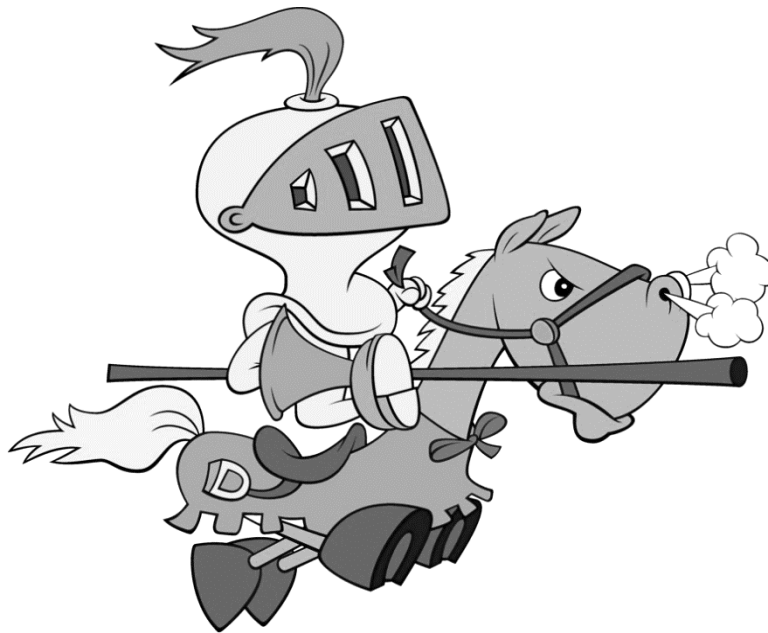


Cedargrove

Elementary School

A California
Distinguished School



Student Handbook
2016-2017

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

David Young

Principal

Ext. 20200

dyoung@cousd.net

Sharon Greaves

Asst. Principal

Ext. 20211

sgreaves@cousd.net

Kristen White

Librarian

Ext. 20205

knwhite@cousd.net

Terry Parreco

Office Manager

Ext. 20201

tparreco@cousd.net

Front Desk

Ext. 20202

Pamela French

Front Desk

Ext. 20212

pfrench@cousd.net

Susie Aguilera

Health Clerk

Ext. 20203

saguilera@cousd.net

Wendy Flores

School Psychologist

Ext. 20215

wflores@cousd.net

This Agenda Belongs to:

Name _____ Grade _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Teacher _____ Room Number _____

A Message from our Principal

Dear Cedargrove Families,
I want to welcome you to Cedargrove Elementary School. I know by working together as a team we can provide every opportunity for our students to learn and develop to their full potential. Your support is an integral part of our total team effort. When you encourage good attendance, study habits, and excellent behavior, our teachers are able to spend more time teaching the rigorous, standards-based academic program we have planned for this year. Please use this handbook to become familiar with important information concerning Cedargrove Elementary School. You can access it through our website any time during the year, or you can print your own copy to use as a reference. At the conclusion of our online registration procedure, you will be required to print and sign a document verifying that you have read, understand, and will abide by the rules and procedures in this handbook. Please affirm online, print the emergency form and other requested forms, and submit to Cedargrove as soon as possible. Join us as we Go for the GOLD at Cedargrove for the 2016-17 school year.

Always for Students,
David Young, Principal

Our 2016-17 Theme: Cedargrove, Go for the GOLD!



Charter Oak Unified School District Mission Statement

The Charter Oak Unified School District, in collaboration with our families and community, provides a balanced, quality educational experience that meets the physical, intellectual and emotional needs of all students. Our focus is providing students with the skills needed to adapt to a changing world, equipping them for college, career and life choices. We offer a rigorous and comprehensive education that meets the individual academic needs of our students and prepares them to be socially responsible adults who make positive contributions to the global community. We embrace individual differences and create safe learning environments in which educational integrity and character are our cornerstones.

Cedargrove's Mission

Cedargrove Elementary School will provide all students with the necessary tools to achieve academic excellence along with college and career readiness. Our students will become critical thinking problem solvers who are able to communicate in meaningful ways which will enable them to become productive citizens and meet the demands of our changing world. Cedargrove is a learning community that believes all students, regardless of individual differences, can achieve, be successful, and develop an appreciation for learning as a lifelong process.

Cedargrove's Vision

Our vision at Cedargrove Elementary School is to be the number one school of choice in the San Gabriel Valley while maintaining high standards for all students. Our students will have access to effective educational tools, technology, and resources which will enable them to become well rounded, confident, and proud individuals. We are creating learning environments where students feel safe, challenged, and confident to take risks. We seek to provide opportunities for staff, students, and parents to connect as a learning community. Cedargrove is a school that respects diversity and honors its commitment to instilling positive values to our students and staff.

Charter Oak Unified School District Nondiscrimination Statement

The Charter Oak Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Cedargrove Students Go for the GOLD!

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

Respond to Conflict and
Disagreements Calmly

Be Golden!

**Treat others
the way you want to
be treated.**

Cedargrove School Calendar of Events 2016-17 *

August

18 First Day of School

September

1 Fall Fundraiser Begins
2 **Minimum Day - 4-6th 11:20; K-3rd 11:30 release**
5 **Holiday – Labor Day**
 8 Meet the Teacher Night/PTA Meeting – 5:45 – 7:30 p.m.
 13 PTA Meeting – 6:00 p.m.
 15 ELAC Parent Meeting – 8:30 a.m.
 15 Fall Fundraiser Ends
 16 Constitution Day
 18 COEF Fun Run – 8:00 a.m.
20 **Minimum Day - 4-6th 11:20; K-3rd 11:30 release**
 22 Picture Day K-3
 21 School Site Council – 2:30 p.m.
 23 Hearing & Vision Screening – K, 2nd & 5th
 Picture Day 4-6
 29 Family Math Night – 6:00 - 7:30 p.m.

October

3-7 Parent Conferences
4 **Minimum Day - 4-6th 11:20; K-3rd 11:30 release**
 6 Pupil Free/Parent Conference Day
7 **Minimum Day - 4-6th 11:20; K-3rd 11:30 release**
 Absentee Student Picture Day
 11 PTA Meeting – 6:00 p.m.
 14 Fundraiser Pick-Up – 4:00 - 7:00 p.m.
 20 Great Shake Out
 19 School Site Council – 2:30 p.m.
21 **Minimum Day - 4-6th 11:20; K-3rd 11:30 release**
 24-28 Book Fair
 24-28 Red Ribbon Week
 28 Character Parade
 31 DJ Party for Fundraiser

November

2 Family Reading Night - 6:00 - 7:15 p.m.
3 **Minimum Day - 4-6th 11:20; K-3rd 11:30 release**
 ELAC Parent Meeting – 8:30 a.m.
 4 1st Trimester Ends
 7 Toy/Gift Drive Begins
 8 PTA Meeting – 6:00 p.m.
 9 Limo Lunch
11 **Holiday – Veterans Day**
 16 Incentive Fundraiser Begins
 School Site Council – 2:40 p.m.
 18 Honor Roll Assemblies - 4th, 5th & 6th
21-25 **Thanksgiving Break**
 28 Toy/Gift Drive Ends

December

9 Charter Oak Holiday Parade – 6:00 - 9:00
 13 PTA Meeting – 6:00 p.m.
 19-21 Winter Programs – 6:00 - 8:00
12/26-1/6 **Winter Break**

January

9 Yearbook Sales Begin
16 **Holiday – Martin Luther King, Jr.**
 17 Spring Kindergarten Begins
 PTA Meeting – 6:00 p.m.
19 **Minimum Day - 4-6th 11:20; K-3rd 11:30 release**
 24 COEF 5th Grade Knowledge Challenge
 25 School Site Council – 2:40 p.m.

February

2 ELAC Parent Meeting – 8:30 a.m.
 7 Science Convention – 6:00 - 7:30 p.m.
 11 6th Grade Panoramic Picture
13 **Holiday – Lincoln’s Birthday**
 14 Blankets of Love
 PTA Meeting – 6:00 p.m.
16 **Minimum Day - 4-6th 11:20; K-3rd 11:30 release**
 Kindergarten Orientation – 8:30
 PTA Meeting/Founders Day - 5:45 p.m.
20 **Holiday – Presidents’ Day**
 24 2nd Trimester Ends

March

2 Read Across America
 6 COEF 6th Grade Basketball Tournament Begins - ROMS 3:00
 8 6th Grade Tour of Royal Oak
 13 State of the District
 14 PTA Meeting – 5:00 p.m.
 18 Honor Roll Assemblies - 4th, 5th & 6th
 22 Spring Picture Day K-3
23 **Minimum Day - 4-6th 11:20; K-3rd 11:30 release**
 Jog-a-thon
 24 Spring Picture Day 4-6
 27-31 Book Fair
 29 School Site Council – 2:40 p.m.
 30 Open House – 5:45 – 7:15 p.m.

April

4/3-4/7

Spring Break

PTA Meeting – 6:00 p.m.
 ELAC Parent Meeting – 8:30 a.m.
 CAASPP Testing Begins
 School Site Council – 2:30 p.m.

May

1-5 Staff Appreciation Week
 9 PTA Meeting – 6:00 p.m.
 10 Volunteer Tea – 9:45 - 10:45
 17 Knott's Berry Farm Incentive Trip 4th-6th
 25 Patriotic Family Night/PTA 5:30 - 7:15
29 **Holiday – Memorial Day**
 31 6th Grade Dance - 4:00 - 6:00 p.m.

June

1 6th Grade Picnic
2 **Minimum Day - 4-6th 11:20; K-3rd 11:30 release**
 Last Day of School
 Honor Roll Assemblies - 4th, 5th & 6th

Instructional Staff*



Kindergarten

K-2 Mrs. Kvassay (TK) vkvassay@cousd.net
D-2 Mrs. Guzman sguzman@cousd.net
D-3 Ms. Kuwahara akuwahara@cousd.net
D-1 Mr. Terzino jterzino@cousd.net
K-1 Mrs. Zampiendo szampiendo@cousd.net

First Grade

A-1 Mrs. Fillingier dfillinger@cousd.net
B-2 Mrs. Gallegos sgallegos@cousd.net
B-3 Ms. Gibbs agibbs@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
A-3 Mrs. Stinson jstinson@cousd.net

Second/Third

C-1 Mrs. Pickard kpickard@cousd.net

Third Grade

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

Fourth Grade

G-4 Mrs. Elias jelias@cousd.net
G-3 Mrs. Kimbell kkimbell@cousd.net
G-1 Mrs. Scogin ascogin@cousd.net

Fifth Grade

G-2 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
L-3 Ms. Lemon llemon-rush@cousd.net
H-1 Ms. McGhghy dmcghghy@cousd.net
H-2 Mrs. Talarico stalarico@cousd.net

RSP/ SAI

D-3 Mrs. Anglemeyer danglemeyer@cousd.net
P-1 Ms. Norris mnorris@cousd.net

ASRD

M-2 Mrs. Seale eseale@cousd.net

Intervention Teacher

B-1 Mrs. Zernickow lzersnickow@cousd.net

Seech/Language

S-1 Mrs. Garland dgarland@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's illness, medical, dental, or eye appointments, student's 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.

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.

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**.

Tardy Policy

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.

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.

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.

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 as indicated on emergency cards.

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 on the emergency card and signed in upon their return to school. ID will be required. Please keep emergency card information current to avoid delays.

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. In the past, the state allowed parents to write a note excusing an absence and the school would still get the daily attendance funds for that day. **This is no longer the case.** Fortunately, 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 their class. **Upon return from the absence**, students must have the **Independent Study Contract and all assigned work completed**, in order for the school to collect the funds for the days your child was absent. A five day absence has a significant impact on student learning and the district loses approximately \$150.



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 a.m., staff will escort 4th-6th students from the outside dining area to the playground area. At 8:00 a.m., 4th-6th students are dismissed to class.

1st-3rd Grade - At 8:00 a.m., staff releases 1st-3rd students from the area north of the cafeteria to their playground area. At 8:10 a.m., 1st-3rd students line up at their designated location on the blacktop area. The teachers will escort students to the classrooms.

Students are only permitted to drop off materials at classrooms before school begins. They must then proceed to above designated areas.

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 the 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 a ride may do so on the

sidewalk area surrounding the parking lot. 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 each student's safety.

STUDENTS DROPPED OFF AT SCHOOL BEFORE SUPERVISION IS AVAILABLE, OR REMAINING AFTER SUPERVISION HAS CONCLUDED MAY BE ESCORTED TO THE 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 Personnel

The main office provides a service to students in expediting the completion of clerical tasks, record keeping or informational items. The office staff is happy to register new students and answer questions regarding school procedures or policies. Please refrain from attempting to deliver messages to your child via our office personnel 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 price is \$2.50 for an entree and food bar items. Milk is included in the price and available choices may include whole, low fat, or non-fat white, chocolate and soy milk. Milk or juice may be purchased separately for .90 cents. (*Prices are subject to change.*)

Breakfast

Breakfast is available from 7:30 – 7:55 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 all 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 the year.

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.

The office should be informed immediately of any special health matters concerning a student. 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 forms in the main 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.

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 is responsible for monitoring the progress of the student and recommending appropriate placement in the least restrictive environment. See your teacher or Assistant Principal for details.

Library

The school library provides students an opportunity to check out books for research and enjoyment, as well as computer access for comprehension testing. 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 and receive a VISITOR'S PASS for identification. Due to 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 observe or volunteer 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 through the office following the procedure above. It is suggested that observations be no longer than 30 minutes.

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.**

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 three lanes running parallel to the curb. Students can be picked up from the two lanes closest to the curb. Please do not attempt to pick up children from the third lane.

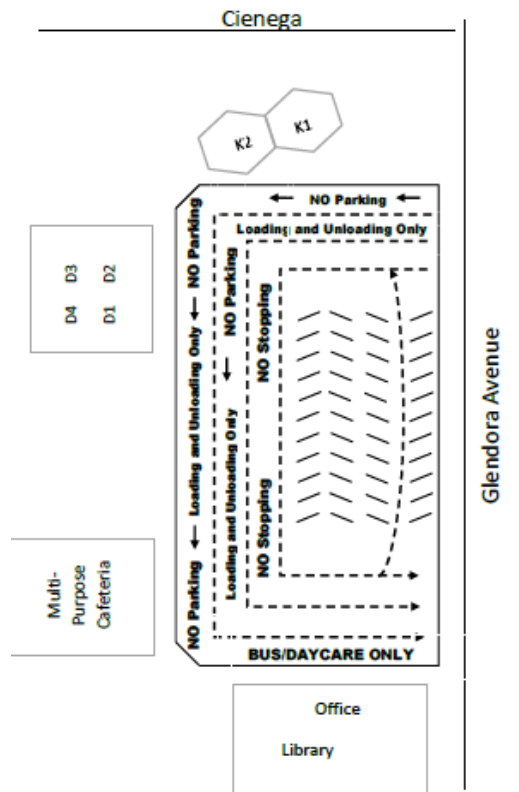
The third lane is for moving traffic only.

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.**

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.

Cedargrove Parking Lot Map



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.

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.



DISCIPLINE

Cedargrove Students are GOLDen

Cedargrove is a PBIS, Positive Behavioral Interventions and Support, School. Our motto is Be GOLDen! 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 those 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, bright, and encouraging 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 office.

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 or stolen items, and due to limited staffing we may not be able to investigate and/or search for any missing 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 their phone before school starts. Violations will result in the phone being confiscated and will require parents to pick up the phone. 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 that build individual responsibility.

Prohibited Items:

Toys, collectibles, playing cards and other items deemed unnecessary for classroom use are **not allowed** on campus unless they are part of a specific classroom curriculum. **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 classroom use will result in confiscation of the item(s) 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 the teacher, parents, and administration.

Gum

Gum is **not** allowed on campus at any time. Scraping gum off equipment, sidewalks and facilities wastes time and money. Students 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.

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 pens 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 the combined attitudes of the students, parents, and staff. Student appearance should be determined by the occasion or nature of the activity. As such, daily student dress at Cedargrove will support an appropriate, distraction free learning environment. The philosophy behind the dress code at Cedargrove Elementary School is based on simple criteria: safety, modesty, and appropriateness.

The following are the standards of dress for students:

- Appropriate shoes must be worn at all times. Heavy boots, 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.
- 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. Tattoos or any attire or hairstyle, such as a Mohawk or colored hair, that distracts from the learning environment are prohibited.



PARENT COMMUNICATION

An open line of communication between the school and home is important for student success. Parents are encouraged to always make contact with the teacher as a first step in communication about a student's academic progress. Here are several ways school and home can communicate:

School Messenger

Parents are periodically notified via phone (through the Blackboard Messenger system) of important events, schedule changes, and other pertinent information. **Please ensure that the school has your most current phone number and email address, so you can be contacted by the system.**

Back-To-School Night

This evening (also known as Meet the Teacher) is set aside for parents to have the opportunity to meet their child's teacher and hear about their academic and behavioral plans and expectations for the school year.

Parent Conferences

Parent Conferences will take place at the beginning of October. This conference will allow you to receive

important information regarding your child's school experience and progress.

Twitter

Cedargrove has a Twitter account that provides schedule updates, important announcements and reminders. The Twitter feed will also be used to communicate emergency information regarding disaster, lockdown, or other student safety announcements.

If you have a Twitter account, follow **@CedargroveCOUSD** to begin receiving tweets. If you don't want to join Twitter, you can receive our tweets via text message by texting "follow @CedargroveCOUSD" to 40404. You can opt out at any time.

Email and District Web Site

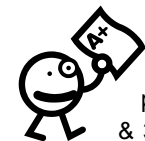
We recommend staying in touch with your child's teachers via district email. On page 1 of this agenda, you will find a listing of all teacher emails. You can also find helpful information at our district and school websites at cousd.net.

Voice mail

Parents may communicate with staff by calling the receptionist during the day, or leaving a voice mail after hours. To access this system, parents may dial the school phone number at 626-966-8675.

School Marquee

Upcoming events are highlighted on our marquee on a regular basis. Check it out on your way through the parking lot.



Progress /Grade Reports

There are 6 progress/grade reporting periods in a school year (3 progress reports & 3 Trimester report cards). You will receive one of these updates approximately every 6 weeks.

Parent Teacher Association (PTA)

The Cedargrove PTA supports numerous programs at our school. The group meets once per month on campus. Meetings are held on the second Tuesday of each month at 6:00 p.m. (see calendar). All parents are encouraged to join the PTA. Activities supported by the PTA include Founders Day, field trips, book fairs, 6th grade end of year activities as well as volunteer services on our campus. Please contact the PTA President, Mrs. Yesy Reyes, for more information.

School Site Council (SSC)

This is an advisory committee that monitors the implementation of the Single Plan for Student

Achievement. Meetings take place throughout the year (see calendar for specific dates).

Uniform Compliant Procedure

The Board of Education recognizes that the Charter Oak Unified School District has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints. A complaint form may be obtained at the school office, district office, or downloaded from the district's website.



CEDARGROVE PLAYGROUND

Playground Rules - Grades 1st-4th

Follow Directions

- a. Stop all games and play when the freeze bell rings. Hold all balls. Wait with mouths quiet 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 or skip 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 one-handed tag is permitted.
- c. 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.
- d. Swings
 - Always face the grass while swinging.
 - Always line up on the grass to wait for a swing.
 - Always tell person whom you are counting on.
 - 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 others' 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 balls. Wait with mouths quiet 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 on the grass area between the M and restroom/ball house buildings only, and 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 5th or 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 be played on courts and designated areas only. The designated areas for elimination are the south wall of the ball house building and the handball courts. The designated areas for handball are the handball courts and the tiled area between the restrooms.
- b. Only one-handed touch allowed during sports or games.
- 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 your 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



School-wide Behavioral Expectations

Expectations

	Classroom	Playground	Walkways	Cafeteria Outside Dining	Porting Lot	AM/PM Waiting areas	Comp. Lab Library	Bathrooms	All Settings	
Golden Rule (Give of Yourself)	<ul style="list-style-type: none"> Listen attentively Follow all directions Participate 	<ul style="list-style-type: none"> Follow directions Show good sportsmanship 	<ul style="list-style-type: none"> Yield to others 	<ul style="list-style-type: none"> Use good manners 	<ul style="list-style-type: none"> Follow all rules 	<ul style="list-style-type: none"> Follow all adult directions 	<ul style="list-style-type: none"> Follow all directions 	<ul style="list-style-type: none"> Respect the privacy of others 	<ul style="list-style-type: none"> Think of others first 	
Own Your Actions (Be Responsible)	<ul style="list-style-type: none"> Control your body Always on task Accept redirection Able for help 	<ul style="list-style-type: none"> Follow game rules Use equipment properly Clean up after yourself Drink before bell rings Freeze when bell rings 	<ul style="list-style-type: none"> Keep to the right Walk facing forward Walk only on walkways without taking shortcuts 	<ul style="list-style-type: none"> Clean up eating area Follow all instructions Be responsible with your food 	<ul style="list-style-type: none"> Enter parking lot with adult only Go to & wait in designated area 	<ul style="list-style-type: none"> Walk & wait patiently in designated area Keep play-ground & hallways clear Hold sports equipment securely 	<ul style="list-style-type: none"> Use quiet voices Keep hand/toes to self 	<ul style="list-style-type: none"> Use equipment properly Use quiet voices 	<ul style="list-style-type: none"> Clean up after yourself Do your business & leave 	<ul style="list-style-type: none"> Respect yourself & Cedargrove with pride
Lead with Kindness	<ul style="list-style-type: none"> Be positive with words Be a friend Be helpful Respect personal space 	<ul style="list-style-type: none"> Share equipment Include others Use kind words 	<ul style="list-style-type: none"> Be friendly Maintain personal space 	<ul style="list-style-type: none"> Say "please" & "thank you" Use soft voices 	<ul style="list-style-type: none"> Wait patiently and attentively 	<ul style="list-style-type: none"> Use quiet voices Keep hand/toes to self 	<ul style="list-style-type: none"> Prepare station for next user 	<ul style="list-style-type: none"> Report any problem you find 	<ul style="list-style-type: none"> Be helpful Be a friend 	
Be Your Best	<ul style="list-style-type: none"> Be prepared Complete HW Bring supplies Give 100% effort 	<ul style="list-style-type: none"> Play fair Listen to adults 	<ul style="list-style-type: none"> Use quiet voices around classrooms in session 	<ul style="list-style-type: none"> Leave table with permission Walk & wait patiently 	<ul style="list-style-type: none"> Cross only at cross-walk Leave campus promptly 	<ul style="list-style-type: none"> Get prepared to learn Arrive after 7:50 and depart by 2:30 	<ul style="list-style-type: none"> Use technology and books appropriately 	<ul style="list-style-type: none"> Leave it better than you found it 	<ul style="list-style-type: none"> Respond to conflict & disagree respectfully & calmly 	

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