



Student and Parent Handbook ***2023 - 2024***

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Welcome

The Cedar Grove Faculty and Staff welcome you to the 2023-2024 school year! We firmly believe that Cedar Grove is a community that works together so that all students can succeed. We have high expectations for your child as well as for ourselves, and believe that together we will achieve great things.

This handbook is filled with useful information. Please read through it carefully. If you have any questions, feel free to contact us at 850-767-4550.

Vision Statement

Cedar Grove gets students excited enough about learning that all make at least a year's growth in a year's time while filling in gaps.

Mission Statement

Cedar Grove exists to teach children to learn and believe in themselves.

Core Values

- Everyone has a sense of belonging.
- Everyone feels respected and cared about.
- Everyone has fun, is engaged, and learns what "not yet" means.
- Everyone realizes it is a big world full of options worth reaching for.

Important Phone Numbers

School

Main Office	850-767-4550
FAX	850-747-5649
Cafeteria	850-767-1260
Bay Base	850-767-1250

District

District Office	850-767-4100
Superintendent	850-767-4101
Student Services	850-767-4311
Transportation	850-767-4495
Safety and Security	850-767-4127

Important Websites

- District: www.bay.k12.fl.us
School: <https://cedargrove.bay.k12.fl.us/>
Parent Portal: <https://focus.bayschools.net/focus/>
Launch Pad: <https://launchpad.classlink.com/bayschools>
Facebook: www.facebook.com/CedarGroveStrong

Daily Schedule

7:00 - Supervision begins in the cafeteria for breakfast. Kindergarten and First Grade will report to building 7. Second grade will remain in the cafeteria. Third grade will report to building 12. Fourth Grade will report to a portable classroom. Fifth Grade will report to building 13.

7:25- First bell; students picked up by teachers to go to their classrooms

7:30- Tardy bell; breakfast ends

Grade Level	Lunch Time
Kindergarten	11:45-12:15
First Grade	12:00-12:30
Second Grade	10:29-10:59
Third Grade	11:08-11:38
Fourth Grade	10:58-11:28
Fifth Grade	10:19-10:49
Dismissal	2:15

Student Arrival/Dismissal

School is in session from 7:30 a.m. – 2:15 p.m.

Student Drop-Off: Students may NOT arrive on campus before 7:05 a.m. There is NO supervision prior to this time. Please use the car loop and keep your child in the car until we open the doors at 7:05 a.m. Parents dropping off students must remain in their vehicle. **Only Cedar Grove students are permitted to enter campus during the morning drop-off.** Staff members will be available to escort our young students to their morning waiting areas.

To ensure that our drop-off zone is both safe and efficient, please adhere to the following rules:

- Use only the designated student drop off area.
- Pull forward as far as possible to allow the maximum number of cars to unload.
- Once your vehicle has reached the awning area, your child may exit the vehicle.
- Have your child prepared to exit on the school side of your vehicle as soon as all cars have pulled through and stopped.
- Keep the crosswalks clear.
- Stay in your vehicle.
- Stay alert. Please refrain from using your cell phone.
- **ABSOLUTELY NO DROP-OFF OF STUDENTS IN THE PARKING LOT OR ON THE STREET.**

Student Pick-up at 2:15 pm Dismissal: Pick-up procedures are in place to ensure that all students are dismissed in a safe and efficient manner. Please assist us in this endeavor by adhering to the following pick-up procedures:

- Use only the designated student pick-up area.
- A car tag/pick-up tag is required and must be visible.
- Pull your car forward as far as possible to allow the maximum number of cars to load.
- Keep the crosswalk clear.
- Stay in your vehicle.
- Stay alert. Please refrain from using your cell phone.
- **All vehicles MUST have a Cedar Grove school-issued Pick-up Tag.** If you do not have the required tag you will be advised to park your vehicle and bring a valid picture ID into the office to sign out your child. This procedure is in place for the safety of your child. The pick-up tag indicates that the person has permission to pick the child up from school. Car tags also allow staff members to keep the dismissal line moving in an efficient manner.

Checking Out Students: Excessive check-outs are disruptive to the teachers and students. Please try to schedule appointments outside of school hours. Students will only be released to individuals listed in the Parent Portal with permission to pick-up. Students will not be called to the office until an authorized adult with a valid picture ID arrives on campus to check them out. Students may not check out after 1:30 p.m. Extended Day VPK students may be dismissed from the extended day program after five early check-outs.

Transportation

Bicycles: Bicycles must be parked in the designated bicycle storage area. Bicycle locks are highly recommended. The school is not responsible for the security of bicycles stored in the bicycle area.

Bus Stops and Procedures: The Bay District School Board provides buses and drivers for the transportation of students. Bus stops are set by the School Board and not by the bus drivers. Permission to ride school buses is granted based on the address listed in Parent Portal. All bus riders will be issued a Z-Pass that must be scanned when the student enters and exits the bus. Please discuss the following with your child: (1) arrive at the bus stop five minutes before the bus time, (2) stand off to the side of the roadway while awaiting the bus, and (3) obey the driver at all times. If you have questions or concerns regarding the transportation of your child, please feel free to call transportation at 767-4495.

Car and Bus Transportation Changes: If there is a change in a student's afternoon transportation routine, a parent must send a written note to the teacher stating the change and its duration. **The written note can be sent through Class Dojo or email; however if the teacher does not acknowledge receipt of the message, it is the responsibility of the parent to call the office to ensure the message has been received.** Without written communication from the parent, students will be sent home per their normal dismissal procedure. We understand that sometimes there are last minute changes that cannot be helped, but it is disruptive to the students and teachers when we have to call them regularly about dismissal changes. If an emergency situation arises, please call the school office prior to 1:00 pm so that we have time to get the message to your child's teacher prior to dismissal.

Field Trips: Before a student may participate in a school-sponsored activity away from campus all required documents and fees must be turned in by the due date indicated. Students must be present at school and depart school on the bus with their assigned group in order to attend a field trip. Parents attending a field trip with their child must obtain a Field Trip Badge prior to the trip by bringing a valid picture ID to the front office to be scanned through our Raptor security system. Siblings or additional children are not permitted to attend field trips. Students on field trips are subject to all school rules and policies. Money collected for school field trips is non-refundable.

Chaperones (who will be responsible for supervising a group of children) for any field trip must be cleared through the fingerprint process with the Safety Office and obtain an official BDS Volunteer Badge. Please note that not all field trips permit parents and/or chaperones to attend.

Visiting Campus/Volunteer Opportunities

Pets: No pets are allowed on campus.

Visitor's Badge Procedures: In order to ensure the safety of our students, we require all visitors to report to the front office for a visitor's badge prior to reporting to any location on campus. Visitors will be screened upon presenting any of the following forms of identification:

1. A state-issued driver's license or identification card (all 50 states)
2. A United States Military identification card
3. A consular identification card issued by the government of Mexico
4. A United States Permanent Resident Card

School Advisory Council (SAC): The School Advisory Council (SAC) is seeking new members. All parents of students at Cedar Grove Elementary, business and community representatives are eligible for membership. Partnerships with all stakeholders are highly valued and proven to improve student achievement. The SAC is responsible for assisting in the formulation and implementation of the school improvement plan, acting as an advisor to the principal, assisting in the development of the educational program and acting as a liaison between the school and community. If you or someone you know is interested in becoming a member, please call or send your name/phone number to the school's main office.

TFIT: The Cedar Grove Elementary School Tiger Family Involvement Team (TFIT) is a non-profit organization that assists in meeting the many needs of the school. TFIT often coordinates school events such as: staffing health screening, assisting with the book fair, providing fundraising activities, and providing support for school improvement goals. Funds raised by TFIT are used for the academic advancement, safety, and enjoyment of Cedar Grove students. All parents and relatives of students are encouraged to become members and supporters. There is a continuous need for volunteers. Your membership is greatly appreciated. Please contact TFIT at CedarGroveTFIT@gmail.com if you have questions.

Elevate Bay Mentoring Program: Elevate Bay is a mentoring initiative by Bay District Schools that focuses on supporting and encouraging at-risk children. Volunteers can serve as classroom mentors, one-on-one mentors or as a lunch buddy for an individual student. For more information, contact Stacey Legg at 850-767-4128 or leggs1@bay.k12.fl.us

Lunch Visitors Guidelines: There is limited seating during each lunch period so visitors will be limited to two adults per student.

- Siblings' lunch times will not be altered. If a visitor wishes to eat with more than one student, the visitor must do so at each student's assigned time.
- Arrive on time, sign in at the office with your valid picture ID, wear the Visitor's Badge provided the entire time you are on campus, and meet your child at the cafeteria entrance.
- Visitors are permitted to sit at the designated visitors table with their child ONLY.
- Please encourage your child to observe lunch procedures and behavior.
- We ask that you do not take pictures of children that are not your own or post a picture on social media that has the faces of other children in the background. This can be a safety risk for some of the children.
- When it is time for dismissal, please encourage your child to clean his/her area, collect his/her belongings, and rejoin their class.
- Visitors may not remain on campus after their student's lunch time.
- Return your Visitor Badge and sign out in the front office.
- There are times during the academic year, such as testing days, when visits may be disruptive and will not be permitted. These days will be determined by the administration.
- Administration reserves the right to cancel lunch visitation should unexpected circumstances arise.
- Please understand that our school's top priority is student academic instruction. We must stay on schedule to meet the state requirements. Thank you for your understanding.

- Parents and visitors must abide by the District Visitor’s Policy, which can be found here:
<https://www.bay.k12.fl.us/district-policies>

Attendance Policy

Students are expected to be in school, to be on time and to stay all day unless prohibited by illness or other serious crisis. Florida Law 232.01F.S. requires children ages 6-16 to be in regular attendance in school and holds parents accountable for meeting this requirement (232.09F.S.S). Your child is in jeopardy of violating these statutes as indicated below:

- 5 or more absences (excused or unexcused) in a month
- 10 or more absences (excused or unexcused) in the past 90 days.

Criteria for approved absences as stated by the School Board include: illness, medical care, death in the family, legal reasons, religious holidays, pre-approved family leave, or school sanctioned activities. Parents are requested to justify each absence of the student within 24 hours of the absence with a written excuse to the school. If the above absences are found unexcused, you or your child may also be at risk for:

- Notification to AFDC: we are required to notify the AFDC office when recipients of AFDC are not attending school regularly. This could result in a reduction of benefits.
- Court action for truancy

For the protection of your child during the school day, students may not leave the school campus unescorted. If it is necessary for a child to leave school, parents must sign the child out in the office. Teachers will not release students unless notified that the child has been signed out in the office.

Excused Absences: After five (5) days of absences in one semester, a written statement from a physician is required to excuse the absences. The attendance clerk will follow School Board Policy in determining whether an absence is excused or not.

Pre-Approved Family Leave: Students may be granted up to 5 excused absences for family leave per school year. A completed Request for Family Leave Form must be turned into the school office prior to the student being absent and all criteria must be met for approval.

Unexcused Absences: Unexcused absences are those absences that are not justified according to School Board policy. In addition, truancy, out of school suspension, expulsion, and/or skipping are considered unexcused absences. Please refer to School Board Policy.

Make Up Work – Excused Absences: Students are expected to make up all work missed during absences. Full credit will be awarded for the make-up of work missed during excused absences. It is the student’s responsibility to contact the teacher within five (5) school days of the first day back to obtain make-up work up. All assignments announced in advance of the student’s absence (including tests and exams) must be made up on the day the student returns to school. Teachers may choose to require a student on school or administrative leave to complete work assigned in advance of the leave.

Make up Work – Unexcused Absences: Students are responsible for making up all work missed, including tests and exams, during an unexcused absence. If the unexcused absence is due to a suspension of one to three (1-3) days, the student must contact his teachers for assignments upon return to class. Make-up work must be completed within five (5) school days. Parents/ guardians of students suspended for more than three (3) days are responsible for contacting the school by the end of the third day of suspension to obtain the missed assignments. All work must be completed and returned to the classroom teacher upon the student’s return to school.

Minimum Attendance: A student may be in jeopardy of retention if he/she fails to attend school for at least 160 days in a school year.

Communication

Cedar Grove Facebook Page: We will post events and activities on the school’s Facebook page. If you do not want your child’s photographed image on a post, please communicate that with your child’s teacher or the school administration.

Class Dojo: Cedar Grove uses Class Dojo (classdojo.com) for positive classroom management. Class Dojo is a website and app that helps teachers encourage students in class, and is an easy communication tool. Through this app parents can stay abreast of ongoing classroom activities and see their child's behavior in real time. It's also a great way to stay in contact with your child's teacher.

Everbridge Alerts: Everbridge alerts are used by administration to notify parents of any emergencies or any logistical information that needs to get out immediately. Parents will need to be sure that all contact information is correct in FOCUS to ensure they receive these notices.

Peachjar Flyers: These flyers will come automatically to the email address of the primary contact listed for the student. Please be sure to update your Parent Portal on FOCUS if your email address changes.

Parent Portal/Focus: Florida School Law requires that we have accurate information on all of our students. **It is the responsibility of the Parent or Guardian to maintain updated mailing address, residence address, and current emergency phone numbers in Parent Portal.** Any changes and updates throughout the school year can be made through your Parent Portal account. The office staff cannot make changes to information in Parent Portal. You must come to the front office with a valid picture identification card if you are unable to access Parent Portal. A request to change a student's address will be approved once two proofs of residence are provided to the school office.

Parent-Teacher Conferences: Requests for conferences with your child's teacher must be made in advance by written note or by leaving a message for the teacher to call you for a scheduled time. The teacher will then contact the parent to schedule a meeting before school, after school, or during the teacher's planning time. You and the teacher can also conference through email. Be aware that conferences will only be with the student's legal parent/guardian. Please contact our Guidance office if other significant persons are allowed to discuss your child's progress.

Report Cards: Report Cards are issued in the Parent Portal at the conclusion of each nine week grading period. Students in Grades 1st through 5th will receive a letter grade based on the following scale:

<u>BDS Grading Scale</u>		
A	90-100 Outstanding Progress	S Satisfactory
B	80-89 Above Average Progress	N Needs Improvement
C	70-79 Average Progress	U Unsatisfactory
D	60-69 Lowest Acceptable Progress	
F	0-59 Failing	

Student Information: Florida School Law requires that we have accurate information on all our students. The student's social security number, mailing address, residence address, and a current emergency number must be on file at all times. The parent is responsible for keeping Focus updated with the most current information. All changes must be verified by the school data clerk.

School Website: Our school website can be accessed by visiting cedargrove.bay.k12.fl.us.

Medical Needs/Illness

Illness of Students at School: It is extremely important that we have a phone number where you can be reached in case of illness of your child. Please keep the school office personnel informed by updating your parent portal for your child's safety.

Medication: Medication (including anything over the counter, i.e. cough drops, Tylenol, etc.) may not be on campus or administered to a student without a completed "Permission to Administer Medication" form. This form must be completed by a parent and physician. The completed form and medication must be delivered to the health room by an adult. Medication must be received, counted and stored in its original container in the school health room.

Allergies: If your child has food or life threatening allergies, please provide the office (and cafeteria manager if food allergies) with a signed statement from the physician listing allergies and procedures for emergency treatment.

Head Lice, Bed Bugs and Other Pests: See Bay District Schools Policy 7.302

Discipline

Expectations: Cedar Grove's PBIS expectations are that students are respectful, responsible, and ready to learn.

Sequence of Consequences: Consequences for misbehavior include student warning, loss of privileges, parent notification, In School Detention (ISD), In or Out of School Suspension (ISS/OSS), or other consequences determined by administration. Consequences may not follow this exact order depending on the severity of the student's actions.

- ODRs: Discipline referrals are issued to students who have not followed classroom, school, and/or School Board policy. This is the fourth step in our PBIS process for minor issues and is used after the student is given multiple chances for compliance. Major discipline problems will result in a direct discipline referral.

When an office referral is made, a summary of the student's behavior and consequences administered will be entered into FOCUS and available for the parent to review through the Parent Portal once it is reviewed by administration. The administration will determine future consequences for student behavior using the Bay District Schools Discipline Matrix as a guide. The classroom teacher will be notified of the decision and administration will contact the parent.

Guidance Services: The guidance department at Cedar Grove Elementary School is served by two full-time school counselors. The counselor's main duties are to coordinate student services and testing activities, provide counseling services, and assist with the Child Study Team (CST) process. The counselor gives screening tests when there is a question regarding a student's academic success. Any recommendations about further evaluations or extensive testing will be discussed in the CST meeting with the parents.

Care of School and Personal Property: We try to instill student pride in the appearance of their school. Students must not mark on school furniture, walls, ceilings, floors, or equipment with pens, pencils, markers, or any other instruments. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any other electrical system in the school. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

Students are cautioned not to bring large amounts of money, electronic items or cell phones to school. Personal items such as toys, stuffed animals etc. are not permitted at school unless they are part of a special event or project that has been pre-approved by the classroom teacher. If a student wears glasses or watches, we ask that the student take responsibility for the care of them. If it is necessary to bring more money than needed to pay for lunch, they are responsible for their own money. Students should not leave money or other valuables in the desks. We are not responsible for any damaged or lost items.

Students should have their name labeled in jackets, backpacks, lunch boxes etc. Items left in lost and found are donated to charity periodically throughout the year.

Field Trips

Permission to Attend: Throughout the year, teachers may plan off-campus field trips. Parents/Guardians must sign a permission slip for their child to attend. Attendance on field trips will be based on criteria determined by administration and could include attendance and/or behavioral requirements.

Chaperones: Policies and procedures for chaperones can be found in the [BDS Policy Manual](#).

Payment: Field trips will be non-refundable. All field trips must be paid for online at: <https://osp.osmsinc.com/Bay>

School Meals

The Florida Department of Agriculture has approved free breakfast and lunch for all students at Cedar Grove Elementary for the 2023-2024 school year.

School meals are provided by Chartwells School Dining Services. For information on school meals including prices, menus, payment options and applying for free/reduced meals, visit: <http://www.bay.k12.fl.us/parent-lunch>

Textbooks/Technology

Textbooks and Media/Technology Material: Textbooks, library books and other school materials are loaned to students by the Bay District School Board. If these articles are lost or damaged, students will be required to pay for them.

Bring Your Own Device: Students may bring their Personal Electronic Mobile Devices to school during specified times according to BDS School Board Policy 7.211. Teachers and administration will determine when/if students may use devices in the classroom.

BYOD Guidelines (For more detailed information, see BDS policy 7.211.)

- Devices may not be used in any way that disrupts the educational environment, or violates the rights of others. Devices may not be used to cheat, violate school conduct rules, or to bully staff or students. Misuse will be subject to disciplinary action.
- Cell phone conversations during instruction or class time will take place ONLY under the supervision of school personnel.
- Using any device that permits recording of voice or image of another person without the direct consent of the other party is PROHIBITED.
- Students must comply with staff directives and devices must be on silent or vibrate mode during class time.

STUDENTS BRING THEIR DEVICES AT THEIR OWN RISK. THE DISTRICT WILL NOT BE RESPONSIBLE FOR LOST, DAMAGED, STOLEN, or MISPLACED DEVICES.

Safety

Bullying: It is the policy of the Bay District School Board that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited. The full policy (7.207) is found in Chapter 7 of the [School Board Policy](#).

SAFE Anonymous Reporting Tool: SAFE allows anyone to submit a report to alert the school district of a possible incident of bullying, harassment, violence, or abuse.

Link to report: <https://safe.bayschools.net/>

Link to video for how to use SAFE: <https://vimeo.com/329874931>

FortifyFL Reporting Tool: FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. To submit a tip online, or for more information about FortifyFL, visit <https://getfortifyfl.com/>

Student Dress Code/Grooming

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress.

The dress code policy applies from the time the student arrives on campus until the end of the school day and at all school activities during the school day. Exceptions may be made by the principal for field trips or other special activities (examples: Honors and Awards ceremonies).

The Bay District Schools Dress Code can be viewed on the Bay District Schools website: www.bay.k12.fl.us
Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District. The Superintendent can add dress code requirements based upon the unique needs of the population served at a school.

Additional Policies & Policy Amendments

As a member of Bay District Schools, Cedar Grove Elementary follows the Bay District School Board Policy Manual. The Bay County School Board policies are subject to change at the discretion of the School Board. The complete School Board policies are available at each school, at the District's web site www.bay.k12.fl.us, and at the Superintendent's office at 1311 Balboa Avenue.

Cedar Grove specific policies may be changed as deemed necessary by the administration.