

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
(253) 373-7649*

**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

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Joseph Bento, Vice-President

Awale Farah, Legislative Liaison

Tim Clark, Director

Vacant, Director

SUPERINTENDENT

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CEDAR VALLEY ELEMENTARY

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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.

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.

[At endance / At endance Overview \(kent.k12.wa.us\)](https://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; on be heldio 1

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
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	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	Smile or silent finger wave to friends Enjoy hallway art with your eyes only Yield to younger classes	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.

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.

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 \(kent.k12.wa.us\)](#)

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

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

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

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

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.

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 \(kent.k12.wa.us\)](https://communications.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

