds” or to pay for this food.

**If you do not want your child purchasing any extra food, please send a letter to the cafeteria explaining what you want done with your child’s account.**

**MEAL COST**

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**MEAL ACCOUNTS**

You can place money in your child’s account by sending a check or cash to school with your child. If you would rather come in to place money in your child’s account, please do so between 8:00 and 10:00. Please make sure all checks are made out to “Cedar Valley Elementary School.” In addition, the checks must have the following information on them: name of the check writer, current address, phone number, driver’s license number, the child’s name, and keypad number. We are not allowed to accept temporary checks. All returned checks have a service fee. Any “extras” may be purchased at a la carte prices. Any questions regarding prices, menu items or accounts may be accessed through: www.paypams.com. Please note that the paypams on-line system takes 2-3 days to reflect updates.

**MONEY /CHECKS**

When writing checks out for purchases at Cedar Valley, checks should be made out to Cedar Valley Elementary. All checks must have a permanent mailing address and driver’s license number. Cedar Valley will not accept temporary checks. For checks that are returned, due to insufficient funds, KISD uses the checXchange-automated system to recover the outstanding debt.

**PARENTAL RESPONSIBILITY**

I understand under State Law that I am responsible for maintaining correct and current up-to-date information on the student data card maintained in the school office. This information includes current phone numbers and addresses along with the names and phone numbers of all persons who can pick up my child in my place. It is my responsibility to inform those who may pick up my child that they must have a current PHOTO ID and their name must be on the student data card.

I understand leaving my child unattended or allowing my child to arrive on school grounds prior to 7:00 a.m. may be considered child neglect. I understand failure to pick up my child after school later than 3:30 p.m. may also be considered child neglect. Repeated incidences of early drop off and/or late pickups may result in reports to Child Protective Services and/or the Police. I understand that supervision of my child(ren) before and after school is my responsibility.

**PETS**

Pets are not allowed on campus. Please observe the “No Pets on Campus” signs posted on the school property.
PLAYGROUND RULES
1. Do not throw sand, gravel, or wood chips.
2. Only one person on the ladder/slide at a time
3. Remember to slide down the slide, not crawl up it.
4. Tackle football is not allowed.
5. Remember to hold on to monkey bars – no hanging upside down or jumping off. The monkey bars and rings are for grades 3-5 only.
6. Use swings appropriately: no running through, standing behind, jumping off the moving swing, or twisting the swings. Swings go back and forth only.
7. No tag or chase games
8. Watch for your teacher and walk to him/her

PTA
All interested parents are encouraged to become a part of PTA. This is an excellent way to show you care.

RESPONSE TO INTERVENTION (RTI)
The RTI Team is made up of administrators, classroom teachers, and other special teachers such as Dyslexia, ELL, Special Education, or others as needed. RTI meets monthly to discuss any problems or concerns that a student may be having academically or behaviorally. The main purpose of the RTI committee is to help teachers determine accommodations and intervention strategies that might help students succeed in their learning. Notifications are sent home to parents each time a change is made to the student’s plan informing you of what the RTI committee discussed and implemented.

REWARD SYSTEM
A monthly incentive will be given to students who are exhibiting positive behavior choices in the classroom and at lunch. Each reward will be determined by the campus conduct committee.

STUDENT2STUDENT (S2S)
Cedar Valley participates in the Military Child Education Coalition’s Elementary S2S program. S2S is a powerful program designed to help change a transitioning student’s focal point from what the student has lost to what the student will gain through the relocation. S2S guides students through their uncertain surroundings, offering – from a peer viewpoint – valued information, friendship, and assistance.

SCHOOL PICTURES
School pictures are taken in the fall and spring. Notice will be sent home in the Tuesday folder prior to the photographer’s visit. Information about costs will be included at that time.

SCHOOL SCHEDULE
Working Mornings – 7:00-7:20
Doors Open – 7:00 (staff is on duty)
Breakfast – 6:45-7:20 (door closes at 7:20)
First Bell – 7:25
Tardy Bell – 7:30
Dismissal Bell – 3:00

We want you to feel free to visit our school and talk with us at any time. Please call or come by the school. All visitors are required to check in the office and receive a visitor’s badge. This is for the safety of the most important people in the world – our students; therefore, we ask for your cooperation. We look forward to getting to know you better.

The school day begins at 7:30. NO student may be on school grounds before 7:00 unless they are part of the on-site Latch Key program, sponsored by the YMCA. Since we have buses arriving at 7:00, our staff goes on duty at that time. We closely supervise students so that we can keep them as safe as possible. Please do not allow your children to come to school before 7:00 if they walk or you drop them off. Please cooperate with this effort.

School breakfast is served from 6:45 until 7:20. When students get to school, they are expected to go immediately to breakfast or the hallway outside their classroom. This gives staff a better opportunity to watch students. Students should always have a book in their backpacks, and they are expected to sit quietly and read. Students who do not follow this expectation will be asked to wait until 7:25 to arrive at school.

The tardy bell rings at 7:30. Students not in their classrooms at that time are considered tardy and must be issued a tardy slip before they will be admitted to class. Please help your children be on time for school. Cedar Valley is committed to educational excellence and instruction begins immediately. Students who are tardy are subject to consequences. Please refer to the KISD Code of Conduct.

School is dismissed at 3:00 PM. Students must leave the campus as soon as their day is finished. Teachers have conferences, planning, staff development meetings and other duties during this time. The YMCA offers an on-site before and after school program. If you need that service, please contact them at 634-5445. All students left on campus after 3:15 PM will be brought back to the office, and parents will be called. Police will be called for any student who is not picked up by the time the office closes. It is not safe for students to be left unsupervised at any time. We appreciate your help in this matter.

Students from other campuses are not allowed on our campus at any time unless an adult accompanies them. This includes brothers and sisters who are middle school or high school students picking up siblings on our campus.

**TARDY POLICY**
The first bell rings at 7:25, and all children should be in their classrooms at 7:30 when the tardy bell rings. Students that are tardy are required to have a tardy slip to be admitted to class. Parents are expected to escort their child into the school and sign them in using the automated check in system. Students that are late not only miss out on valuable instruction but interfere with the education of all the other students as the teacher tries to catch up the latecomers.

Excessive tardies are considered a minor violation of the KISD Code of Conduct. Students may be issued an office referral with consequences given as listed in the discipline matrix. (See KISD Code
To assist the home, Cedar Valley administrators will notify you of your child’s third tardy by a note home, a phone call home after the fifth tardy, and disciplinary action will be taken after the seventh tardy. Third through fifth grade students may receive a Saturday SAC assignment. School administrators determine if tardies are excused or unexcused. A parent being late in transporting their child will not be considered a valid excuse. However, since we are aware that some tardies are not the fault of the student, parents can opt to volunteer in the cafeteria during the school lunch hour in lieu of an alternative consequence for the student. Please make this arrangement through the administrative team and a background check must be completed before volunteering. Tardies will be excused only when accompanied by a doctor’s note. Please help your child develop good school and work habits by being a good role model. We believe strongly that parents are a child’s first teacher and we value your instruction in lifelong skills.

**TEXTBOOKS**

Textbooks are issued to students and are free of charge by the State of Texas. Textbooks are checked out to students and are expected to be kept up with by the students. Students are not to write in their textbooks and should strive to take good care of them throughout the year. Textbooks are to stay at school and NOT travel to and from home. Please contact an administrator if you have a special request.

**TITLE 1**

Cedar Valley Elementary is a campus-wide Title 1 school. Under this program, the school received additional federal monies based on the percentage of students identified as economically disadvantaged. In the past, the money has been used to hire additional teachers to provide instructional interventions, to purchase multiple copies of children’s books, science equipment, math manipulatives, and mobile laptop computer labs.

**TRANSPORTATION & LOOPS**

Students must live a mile from the school to be eligible for school bus transportation. Students are expected to follow all bus rules. The consequences outlined in the Student Code of Conduct will be followed for students receiving a bus referral.

Loops

- Parents who choose to pick up their child(ren) from school and remain in the car must register the child(ren) as car riders and receive a car tag. Two car tags will be issued per family. This tag is very important. It is our way of verifying that you are the authorized person picking up the students in the car rider area. **If you do not have a car tag, then you must park your automobile, go into the main office to sign the student(s) out, and show proof of identification.** Replacement tags can be obtained through the office at any time during the school year.

- When picking up your child(ren), please place the car rider tag on your rear-view mirror before driving onto the school’s grounds. Make sure the name is visible for the faculty member on duty to see the student(s) name.

- **Children should not enter or exit a vehicle on the left**, as this places them in the road with car rider traffic. Please arrange sibling car seats to enable your child to get in and out of the car safely at curbside on the left. Staff will not buckle student into car seats.

- Please use the assigned loops for pick-up and drop off. Your child will be housed in the area closest to that loop and lines will be delayed if we must run across loops to transport children. **PK-2 Loops-left loop when facing the building, 3-5 and sibling loop-right loop when facing the building.**
• Staff members will not transport students to cars that are not driving in the car loop.
• Make sure your child has everything they need for school before pulling into a car riders’ loop. If your child forgot to have you sign a paper or is finishing breakfast, please pull through and park so that other families are not delayed.
• Due to the large number of car riders, teachers will be unable to conduct brief teacher conferences.
• Please do not wait outside your car or visit with parents under the loop awnings. Students are dismissed at various times and all drivers need to be ready to proceed forward.
• We ask that you are patient during the first few weeks of school as we learn which students are car riders and as our new parents learn the drop off and pick up procedures. Thank you in advance for your full cooperation!

“TUESDAY FOLDER”
Every Tuesday your child should bring home what we call a “Tuesday Folder.” In it you will receive valuable information such as: graded papers, notes from the teacher, progress reports, report cards, and a weekly school news update. Watch for this most important communication from school to you.

TUTORING
Tutoring services may be provided by the teacher or aide. A variety of tutoring lessons are held during the day for students in danger of failing. We also provide after school sessions for third through fifth grade to prepare for STAAR testing. Your child’s teacher will notify you when there is a need for extra assistance.

USE OF TELEPHONE
Students are discouraged from making phone calls from school; cell phones must be turned off during school hours and kept in their book bags. Parents are asked not to call their children. Please call the office instead of your child. If the weather is bad or predicted to be bad, please make arrangements ahead of time so that it will not be necessary for children to use the phone.

VOLUNTEERS
Cedar Valley has an effective volunteer program. If any parent/guardian, grandparent, or citizen is interested in this program, please contact the school counselor or our parent liaison. All volunteers are required to fill out a background check form for the safety of our students. Please take care of this by end the end of August or early September, so that there is no delay or denial of access to the classroom, to include class parties and field day or field trips. Generally, parent volunteers do not volunteer in their child’s classroom, and we ask that when volunteering on campus that toddlers do not accompany the adult.

WET/SOILED CLOTHING
Procedures for wet/soiled clothing is outlined in district policy, VII-V:
• Parents of all PK and K students MUST provide an extra set of clothing (to include shirt, shorts, pants, underwear, socks, and shoes) labeled with the child’s name in a grocery sack or Ziploc bag. The clothing will be stored in the classroom. At the change of seasons, the clothing should be sent home to be replaced by season-appropriate clothing.
• If a child is unable to change his/her own clothing, the parent will be required to come to the school to change the students clothing.
• Student will be placed in a campus designated area (not to include the clinic) until a change of clothing is provided.
• Before assisting any child with zippers, buttons, clasps, or belts permission from the child will be obtained.
• The school will not provide clothing for any student. The parent must provide all changes of clothes.
• If a child appears ill (no energy, pale, stomach cramps) and has diarrhea (liquid stool), they will be sent to the clinic for evaluation.

Wet Clothing PK-5th Grade
• The teacher will allow the student to change their wet clothes in the classroom restroom. The teacher will notify the parent. The teacher will send the wet clothes home in the bag that was provided by the parent for the dry clothes.
• If the classroom doesn’t have a restroom, a staff member can accompany the student to the restroom where the student will change his/her clothes in the restroom.
• If the child has wet his/her clothes, he or she will clean themselves with wipes, change their clothes, place their clothes in a bag and wash their hands before returning to the learning environment.
• Most students should be able to change wet clothing by themselves. However, if the child needs assistance with zippers, buttons, belts or clasps, a staff person can assist with minimal tasks, then allow the child to remove the clothing by himself/herself.

Soiled Clothing PK-5th Grade
• If the child has soiled his/her clothes, the parent will be called immediately and required to come and take care of the child’s personal needs as soon as possible. The child will await the parent in a campus designated area (not to include the clinic) and be given the option to stand until the parent arrives.
• The parent may take the child home to properly clean the child. The parent may return the student back to school once he/she is in clean clothes.
• The child cannot be sent home on the bus or to after school day care with soiled clothing.

Students Who Are in Transition
• The student is to wear pull-ups instead of diapers.
• The parent is to send extra pull-ups, wipes, a change of clothes and grocery bags (to send wet clothes home in) labeled with the child’s name.
• The procedures for wet/soiled pull-ups will be in accordance with the procedures for wet/soiled clothing listed above.

WITHDRAWING A STUDENT
When withdrawing a student, parents must notify the office and allow three days for the preparation of records. A withdrawal form will be provided to parents. For transfers within the district, records will not be released to the parent. IF you intend to hand carry records to your new assignment, you must sign the necessary release in the office after proper notification is given and all fines, textbooks, and library books are cleared.

**WORKING MORNINGS**

Cedar Valley hosts “Working Mornings” to assist students in 1st-5th grade needing additional time to complete assigned work or homework. Students, that wish to attend Working Mornings, are expected to report to the assigned classroom, check in, and bring any work needing finished. In some cases, which will be left to the discretion of the classroom teacher, the teacher may have the work ready and at the location for the student’s available to answer any questions a student might have. Students that attend Working Mornings are expected to follow the campus behavior plan and student code of conduct. Students not in compliance will be removed from working mornings and will join their classroom in the hallway until the morning bell rings. Working Mornings will be offered every day except for days without school or in the event of a delayed start and will begin mid-September through the end of May.

**YMCA**

The YMCA program is available for parents needing before and/or after school care. This is a service offered through the YMCA and payment and enrollment occurs through the YMCA program. Children enrolled in this program are the only children permitted to arrive at school prior to 7:00 AM. Contact information is 634-5445 or 634-4020.

Have a wonderful 2021-2022 school year. We are happy you are here!