

cedar GROVE

ELEMENTARY SCHOOL



The
Leader in Me™
great happens here

Student Handbook

2024 - 2025

2826 E. 15th St.
Panama City, FL 32405
Phone (850) 767-4550
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Crystal Boyette

Principal

Brandy Kemp

Assistant Administrator

Jody Pearson

Assistant Administrator

Revised 07/24/2024

Cedar Grove Elementary Student Handbook

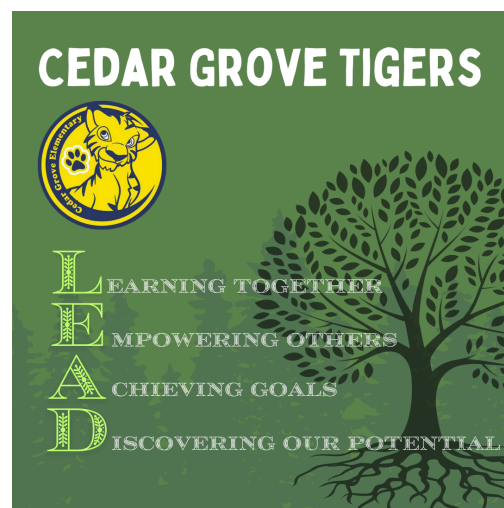
Name: _____

Grade: _____ Teacher: _____

Welcome to Cedar Grove Elementary School! We are excited to be a Leader in Me school and encourage you to join us by becoming actively involved in creating a positive learning environment and celebrating our success along the way. There are many opportunities in which you may become involved: PTO, SAC (School Advisory Council), and volunteering in classrooms or with special projects. We LOVE our volunteers!

We recognize that every person on this campus must be valued for their individual gifts and talents. Students are supported as they take ownership of their personal and academic lives. We set goals. We work hard. We celebrate our growth and success!

Should you have questions about your child, our educational program, or if you need additional information about Cedar Grove Elementary School, visit our school landing page at <http://cedargrove.bay.k12.fl.us/> and other policies are available online at <https://bay.k12.fl.us/district-policies>



Cedar Grove's Vision

Grow: We nurture curiosity and a love for learning
Thrive: We foster a supportive and joyful environment
Lead: We inspire leadership and confidence in every student

Mission Statement

Our mission is to ensure safety, success, and high expectations for all students. We strive to be leaders in our community; fostering accountability, and promoting inclusive relationships. Together, we sustain a joyful learning environment that values every individual and encourages positive influence. Through partnerships and a culture of respect, we provide equal opportunities, empower students, and inspire lifelong learners.

Core Values

Cedar Grove is committed to living out The Leader In Me values and reflective living practices.

We practice **The 4 Bs**:

- **Be Respectful**
- **Be Responsible**
 - **Be Safe**
 - **Be Kind**

Important Phone Numbers

<u>School</u>		<u>District</u>	
Main Office	850-767-4550	District Office	850-767-4100
FAX	850-747-5649	Superintendent	850-767-4101
Cafeteria	850-767-1260	Student Services	850-767-4311
Bay Base	850-767-1250	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

Student Arrival/Dismissal Procedures

School Hours:

- **Session Time:** 7:30 a.m. - 2:15 p.m.

Student Drop-Off:

- **Earliest Arrival:** 7:00 a.m. (no supervision before this time)
- **Procedure:**
 - Please use the car loop and keep your child in the car until we open the doors at 7:00 a.m.
 - Parents, please remain in your vehicle during drop-off.
 - Only Cedar Grove students are allowed on campus during morning drop-off.
 - Friendly staff members will be available to escort our young students to their waiting areas.
- **For a Smooth and Safe Drop-Off:**
 - Use only the designated drop-off area.
 - Pull forward to maximize the number of cars that can unload.
 - Once your vehicle reaches the awning area, your child may exit.
 - Ensure your child is prepared to exit on the school side of the vehicle.
 - Keep crosswalks clear.
 - Stay in your vehicle and stay alert.
 - Please refrain from using your cell phone.
 - Please do not drop off students in the parking lot or on the street.

Student Pick-Up at 2:15 p.m. Dismissal:

- **Procedure:**
 - Use only the designated pick-up area.
 - For safety, students will not be allowed to walk off campus to parked vehicles.
 - Ensure your car tag/pick-up tag is visible.

- Pull forward to maximize car loading.
- Keep crosswalks clear.
- Stay in your vehicle and stay alert.
- Please refrain from using your cell phone.
- Ensure your vehicle has a Cedar Grove school-issued Pick-up Tag.
 - Without the tag, please park and bring a valid picture ID to the office to sign out your child.

Early Student Pick-Up:

- **Guidelines:**

- 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.
- No student pick-up after 1:30 p.m.
- Extended Day VPK students may be dismissed from the program after five early check-outs.

Thank you for helping us ensure a smooth and safe arrival and dismissal process for all our students!

Attendance Policy

Regular and punctual attendance is vital for your child's success. We understand that there may be times when illness or other serious situations prevent attendance, but we encourage students to be present and on time as much as possible. Here's a friendly reminder of our attendance expectations and procedures:

Attendance Expectations:

- Florida Law 232.01F.S. requires children ages 6-16 to attend school regularly. This is important for your child's academic growth and overall development.
- Please be mindful of the following thresholds:
 - 5 or more absences (excused or unexcused) in a month
 - 10 or more absences (excused or unexcused) in the past 90 days

Approved Absences:

Absences are considered excused for the following reasons:

- Illness
- Medical care
- Family bereavement
- Legal obligations
- Religious holidays
- Pre-approved family leave
- School-sanctioned activities

To ensure these absences are excused, please provide a written excuse within 24 hours of the absence.

Potential Consequences of Excessive Absences:

If absences are unexcused, it may lead to:

- Notification to the AFDC office, which could impact benefits
- Court action for truancy

Leaving School During the Day:

For your child's safety, students cannot leave campus unescorted. If your child needs to leave during the day:

- Parents must sign them out at the office
- Teachers will release students only after receiving notification from the office

Excused Absences Documentation:

- After five (5) days of absences in one semester, a physician's note is required.
- Our attendance clerk will follow School Board Policy to determine if an absence is excused.

Pre-Approved Family Leave:

- Up to 5 excused absences per school year for family leave.
- Complete and submit the "Request for Family Leave Form" before the absence for approval.

Unexcused Absences:

- Include absences not justified by School Board policy, truancy, out-of-school suspension, expulsion, or skipping.
- Refer to the School Board Policy for more details.

Make-Up Work:

- **Excused Absences:** Full credit is given for make-up work. It's the student's responsibility to contact teachers within five (5) school days of returning to obtain and complete missed assignments. Pre-announced assignments must be completed on the day the student returns.
- **Unexcused Absences:** Students must make up all missed work, including tests. For suspensions of 1-3 days, students should contact teachers upon return. For suspensions over three days, parents/guardians should contact the school by the third day to get assignments. All make-up work is due upon the student's return.

Minimum Attendance:

- Students must attend school for at least 160 days in a school year to avoid being at risk for retention.

Thank you for your cooperation in ensuring your child's success by adhering to these attendance guidelines. Your support is greatly appreciated!

Communication

Cedar Grove Facebook Page/Instagram:

Stay updated with school events and activities on our Cedar Grove Facebook & Instagram page! If you prefer not to have your child's photograph posted, please inform your child's teacher or the school administration.

Class Dojo:

We use Class Dojo (classdojo.com) for positive classroom management and easy communication. This website and app help teachers encourage students and allow parents to stay informed about classroom activities and their child's behavior in real-time. It's also a fantastic way to stay connected with your child's teacher.

Everbridge Alerts:

To keep you informed in case of emergencies or urgent logistical updates, we use Everbridge alerts. Please ensure your contact information is current in FOCUS to receive these important notices.

Peachjar Flyers:

Peachjar flyers are sent automatically to the email address of the primary contact listed for your student. To keep receiving these updates, please update your email address in the Parent Portal on FOCUS if it changes.

Parent Portal/Focus:

Accurate information about our students is essential. Parents or guardians are responsible for keeping mailing addresses, residence addresses, and current emergency phone numbers up to date in the Parent Portal. Changes and updates can be made directly through your Parent Portal account. If you need assistance accessing the Parent Portal, please visit the front office with a valid photo ID. Address changes will be approved once two proofs of residence are provided.

Parent-Teacher Conferences:

To schedule a conference with your child's teacher, please send a written note or leave a message for the teacher to arrange a convenient time. Teachers will schedule meetings before or after school, or during their planning time. You can also communicate via email. Conferences are held with the student's legal parent or guardian. If other significant individuals need to discuss your child's progress, please contact our Guidance office.

Report Cards:

Report cards are issued in the Parent Portal at the end of each nine-week grading period. Students in Grades 1 through 5 will receive letter grades based on the following scale:

Stay connected and informed to support your child's success at Cedar Grove!

BDS Grading Scale

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 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's essential for us to have a current phone number to reach you in case your child falls ill. Please keep your contact information up to date in the Parent Portal to ensure your child's safety.

Health Room, Medicine, and Accident Reports:

Our dedicated health tech will take care of most student health needs. Teachers do not administer medication. A signed form from a physician is required for any medication to be dispensed. Students needing medical attention should be escorted to the office. Teachers should provide a note when sending a student to the Health Room. All accidents must be reported immediately to the office, and a student accident report should be completed by the supervising adult.

Allergies:

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

Head Lice, Bed Bugs, and Other Pests:

For information on dealing with these issues, please refer to Bay District Schools Policy 7.302.

Discipline

Sequence of Consequences:

Our aim is to guide students towards positive behavior. Consequences for misbehavior may include a student warning, loss of privileges, parent notification, In School Detention (ISD), In or Out of School Suspension (ISS/OSS), or other actions determined by the administration. The order of consequences may vary based on the severity of the behavior.

ODRs (Office Discipline Referrals):

Discipline referrals are issued for significant or repeated infractions after multiple chances for compliance. A summary of the behavior and consequences will be entered into FOCUS for parents to review in the Parent Portal. The administration will decide on future consequences using the Bay District Schools Discipline Matrix and will notify both the classroom teacher and the parent.

Guidance Services:

Our school counselors coordinate student services, testing activities, provide counseling, and assist with the Child Study Team (CST) process. They also conduct screening tests to address academic concerns. Any recommendations for further evaluations will be discussed with parents during CST meetings.

Care of School and Personal Property:

We encourage students to take pride in their school. Students should not mark on school property or tamper with fire alarms, extinguishers, plants, or electrical systems. Any willful damage to school property will be referred to the proper authorities.

Students should avoid bringing large amounts of money, electronic items, or toys to school unless pre-approved by a teacher for a special event. Students are responsible for their personal items, such as glasses or watches. We are not responsible for lost or damaged items. Please label all personal belongings with your child's name. Items left in lost and found are periodically donated to charity.

Field Trips

Permission to Attend:

Teachers plan exciting off-campus field trips throughout the year for our students. To participate, parents/guardians are required to sign a permission slip. Attendance criteria, including behavior and other considerations, will be determined by our administration.

Chaperones:

For detailed policies and procedures regarding chaperones, please refer to the BDS Policy Manual.

Payment:

Field trip payments are non-refundable and should be made online at: <https://osp.osmsinc.com/Bay>.

School Meals

We are pleased to announce that the Florida Department of Agriculture has approved free breakfast and lunch for all students at Cedar Grove Elementary for the 2023-2024 school year. 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. Students are responsible for the replacement cost of any lost or damaged items.

Bring Your Own Device (BYOD):

Students may bring personal electronic devices to school during specified times as per BDS School Board Policy 7.211. The use of devices must comply with school rules to ensure a productive learning environment.

- Devices must be powered off and put away upon entering the school campus, it can be powered on when leaving the school campus.
- They may not be used for cheating, bullying, or other misconduct.
- Cedar Grove strictly enforces a 'NO PHONE ZONE.'
- Recording others without consent is prohibited.
- Students are responsible for the security and care of their devices at all times.
- If a device is seen, it will be confiscated, and held at the office for parent pick-up.

Safety

Bullying:

Bay District School Board ensures a safe, harassment-free educational environment. Bullying and harassment of any kind are prohibited. Please refer to Policy 7.207 for the full policy details.

SAFE Anonymous Reporting Tool:

You can report incidents of bullying, harassment, violence, or abuse anonymously through SAFE. Report any concerns at: <https://safe.bayschools.net/>. Learn how to use SAFE with this video: <https://vimeo.com/329874931>.

FortifyFL Reporting Tool:

FortifyFL allows you to report suspicious activities directly to law enforcement and school officials. For more information or to submit a tip, visit: <https://getfortifyfl.com/>.

Dress Code

Appropriate Dress:

We believe in fostering a positive and respectful school environment. Students are expected to dress appropriately, promoting safety, hygiene, academic focus, and moral development. The dress code applies from the time students arrive on campus until the end of the school day, including all school activities. Exceptions may be made by the principal for field trips and special events.

For detailed guidelines, please refer to the Bay District Schools Dress Code at www.bay.k12.fl.us/district-policies.

Additional Policies & Policy Amendments

As a member of Bay District Schools, Cedar Grove Elementary follows the Bay District School Board Policy Manual. Policies may be subject to change as determined by the School Board. The complete set of policies is available at each school, on the District's website www.bay.k12.fl.us, and at the Superintendent's office at 1311 Balboa Avenue. Cedar Grove-specific policies may also be adjusted as needed by the administration.

Code of Conduct

For information regarding the Bay District Schools Code of Conduct, please visit www.bay.k12.fl.us/district-policies.

Transportation Guidelines

Bicycles:

- **Parking:** Please park bicycles in the designated bicycle storage area.
- **Safety:** Bicycle locks are highly recommended to keep your bike secure.
- **Note:** The school is not responsible for the security of bicycles in the storage area.

Bus Stops and Procedures:

- **Transportation:** The Bay District School Board provides buses and drivers for student transportation.
- **Bus Stops:** These are set by the School Board, not by the bus drivers, and are based on the address listed in the Parent Portal.
- **Guidelines for Students:**
 1. Arrive at the bus stop five minutes before the scheduled time.
 2. Stand off to the side of the roadway while waiting for the bus.
 3. Always obey the bus driver.
- **Contact:** If you have any questions or concerns about your child's transportation, please call the transportation office at 767-4495.

Car and Bus Transportation Changes:

- **Procedure:** If there is a change in your child's afternoon transportation routine, please send a written note to the teacher stating the change and its duration.
- **Communication:** You can send the note through Class Dojo or email. If the teacher does not acknowledge receipt, please call the office to ensure the message has been received.
- **Emergency Changes:** If an emergency arises, please call the school office before 1:00 pm to ensure we have time to notify your child's teacher before dismissal.
- **Normal Dismissal:** Without written communication from the parent, students will follow their usual dismissal procedure.

Field Trips:

- **Requirements:** Students must submit all required documents and fees by the due date to participate in school-sponsored activities away from campus.

- **Departure:** Students must be present at school and depart with their assigned group on the bus.
- **Parent Participation:** Parents attending a field trip must obtain a Field Trip Badge by bringing a valid picture ID to the front office for scanning through our Raptor security system.
- **Note:** Siblings or additional children are not permitted on field trips.
- **Policies:** Students are subject to all school rules and policies during field trips.
- **Fees:** Money collected for field trips is non-refundable.

Chaperones:

- **Requirements:** Chaperones responsible for supervising groups of children must be cleared through the fingerprint process with the Safety Office and obtain an official BDS Volunteer Badge.
- **Participation:** Please note that not all field trips allow parents and/or chaperones to attend.

We appreciate your cooperation and support in ensuring a safe and efficient transportation process for all students. Thank you!

Visiting Campus/Volunteer Opportunities

Pets: We love animals, but for everyone's safety, please leave pets at home when visiting campus.

Visitor's Badge Procedures:

To ensure the safety of our students, all visitors must check in at the front office to receive a visitor's badge. Please bring one of the following forms of identification:

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

School Advisory Council (SAC):

The School Advisory Council (SAC) is looking for new members! All parents of Cedar Grove Elementary students, as well as business and community representatives, are eligible to join. The SAC plays a crucial role in improving student achievement by assisting in the formulation and implementation of the school improvement plan, advising the principal, developing the educational program, and acting as a liaison between the school and the community. If you or someone you know is interested in joining, please call or send your name and phone number to the school's main office.

TFIT (Tiger Family Involvement Team):

The Cedar Grove Elementary School Tiger Family Involvement Team (TFIT) is a wonderful non-profit organization that helps meet the many needs of our school. TFIT coordinates events such as health screenings, book fairs, fundraising activities, and supports school improvement goals. Funds raised by TFIT go towards the academic advancement, safety, and enjoyment of Cedar Grove students. All parents and relatives are encouraged to join and support TFIT. We always need volunteers! For questions, please contact TFIT at CedarGroveTFIT@gmail.com.

Elevate Bay Mentoring Program:

Elevate Bay is a mentoring initiative by Bay District Schools that supports and encourages at-risk children. Volunteers can serve as classroom mentors, one-on-one mentors, or lunch buddies. For more information, contact Stacey Legg at 850-767-4128 or leggs1@bay.k12.fl.us.

Lunch Visitors Guidelines:

We love having visitors during lunch! To make the most of your visit, please note:

- There is limited seating, so we kindly ask that only two adults per student visit at a time.
- Sibling lunch times will not be altered. If visiting multiple students, please attend each student's assigned time.
- Arrive on time, sign in at the office with your valid picture ID, wear your visitor's badge, and meet your child at the cafeteria entrance.
- Visitors may sit at the designated visitor's table with their child only.
- Encourage your child to follow lunch procedures and behavior.
- Please refrain from taking pictures of children who are not your own or posting such pictures on social media.
- Encourage your child to clean up their area, collect belongings, and rejoin their class when it's time for dismissal.
- Visitors should not remain on campus after their student's lunchtime.
- Return your visitor badge and sign out at the front office.

Please note that there may be times, such as testing days, when visits are not permitted to avoid disruptions. These days will be determined by the administration. Additionally, the administration reserves the right to cancel lunch visitation if unexpected circumstances arise.

Our top priority is student academic instruction, and we appreciate your understanding and cooperation in helping us stay on schedule to meet state requirements. Thank you for your support!

For more information, please review the District Visitor's Policy [here](#).