



CEDAR SPRINGS PUBLIC SCHOOLS

CEDAR TRAILS ELEMENTARY STUDENT HANDBOOK

The Trail to Success Starts Here

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

Cedar Springs Public Schools Mission Statement

Cedar Springs Public Schools is a welcoming educational environment where all students have a sense of belonging, are challenged to reach their potential, and are prepared for life beyond school.

Cedar Springs Public Schools Vision Statement

Cedar Springs Public Schools will prepare all students to be independent thinkers and life-long learners who are confident and engaged in their community and world.

CORE VALUES

Integrity, Respect, Compassion, Accountability, Collaboration

Dear Students and Parents:

On behalf of the faculty and staff of Cedar Trails Elementary School I would like to welcome you to a new school year. We are pleased that 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 student 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. Call, e-mail, or drop a note if you have any questions or concerns. Working as a team we can assure that 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 Trails Elementary School!

Ms. Beth Whaley
Principal

September-18						
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-18						
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			

**CEDAR SPRINGS PUBLIC SCHOOLS
2018 - 2019
SCHOOL CALENDAR**

September 4 - First Day June 5 - Last Day

November-18						
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-18						
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					

Student Early Release Days	
Friday, September 14	Friday, January 11
Friday, September 28	Friday, January 25
Friday, October 12	Friday, February 1
Friday, October 26	Friday, March 8
Friday, November 2	Friday, March 22
Friday, November 16	Friday, April 12
Friday, December 14	Friday, April 26
	Friday, May 10

January-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		

February-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		

No School Days	
Wednesday, November 21	
November 22 & 23	Thanksgiving Break
Monday, November 26	
December 24 - January 4	Winter Break
Friday, February 15	
February 18 & 19	Mid Winter Break
Friday, March 29	
April 1 - April 5	Spring Break
Friday, May 24	
May 27	Memorial Break

March-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						

April-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				

Snow Day Make Up if Needed	
May 24	
June 7, 10,11,12,13	

May-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	

June-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

Trimester and Semester Dates	
Grades K-5 Trimesters	Grades 6-12 Semesters
Tri 1: Sept 4 - Nov 20	Sem 1: Sept 4 - Jan 18
Tri 2: Nov 27 - Mar 8	Sem 2: Jan 21 - June 5
Tri 3: Mar 11 - June 5	

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GENERAL SCHOOL INFORMATION AND PROCEDURES

Cedar Trails Elementary School is part of the Cedar Springs Public School district. We are a preschool through first grade school, serving approximately 900 students. Our Parents As Teachers home visitors also serve families with children birth to 3 years old. 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

Kindergarten and First grade students begin their day at 8:40 a.m. and end at 3:31 p.m. Our school office is open from 8:00 a.m. - 4:00 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 8:25 a.m. as there is no supervision prior to that time. Students are allowed to enter the building at 8:25 a.m.
- Students riding the bus enter through the south entrance.
- Lunch lasts 34 minutes and includes supervised recess time.
- Students also have a 30-minute recess daily.
- Students are provided instruction in special areas such as physical education, music, reading using technology in the media center, and art by classroom and specialized instructors.

Attendance (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, 616-696-9884, by 9:00 a.m. Please see the District Attendance and Truancy Policy for more information.

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 toward 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 Trails 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

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, and speak in their classroom voice.

Campus Kids Childcare

Students are eligible to attend Campus Kids childcare 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 Childcare 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 regularly. The Cedar Trails Family Month in Preview 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. Ms. Whaley's direct phone number is 616-696-9884 x1301 and email is beth.whaley@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 Trails Elementary School, by visiting our website at csredhawks.org. Many teachers post their newsletters on the web page, and viewers can also access The Cedar Trails Parent Month in Preview, CT FaceBook page, calendar of events, and other stories and photos of interest. This handbook can be found there, as well.

Dress for School

Parents are responsible for the clothing worn to school by students. Please consider that students may sit on the floors, 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 Trails 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, we prefer that families utilize district transportation to get to and from school.
- If you do need to self-transport, it is essential that all adults adhere to the drop-off and pick-up procedures at Cedar Trails Elementary School.
 - Please use the parent loop during morning drop-off. Cars are to pull ahead to the front of the "red zone" past 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.

- We prefer that all kindergarten and first grade students who are dropped off in the car line and not walked into school, to minimize the amount of foot traffic entering the school.
- Preschool families who are utilizing the parking lot/front parking spaces for drop off or pick up must walk their children 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 dinner. 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 and device 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 common areas, 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.

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 Trails Elementary students are expected to be respectful, responsible and safe. Our building staff and student expectations are:

1. We can do it, if we stick to it (perseverance).
2. Stop, think. I make good choices (Managing impulsivity).
3. Kind hands, kind heart, listening ears (understanding empathy).

When support is needed to reinforce the expectations, the natural consequences are:

1. Take a break
2. You break it, you fix it
3. Loss of privilege

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 Trails 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 Trails Elementary Discipline Guide

BEHAVIOR	1 ST INCIDENT OPTIONS	2 ND INCIDENT OPTIONS	3 RD INCIDENT OPTIONS
MINOR <ul style="list-style-type: none"> ○ Inappropriate language ○ Physical contact ○ Defiance/disrespect ○ Non-compliance ○ Exclusion ○ Teasing/put down ○ Spreading rumors ○ Disruption ○ Property misuse 	MINOR <ul style="list-style-type: none"> ○ Warning-conference w/teacher or school staff ○ Verbal apology 	MINOR <ul style="list-style-type: none"> ○ Verbal apology ○ Student completes “think form” ○ Time out in office 	MINOR <ul style="list-style-type: none"> ○ Conference with principal ○ Student letter to parent or “think form” ○ Parent conduct report ○ Time out in office ○ Parent meeting and behavior plan
MAJOR <i>Requires Cedar Trails Office Discipline Referral Form</i> <ul style="list-style-type: none"> ○ Abusive language/inappropriate language/profanity ○ Fighting/physical aggression ○ Defiance/disrespect/insubordination/non-compliance 	MAJOR <i>Requires Cedar Trails Office Discipline Referral Form</i> <ul style="list-style-type: none"> ○ Conference with Principal ○ Student letter to parent or “think form” ○ Parent conduct report ○ Time out-of-district 	MAJOR <i>Requires Cedar Trails Office Discipline Referral Form</i> <ul style="list-style-type: none"> ○ Conference with Principal ○ Phone call to parent or parent conferences 	MAJOR <i>Requires Cedar Trails Office Discipline Referral Form</i> <ul style="list-style-type: none"> ○ Conference with Principal ○ Parent conferences ○ Student letter to parent or “think form”

<ul style="list-style-type: none"> ○ Harassment/bullying ○ Disruption ○ Lying/cheating ○ Forgery/theft ○ Vandalism/property damage ○ Bomb threat/false alarm ○ Use/possession of combustibles ○ Use/possession of weapons ○ Other 	<ul style="list-style-type: none"> ○ Parent phone call and/or conference ○ Home suspension up to 2 days 	<ul style="list-style-type: none"> ○ Student letter to parent or “think form: ○ Parent conduct report ○ In school suspension ○ Suspension up to 5 days ○ Continual monitoring of behavior by teacher and principal’s ○ Behavior plan developed 	<ul style="list-style-type: none"> ○ Parent conduct report ○ Home suspension up to 3 days ○ Suspension up to 8 days ○ Behavior plan with continual monitoring by teacher and principal
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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 direct instruction and practice in appropriate behavior, teaching our Second Step social-emotional curriculum, our be.nice lessons, and positive assemblies will occur throughout the year.

Progress Reports/Report Cards

Student progress is reported **three** times during the school year. Reports are provided to parents and conferences or through Tuesday folders 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. Parents will have the opportunity to share their insights regarding their child’s educational needs through a Parent Input Form.

Student Drop Off and Parking

Parking is available at the Cedar Trails Elementary School in our main parking lot during all hours.

Student Support Services

Your school counselor is here for everyone. Students, staff and parents are all a part of our Cedar Trails 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 Trails 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.

Signature

Date