



# **CEDAR SPRINGS PUBLIC SCHOOLS**

## **CEDAR VIEW ELEMENTARY STUDENT HANDBOOK**

### **The View is Better Together!**

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Cedar View Staff Directory can be found on the Cedar View Elementary School's Website at <http://cedarview.csredhawks.org/>

#### **Cedar Springs Public Schools Mission Statement**

We foster a dynamic community of learners who inspire and support one another to exceed their potential.

#### **Cedar Springs Public Schools Vision Statement**

We enrich the world by cultivating learners who thrive within their communities.

#### **CORE VALUES**

As learners, we value community, diversity, integrity, resiliency, synergy, and transparency.

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Dear Students and Parents:

On behalf of the faculty and staff of Cedar View Elementary School I would like to welcome you to a new school year. We are pleased you will be a part of our school family!

This handbook has been created to provide useful information about our school for both caregivers and students. The handbook is organized by major topics. At the end of the handbook is the Cedar Springs Public Schools Code of Conduct. Please take the time to acquaint yourself and your child with the information in the handbook and Code of Conduct. Please keep your handbook throughout the school year for future reference.

An important factor in a student's school success is a strong partnership between parents and school staff. We encourage our parents to take an active role in the education of their child. Please call, e-mail, or drop a note if you ever have a question, comment or concern. Working as a team we can assure every student has his or her best year ever.

Learning, growing, belonging, fun - it's what awaits you this school year. Welcome to an exciting school year at Cedar View Elementary School, where "The View is Better Together!"

Ms. Carol Franz  
Principal

# CEDAR SPRINGS PUBLIC SCHOOLS 2019 - 2020 SCHOOL CALENDAR

**September 3 - First Day    June 3 - Last Day**

## Student Early Release Days

Friday, September 13	Friday, January 10
Friday, September 27	Friday, January 24
Friday, October 11	Friday, February 7
Friday, October 25	Friday, March 6
Friday, November 1	Friday, March 20
Friday, November 15	Friday, April 24
Friday, December 13	Friday, May 1
	Friday, May 15

## No School Days

Wednesday, November 27	
November 28 & 29	Thanksgiving Break
Monday, December 2	
December 23 - January 3	Winter Break
Friday, February 14	
February 17 & 18	Mid Winter Break
Friday, April 3	
April 6 - April 10	Spring Break
Friday, May 22	
May 25	Memorial Break

## Snow Day Make Up if Needed

May 22
June 4, 5, 8, 9, 10, 11

## Trimester and Semester Dates

Grades K-5 Trimesters	Grades 6-12 Semesters
Tri 1: Sept 3 - Nov 26	Sem 1: Sept 3 - Jan 17
Tri 2: Dec 3 - Mar 6	Sem 2: Jan 20 - June 3
Tri 3: Mar 9 - June 3	

September-19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October-19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November-19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December-19						
S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January-20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February-20						
S	M	T	W	Th	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

March-20						
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22	23	24	25	26	27	28
29	30	31				

April-20						
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19	20	21	22	23	24	25
26	27	28	29	30		

May-20						
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					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June-20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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## **GENERAL SCHOOL INFORMATION AND PROCEDURES**

Cedar View Elementary School is part of the Cedar Springs Public School district. We are a fourth and fifth grade school serving approximately 550 students. Our staff is dedicated to academic excellence. We provide students with a solid foundation of skills while at the same time encouraging them to be creative and to develop positive character traits. Our curriculum is hands-on and exciting. Students explore many different types of learning and subject matter. Students learn through direct instruction, independent exploration, and in large and small groups.

### **About the School Day**

Students begin their day at 8:40 a.m. and end at 3:31 p.m. Our school office is open from 7:30 a.m. - 4:30 p.m. daily. Other schedules and school routines that may be helpful to you and your family are:

- Students who walk, should enter through the main entrance on the west-side of the building.
- Students who walk to school or are dropped off should not arrive before 8:20 a.m. as there is no supervision.  
prior to that time. Students are allowed to enter the building at 8:30 a.m.
- Students riding the bus enter through the south entrance, doors 10 and 11.
- Lunch lasts 35 minutes and includes supervised recess time.
- Students are provided instruction in special areas such as physical education, music, and art by classroom and specialized instructors.

### **Attendance and Truancy (Policy 5200)**

Consistent attendance is important to your child's success at school and all students are expected to attend classes on a regular basis. If an absence does occur, an excuse must be provided before your child returns to the classroom. Please call to report your child's absence, 616-696-9102, by 9:00 a.m. See district truancy policy.

If possible, we appreciate you scheduling doctor, dentist and other appointments before or after your child's school day. If your child has a medical excuse from a physician the absence will not count towards truancy. When picking up the child, please report to the office and the teacher will be contacted upon your arrival.

### **Bicycle Safety at School (Policy 5514)**

Students may ride bicycles to Cedar View Elementary. For safety's sake, follow these procedures:

- Wear a helmet designed for bicycle safety.
- Cross streets at designated areas only by walking your bike.
- Ride slowly and carefully to/from school and on school grounds.
- Walk your bike on the sidewalk in front of the building.
- Park bikes on racks provided north of the building.
- Use paved areas only for riding bikes.

### **Birthday Celebrations**

Student birthdays are acknowledged on our morning daily announcements. Students receive a pencil and eraser from the office. Sometimes students enjoy bringing birthday treats to school and teachers usually allow edible treats to be passed out during a break or during a scheduled snack time. It is important to minimize the disruption to the instructional time, and we ask that parents keep birthday recognitions at school low-key. Parents may wish to consider non-sweet treats for birthdays such as bags of popcorn or cheese and crackers; or other options may include non-food treats, such as pencils. Please know that birthday treats are not expected and students will not be allowed to visit other classrooms to deliver treats to other teachers or students.

Teachers each have their own practices in regards to birthday celebrations, and these practices support the Wellness Policy adopted by the Cedar Springs Board of Education. Teachers will communicate these practices at the start of the school year. Students should not distribute birthday invitations at school unless all students in the classroom are invited.

### **Cafeteria Behavior**

While in the cafeteria, students are expected to be orderly, wait patiently in line, use good manners, speak in their inside voice, and clean up after themselves.

### **Campus Kids Childcare**

Students are eligible to attend Campus Kids Child Care program when not attending regularly scheduled classes. The childcare facility is open from 6:00 a.m. to 6:00 p.m. during the school year and summer. For enrollment information, contact the Campus Kids Child Care Director at 616-696-1716.

### **Communication**

Communication between school and home is a vital link for student success and positive relationships. Our school office distributes a newsletter monthly. The Cedar View Newsletter is posted on our website, and parents will receive email notification as well. We will send a hard copy to those parents who specifically request one. The newsletter contains information about our calendar and events at school. Please read it carefully. The principal welcomes communication in any form from parents. The principal's direct phone number is 616-696-9102 x1701, and emails is [carol.franz@csredhawks.org](mailto:carol.franz@csredhawks.org).

Classroom teachers send home newsletters with information that is significant to your child's learning success. These newsletters can be found in Tuesday folders. Teachers also communicate with parents in ways that are unique to their classrooms. Please check with individual teachers regarding communication with them online or by telephone.

Families may also access information about the district, including Cedar View Elementary School, by visiting our website at [csredhawks.org](http://csredhawks.org). Families can also access The Cedar View Newsletter, calendar of events, and other stories and photos of interest online in addition to our Cedar View Facebook Page and the CSPA Facebook Page.

### **Dress for School**

Parents are responsible for the clothing worn to school by students. Please consider that students may sit on the floors, and fall or slide on grass and dirt on the playground. Dress needs to be appropriate for the weather—warm clothes in winter, boots in rain and snow, cool fabrics in heat. Students should wear a coat outside if the temperature is 50 degrees or colder. It is helpful to mark outerwear and personal items with your child's name. In the winter, students go outdoors for recess when the temperature is above zero degrees Fahrenheit.

The staff at Cedar View Elementary asks that students dress neatly in clothing suitable for school. Attire advertising alcohol, inappropriate behavior, or foul language is not suitable for school. Your efforts are appreciated in dressing students in a manner that is comfortable and does not distract others in the learning environment. Of course, hats may be worn to school but we ask that they be removed inside the building. Because our students are very active throughout the school day, proper footwear is very important. It is strongly encouraged for you to have your child wear closed toed shoes that are safe for walking and running! For more specific information regarding the district dress code, please refer to the Code of Conduct.

### **Drop-Off and Pick-Up Procedures**

Due to the amount of traffic in the mornings and afternoons, it is essential all adults adhere to the drop-off and pick-up procedures at Cedar View Elementary School. Please use the parent loop during these times. Cars are to pull ahead to the front of the "red zone" near the crosswalk to utilize the entire drop-off loop when letting

students out. Students are to exit cars on the building side all along the “red zone” for safety. If adults are utilizing the parking lot/front parking spaces for drop off or pick up, students must be escorted into or from the building for safety. Please avoid dropping off or picking up students in the roadway or parking in an unauthorized area at all times.

### **Homework (Policy 2330)**

Homework may be assigned in varying amounts at each grade level and we encourage parents to monitor the completion of their child’s homework. Many parents find it helpful to have a homework routine. Some parents have their children complete homework immediately after school before watching TV or playing. Some parents find it works better to have the homework time right after supper. Whatever works best for your family, the important thing is to establish a routine. If, at any time, you feel your child’s homework is overwhelming, please contact your child’s teacher.

### **Keys to Learning Success**

Parents contribute to learning success for students in a number of ways. Please keep the following suggestions in mind to help promote learning for your student.

- Build positive relationships with the school.
- Communicate with principal, teachers, and staff.
- Encourage responsibility from your student.
- Prepare students for the school day—good nutrition, adequate sleep, and emotional support.
- Participate in the learning process.
- Engage students in conversation about homework and learning.
- Maintain timeliness and good attendance when possible.
- Demonstrate pride in student effort and achievement.
- Respect school procedures and the code of conduct.
- Seek clarity from faculty, staff, and/or administration when questions arise.

We encourage parents to enjoy participation in the school community. We welcome you and your energies on behalf of your child! Your involvement is essential to educational growth. Consider also the benefit of encouraging study time at home, providing books for leisure reading, monitoring television viewing, limiting after school activities, discussing school events, planning time to help with homework, and keeping an open line of communication with your child’s teacher. Together we can improve the learning opportunity for every student!

### **Library/Media Center**

The school library contains materials for student enjoyment and to enrich their educational experience. Students are responsible to check items out appropriately and are financially responsible for any lost or damaged items.

Students have access to all available materials regardless of their content, difficulty, or appeal. Students are allowed to make their own choices in regards to reading and viewing materials unless a restriction is ordered by the student’s parent or guardian. It is the student’s responsibility to honor his/her parent’s wishes.

### **Open House**

The school holds an open house each fall for students, parents, and staff. We encourage you and your family to attend. Visit the media center, tour the building, and meet your child’s teacher during this special event.

### **Parent/Teacher Organization (PTO)**

The Cedar Springs Elementary PTO provides support and enrichment to parents and teachers in the school by sponsoring family activities and events. Regular meetings are listed on the district calendar and your

involvement is encouraged. We urge all parents to become official members of PTO by joining. However, it is not necessary to join to participate in PTO activities.

**Parking**

Parking is available at the Cedar View Elementary School in our main parking lot during all hours. Please use the parent loop during drop-off and pick-up times.

**Positive Behavior Support**

Appropriate classroom behavior is expected at all times. This includes respecting others and their possessions, being responsible for their own belongings, being courteous, being on time, and being prepared with the necessary materials. In short, Cedar View Elementary students are:

- Respectful
- Responsible
- Safe

The district’s Code of Conduct can be found on the district’s website. Parents are asked to review the Code of Conduct with their child(ren). Please remind children to report any problems, suspicions of a problem, or violations of school rules to an adult.

While the Code of Conduct applies to all students K-12, we will also provide Cedar View parents and students with a simplified version of common misbehaviors and consequences that children at this developmental level are better able to understand.

Restorative Justice will always be the first step in remedying a disciplinary situation. It will be used as an alternative or in addition to other disciplinary action.

**Cedar View Elementary Discipline Guide**

<b>BEHAVIOR</b>	<b>1<sup>ST</sup> INCIDENT OPTIONS</b>	<b>2<sup>ND</sup> INCIDENT OPTIONS</b>	<b>3<sup>RD</sup> INCIDENT OPTIONS</b>
<b>MINOR</b> *Inappropriate language *Physical contact *Defiance/disrespect *Non-compliance *Exclusion *Teasing/put down *Spreading rumors *Disruption *Property misuse	<b>MINOR</b> *Warning/Conference w/teacher or school staff *Verbal apology	<b>MINOR</b> *Verbal apology *Student completes “think form” *Lunch/Recess Detention *Office Referral sent home for signature *Parent Contact	<b>MINOR</b> *Conference with principal *Office Referral sent home for signature *Student completes “think form” *Parent Contact *Parent meeting and behavior plan

<p><b>MAJOR</b></p> <p>Requires Cedar View Office Discipline Referral Form</p> <ul style="list-style-type: none"> <li>*Abusive language, inappropriate language, profanity</li> <li>*Fighting, physical aggression</li> <li>*Defiance, disrespect</li> <li>*Insubordination</li> <li>*Harassment, bullying</li> <li>*Lying, cheating</li> <li>*Forgery</li> <li>*Theft</li> <li>*Vandalism, property damage</li> <li>*Bomb threat, false alarm</li> <li>*Use, possession of combustibles</li> </ul>	<p><b>MAJOR</b></p> <p>Requires Cedar View Office Discipline Referral Form</p> <ul style="list-style-type: none"> <li>* Student fills out think form</li> <li>*Time out of district</li> <li>*Parent phone call and or conference</li> <li>*Home suspension</li> </ul>	<p><b>MAJOR</b></p> <p>Requires Cedar View Office Discipline Form</p> <ul style="list-style-type: none"> <li>*Phone call to parent or parent conferences</li> <li>*Student fills out think form</li> <li>*Suspension up to 3 days</li> <li>*Continual monitoring by behavior by teacher and principal</li> <li>*Behavior plan</li> </ul>	<p><b>MAJOR</b></p> <p>Requires Cedar View Office Discipline Form</p> <ul style="list-style-type: none"> <li>*Parent conferences</li> <li>*Student fills out think form</li> <li>*Suspension up to 5 days</li> <li>*Behavior plan with continual monitoring by teacher and principal</li> </ul>
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This document is meant to be used as a guide. Decisions regarding specific consequences may be tailored to individual circumstances and student needs.

More important than our response to misbehavior is our proactive action to creating an environment that encourages positive behavior. Programs such as Responsive Classroom, Adaptive Schools, direct instruction, practice and modeling of appropriate behavior will be used consistently with all students. Hawk Eyes drawings, Hawkeye Hall of Fame, and assemblies, and other positive behavior supports will occur throughout the year.

**Progress Reports/Report Cards**

Student progress is reported three times during the school year. Reports are posted on PowerSchool for the first and second marking periods. The final report card is mailed to the student’s home.

**Scheduling and Assignment**

The building principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

**Student Support Services**

Your school counselor is here for everyone. Students, staff and parents are all a part of our Cedar View Elementary School community and therefore all receive various aspects of our counseling program. Unless excused in writing by parents, all students may work with the counselor through classroom guidance lessons and short term individual counseling as situations arise. Written parental permission is required for your child to participate in small educational support groups. If long term individual counseling is warranted, contact is made to parents where verbal permission is received.

To see the counselor, students may make their own request; or parents, staff, or other responsible adults may refer a child for counseling services. The school counselor also offers guidance and referrals when outside counseling is needed.

Confidentiality is maintained except:

- In cases of suspected abuse or neglect.
- If a child poses a danger to self or others.
- The child and/or parent guardian give permission to share information.

Our school counselor strives to work together with parents/guardians to help your child achieve to the best of their academic, behavioral, social and emotional abilities. You may schedule an appointment with the counselor by contacting the school office.

### **Telephone Use**

Students may use the office telephone for emergency situations and/or when granted permission. We ask that students make after school plans before they come to school. It can be disruptive to the learning when students need to use the phone to make after school arrangements.

In general, once the school year is underway and the students have become used to their schedule and classroom procedures, we do not allow them to call home for forgotten assignment, lunch money, library books, etc. This helps to minimize classroom interruptions and helps students to build responsibility for the items they need to bring to school.

### **Visiting the Classroom**

We welcome visits to your child's classroom and hope that you will take the time to come. We ask that you schedule your visit in advance with your child's teacher. Please check in at the office to let us know you are in the building.

**Cedar Springs Public Schools  
Cedar View School  
Technology Code of Ethics & Acceptable Use Policy**

Cedar Springs Public Schools (“CSPS”) encourages and strongly promotes the use of electronic information technologies for educational endeavors. CSPS provides student access to information resources available in a variety of electronic formats for the development of information management skills. Together, these allow learners to access current and relevant resources provide the opportunity to communicate in technologically rich environment, and assist them to become responsible, self-directed, life-long learners.

**Privileges and Rights**

Using electronic equipment at school is a special privilege. I can use these tools to enhance my educational experiences and I will enjoy this privilege by:

- producing quality work to share with my teacher, family and friends;
- taking responsibility for my behavior while using the equipment;
- informing the teacher of any problems I may experience; and
- informing the teacher of any equipment that is not functioning properly.

**Hardware/Software Guidelines**

I will:

- follow the proper procedures for caring for the equipment;
- be responsible for the equipment that I am using; and
- only use software that is approved by CSPS.

**Internet Guidelines**

- I may access the Internet to facilitate learning and personal growth in technology information gathering skills, and communication skills.
- I will only go to Internet sites that my teacher has approved.
- I will only use the accounts that my teacher has assigned to me.
- I will only use the Internet for school projects.
- I will let my teacher know if I accidentally find any information that makes me feel uncomfortable.
- I will only use social networks that my teacher assigns.

**Consequences for Misuse of School Equipment**

If I do not follow this policy or my teacher’s instructions, I may:

- receive a warning.
- lose my computer privileges for a determined amount of time that my teacher and/or principal decide is appropriate.
- have my parents contacted.

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Signature

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Date