

CEDAR HILLS CHEETAHS

Community Handbook:

The purpose of the Handbook is to support our parents and students as we work together in carrying out our partnership for quality learning experiences. This document, along with district resources, will help in creating a consistent and supportive operation of our school. Please always feel free to contact the school with questions or concerns.

Additional district information can be obtained at this link:

<https://www.bluevalleyk12.org/domain/4477>

Cedar Hills Elementary
9100 W 165th Street Overland Park, KS 66085
Office Hours 8am-4pm

Front Office Staff:

Cade Chace, Principal: ccchace@bluevalleyk12.org

Kelly Northup, Assistant Principal: knorthup@bluevalleyk12.org

Diane Dominick, Administrative Assistant/Bookkeeper: dmdominick@bluevalleyk12.org

Nicole Barber, Administrative Assistant: nrbarber@bluevalleyk12.org

Tegan Feurborn, Nurse: tmfeuerborn@bluevalleyk12.org

Contact Information:

Office Phone: 913-239-3300
Attendance: 913-239-3305
Nurse: 913-239-3313
FAX: 913-239-3348
CHE and PRMS Food Service: 913-239-5703

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CHE Staff Mission and Vision:

*At CHE, we cultivate
relationships to support
the well-being of all
children while guiding
them to reach their full
potential academically
and emotionally.*

We are a collaborative, supportive,
connected student-centered
community.

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School Hours:

8:00am School Office Opens
8:15am Teachers on Duty
8:25am Doors Open for Students
8:40am School Starts
3:45pm Students Dismissed
4:00pm School Office Closes

Security Badges and Guest Badges:

The Blue Valley School District has mandated that all staff, parents and visitors wear guest badges while in the school. We have guest badges in the office. If you are in the school between the hours of 8am – 4pm, you **MUST** pick up a guest sticker when you sign in. Thank you for making safety a priority.

Safety Drills:

Safe place drills are held throughout the school year as mandated by the state of Kansas. CHE is equipped with a tornado shelter located in each pod.

When a “Tornado Warning” is received, students, guests and staff are taken directly to the storm shelter area. During this time, do not call the school office, as all students and staff will be in the storm shelter area. Children will be kept in the shelter area until the “All Clear” signal is received. Students will not be released from this area to anyone except their parents.

Important Safety Information:

Having a safe environment for our students, guests and staff is our number one priority. We have many procedures in place to help assure we accomplish this mission each day. We will continue with the “Buzzer” entry system. This entry procedure increases our controlled access to the facility. Thank you for your support of this important step. Entrance into the facility during the instructional day will require a government issued identification.

All exterior doors will be locked during the school day and all visitors, including families, will need to use the buzz-in the entry system at the front entrance. During the instructional day, visitors will be required to use the outside intercom and security camera to show their government-issued ID along with sharing the purpose of their visit before being “buzzed in.” Once inside, visitors will continue to sign in at the office and wear a visitor badge while in the school. On special school events, a ticket system will be used. Additional information will be provided to parents prior to the event date.

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Main entrance doors will be unlocked for a short period of time during arrival and dismissal. Thank you for your continued support of this procedure.

Helpful tips when coming to CHE:

- Have a government issued ID ready as you approach the front door.
- Hold the ID approximately three inches from the wall mounted camera.
- Follow the entry directions from the office team.
- Do not hold the door open for others as everyone must go through the same process.

Thanks for your support of school safety.

Absences:

Parents should notify the school before the beginning of the school day to report any student absences by calling the absence line at 239-3305 or by filling out the absence form on our website. If absence is due to illness, please report the nature of the illness, if known, to facilitate knowledge of communicable diseases. Please notify the school every day that your child is absent. If an absence will occur over an extended time, please notify the classroom teacher and front office in advance.

Arriving and Leaving School:

It is very important that students are present in the classroom at 8:40am each day. A late arrival is disrupting the learning process for both the class and the late arriving student. Please plan your child's schedule so arrival at school occurs at or after 8:25am when supervision is provided and the building is open.

Parents should always come to the office to sign your child in or out of the building. The form needs to be signed every time students leave or enter school other than the usual time. Students will be called to the office from their classroom over the intercom system. Students who are ill may be picked up at the nurse's office and then signed out at the school office.

The students are allowed to enter the building at 8:25. The bell signaling the start of school is 8:40. All students arriving after 8:45 need to be escorted into the office and signed in.

If possible, please refrain from checking out students after 3:00pm.

Attendance:

The Blue Valley Unified School District strongly believes that regular attendance contributes to

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the probability of scholastic success and to the development of attitudes of consistent performance that will carry over into adult life.

The following attendance guidelines have been established at the elementary level:

- If a student leaves school before 10am – full day absent.
- If a student leaves school after 10am – half day absent If a student leaves school before 2pm – half day absent If a student leaves school after 2pm – no absence.
- If a student arrives before 10am and leaves before 2pm – half day absent.

The following are reasons for excusable absence:

- Student illness
- Illness or death in the family
- Medical and dental appointments
- Emergencies requiring a student's service or presence at home
- Obligatory religious observances
- Family Vacation And Family Business
- Participation in a school approved student activity
- Any absence for reasons other than those listed without parent knowledge and arrangement with school officials will be considered an unexcused absence.

Nut-Safer Procedures:

Blue Valley School's Nut Safer Guidelines will be implemented throughout the school year including during school parties and daily snacks. Please refer to the following BV Guidelines for more information. The complete Nut Safer list of foods can be found on the [district website](#).

The following instructions are in place in order to provide a "Nut-Safer" environment for students with life threatening allergies:

- To reduce the possibility of cross-contamination contact, foods brought into school for special events must be purchased in stores and not be homemade products.
- The key to avoiding a reaction is reading the ingredient label at the time of consumption. All items provided must be individually packaged with a complete imprinted ingredient label. If a product does not have a label, a student with a food allergy should not eat that food.
- It is the responsibility of the parent/guardian to provide a safe snack supply that will be stored in the classroom for the food allergic student.

We ask all parents to choose from the [Nut-Safer list](#) of brand specific foods when selecting snacks for school. By limiting the type of food entering the school, we will be better able to

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provide a safer environment for our children with nut allergies, other health conditions, and encourage healthy eating.

If you have any questions, please contact our school nurse.

Birthday Celebrations:

Birthdays are very special times for our children and as such, the school will celebrate by providing children with special recognition throughout the day, including a “birthday recess” for their classroom. We do not pass out treats (food or otherwise) for birthdays.

Birthday invitations must be distributed outside of school.

Breakfast and Lunch Program:

We believe the cafeteria should be a comfortable, inviting and an enjoyable place for all during breakfast and lunch. Students have an option of a school breakfast (includes both hot and cold servings) and hot lunch (includes choices of multiple entrees, self serve fruit and vegetable choices and two beverage choices). Breakfast is served each day from 8:15-8:30am at the cost of \$1.45. The breakfast menu can be found on the district’s meal calendar.

For all classes, lunches are 30 minutes in length. Children can bring their lunch from home or purchase lunch at school. Lunch is available at school with hot or cold entrees options or a peanut butter and jelly sandwich. Fruit and vegetable selections vary daily. White and chocolate milk and 100% fruit juices are available as beverages. Breakfast is also available in the cafeteria at 8:30 a.m.

There is no refrigeration or microwaves available for students who bring lunch from home.

[Menus](#) and [meal process](#) can be found on the District website.

Lunch Payment Methods:

Meal accounts can be pre-paid with Parent Vue through the Blue Valley website www.bluevalleyk12.org using either your parent online ID number or your student’s ID number. Contact the school office at 239-3300 to obtain either one. If you have more than one child at school, the children will use one account to pay for their lunches. A notice is sent (either on paper through your child’s backpack or via e-mail) when the account balance is low. Non-electronic payments may be sent to school in an envelope listing the student’s first and last name, and the words “Lunch Money” written on it. Checks should be made payable to Blue Valley Food and Nutrition Services or BVFNS.

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Lunch Visitors:

Adult visitors may join their child for lunch on any day, but they will need to sign up on the link within our school newsletter. Visitors may bring in lunch or purchase a school lunch. Visitors may only bring lunch for their student. They may not bring lunch for others. Visitors must show a photo id, sign in at the office and get a visitor's sticker. Visitors will enjoy lunch with their child at a special guest table and are asked not to bring other children to the table other than those you are there to eat with.

Bus Service:

Blue Valley School District provides free bus transportation to students who live 2.5 or more miles from school through Durham Bus. Mileage is figured by measuring the most direct route from the student's house to the school. Free transportation is also provided for students who qualify for the federal lunch program and for children enrolled in some special education classes.

Bus transportation may be available for parents who want to purchase service for children who live less than 2.5 miles from school. Information about mileage and attendance areas may be obtained from the school or by calling the Blue Valley District Office at (913) 239-4000. Questions or concerns about bus routes, transportation fees, and other bus issues should be directed to Durham at (913) 681-2492.

Parents are encouraged to review these key bus safety rules with their children:

- Always keep arms, legs, and other body parts inside the bus
- Speak respectfully to others, both children and adults
- Stay seated at all times when the bus is moving
- Observe driver instructions at all time
- When seated, face the front of the bus
- Keep your hands and feet in your space
- Use an "inside voice" when visiting with your neighbor
- If you cross the street to board the bus, wait for the driver's signal to cross
- Respect all bus riders and the driver

With everyone's cooperation, we can make the bus ride a safe, pleasant trip for all riders. Bus misconduct and failure to comply with the bus rules along with the driver's request may result in formal write ups from the bus company or suspension from the bus.

Class Assignments:

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Teachers of the current grade level, support staff and the principal compose class lists. Class lists are carefully balanced with girls and boys, different learning styles and abilities, as well as different personalities. This provides the best educational environment for your child. Families may make a recommendation as to the kind of professional that might work best with their child, their learning styles, and their needs. No teacher names suggested, please. This form should be completed by the deadline each spring. Tremendous effort is put forth to create the best learning environment for all.

Student Expectations: Student Code of Conduct - Student Behavior:

All Cedar Hills students are asked to adhere to the Student Code of Conduct. We seek to foster a strong home-school partnership as this is a critical variable to a quality educational experience. Students benefit when families and teachers are engaged in communication and shared expectations for academic success, student behavior, and emotional wellness. Individual students and the school ecosystem benefit from adherence to the Blue Valley Student Code of Conduct.

Administrative actions taken as a result of a violation of the code of conduct are determined following proper investigation, review, and/or consideration of the age/grade of the student, context, and situation in which the behavior in question occurred. Administrative response should be progressive in nature and will increase for continued concerns of a similar nature. The district Student Code of Conduct can be found [here](#).

Student E-bike, E-scooter, bike, or scooters:

For the safety of all, we will implement the following:

- This mode of transportation is a family decision. The school is not responsible for the equipment when left at school or in the bike racks.
- Helmets and locks are highly encouraged.
- **While on district property, the scooter or bike must be walked.** This goes for the walking path behind the school, service road behind the school, and all CHE and PRMS property in front of the school.

School staff will do their best to support this during arrival and dismissal. We will contact families if there are concerns with individuals. If applicable, we appreciate you reviewing this with your student and supporting the safety of all at CHE.

Student E-bike and E-scooter District Guidance:

In an effort to provide a safe environment on the grounds of our schools, middle and elementary school students who operate motorized or electric-assisted bicycles or scooters on

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District property will be required to complete a [Student Permit Agreement](#) and have it signed by a parent or guardian. Upon submitting the permit, the student will be issued a sticker to display on his/her bicycle or scooter.

The Student Permit Agreement can be obtained from a front office administrative assistant or an assigned school police officer. There is no charge for the permit.

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Student Personal Appearance:

Our school is a place for learning and teaching, therefore, appearance and attire should be appropriate for this setting. We adhere to the policy as published in the Blue Valley District Handbook. Tennis shoes are needed for participation in physical education class.

Student Telephone Use:

Students may use the phone located in the classroom/office while under the supervision of a staff member. Every attempt should be made to address personal affairs at home such as arranging visits with other students or activities.

Student Food and Drink:

We have seen an increase in food arriving from paid delivery services during the school day (ex: Door Dash, Grub Hub, Uber Eats, etc.) or drop offs of outside food/drinks without adults staying to have lunch with their student. Food delivery services create a disruption to the learning environment and pose a potential security concern. A variety of doors have been utilized and most delivery service providers have been unfamiliar faces which are difficult to verify. **We will not accept meals delivered by paid delivery services during the school day for students. These deliveries will be refused. If you want to bring outside food or drinks in for your student during lunch, you must stay to have lunch with them. Please only bring lunch for your student. Outside drinks are not allowed in the classroom as they may not meet our nut-safe priorities.**

District Technology Usage:

Cedar Hills Elementary seeks to integrate the use of technology as an important part of our education program. The opportunity to approach learning in a variety of formats and to access information from a wide range of sources presents exciting learning opportunities. With the use of fiber optics to connect to a district network, we have access to computers and people all over the world.

All Cedar Hills Students are expected to adhere to the responsible use guide found here:
https://docs.google.com/document/d/1TV4UUWP3Hz4dUpcFOrs88ipVrEZf1nn0FxYeK5QK_xM/edit?usp=sharing

All Cedar Hills students are expected to adhere to the agreement found here:
https://docs.google.com/document/d/1_vHOMu0tL_xsPW5JJQQ14LMN9IEH2aKSeoXVdC3pu6c/edit?usp=sharing

Student Personal Technology Usage:

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Cedar Hills Elementary seeks to protect the educational environment in all ways and limiting personal technology usage or availability helps ensure the environment is free of personal device distractions. In order to do that:

Students may not bring gaming devices, personal computers, personal iPads, etc. unless special permission is granted by the administrator.

Students may wear Smartwatches or wearable devices if they can not communicate with others during school hours and they do not have a calculator function on them. If wearable devices are found to be disrupting the student or the environment during school hours, the device may be confiscated by the teacher or administrator and families would be notified.

Students may bring cellphones to school, but the device needs to be silenced or off in their backpack during school hours. If phones are found to be disrupting the student or the environment during school hours, the device may be confiscated by the teacher or administrator and families would be notified.

Communication:

As we work as a team to provide quality education for all students at Cedar Hills Elementary, communication is very important. Regular contact between the family and school is the lifeline to our success in working together. Phone calls, electronic mail, personal visits, notes, school website and newsletters all serve to keep the communication lines open.

Weekly, families will receive an email newsletter update from the principal/office staff and their classroom teacher. Check our website for important updates on upcoming activities from the school, office and classroom teachers. You are encouraged to contact your teacher and office at any time with questions, concerns or celebrations. The Cedar Hills website is found at: www.bluevalleyk12.org/CHE.

Curriculum:

The district's adapted curriculum outlines the key learning objectives for our students. The teaching of this curriculum is a joint effort of school staff members, students and parents. To view the district curriculum and related information, visit the district's website.

Learning Excursions or Field Trips:

Classroom teachers schedule field trips with the principal's approval within the metropolitan area and nearby points of interest throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources in the community.

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Parents will receive notices of the learning excursions in advance of the scheduled trip date and will be asked to sign an information/permission form. Families are welcome to attend field trip outings if the trip and venue can accommodate them. Please note that bus and trip capacity may be limited. All costs of trips are sponsored by the PTO sponsored Educational Enhancement Fund (EEF) program.

District Illness Policy:

- Rashes: Rashes of unknown cause should be seen by a physician to determine the diagnosis. A rash could be as simple as an allergic reaction or an indication of a more serious illness. Students should remain home until the cause is determined. If the rash is due to chicken pox, the student should remain home according to state law for 7 days after the rash appears.
- Sore Throat: Children should stay home until fever is gone and symptoms are only mild. The appearance of the child should also be taken into consideration. If the child is ill, lethargic, etc., he/she cannot learn. If the child is coughing, this can also disturb and spread illness to other students.
- Fever: If any child has a fever of 100 degrees by mouth, the child should stay home and should remain fever free for 24 hours before coming back to school.
- Pink Eye: Infection of the conjunctiva or “white” part of the eye - students should remain home for 24 hours after treatment by physician.
- Diarrhea: With very loose or frequent stools, children should remain home until free of diarrhea for at least 24 hours.
- Vomiting: Children should stay home for 24 hours after the last vomiting occurs. If a child vomits at school, a parent will be called to pick up the student.
- Impetigo: The student must receive medical treatment and open wounds should be covered.
- Lice: The student must be lice and nit free prior to re-entry to school.
- Chicken Pox: Must be completely scabbed over, and checked by the nurse.

Medications at School:

The Blue Valley School District Department of Special Services maintains a policy regarding the administration of medications in the school setting. School personnel are allowed to dispense “over-the-counter” medications with written parental permission. Parents may be asked to provide this product if a child’s needs require regular dispensing. Prescription medications require the written authorization of a physician in order to be dispensed at school. The following guidelines will be used at Cedar Hills Elementary in regard to this medication policy:

“Over-the-counter” and prescription medications must come to school in the original labeled container. Medications received in baggies, envelopes, Kleenex, lunch boxes, etc. will not be dispensed.

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All medication will be kept in a locked cabinet in the health room. A full-time school nurse is available during regular school hours, therefore, it is not necessary for any student to carry medication.

Medications will not be dispensed without a Blue Valley medication request and permission form signed by a parent and physician and kept on file in the student's health folder.

Medications will not be stocked or supplied by the school. It is the responsibility of the parent to supply the medication to the health room if they desire their child to receive it at school. The medication request and permission form must be renewed annually.

Outdoor Recess:

Recess times are scheduled during the day for student's enjoyment, physical activity, and is an integral part of the school day. We will limit or eliminate outdoor recess if:

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- The heat index is 100 degrees F or higher (if the heat index is between 95-100 degrees, outdoor recess and outdoor physical education should be limited).
- The wind chill is 10 degrees F or lower (if the wind chill is between 10-20 degrees, outdoor recess and outdoor physical education should be limited).
- There is falling moisture of any sort.
- The ground conditions are not safe for play.

All students are expected to participate in recess unless they stay in because of a teacher or parent request. Any request to stay in due to health reasons will require a doctor's note. Recess play equipment is provided for student enjoyment. Student safety is always a priority.

Parent Teacher Conferences:

Communication is an essential ingredient for student success. Twice a year formal conferences are held. This provides an excellent opportunity to review the learner's progress and develop action plans for areas of focus. Students are always welcome to be part of the conference conversation. Any time a need surfaces, the parents can arrange for the school team to meet to discuss celebrations or concerns.

Parent Teacher Organization:

This outstanding group of parent volunteers provides tremendous support with countless hours of service and generous financial donations. The PTO activities are facilitated by a nine member executive board and numerous committee chairs and members. Community members are encouraged to be actively involved in their school through being an active PTO member.

Check out the PTO web page for additional information: www.cedarhillspato.com

Safety In the Parking Lot:

Safety is the number one priority at Cedar Hills. We share that common goal with our community. Therefore, we ask that you encourage your child to:

- Walk, not run, at all times when entering and leaving the building.
- Go directly home after school. Use a designated path to walk home.
- Refuse to enter automobiles of strangers and report to an adult immediately.
- Be considerate of other students, especially younger ones.
- Follow all safety rules for school, bus, bicycles and playground.
- Use crosswalks.

Adults please refrain from:

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- using mobile phones while picking up children before and after school.
- parking in the handicap designated stalls unless they have a displayed handicap sign.
- dropping off students in the parking lot or on the road outside of the circle.

Pets on Campus:

Please refrain from bringing your pets to the entrance of the school at arrival/dismissal. Some students are very allergic and others are afraid of animals. Even the friendliest pets can get anxious around a large number of students.

School Spirit:

We are the Cedar Hills Cheetahs! The cheetah is our school mascot. CHE colors are blue and green. Spirit days are held throughout the year to encourage spirit in our school and our community.

Classroom Parties:

Parties are scheduled for three occasions: Halloween, Winter Break and Valentine's Day. The room parents and volunteers plan and facilitate the classroom parties. They will be the only adults outside of staff in attendance for the parties. It is important to respect all family backgrounds as party activities are planned. The principal should approve any other "special" parties or celebrations.

School Closings:

The district uses a weather forecasting agency to more accurately assess weather conditions. Should school need to be canceled or delayed due to inclement weather, this decision will be made by 6 a.m. At that time, the District will notify major television/radio stations, email parents, post a statement on the district's web page and Twitter. Parents also may call the District's Helpline at (913) 239-4600 for weather related information.

School Closings—All school activities will be canceled for the day. If inclement weather continues the following day, patrons will be notified accordingly. Otherwise you may assume classes will be in session the following day.

Sexual Harassment:

The Board of Education believes that all students and employees are entitled to work and study in school related environments that are free from sexual harassment. Therefore, sexual harassment by any officer, employee, student or other person having business with the District is prohibited. Sexual harassment is defined as sexual advancement, request for sexual favor or sex-based behavior that is not welcomed nor requested. Examples of sexual harassment

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include, but are not limited to, unwanted attention of a sexual nature; continued or repeated unwanted sexual flirtation; advances or propositions; continued or repeated unwanted remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; the display in the school or work place of sexually suggestive actions, gestures, objects, graffiti or pictures.

A student who believes that he or she has suffered sexual harassment, or his or her parent or guardian, may report such matter to a building administrator, nurse, counselor or teacher. If a nurse, counselor or teacher receives a complaint from a student or parent, he or she will notify a building administrator as soon as possible. Students or their parents may also notify a District level administrator in Educational Services.

Reports of sexual harassment received from other sources will also be investigated. After completion of an investigation, if the investigator determines the claim of sexual harassment was made maliciously, disciplinary actions will be taken. Retaliation against a person who reports or testifies to a claim of sexual harassment shall be prohibited. Any retaliation shall itself be viewed as an instance of sexual harassment, subject to the provisions of this policy.

Special Services:

Special education services, supplementary reading support and ESOL services are offered, as needed, based on individual student needs. Enrichment services are provided for students who are identified by the school district. The enrichment specialist also works within the classroom for kindergarten through grade 5 providing special activities and classroom lessons throughout the year. Occupational/ physical therapy, speech, social work and counseling services are also available.

Tips Hotline:

The Blue Valley School District has established a Tips Hotline at (913) 239-4600 to report information and/or concerns regarding potentially threatening and/or dangerous situations within the District. Callers can leave a voicemail message with pertinent information. District personnel monitor the mailbox throughout the day. Callers may remain anonymous or leave a name and phone number if they want to be contacted. All information left on this line will be considered serious in nature. Anyone intentionally leaving misleading or inaccurate information may be prosecuted.

Ymca Before and After School Care:

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The YMCA provides before and after school child care in our school dining room. Program hours are from 7am until school begins and after school (3:40pm) until 6:00pm. To sign up, call 345-9622. To receive or report information during childcare hours, parents should call 685-8106.

Emergency Safety Interventions: (ESI)

Please visit the district website for information on Emergency Safety Interventions using this link: <https://www.bluevalleyk12.org/Page/34409>

Weapon/Weapon-like Devices on School Property:

Board Policy 3516 addresses the possession of a “weapon” or a “weapon-like device” on school district property. It is essential that both parents and students realize that this policy applies 24 hours a day, 7 days a week, 365 days per year, (even during the summer or other vacation times). Students who possess such items on district property at any time can suffer district expulsion or other appropriate school consequences. Depending on the issue the law may also be involved. The lesson here is to never bring a weapon or weapon like device on to school property.

Per Board Policy 3516, “weapon-like devices” include, but are not limited to, any facsimile weapon, pocket knife, box cutter, antique firearm, Class C common fireworks, etc. This does include pellet guns, b-b guns and paint guns.