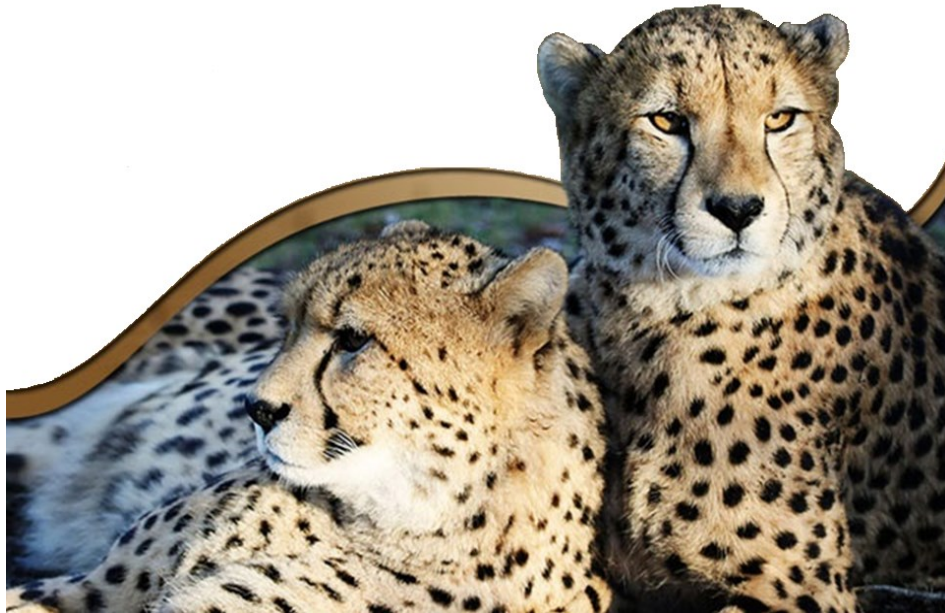


Cedar Valley
Student/Parent Handbook
2022-2023

Link to KSD [Student Handbook / KSD Student/Parent Handbook](http://kent.k12.wa.us)
(kent.k12.wa.us)



*26500 Timberlane Way SE
Covington, WA 98042
Telephone: (253) 373-7649
<http://www.kent.k12.wa.us/CV>*

**Report absences by 9:00 AM
(253)373-7649 or
cedar.valley@kent.k12.wa.us**

**The mission of the Kent School District is to successfully
prepare all students for their future.**

KENT SCHOOL DISTRICT ADMINISTRATION

12033 S.E. 256th St.
Kent, Washington 98030
(253) 373-7000
Website: <http://www.kent.k12.wa.us/>

BOARD OF DIRECTORS

Leslie Hamada, President
Joseph Bento, Vice-President
Awale Farah, Legislative Liaison
Tim Clark, Director
Vacant, Director

SUPERINTENDENT

Isreal Vela

CEDAR VALLEY ELEMENTARY

“Home of the Cheetahs”

—a TITLE I School-wide School—

26500 Timberlane Way S.E.
Covington, Washington 98042
(253) 373-7649

Website: www.kent.k12.wa.us/CV

Mrs. Patricia (Trish) Stallard, Principal
Mr. Michael Robinett, Educational Assistant

Welcome

to Cedar Valley Elementary!

Dear Cedar Valley Families,

The Cedar Valley staff and I would like to welcome you to the 2022-23 school year. Whether your family is returning to Cedar Valley, or you are brand new to our school, we are glad that you are a part of the Cedar Valley community.

At Cedar Valley, we work to provide a positive environment in which ALL scholars can grow academically, socially, and emotionally. We are committed to providing your child with the best educational opportunity possible at school, and we need your help as well!

You can increase your child's level of success at school by reviewing our Cheetah Code with them before they come to school and reading with them daily. Read anything: cereal boxes, comic books, magazines, or novels. All of it counts!

Also, we welcome family volunteers at Cedar Valley, and encourage you to join our PTA or become a classroom volunteer. There are many opportunities that involve very little time and can fit any schedule. Keep an eye out for involvement opportunities.

We are looking forward to a great school year, and we are glad that your family will be a part of it. We are stronger together!

Sincerely,

Trish Stallard
Principal

ARRIVAL / DISMISSAL

Regular Schedule

Pre-school

AM class 8:45-11:15

PM class 12:55-3:25

Extended day 11:15-1:45

No preschool on Wednesdays

Grades K-6

M, T, Th, F 8:45 am – 3:25 pm

Wednesdays are early release 8:45-1:25

Conference week

For grades K-6 school is dismissed early. Dismissal time is **12:25 PM**. (Please note this is different than the regular early release Wednesday schedule)

Breakfast begins at 8:25. All scholars on campus between 8:25 and 8:35 will be expected to be in the cafeteria.

Regular Arrival

Scholars may begin to line up outside their classrooms at 8:35.

Office hours

8:00 am –4:00 pm, M-F.

Safe Arrival Program

Cedar Valley is concerned about your child's safe arrival to school. Our goal is to verify scholar absences each day. Please be sure to call or email the school office, at 253-373-7649, or Cedar.valley@kent.k12.wa.us either the night before or by 9:00 a.m. when your child will be absent. During the first two hours of the school day, we will attempt to call the parent of any scholar whose absence has not been confirmed.

Early Pick-up

Scholars must be signed out and picked up in the office by a parent, or other parent-identified individual, to be dismissed during the school day (8:45-3:25). We are unable to send a scholar home unattended.

Attendance

Please see the district attendance page for attendance questions.

[Attendance / Attendance Overview \(kent.k12.wa.us\)](#)

COMMUNICATION

Open communication is important to us. Emailing or calling your scholar's teacher directly is usually the most efficient means of communication. The office is open from 8:00 am-4:00 pm daily for non-classroom related questions or concerns. All KSD emails are in the format:
John.Smith@kent.k12.wa.us

Cheetah Messenger

Every Friday, your child will bring home a 'Cheetah Messenger' envelope. All information from the district office, Cedar Valley, PTA, community organizations, and other sources will be included in the envelope.

Parents requesting information to be mailed home, rather than using 'Cheetah Messenger' delivery, are asked to provide the school with self-addressed, stamped envelopes.

Skyward and School Messenger:

We use these tools to send email, text messages, and robocalls to keep you updated. Make sure to keep your phone number and email current in Skyward. [Communications / Update Contact Information \(kent.k12.wa.us\)](#) . If you need help with your login, contact the school office.

Cedar Valley Reader board:

Cedar Valley is equipped with a reader board in front of the school. Watch for upcoming dates and activities.

Cedar Valley Website:

[Cedar Valley Elementary / Home \(kent.k12.wa.us\)](#)

Cedar Valley Facebook page:

[Cedar Valley Elementary | Facebook](#)

Conferences

Parent-Student-Teacher conferences are held twice yearly; once in October to establish specific academic goals, and once in February to review the progress of those goals. If you feel a need to have additional conferences, please feel free to contact your child's teacher. The earlier concerns and special needs are discussed, the better the results. Your child's teacher may also request a meeting at another time to find a solution for a particular concern.

Report cards go home in February and after school is out.

CEDAR VALLEY ELEMENTARY
STUDENT BEHAVIOR EXPECTATIONS

INTRODUCTION

Every scholar has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. The school environment should be characterized by positive interpersonal relationships among scholars and between scholars and staff. To that end, Cedar Valley has adopted and implemented school-wide, Multi-Tiered Systems of Support for Behavior (MTSS-B).

MTSS-B Overview:

MTSS-B is a proactive and systematic approach to establish a social culture in a school that supports academic, social, and emotional success. It uses data-based decision-making to develop and implement behavioral supports for all scholars and staff. It is aimed at supporting safe and effective school environments while preventing behavioral problems with scholars.

All staff members at Cedar Valley will establish consistent, predictable, positive learning and teaching environments. Staff members will explicitly teach expectations and routines based on the Cheetah Code in their classrooms and in common areas (hallways, bathrooms, etc.). The following is an example:

Halls			
Act Safely	Be Responsible	Choose Kindness	Do Your Best
<ul style="list-style-type: none"> • Walk in a line, single file • Walk facing forward • Stay to the right • Keep hands and feet to yourself • Keep feet on the ground • Pay attention to where you are going 	<ul style="list-style-type: none"> • Go directly to where you are supposed to be (walk with purpose) • Always have a pass unless you are with an adult • Keep up with your class/group • Follow teacher/ staff instructions 	<ul style="list-style-type: none"> • Smile or silent finger wave to friends • Enjoy hallway art with your eyes only • Yield to younger classes 	<ul style="list-style-type: none"> • Walk in the hall with voices off • Learn and follow the hallway expectations

We have identified four behavior expectations at school to help all Cedar Valley scholars and staff be successful. They are called the Cheetah Code ABC's and below are some examples of these expectations.

ACT SAFELY

- I am responsible, like everyone else, for maintaining school safety.
- I keep my hands and feet to myself.
- I report any bullying or harassment.
- I avoid conflicts and physical or verbal violence.

CHOOSE KINDNESS

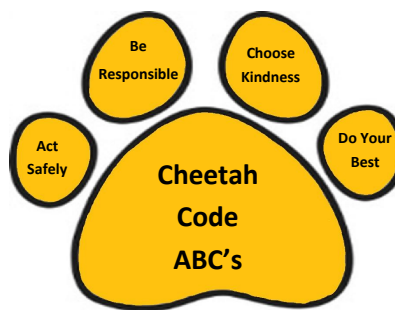
- I treat others the way I want to be treated.
- I use kind language when I talk to others and about others.
- I use problem solving skills (Second Step, Kelso's Choices)
- I treat people fairly and respect their rights.
- I take care of personal and school property.
- I support each person's right to be different and I look for the good in others.

BE RESPONSIBLE

- I take responsibility for my actions.
- I choose how I respond to others.
- I come to school regularly, on time, ready to learn.
- I return what I borrow to the same person, in the same condition.
- I help create a positive school environment.

DO YOUR BEST

- I come to school prepared to learn.
- I give my best in everything I do.
- I ask for help when I need it.
- I learn and follow the school routines and expectations.
- I have a "CAN DO" attitude every day.



Kids at Hope:

Cedar Valley is also a Kids at Hope School. We believe in teaching hope and that all kids are capable of success, NO EXCEPTION!

Kids at Hope Pledge

I am a Kid at Hope.

I am talented, smart, and capable of success.

I have dreams for the future,

And I will climb to reach those goals and dreams everyday.

All kids are capable of success, NO EXCEPTIONS!

Adult Treasure Hunter Pledge

As an adult and Treasure Hunter

I am committed to search

For all the talents, skills and intelligence

That exist in all children and youth.

I believe all kids are capable of success, NO EXCEPTIONS!

Parent /Guardian Pledge

I am an anchor (parent/guardian).

I believe my child/ren is/are talented, smart, and capable of success.

I am committed to helping them reach their goals and dreams.

I believe that my child will succeed, NO EXCEPTIONS!

The graphic features a black background with yellow and white text. At the top left is a logo with a star and the text 'believed or practiced HERE'. To the right, the title 'Kids at Hope Research Major Breakthroughs' is written in yellow. Below the title is a blue banner with the question 'What does your future hold?'. A bulleted list follows, with the first item stating 'That success is not something it is somewhere (life's destination points)'. Below this are four categories, each with a small icon: 'Home and Family' (house icon), 'Community and Service' (leaf icon), 'Hobbies and Recreation' (game controller icon), and 'Education and Career' (graduation cap icon).

STUDENT EXPECTATIONS (cont.)

District wide behavioral expectations and discipline

The full district handbook can be located at the link below
[Student Handbook / KSD Student/Parent Handbook \(kent.k12.wa.us\)](http://kent.k12.wa.us)

For information on a student's rights, responsibilities and expectations:
[Annual Notices / Behavior Expectations \(kent.k12.wa.us\)](http://kent.k12.wa.us)

For concerns about possible discrimination:
[Report a Concern / Discrimination \(kent.k12.wa.us\)](http://kent.k12.wa.us)

For concerns about sexual harassment:
[Report a Concern / Sexual Harassment \(kent.k12.wa.us\)](http://kent.k12.wa.us)

For concerns about harassment, intimidation or bullying:
[Report a Concern / Bullying \(kent.k12.wa.us\)](http://kent.k12.wa.us)

Textbooks and Responsibility for School Property

Scholars are expected to take care of any electronic equipment, textbooks, library books and other school property entrusted to them. Scholars will be subject to fines for damaged or lost property.

Telephone Usage

Scholars and families are responsible for making transportation and after-school arrangements before coming to school. In an emergency an office phone can be used to call home. Change in dismissal plans should be called into the office no later than 3:00 pm.

Cell phones are allowed, but we ask they remain off and put away during the school day. Unless directed by a teacher or other staff member, once a scholar enters campus, phones are to be kept off and out of sight, in a secure location, until exiting the building at the end of the day. If a scholar has repeated difficulty following this expectation, the phone will be held in the office until a parent can pick it up.

SAFETY

Children's safety is a major concern of the school. The cooperation of home and school is important to build habits of safety.

Arrival/Dismissal

SCHOLARS SHOULD NOT ARRIVE FOR SCHOOL BEFORE 8:35 am. Supervision is not provided before this time. Scholars arriving for breakfast between 8:25 and 8:35 will be expected to remain in the cafeteria.

Scholars are asked to cross the street only at manned intersections and use sidewalks.

At the end of the day scholars are expected to proceed directly home before beginning to play.

Parent Drop-off/Pickup

Cedar Valley is a walking school. Please limit vehicle transportation. Scholar drop off is at the top of the back hill on 194th Ave SE or behind the school on SE 263rd St at the back path. The bus loading area is reserved for buses, registered daycare vans and preschool families only.

Do not stop or release your scholar in the drive through areas. You may park in any available spot to escort your child to class but be aware much of the parking along the street in front of our building is unavailable this year due to construction.

Other modes of transportation

If your child chooses to ride a bike, scooter or other wheeled transportation, we require the following:

- A helmet must be worn.
- It must be able to be secured to our bike rack. We do not have storage space in the office or classrooms.
- Once on campus, scholars are required to dismount and walk their transportation to the rack.
- The school is not liable or responsible for any damage or theft.

Building Security

All outside entrances to the building are locked during the school day. Visitors are buzzed in and registered through the main office.

Emergency Drills

Scholars will participate in emergency drills each month. The time of the day in which a drill occurs, changes throughout the year. This allows the children to have a clear understanding of where to go, and what to do, at any time an alarm may sound. We hold three fire, two lockdown, two earthquake and one shelter in place drill each school year. We conduct several debrief meetings throughout the year to work on improving our procedures.

PE Safety

When your scholar has PE, they must wear rubber-sole/tennis-type shoes. No open-toed shoes, sandals, platform or dress shoes. Scholars may bring shoes to change into for PE. If a skirt or dress is worn, shorts underneath are encouraged.

Inclement weather emergencies

In the event of a school closure or delay the district will attempt to contact families via a robo call , Skyward email message and a text message if you are registered. Major news stations are also informed and a message is posted to the district website.[Kent School District / Home](http://kent.k12.wa.us)

Full details of the districts policies and procedures can be found at:

[Safety / Closures & Delays \(kent.k12.wa.us\)](http://kent.k12.wa.us)

Pets

Due to potential allergies and hygiene issues please leave pets at home during arrival and dismissal. By district policy dogs are prohibited on our fields.

STUDENT HEALTH INFORMATION

Please see the district webpage for information on immunizations, nurse services, behavior health, illness and attendance as well as medication including over the counter medication at school. Check for updates on current COVID policies.

[Health / Health Overview \(kent.k12.wa.us\)](https://kent.k12.wa.us/Health/Health%20Overview)



School Insurance

The Kent School District **does not provide medical insurance coverage for school accidents.** This means that you are responsible for the medical bills if your child gets hurt during school activities. The accompanying student accident/health insurance plans are offered to help pay those bills. This link allows you to sign up for coverage online: www.myers-stevens.com.

Many coverage options are available. The Student Care and High Option 24-hour plans are especially recommended for students with no other insurance because they provide the most help when injuries occur. Student Health Care covers illness as well as injury, 24 hours a day. **We strongly recommend the high options plans for students participating in interscholastic sports.**

If your child does have other health coverage, student insurance may also be used to help pay those eligible charges not covered by other insurance (i.e., deductibles and co-payments). Also, the student insurance plans allow you to take your child to any doctor or hospital you choose.

Please read your brochure carefully to make sure you understand what is covered by each plan. If you have any questions, please call the plan administrator, Myers-Stevens & Toohey, & Co., Inc. at 1-800-827-4695 or 1-949-348-0656. Bilingual representatives are available for Spanish-speaking parents/legal guardians who may need assistance.

Limitation of Physical Activities

Scholars are expected to participate in all activities scheduled in the school program. Any request for limitation of a scholar's physical activity should be accompanied by a doctor's note or discussed with the PE teacher, Kelsey.Anderson@kent.k12.wa.us.

PROGRAMS

Title I/LAP Programs

Cedar Valley is a school-wide, Title I school along with LAP assistance. Title I is a federally funded program that provides additional instruction to scholars who are performing below grade level from kindergarten through twelfth grades. The Learning Assistance Program (LAP) is similar to Title I, but is funded by Washington State and serves kindergarten through eleventh grades. These programs are in many of the schools in the Kent School District to assist scholars.

Instruction includes:

- reading, math or language arts skills
- service in the classroom as well as small, pull-out groups

Our school's role is to:

- provide scholars with additional help
- inform parents of scholar progress
- answer questions and concerns of parents
- involve parents in the development and review of the program

Throughout the school year, our Title I program invites our families to become involved in all-school events funded by the program. We hope you will be able to join us for these special occasions.

Multilingual Education

We have specialized staff to support scholars who are developing English proficiency, and all classroom teachers are provided with support with instructional strategies to support English language development.

Early Childhood Special Education

Our preschool program provides specialized early childhood education for scholars age 3-5, based on their IEPs

Link

This program is for scholars who are neurodivergent. Sensory, emotional, and organizational supports are provided based on their IEPs.

Integrated Program

Scholars with learning disabilities are provided small group and classroom support based on their IEPs.

PARENT/GUARDIAN INVOLVEMENT

Parent Involvement Policy

Please join our Family Involvement Team to help us revamp and review this policy. Contact the office if you are interested.



PTA (Parent Teacher Association)

Our PTA is a vital part of the Cedar Valley team. The PTA plays an active role in our school community in a variety of ways. Many one-time and ongoing activities need your help. We encourage you to become involved in our PTA.

PTA EXECUTIVE OFFICERS

President..... Thea Sullivan
Vice President Jennifer Pearson
Secretary..... Renae Boyle
Treasurer.....Jillian Beers

Volunteering/Chaperoning

All parents interested in volunteering in the school, or chaperoning on a field trip, **must** first be registered in the district volunteer database and are subject to a background check. If you registered last year, you only need to login to VIPS using the information you set up last year and update your disclosure form. Persons new to volunteering should chose “apply” on our website [Volunteer / Volunteer Overview \(kent.k12.wa.us\)](http://kent.k12.wa.us)

Field Trips

Scholars are often taken on field trips to support the student learning objectives. They are accompanied by the classroom teachers and parent chaperones. Parental permission forms are required before scholars are allowed to leave the school on a field trip. A donation toward admission and transportation costs may be requested from the parents. Parents who wish to chaperone are required to be pre-approved as a volunteer. To ensure the safety of our scholars, siblings are unable to attend school field trips.

Visitor Sign-In

In order to ensure the safety of the children, all parents, visitors, and volunteers are required to sign in at the office and wear a visitor/volunteer badge before proceeding beyond the office area. Adult access through the classrooms' outside doors is not allowed.

Visiting Classrooms

Your visits are welcomed and encouraged. If you desire to visit your child's classroom, please make an appointment with your child's teacher at least one day ahead of time. If you need to discuss something with your child's teacher, please call or email and make an appointment to meet with them before or after school. We work hard to keep the scholars' instructional time uninterrupted.

Scholars are not permitted to have visiting friends or relatives attend school with them due to insurance liabilities.

Change of Address/Phone/Emergency Information

In case of an emergency, it is important that someone can be reached at all times during the school day regarding your child. If you change your employment, emergency contacts, baby-sitters, phone numbers, or any other important information, please contact the school office or access your Skyward account [Communications / Update Contact Information \(kent.k12.wa.us\)](#) so your child's emergency contact information can be updated. An email address is extremely helpful for correspondence and emergency communication. Please provide a current email if at all possible.

General information

Scholar Supplies

Scholars in grades K-6 are asked to furnish school supplies, as needed, throughout the school year.

[Supply Lists / Cedar Valley School Supply Lists \(kent.k12.wa.us\)](http://kent.k12.wa.us)

Money

Please label any funds sent to school for things such as yearbook, book fines, fieldtrip donations, etc. Please have your scholar leave other money at home.

There is a locked mailbox in the office for money intended for the PTA. Typically there is a time at the conclusion of any PTA fundraiser where a PTA representative is also available for funds collection.

Personal Belongings

Personal apparel items should be labeled with the child's name. A 'lost & found' rack is located near the front door. We encourage you to look through the rack for any items your child may have lost. We donate unclaimed items to a charitable organization twice each year (December/June).

Toys, electronic devices, cameras, personal sports equipment and other items are not to be brought for use during the school day. The school and/or staff are not responsible for lost, stolen or damaged items.

Personal Celebrations

A small treat for each scholar in your child's class may be sent on your child's birthday. Please keep the items small and schedule in advance with your scholar's teacher.

If you plan on having a private party for your child's birthday, please do not hand out invitations at school. We want to minimize hurt feelings.

Scholar Pictures and Yearbooks

Individual pictures will be taken early in the school year and available to you before winter break. Classroom pictures are taken in the spring. Additional individual photos may also be taken at this time by request. Yearbooks are sold on a **presale basis only** and are distributed in June.

Information concerning the individual and group pictures will be sent home with your child close to the date of each photography session.

Breakfast and Lunch

Breakfast, lunch, and milk are sold daily on a cash or paid-in-advance basis. Some scholars may qualify for free or reduced price food.

[MEAL APP NOW by Systems Design](#)

Each Kent School District scholar has an individual meal account and a meal card. Please visit [Lunch Money Now by Systems Design](#) to deposit money into your scholar's account.

If a child forgets to order or bring a lunch, they can:

1. Call parents for someone to bring them a lunch.
2. Charge a lunch. Parents will be billed.

For current pricing, menus, and other nutrition information visit:

[Nutrition / Nutrition Overview \(kent.k12.wa.us\)](#)