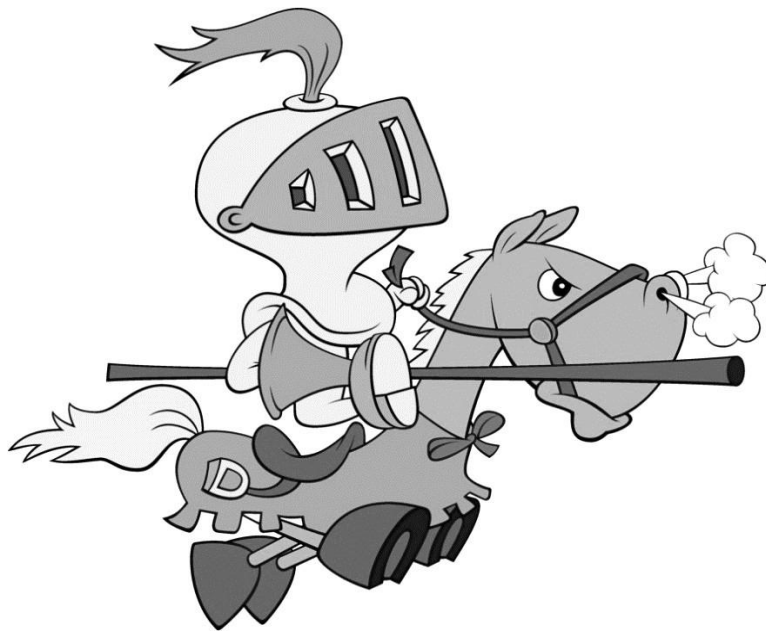


Cedargrove

Elementary School

A California
Distinguished School



Student Handbook
2019-2020

Charter Oak Unified School District

20240 E. Cienega Avenue

Covina, California 91724

(626) 966-8331 – www.cousd.net

Superintendent – Dr. Mike Hendricks

Cedargrove Elementary

1209 North Glendora Avenue

Covina, California 91724

Telephone: (626) 966-8675 Fax: (626) 915-7241

www.cousd.net

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Pannell
Principal
Ext. 20200
ppannell@cousd.net**

**Connie Monroe
Asst. Principal
Ext. 20211
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Health Clerk
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**Jessica Lobaina
School Psychologist
Ext. 20215
jlobaina@cousd.net**

This Agenda Belongs to:

Name _____ Grade _____

Phone Number _____

Teacher _____ Room Number _____

A Message from our Principal

Dear Cedargrove Families,

Cedargrove is a special place. Down each hallway, through each door, and in each classroom, is an educator whose sole responsibility is to ensure the academic and social/emotion integrity for each and every child.

We believe in each student and in their unique abilities. Our children will change our world in amazing ways. They will be teachers. They will manage others. They will solve everyday situations. They will be artists. They will be truck drivers. They will be presidents of major corporations. They will sing on Broadway and at the Lincoln Center. They will travel the world. They will serve.

Please stay connected to your assigned teacher, school office personnel and school administration. We are here working to support and advance the academic success for all students. Our mission is to have students that are equipped to read, comprehend, write, and solve mathematical equations using critical & rational thinking at their grade level and beyond. Understanding Science and History are vital to our connection to our past, present, and future. As Dr. Martin Luther King Jr. told us, "The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education."

The following pages serves as a guide to navigate Cedargrove. Please use them, but always know that you are welcome to stop by for a chat. We are pleased that your family attends and belongs to Cedargrove. Know that you are valued and appreciated!

New to Cedargrove

Communication

Have you ever heard a statement that did not sound quite right? Or at least made you wonder? Cedargrove believes in factual information and we take our statements seriously. Whenever in doubt *Go to the Source* – meaning, ask, inquire, and seek the facts form the origin. The purpose of Go to the Source is to create and maintain credibility and promote trust.

Class Assignments

Each classroom will consist of diverse learners. Those students in special populations (GATE, Special Education, and English Language Learner) will be clustered. Classes are assigned by educators with parent input.

School Safety

Cedargrove places a very high priority on safety. We have a new parent/visitor/guest check-in system called Raptor. The system requires all persons entering the school grounds to have a driver's license or CA identification card. Once the card is placed into the system, a background check is conducted within

seconds, and permission is granted or denied to enter the school. Thank you in advance for your patience. Our goal is to provide a safe and healthy environment for students and adults.

Student Leadership

6th grade students have formed a leadership group under the direction of Mrs. Monroe and Mrs. Scogin. Our student leaders will model appropriate behavior, build leadership skills, assist with critical problem solving, and plan innovative student activities.

WE are very excited for the 2019-2020 school year.

Sincerely,
Peter Pannell,
Principal

Cedargrove Students are GOLDen!

Cedargrove Elementary School strives for academic excellence and is committed to creating a community whose members treat others the way they want to be treated.

Golden Rule

Give of Yourself

Think of Others First

Own Your Actions

Be Responsible

Represent Yourself and
Cedargrove with Pride

Lead with Kindness

Be Helpful
Be a Friend

Do Your Best

Give 100%! Respond to
Conflict and Disagreements
Calmly

Be Golden!

**“You must be the
change that you want
to see in the world.”**

Gandhi

Instructional Staff*



Kindergarten

K-2 Mrs. Kvassay (TK) vkvassay@cousd.net
A-3 Mrs. Guzman sguzman@cousd.net
B-2 Ms. Kuwahara akuwahara@cousd.net
K-1 Mrs. Terzino jterzino@cousd.net
B-3 Ms. Gibbs agibbs@cousd.net

First Grade

D-1 Mrs. Wallace awallace@cousd.net
A-1 Mrs. Fillinger dfillinger@cousd.net
D-4 Mrs. Gallegos sgallegos@cousd.net
A-4 Ms. Saxton gsaxton@cousd.net

Second Grade

C-2 Ms. McNeil rmcneil@cousd.net
A-2 Mrs. Montes dmontes@cousd.net
D-2 Mrs. Stinson jstinson@cousd.net
B-1 Mrs. Zernickow lzernickow@cousd.net

Third Grade

C-3 Mrs. Cook hcook@cousd.net
B-4 Mrs. Heisey jheisey@cousd.net
C-1 Mr. Johnson djhonson@cousd.net
C-4 Mrs. Salgado sshultz-salgado@cousd.net

Fourth Grade

G-4 Mrs. Elias jelias@cousd.net
G-2 @cousd.net
L-3 Ms. Lemon llemon-rush@cousd.net

Fifth Grade

G-3 Mrs. Bernal mbernal@cousd.net
L-4 Mrs. Moore smoore@cousd.net
L-1 Mrs. Schriefer sschriefer@cousd.net

Sixth Grade

L-2 Mrs. Kalmar ekalmar@cousd.net
H-1 Ms. McGhghy dmcghghy@cousd.net
H-2 Mrs. Scogin ascogin@cousd.net

RSP/ SAI

D-3 Mrs. Rowe drowe@cousd.net
P-1 Ms. Norris mnorris@cousd.net

ASRD

M-2 Mrs. Seale eseale@cousd.net

Speech/Language

S-1 @cousd.net

Pre-K

E-1 Mrs. Setter ksetter@cousd.net
E-2 Ms. Stone sstone@cousd.net

Student Schedules

Starting Times

Kindergarten 8:10 a.m. Daily
1st – 3rd 8:10 a.m. Daily
4TH – 6TH 8:00 a.m. Daily

Lunch Times

1st Lunch (1st, 2nd) 11:20-12:00
2nd Lunch (3rd, 4th) 11:45-12:25 3rd
Lunch (K, 5th, 6th) 12:10-12:50

Dismissal Times

Kindergarten 1:30 p.m. M - F
1st - 3rd 2:15 p.m. M, T, Th, F
4th - 6th 2:20 p.m. M, T, Th, F
1st - 3rd 1:30 p.m. W
4th - 6th 1:35 p.m. W

Minimum Day Dismissal

Kindergarten 11:30 a.m.
1st - 3rd 11:30 a.m.
4th - 6th 11:20 a.m.



**subject to change*



ATTENDANCE

Absences

Daily attendance at school is the best way to ensure academic success. At Cedargrove Elementary School, attendance will be closely monitored. **Students are required, by law, to attend school on time and regularly.** Absences shall be classified as follows:

1. Excused Absences – The State Education Code excuses absences for student illness, medical, dental, or eye appointments, student court appearance, religious holiday/ceremony, funeral services (for immediate family), and quarantine (under direction of county or city health officer).
2. Unexcused Absences – Absences from school without a valid excuse (see Excused absences above) are considered unexcused.
3. Truancy – Students who are absent from school (or tardy more than 30 minutes) without a valid excuse for 3 days are considered truant.

Tardies/Truancy

Please make every effort to have your student at school each day on time. Punctuality is primarily a responsibility of the parent and a critical factor in the instructional program of a school. Students arriving late to school will be marked tardy. Tardy students cause a disruption to classroom instruction as well as their own missed instruction. The only excused tardies are those due to doctor/dentist appointments, and the student must have a doctor's note when he/she checks in at the office. Tardies (for any reason) also affect a student's perfect attendance record. Students with 10 or more tardies will be required to make up lost minutes serving detention.

Students who are considered truant, or who have excessive excused absences may be referred to the district's Student Attendance Review Team (SART), and/or local Student Attendance Review Board (SARB). Charter Oak's School Resource Officer may also issue a citation.

According to Education Code 48260, students shall be classified as a truant if absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. See Appendix B for more information.

Returning to School After an Absence

Please notify the office to verify an absence in one of the following ways:

1. Please call the school office at (626) 966-8675 extension 20202 by 10:00 a.m. on the day the student is out. 24 hour voice mail is also available.

2. A written note by the parent/guardian can be brought with the student upon his/her return. This note should include:

- Student's first and last name
- Grade level
- Date(s) of absence
- Specific reason for the absence
- Parent/Guardian signature

In case of extended illness, parents may request assignments through the main office with a **24 hour notice.**

Emergency Information

Emergency information must be on file for every student on campus. **IF CONTACT INFORMATION CHANGES, PLEASE NOTIFY THE OFFICE IMMEDIATELY.**

If students are temporarily cared for by any person other than his/her parent or legally appointed guardian, please advise the school for emergency purposes. **Someone must be available to pick up your child if she/he needs to be sent home from school for illness, injury, or disciplinary reasons. The person must have proper ID.**

Parents will be notified as soon as possible if their child is involved in any type of emergency situation. If parents can't be reached in an emergency situation (illness, disaster, etc.), the school will call emergency contacts.

Checkout Procedures

Students may not leave the school at any time during the school day without permission. Students may only be signed out from the office by a parent, guardian or other person listed in emergency contacts. ID will be required. Upon returning, student must be signed in at the office. **For your child's safety, please keep emergency information current.**

Extended Absence - Independent Study

We know it is not always possible to schedule vacations, medical procedures or other events during school holidays. Please understand that the funding we receive for the school is based on attendance. There is a way for the school to collect funding for planned absences of five consecutive days or more. Parents may request an **Independent Study Contract** for these planned absences. Contact the office **at least two weeks in advance of the planned event.** This will enable the school to provide work for the student **during** the course of the absence as well as allow the student to keep up

with learning. **Upon return from the absence**, students must have the **Independent Study Contract and all assigned work completed**, in order for the school to collect funds for missed schooling. A five day absence has a significant impact on student learning and the district loses approximately \$250 (\$50/day).



DROPPING OFF & PICKING UP STUDENTS

Arrival Time

Due to the fact that there is **no campus supervision before 7:50 a.m.**, students should not arrive before that time unless they are taking part in a supervised activity. The only exception is for students eating breakfast in the cafeteria. Breakfast is available from 7:30-7:55.

Student Waiting Areas

Before school, students are not permitted on the playgrounds outside of the following:

4th-6th Grade - At 7:50, staff will escort 4th-6th students from the outside dining area to their classroom. At 8:00, 4th-6th students are allowed into the classroom.

1st-3rd Grade - At 8:00, participate in a walking recess on the playground area. At 8:10, 1st-3rd students line up at their designated location on the blacktop area. The teachers will escort students to the classrooms.

Adults At Drop Off/Pick Up

Visitors are always welcome on campus, but they are **not permitted beyond our drop off locations** (outside dining area and between the cafeteria and C&D buildings) without checking in at the office and receiving a Visitor's Pass. Any visitor to campus **must remain behind our Golden (painted) lines at all times** unless displaying a Visitor's Pass obtained from the office.

Dismissal

At the dismissal bell, all students are to leave the school grounds immediately unless detained by staff. Students are not to be on the playgrounds or play on the equipment.

Students waiting for pick up are expected to congregate in the yellow zone in front of the Eagle wall. There is staff supervision in front of the school for 15 minutes following dismissal. It is important that all children are picked up promptly to ensure student safety. At 3:00 all students will be escorted to the after school enrichment program where there will be a fee of \$20.00.

STUDENTS DROPPED OFF AT SCHOOL BEFORE SUPERVISION IS AVAILABLE, OR REMAINING AFTER SUPERVISION HAS CONCLUDED MAY BE ESCORTED TO DISTRICT DAY CARE FACILITY ON CAMPUS, AND PARENTS WILL BE RESPONSIBLE FOR PAYMENT OF DAY CARE SERVICES.

Should an emergency arise causing a delay in picking up a student, please inform our office as soon as possible.

Before and After School

Home and school share the responsibility for our students' safety and conduct to and from school. We ask that you join us in requiring our children to conduct themselves in a responsible and safe manner going to and from school. **Please note that school rules apply from the time students leave home in the morning until they arrive home after school.**

STUDENT SERVICES

Counselor & Psychologist

Cedargrove has a counselor available to help students with academic, discipline or counseling issues. A school psychologist is available to assist students with classroom or personal problems. These services are available on a limited basis and parents must contact an administrator to arrange them. If a crisis arises and you feel your child needs to speak with someone, please contact the office immediately.

Office Communication

The main office provides a service to students in expediting the completion of clerical tasks, record keeping and informational items. The office staff is happy to register new students and answer questions regarding school procedures or policies. **In an effort keep our classrooms interruption free, we will not forward phone calls during the instructional day. Please communicate after school arrangements to your student prior to the start of the school day. And refrain from attempting to deliver messages to your child via our office except in emergency situations.**

Telephone Policy

Telephones are limited for business purposes only. In emergencies, students will be assisted by office personnel to make phone calls to a parent.

Insurance

Application forms for student insurance are available in the office. This is very economical insurance. Although the school district offers it, subscription is an individual matter.



Lunch

Parents may prepay lunches via the PayPAMS.com system or with the cafeteria manager. If a student account is overdue, the student will be offered a sandwich and drink and the parent will be contacted to repay the balance. Parents are responsible to keep lunch accounts current. The school lunch menu with pricing is distributed monthly to students and can also be found at COUSD.net.

Breakfast

Breakfast is available from 7:30 – 7:50 or at morning recess at **no cost for all students**.

Lost And Found

A lost and found cart is kept inside & outside the cafeteria. Labeling clothing and personal articles will help to ensure that student items are easily found. **Unclaimed items will be donated to a charity at the end of each trimester.**

Health Office



Basic first aid and health services are given at the school site. The health office is located in the main office. **Students must have permission from a teacher/aide before going to the health office.** Parents or guardians will be contacted if the Health Clerk deems it necessary.

Every student must have a health information form completed with online registration. If any changes occur during the school year, complete a new form in the health office. Students are not to have any medication in their possession--including aspirin. If it is necessary for a student to take medication during school hours, obtain the proper form from the office. Complete (with parent and physician signatures) and return it to the office with the medicine in the prescription bottle. Medication will be administered according to the physician's directions. Doctor's notes are required for any student bringing crutches to school.

Health Screenings

Hearing, vision, and dental screenings will be conducted for selected grades during the year.

Student Success Team (SST)

Students who are experiencing significant difficulty in their schoolwork and/or behavior may be referred to the school's Student Success Team. This group is composed of various school personnel and meets bi-monthly. The team develops a plan which includes recommendations and directives to enable the student to become more successful. SST's are a Tier 1 & 2 strategy/intervention.

Special Education

Special education services offered at Cedargrove include Specialized Academic Instruction (SAI) in the special education classroom as well as mainstreaming in the general education classroom with special education support. The Individualized Educational Plan Team (IEPT) is responsible for monitoring the progress of students and recommending appropriate placement in the least restrictive environments. See your teacher, school psychologist or site administrator's for details.

Library

The school library provides students an opportunity to check out books for research and enjoyment. Students are asked to observe the following:

- Be quiet and respectful when using the library.
- Kindergarten through first grade students may check out only one book each visit. Second through sixth grade students may check out two books each visit.
- Books are to be returned on or before the due date.
- If a book is not returned to the library or is damaged, full payment for replacement will be required.
- The library will be open during regular school hours.

STUDENT SAFETY

Disaster Plan

Cedargrove has a comprehensive disaster plan, which we practice regularly. In the event of an earthquake or other disaster that requires our school to be evacuated, parents may pick up their children from our Parent Communication Center (next to the marquee). Our Disaster Preparedness Plan is on file in the office.

Campus Access

Visitors are always welcome at Cedargrove. For safety and security purposes, **all visitors, including parents, MUST check-in at the office. ALL persons must have a driver's license or CA ID in order to be permitted on campus. Upon clearance, a VISITOR'S PASS will be issued. Due to safety/liability issues, visitors aren't permitted on Cedargrove's playgrounds or cafeteria during recess and/or lunch.** In addition to this, students enrolled in other schools, relatives, or friends are not permitted on campus to visit students or accompany them to classes.

Parent Visits to School

We encourage parents to volunteer or observe in their child's class. The California State Education Code states that all visitors must receive permission before visiting. Please make arrangements with your child's teacher and the office following the Campus Access procedure. Observations are not to exceed 30 minutes. Proper ID is required.

Deliveries to School

For safety reasons, and to minimize distractions, all deliveries to school (lunches, lunch money, class party supplies, etc.) must be brought to the office. **Deliveries directly to the classroom are prohibited. No outside vendor deliveries are allowed for students.**

Parking Lot

Please drive cautiously and carefully in our parking lot. When driving in our parking lot, please follow the traffic pattern. There is **one** way to enter the parking lot at the north end and **one** way to exit the parking lot at the south end. There are two lanes running parallel to the curb. **Students can be picked up from the first lane closest to the curb. Please do not attempt to pick up children from the second lane.**

The second lane is for moving traffic only.

Observe all posted parking lot signs, and park in designated spaces only. Do not leave your car unattended in either of the first 2 lanes **for any reason**. NEVER leave your car unattended in the RED ZONE. Persons may be ticketed. Kindergartners are to be picked up at the Cienega gate.

All students are instructed to wait at the curb and not step into the parking lot unless escorted by an adult. Please do not call your child to your car and risk endangering them by running to you in the parking lot. Also, **please do not honk** at your students to get their attention. This rarely draws the attention of the correct student and often offends nearby drivers. Once you have picked up your student, please proceed safely and carefully to the exit. All traffic must exit to the right when leaving the parking lot. ***Left turns between the hours of 7:30 a.m. and 3:00 p.m. are illegal.***

At times you may be asked by school personnel or volunteers to move your car because you have inadvertently parked in a non-designated area, are in the bus parking area, or are impeding traffic. Please follow directions, and be courteous, patient and Golden.

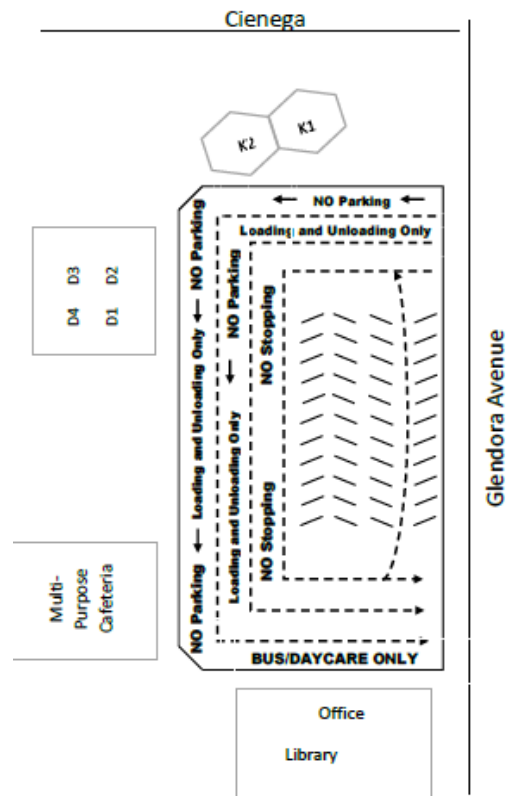
We are always in need of volunteers in our parking lot, so please let us know if you would be willing to donate time to help keep our kids safe. Working together we can assure that every student is safe coming to, and going from, Cedargrove.



Bikes, Scooters, Skateboards, and Roller Blades/Skates

Students in grades 3 through 6 are permitted to ride bicycles to school. If a student rides a bike to school, ***the bicycle must be walked while on the school grounds***. Bikes must be parked at the rack upon arrival. All bikes need to be locked to prevent theft.

Cedargrove Parking Lot Map



Bicycle helmets are required. Riding a bicycle to school is a privilege, which may be suspended if safety rules are violated. Due to safety and storage/security concerns, skateboards, scooters and roller blades/skates are not encouraged. Students using these items as transportation to and from school may not skate or skateboard on campus. It is requested that these items be locked onto the bike rack.

The bike/skateboard rack is provided for students' convenience and is used at the students' risk. COUSD assumes no responsibility for loss.



DISCIPLINE

Cedargrove Students are GOLDen

Cedargrove's motto is BeGOLDen! Treat others the way you want to be treated. Throughout the school, parents and students will find School-wide Behavioral Expectations posted. They are found on green and gold signs labeled with our GOLDen logo.

The School-wide Behavioral Expectations Matrix can be found in Appendix A. It lists all of the positive expectations students are taught in various areas of the campus. Each

class has a behavior matrix, and students are expected to follow that as well.

As a result of following our GOLDen Expectations, students will receive a variety of positive rewards; from praise and thanks to GOLD tickets and prizes. Each week a raffle of GOLD tickets will be held. Students selected will be featured on the marquee! Our school is committed to rewarding positive behaviors. When teachers, students, staff, and families practice GOLDen behaviors, everyone is rewarded with a clean, respectful, and positive experience at Cedargrove!

Behavior Expectations

An effective plan for discipline is important to providing a safe and orderly environment where students can reach their full potential. Discipline plans are effective when clearly and consistently communicated to staff, students, and community. Cedargrove is committed to promoting positive student behavior. For students who choose not to behave according to the expectations, we have a progressive discipline plan (see Appendix B). Parents will be notified of any concerns.

Classroom Rules

- Behavioral expectations, rules, and consequences are posted in each classroom.
- If violations occur, the teacher will issue consequences and notify the parent.
- If violations continue after classroom consequences and parent notification, the teacher will refer the student to the Assistant Principal.

Detention

In the event a student makes a poor choice where the consequence is detention, a teacher or administrator will notify a parent. Detention may take place in an alternate classroom or in the office. For after school detentions, parents will be notified in advance. **If a student is referred to the office by a substitute teacher, a detention will be assigned.**

Suspension

The seriousness of certain offenses warrants a suspension from school. The California Education Code will be the basis for determining the appropriate consequence. (See Appendix B.)

Expulsion

Expulsion is an action taken by the Governing Board for severe or prolonged violation of school rules. Except for single acts of a grave nature, expulsion is usually used only when there is a history of misconduct, when other

forms of discipline including suspension have failed to bring about proper conduct, or when a student's presence causes a danger to him/herself or others (Education Code 48915).

Cell Phones. Electronic Devices and Prohibited Items

Students should bring to school only those materials needed for learning. We **strongly discourage** students from bringing valuables of any type to school. **The school is not responsible for lost, damaged or stolen items.**

Cell Phones:

Students may use cell phones before and after school to contact parents as needed. **Cell phone usage, incoming or outgoing texting, or photography during school hours is strictly prohibited. This includes recess and lunch. Students are required to turn off phones before school starts. The following exceptions apply: In the event of an emergency or perceived threat of danger; when a doctor has determined that use of a smart phone is necessary for a student's health or well-being; when use of a smartphone is required in a student's individualized education plan; and/or when a teacher or administrator grants permission to a pupil to possess a smartphone, subject to any reasonable limitation imposed by the teacher or administrator.** Violations will result in the phone being confiscated and parents notified. We count on parents to use discretion if/when you receive an unauthorized call from your child from school. Encourage your child to follow proper procedures for illness, missing materials, and other issues, to build individual responsibility.

Prohibited Items:

Toys, slime, collectibles, playing cards and other items deemed unnecessary for classroom use are not allowed on campus unless they are part of a specific classroom assignment. **Cameras or un-authorized photography of any kind (cell phone/other video device) are strictly prohibited.** In addition to this, glass containers and aerosol containers (hairspray, deodorant, etc.) are not permitted on campus. The use or display of any of these items, or other items deemed unnecessary for learning will result in confiscation of the item to be returned to parents. Repeated violations will result in further consequences.

Laser Pointers and Permanent Markers

Items such as laser pens and permanent marking pens are not allowed on campus. Items of this nature will not be returned until a conference and agreement has been reached between teacher, parents, and administration.

Gum/snacks

Gum is **not** allowed on campus at any time. Scraping gum off equipment, sidewalks and facilities wastes time and money. Student's chewing gum will be asked to dispose of it responsibly. Students choosing not to do

this, or habitually chewing gum will be considered defiant and will receive appropriate school consequences. Individual size bags of snacks are allowed. **Family or party size bags of snacks are not permitted due to nutrition and health standards.**

Policy On Tobacco Use

The State of California has strict guidelines about tobacco use on school campuses, and parents as well as students must adhere to a policy of no tobacco use on campus and all school sponsored events. Hookah and electronic smoking devices of any kind are also prohibited.

Clean Campus and Vandalism

Cedargrove students are proud of their school and want other people to be proud of it too. The appearance of our school and the way it is kept has a great deal to do with the reputation of our school. It is the responsibility of each person to help keep the campus clean.

Vandalism is regarded as a serious offense. Parents of students are responsible for damaged property and are required to pay for repairs or replacement.

Dress Code



The mode of dress at Cedargrove reflects our dedication and commitment to academic excellence. Our dress, as professionals and student scholars must reflect the environment that is most conducive to high academic achievement.

The following are the standards of dress for students:

- Students must wear clothing both a shirt with pants or skirt, or the equivalent (dresses, leggings or shorts)
- No severe ripped clothing
- Appropriate shoes must be worn at all times. Heelies (shoes with wheels), slippers, flip-flops, and backless or open toe shoes are not permitted. Student shoes should fit securely and be appropriate for all physical education activities.
- Prescription sunglasses may be worn during outside activities.
- Hats may be worn outdoors only with the bill facing forward. Students may only wear hoods outdoors when it is raining. Otherwise, wearing hoods is not permitted.
- Clothing that advertises illegal items, contains profanity, promotes violence, gangs, and/or gang activities, or contains suggestive double meanings or symbols may not be worn.
- Clothing should fit comfortably thus allowing students to concentrate on learning activities. Half shirts, tank, crop and tube tops, bare midriffs, see-through shirts, or short shorts are not allowed. As a rule of thumb, shorts/skirts should extend past fingertips with arms at the side. **No spaghetti straps, or bra straps should be visible. All shoulder straps must be at least 1" wide.** Clothing that is excessively baggy is not appropriate to

wear to school. All clothing should be free of rips, tears, holes, and have a hem. No skin should be visible.

- Backpacks, notebooks and folders should be free of unnecessary writing or decorations that may distract from the learning environment.
- Appearance should not cause undue attention or distraction from the educational process.



CEDARGROVE PLAYGROUND

Playground Rules - Grades 1st-4th

Follow Directions

- a. Stop all games and play when the freeze bell rings. Hold all equipment. Wait quietly until staff blows a whistle, and then walk to your designated area and wait to be released.
- b. Restroom must be used before the bell.
- c. Snack should be eaten behind the cafeteria on the steps or on the benches only and trash should be thrown away in trash cans.

Play in Designated Areas Only

- a. The primary playground area is defined by the blacktop and west grass area to the slope and the blacktop and the south grass area to the slope.
- b. Sidewalk in front of fountain next to restroom building is off limits for playing. It is to be used only for walking to and from the restroom and fountain.

Use Equipment and Balls Properly

- a. Ropes may only be used for jumping. Ropes may not be tied to structures or other children.
- b. Balls may be kicked on the grass area only.
- c. There is no standing on top of the monkey or parallel bars.
- d. Return all equipment at the end of recess.

Play Safely and Respectfully

- a. Walk on blacktop. Run on grass area only.
- b. When playing in an organized game follow rules.
- c. Speak kindly and respectfully to each other. No profanity!
- d. Leave rocks and pinecones on the ground. Only throw balls and play equipment meant for that purpose.
- e. NO wrestling, fighting, play fighting or rough play

Games

- a. Handball and elimination on handball walls only.

- b. Only a one-handed touch, not push, is permitted.
- c. Elimination
 - 10 players to a court.
 - Only 1 tennis ball per game.
 - Ball is thrown. Anyone who touches or drops the ball must run and touch the wall before the next throw hits the wall. Any player who does not beat the throw is out. That player waits outside the game until another player is thrown out and takes his/her place.
 - If the ball is caught after it hits the wall, but before it bounces, the thrower is out.
 - No other rules/tricks may be added.
- d. Bars
 - Use the bars one person at a time.
 - Both hands should be on the bars at all times. No flipping.
 - If waiting- form a line and count to 20 then all off.
- a. Swings
 - Face the blacktop while swinging.
 - Line up on the blacktop to wait for a swing.
 - Always tell person on whom you are counting.
 - Count 50 swings forward to get a turn.
 - Do not lift anyone up into the swing or push anyone in the swings.
 - Never bailout when swinging.
 - Never stand in the swing area.

Restrooms

- a. Boys and girls are to stay away from each other's restrooms.
- b. Keep restrooms neat and tidy. Throw all trash in trash cans.
- c. Do not play in the restrooms.

Playground Rules- Grades 5th-6th

Follow Directions

- a. Stop all games and play when the freeze bell rings. Hold all equipment. Wait quietly until staff blows a whistle, and then walk to your designated area and wait to be released.
- b. Restroom must be used before the bell.
- c. Snack should be eaten at tables (outside diners or by M building). All trash should be thrown away in trash cans.
- d. Before school, drop off backpacks and proceed to the designated waiting area. At 7:50, when the teacher on duty escorts students, proceed to the playground. **Do NOT wait by classrooms.**

Play in Designated Areas Only

- a. The upper grade playground area is defined by the blacktop south of the M and restroom/ball house buildings and the field below the hill.
- b. Use the corridors between the M and restroom/ball house buildings for drinks, restroom and ball house only.

Use Equipment and Balls Properly

- a. Check out equipment from the ball house/ball cart. Leave immediately for the playground. When recess is over, return all equipment to the ball house/ball cart.
- b. Kick only the orange balls, kick balls, soccer balls, and footballs, and only on the grass.
- c. There is no standing on top of the monkey or parallel bars. Hands only on all the bars and no twirling/flipping on the parallel bars.
- d. Ropes may only be used for jumping. Ropes may not be tied to structures or other children.

Play Safely and Respectfully

- a. Walk on blacktop. Run on grass area only.
- b. When playing in an organized game follow the game rules.
- c. Speak kindly and respectfully to each other. No profanity!
- d. Any 4th- 6th grader is allowed to play in any game. We have a no exclusion policy.
- e. Leave rocks and pinecones on the ground. Only throw balls and play equipment meant for that purpose.
- f. NO wrestling, fighting, play fighting or rough play.

Games

- a. Handball and elimination may only be played on the south wall of the ball house building and the handball courts. (See elimination rules above).
- b. Only a one-handed touch, not push, is permitted.
- c. Tetherball, loop the ball after the whistle is blown.
- d. Gymnastics and tumbling games are allowed only with hands or feet in contact with the ground at all times. Any tumbling must be done on grass. Cartwheels, backbends, and somersaults are allowed. NO flips or handsprings permitted.

Use Restrooms Appropriately

- a. Boys and girls are to stay away from each other's restroom.
- b. Keep restrooms neat and tidy.
- c. Wait for friends outside the restroom.

Benched for Discipline

- a. Students sit quietly at the tables.
- b. Students are expected to bring something with them to do during detention (i.e. book, work, etc.).

APPENDIX A Cedargrove Elementary School

Bullying vs. Inappropriate Behavior

In an effort to use like terminology, please refer to this sample as a guide for distinguishing between bullying and inappropriate behavior.

Definition:

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is **repeated**, or has the potential to be **repeated**, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

There are three types of bullying:

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone's things
 - Making mean or rude hand gestures

Inappropriate Behavior looks very much like bullying except is not repeated and it **does not** have to be based on the "power-balance". In many instances, the behaviors appear to be same.

APPENDIX B
Cedargrove Elementary School
Code of Discipline

The following progressive discipline steps serve as a guideline of consequences to change unacceptable behavior.

OFFENSE	1 st	2 nd	3 rd
Closed Campus – leaving campus during school hours without permission	Warning Call home Possible truancy citation by School Resource Officer (SRO)	Call home Citation by SRO Possible 1 – 3 days suspension Possible SART Referral	Call home Citation by SRO Possible 3 – 5 suspension Possible SARB Referral
Tardy to School – 5 or more per trimester	Possible contact home Possible SART referral Possible revocation of transfer (<i>transfer students</i>)	Possible contact home Possible SART referral Possible revocation of transfer (<i>transfer students</i>)	Possible contact home Possible SARB referral Possible revocation of transfer (<i>transfer students</i>)
Ed. Code 48900 A Caused, attempted to cause, or threatened to cause physical injury to another person. (fighting)	Possible 1 – 5 days suspension Counseling Possible police report Possible recommend expulsion	1 – 5 days suspension Possible police report Possible recommend expulsion	5 days suspension Possible recommend expulsion
Ed. Code 48900 B Possession of firearm, knife, explosive or dangerous object	Possible 1 – 5 days suspension Possible expulsion Possible police report	5 days suspension Possible recommend expulsion Police report	
Poppers, stink bombs, lighters, matches	Possible 1 day suspension Call home	1 – 3 days suspension	3 – 5 days suspension
Possession of firecrackers or other explosives	1 – 5 days suspension Possible expulsion Possible police report	5 days suspension Possible expulsion Police Report	Possible expulsion Police Report
Ed. Code 48900 C Possessed, sold, used, or under the influence of any controlled substance	5 days suspension Possible police report Recommend expulsion		
Ed. Code 48900 D Sale or distribution of drugs, alcohol, or substances purported to be drugs or alcohol (look-alikes)	5 days suspension Police report Recommend expulsion		
Ed. Code 48900 E Robbery or extortion	1 – 5 days suspension Possible police report Possible recommend expulsion	5 days suspension Police report Recommend expulsion	
Ed. Code 48900 F	Possible suspension Restitution	1 – 5 days suspension Restitution	5 days suspension Restitution

Damage to school property or private property	Possible police report Possible recommend expulsion	Possible police report Possible recommend expulsion	Police report Recommend expulsion
OFFENSE	1st	2nd	3rd
Ed. Code 48900 G Stealing or attempting to steal	1 – 5 days suspension Restitution Possible police report Possible recommend expulsion	1 – 5 days suspension Restitution Police report Possible recommend expulsion	5 days suspension Restitution Police report Recommend expulsion
Ed. Code 48900 H Possession or use of tobacco	1 day suspension Refer to school nurse or counseling	3 days suspension Refer to school nurse or counseling	5 days suspension Possible recommend expulsion
Ed Code 48900 I Obscene Act	Call home Counseling Possible suspension	1 – 5 days suspension Parents meet with counselor or Administrator	5 days suspension Possible recommend expulsion
Profanity towards other students	Referred to Office (<i>after taking progressive discipline steps within the classroom setting</i>) Possible detention Counseling	Counseling Detention Possible suspension	1 – 3 days possible suspension
Profanity towards staff	Counseling 1 – 3 days suspension	3 – 5 days suspension	5 days suspension
Ed. Code 48900 J Possession of drug paraphernalia	1 – 3 days suspension Possible police report	3 – 5 days suspension Possible police report Recommend expulsion	
Ed. Code 48900 K Disruption of school/class activities	Referred to Office (<i>after taking progressive discipline steps within the classroom</i>) Possible class suspension by teacher In-house suspension Possible detention Call home	Referred to Office (<i>after taking progressive discipline steps within the classroom</i>) Possible 1 – 3 days suspension (<i>4th-6th grade</i>) Conference with Parent	Referred to Office (<i>after taking progressive discipline steps within the classroom</i>) Possible 3 – 5 days suspension (<i>4th-6th grade</i>)
Defiance	Referred to Office (<i>after taking progressive discipline steps within the classroom</i>) Possible detention Call home	Referred to Office (<i>after taking progressive discipline steps within the classroom</i>) Possible 1 – 3 days suspension (<i>4th-6th grade</i>) Conference with Parent	Referred to Office (<i>after taking progressive discipline steps within the classroom</i>) Possible 3 – 5 days suspension (<i>4th-6th grade</i>) Conference with Parent
Misuse of Technology/Computers	Referred to Office (<i>after taking progressive discipline steps within the classroom</i>) Possible detention Possible loss of privilege Call home	Detention Possible 1 – 5 days suspension Possible loss of computer privilege Possible expulsion	3 – 5 days suspension Possible loss of computer privilege Possible expulsion

Cheating/Plagiarism/Theft of intellectual property	Referred to Office (<i>after taking progressive discipline steps within the classroom</i>) Possible detention Call home	Detention Possible 1 - 3 days suspension Conference with Parent	Possible 3 – 5 days suspension
OFFENSE	1st	2nd	3rd
Truancy – failure to report to school without valid excuse	Notify parent Possible referral to SART (School Attendance Review Team) Possible citation	SART Contract Possible citation	Referral to School Attendance Review Board (SARB) Cite parent(s) of truant student
Dress Code violation (Refer to page 8)	Warning Change clothes	Possible detention Change clothes Call home	<i>3rd and consecutive offences</i> Detention Change clothes Call home Possible suspension
Gum	Warning	Possible campus beautification or detention	Campus beautification or detention
Ed. Code 48900 L Received stolen property	Possible detention Possible suspension	Detention Possible suspension	5 day suspension Possible expulsion
Ed. Code 48900 M Possession of an imitation firearm	Possible detention Possible suspension Call home	1 – 3 days suspension	3- 5 days suspension
Ed. Code 48900 N Committed or attempted to commit a sexual assault; or committed a sexual battery	Possible suspension Possible police report Possible expulsion	5 days suspension Recommend expulsion Police Report	
Ed. Code 48900 O Harassing, threatening, or intimidating another student who is a witness	Possible suspension Possible police report Possible expulsion	5 days suspension Recommend expulsion Police Report	
Ed. Code 48900 Q Engaged in, or attempted to engage in hazing	Possible 1 – 5 days suspension Counseling/Call home Possible police report Possible recommendation for expulsion	3 –5 days suspension Possible recommendation for expulsion Possible police report	5 days suspension Possible recommendation for expulsion Possible police report
Ed. Code 48900.3 Caused, threatened to cause, or participated in an act of hate violence (including racial, ethnic, religious, and sexual slurs).	Counseling Call home Possible 1 –3 days suspension Possible police Report	1 – 3 days suspension Possible police report	3 – 5 days suspension Police report Possible recommendation for expulsion
Ed. Code 48900 R Bullying (including Cyber bullying)	Possible 1 – 5 days suspension Counseling	3 – 5 days suspension Possible police report	5 days suspension Police report

	Call home Possible police report Possible recommendation for expulsion	Possible recommendation for expulsion	Possible recommendation for expulsion
Ed. Code 48915 (A) Causing serious physical injury to another person	5 days suspension Police report Recommend expulsion		
OFFENSE	1st	2nd	3rd
Ed. Code 48915 (B) Possession of any knife or other dangerous object	5 days suspension Police report Recommend expulsion		
Ed. Code 48915 (C) Unlawful possession of any controlled substance	5 days suspension Police report Recommend expulsion		
Ed. Code 48915 (D) Robbery or extortion	5 days suspension Police report Recommend expulsion		
Ed. Code 48915 (E) Assault on school personnel (PC 240,242)	5 days suspension Recommend expulsion Police report		
Ed. Code 48915 (1-5) <ul style="list-style-type: none"> • Possessing or selling a firearm • Brandishing a knife • Selling a controlled substance • Committing or attempting to commit a sexual assault • Possession of an explosive 	5 days suspension Police report Recommend expulsion		

These codes are not all inclusive, and they apply to students:

- While on school grounds
- While going to or coming from school
- During, while going to, or coming from, a school-sponsored activity

What do I do when there is an issue at school? Who do I contact?

1st: Always go to our child's teacher (academic, social/emotional)

2nd: Health – Health Clerk or Main Office

3rd: Personnel, School Operations, Policies & Procedures – School Administration

* School Administration will always be of assistance. A thorough investigation will always be conducted and a report will be provided to you within 24/48 hours.