



CEDAR SPRINGS PUBLIC SCHOOLS

RED HAWK ELEMENTARY STUDENT HANDBOOK

RED HAWKS SOAR TO SUCCESS

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Cedar Springs Public Schools Mission Statement

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

Cedar Springs Public Schools Vision Statement

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

CORE VALUES

Integrity, Respect, Compassion, Accountability, Collaboration

Dear Students and Parents:

Welcome to Red Hawk Elementary! We are very excited to welcome your child into 6th grade and look forward to a year of great growth both academically and emotionally. Your child is going to have many opportunities to learn, to build relationships and to mature as a young adolescent. The entire staff is committed to ensuring your child's time of learning at Red Hawk is a positive experience.

It is our goal to provide a high quality, education that ensures success for every child through exemplary teaching and learning. We believe that Red Hawk Elementary is a partnership of the students, parents, staff and community. Research shows that strong lines of communication between teachers and parents increases student achievement, so please feel comfortable contacting the school with questions or concerns regarding your child's education.

We believe it is important to have a safe and orderly learning environment. To do this, there needs to be accepted policies, expectations and procedures for how we do things at Red Hawk Elementary. To help you and your child navigate life in the middle years, we have created a Student Handbook, which is found on the following pages. Please take time with your child to read and understand the policies stated in the guide. Following these basic expectations will help your child be successful.

We hope to see you at conferences and the many student activities that occur throughout the school year. Staying involved in your student's education sends a message that learning is important. It also keeps you informed of the day-to-day happenings here at school. I look forward to working together to ensure your student has a wonderful year at Red Hawk.

Sincerely,
Anne Kostus, Principal

September-18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October-18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

September 4 - First Day June 5 - Last Day

November-18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December-18						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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

January-19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February-19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

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

March-19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April-19						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

May-19						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June-19						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

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

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GENERAL SCHOOL INFORMATION AND PROCEDURES

Red Hawk Elementary School is part of the Cedar Springs Public School district. We are a sixth grade school serving approximately 300 students. Our staff is dedicated to academic excellence. We provide students with a solid foundation of skills while at the same time encouraging them to be creative and to develop positive character traits. Our curriculum is hands-on and exciting. Students explore many different types of learning and subject matter. Students learn through direct instruction, independent exploration, and in large and small groups.

About the School Day

Students begin their day at 7:27 a.m. and end at 2:22 p.m. Our school office is open from 6:45 a.m. – 3:15 p.m. daily. Other schedules and school routines that may be helpful to you and your family are:

- Students who walk, should enter through the main entrance on the north-side of the building.
- Students who walk to school or are dropped off should not arrive before 6:50 a.m. as there is no supervision prior to that time. Students are allowed to enter the building at 6:50 a.m.
- Students riding the bus enter through the south entrance.
- Lunch lasts 30 minutes and includes supervised recess time.
- Students are provided instruction in special areas such as physical education, band, choir, computers, and art by classroom and specialized instructors.

Attendance (Policy 5200)

Consistent attendance is important to your child's success at school and all students are expected to attend classes on a regular basis. If an absence does occur, an excuse must be provided before your child returns to the classroom. Please call to report your child's absence, 616-696-7330, by 8:00 a.m. Parents are notified by letter if a student is absent or tardy ten (10) times.

If possible, we appreciate you scheduling doctor, dentist and other appointments before or after your child's school day. If your child has a medical excuse from a physician the absence will not count toward truancy. When picking up the child, please report to the office and the teacher will be contacted upon your arrival.

Bicycle Safety at School (Policy 5514)

Students may ride bicycles to Red Hawk Elementary. For safety's sake, follow these procedures:

- Wear a helmet designed for bicycle safety.
- Cross streets at designated areas only by walking your bike.
- Ride slowly and carefully to/from school and on school grounds.
- Walk your bike on the sidewalk in front of the building.
- Park bikes on racks provided north of the building.
- Use paved areas only for riding bikes.

Birthday Celebrations

Sometimes students enjoy bringing birthday treats to school and teachers usually allow edible treats to be passed out during a break or during a scheduled snack time. It is important to minimize the disruption to the instructional time, and we ask that parents keep birthday recognitions at school low-key. Parents may wish to consider non-sweet treats for birthdays such as bags of popcorn or cheese and crackers; or other options may include non-food treats, such as pencils. Please know that birthday treats are not expected and students will not be allowed to visit other classrooms to deliver treats to other teachers or students. Teachers each have their own practices in regards to Birthday Celebrations, and these practices support the Wellness Policy adopted by the Cedar Springs Board of Education. Teachers will communicate these practices at the start of the school year. Students should not distribute birthday invitations at school unless all students in the classroom are invited.

Cafeteria Behavior

While in the cafeteria, students are expected to be orderly, wait patiently in line, use good manners, and speak in their classroom voice.

Communication

Communication between school and home is a vital link for student success and positive relationships. Our school office distributes a newsletter monthly and sends updates as needed. The Red Hawk Newsletter is posted on our website, and parents will receive email notification as well. We will send a hard copy to those parents who specifically request one. The newsletter contains information about our calendar and events at school. Please read it carefully. The principal welcomes communication in any form from parents. The principal's direct phone number is 616-696-7330 x1901.

Classroom teachers send home newsletters with information that is significant to your child's learning success. Teachers also communicate with parents in ways that are unique to their classrooms. Please check with individual teachers regarding communication with them online or by telephone.

Families may also access information about the district, including Red Hawk Elementary School, by visiting our website at csredhawks.org. Many teachers post their newsletters on the web page, and viewers can also access The Red Hawk Newsletter, calendar of events, and other stories and photos of interest.

Dress for School

Parents are responsible for the clothing worn to school by students. Please consider that students may sit on the floors, fall or slide on grass and dirt on the playground. Dress needs to be appropriate for the weather —warm clothes in winter, boots in rain and snow, cool fabrics in heat. Students should wear a coat outside if the temperature is 50 degrees or colder. It is helpful to mark outerwear and personal items with your child's name. In the winter, students go outdoors for recess when the temperature is above zero degrees Fahrenheit.

The staff at Red Hawk Elementary asks that students dress neatly in clothing suitable for school. Attire advertising alcohol, inappropriate behavior, or foul language is not suitable for school. Your efforts are appreciated in dressing students in a manner that is comfortable and does not distract others in the learning environment. Of course, hats may be worn to school but we ask that they be removed inside the building. Because our students are very active throughout the school day, proper footwear is very important. It is strongly encouraged for you to have your child wear closed toed shoes that are safe for walking and running! For more specific information regarding the district dress code, please refer to the Code of Conduct.

Drop-Off and Pick-Up Procedures

Due to the amount of traffic in the mornings and afternoons, it is essential that all adults adhere to the drop-off and pick-up procedures at Red Hawk Elementary School. Please use the parent loop during these times. Cars are to pull ahead to the front of the "red zone" near the crosswalk to utilize the entire drop-off loop when letting students out. Students are to exit cars on the building side all along the "red zone" for safety. If adults are utilizing the parking lot/front parking spaces for drop off or pick up, students must be escorted into or from the building for safety. Please avoid dropping off or picking up students in the roadway or parking in an unauthorized area at all times.

Homework (Policy 2330)

Homework may be assigned in varying amounts at each grade level and we encourage parents to monitor the completion of their child's homework. Many parents find it helpful to have a homework routine. Some parents have their children complete homework immediately after school before watching TV or playing. Some parents find it works better to have the homework time right after supper. Whatever works best for your family, the important thing is to establish a routine. If, at any time, you feel your child's homework is overwhelming, please contact your child's teacher.

Keys to Learning Success

Parents contribute to learning success for students in a number of ways. Please keep the following suggestions in mind to help promote learning for your student.

- Build positive relationships with the school.
- Communicate with principal, teachers, and staff.
- Encourage responsibility from your student.
- Prepare students for the school day—good nutrition, adequate sleep, and emotional support.
- Participate in the learning process.
- Engage students in conversation about homework and learning.
- Maintain timeliness and good attendance when possible.
- Demonstrate pride in student effort and achievement.
- Respect school procedures and the code of conduct.
- Seek clarity from faculty, staff, and/or administration when questions arise.

We encourage parents to enjoy participation in the school community. We welcome you and your energies on behalf of your child! Your involvement is essential to educational growth. Consider also the benefit of encouraging study time at home, providing books for leisure reading, monitoring screen time, limiting after school activities, discussing school events, planning time to help with homework, and keeping an open line of communication with your child's teacher. Together we can improve the learning opportunity for every student!

Library/Media Center

The school library contains materials for student enjoyment and to enrich their educational experience. Students are responsible to check items out appropriately and are financially responsible for any lost or damaged items. Students have access to all available materials regardless of their content, difficulty, or appeal. Students are allowed to make their own choices in regards to reading and viewing materials unless a restriction is ordered by the student's parent or guardian. It is the student's responsibility to honor his/her parent's wishes.

Open House

The school holds an open house each fall for students, parents, and staff. We encourage you and your family to attend. Visit the media center, tour the building, and meet your child's teacher during this special event.

Parent/Teacher Organization (PTO)

The Cedar Springs Elementary PTO provides support and enrichment to parents and teachers in the school by sponsoring family activities and events. Regular meetings are listed on the district calendar and your involvement is encouraged. We urge all parents to become official members of PTO by joining. However, it is not necessary to join to participate in PTO activities.

Positive Behavior Support

Appropriate classroom behavior is expected at all times. This includes respecting others and their possessions, being responsible for their own belongings, being courteous, being on time, and being prepared with the necessary materials. In short, Red Hawk Elementary students are:

- Respectful
- Responsible
- Safe

The district's Code of Conduct can be found on the district's website. Parents are asked to review the Code of Conduct with their child(ren). Please remind children to report any problems, suspicions of a problem, or violations of school rules to an adult.

While the Code of Conduct applies to all students K-12, we will also provide Red Hawk parents and students with a simplified version of common misbehaviors and consequences that children at this developmental level are better able to understand.

Restorative justice will always be the first step in remedying a disciplinary situation. It will be used as an alternative or in addition to other disciplinary action.

In addition to restorative justice, Positive Behavior Interventions and Supports (PBIS) may be used with students demonstrating patterns in their behavior. PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

Misbehavior that occurs during recess may result in restricted recess privileges. Other consequences may be imposed as appropriate such as missing a class field trip, party, etc. Restorative justice will be used at all levels as appropriate. This document is meant to be used as a guide. Decisions regarding specific consequences may be tailored to individual circumstances and student needs.

Report Cards

Student progress is reported four times during the school year. Report cards are sent home 4 times a year. At the end of the first and second semesters. Parents are welcome and encouraged to check PowerSchool regularly for information on academic progress.

Scheduling and Assignment

The building principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Student's Personal Property

The district and staff take reasonable precautions to insure the safety of students' personal property. However, the district will not assume responsibility for the loss, theft, or damage of any property left at school or on any school property by the student. Students are reminded that they are responsible for any items they bring to school and that leaving items in their locker, a classroom or any other area will not transfer responsibility to the school.

Seclusion and Restraint

Students will only be restrained or secluded in an emergency where the student is a danger to themselves or others.

Student Support Services

Your school counselor is here for everyone. Students, staff and parents are all a part of our Red Hawk Elementary School community and therefore all receive various aspects of our counseling program. Unless excused in writing by parents, all students may work with the counselor through classroom guidance lessons and short term individual counseling as situations arise. Written parental permission is required for your child to participate in small educational support groups. If long term individual counseling is warranted, contact is made to parents where verbal permission is received.

To see the counselor, students may make their own request; or parents, staff, or other responsible adults may refer a child for counseling services. The school counselor also offers guidance and referrals when outside counseling is needed.

Confidentiality is maintained except:

- In cases of suspected abuse or neglect.
- If a child poses a danger to self or others.

- The child and/or parent guardian give permission to share information.

Our school counselor strives to work together with parents/guardians to help your child achieve to the best of their academic, behavioral, social and emotional abilities. You may schedule an appointment with the counselor by contacting the school office.

Telephone Use

Students may use the office telephone for emergency situations and/or when granted permission. We ask that students make after school plans before they come to school. It can be disruptive to the learning when students need to use the phone to make after school arrangements.

In general, once the school year is underway and the students have become used to their schedule and classroom procedures, we do not allow them to call home for forgotten assignment, lunch money, library books, etc. This helps to minimize classroom interruptions and helps students to build responsibility for the items they need to bring to school.

Visiting the Classroom

We welcome visits to your child's classroom and hope that you will take the time to come. We ask that you schedule your visit in advance with your child's teacher. Please check in at the office to let us know you are in the building.

**Cedar Springs Public Schools
Red Hawk School
Technology Code of Ethics & Acceptable Use Policy**

Cedar Springs Public Schools (“CSPS”) encourages and strongly promotes the use of electronic information technologies for educational endeavors. CSPS provides student access to information resources available in a variety of electronic formats for the development of information management skills. Together, these allow learners to access current and relevant resources provide the opportunity to communicate in technologically rich environment, and assist them to become responsible, self-directed, lifelong learners.

Privileges and Rights

Using electronic equipment at school is a special privilege. I can use these tools to enhance my educational experiences and I will enjoy this privilege by:

- producing quality work to share with my teacher, family and friends;
- taking responsibility for my behavior while using the equipment;
- informing the teacher of any problems I may experience; and
- informing the teacher of any equipment that is not functioning properly.

Hardware/Software Guidelines

I will:

- follow the proper procedures for caring for the equipment;
- be responsible for the equipment that I am using; and
- only use software that is approved by CSPS.

Internet Guidelines

- I may access the Internet to facilitate learning and personal growth in technology information gathering skills, and communication skills.
- I will only go to Internet sites that my teacher has approved.
- I will only use the accounts that my teacher has assigned to me.
- I will only use the Internet for school projects.
- I will let my teacher know if I accidentally find any information that makes me feel uncomfortable.
- I will only use social networks that my teacher assigns.

Consequences for Misuse of School Equipment

If I do not follow this policy or my teacher’s instructions, I may:

- receive a warning.
- lose my computer privileges for a determined amount of time that my teacher and/or principal decide is appropriate.
- have my parents contacted.

Signature

Date