



CEDAR SPRINGS PUBLIC SCHOOLS

Cedar Springs Elementary Schools Parent/Student Handbook 2025-2026



Cedar Trails Elementary
160 Red Hawk DR NE, Cedar Springs, MI 49319

Beach Elementary
340 Holton DR NE, Cedar Springs, MI 49319

Cedar View Elementary
280 Red Hawk DR NE, Cedar Springs, MI 49341

elementary.csredhawks.org/

WE CAN. WE WILL. WE ARE. TOGETHER.



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SCHOOL OVERVIEW

ABOUT CEDAR SPRINGS ELEMENTARY SCHOOLS

CEDAR TRAILS ELEMENTARY SCHOOL

Cedar Trails Elementary School is part of the Cedar Springs Public School district. We are a preschool through first grade school, serving approximately 440 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.

BEACH ELEMENTARY SCHOOL

Beach Elementary School is part of the Cedar Springs Public School district. We are a second and third grade school serving approximately 433 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.

CEDAR VIEW ELEMENTARY SCHOOL

Cedar View Elementary School is part of the Cedar Springs Public School district. We are a fourth and fifth grade school serving approximately 440 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.

CEDAR SPRINGS PUBLIC SCHOOLS MISSION, VISION, AND CORE VALUE

MISSION STATEMENT

We exist to equip every learner to thrive.

VISION STATEMENT

We aspire to prepare all learners to exceed their potential.

CORE VALUES

We believe in the unique promise of each learner.



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 participate in our school community. Your involvement is essential to educational growth. Consider 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!

CEDAR TRAILS ELEMENTARY MAIN OFFICE CONTACT INFORMATION

Main Office

Scott Carpenter, Principal
Carrie Mellema, Building Secretary
Tara Black, Building Secretary

Fax: (616) 696-3104
scott.carpenter@csredhawks.org
carrie.mellema@csredhawks.org
tara.black@csredhawks.org

(616) 696-9884
(616) 696-9884 x2900
(616) 696-9884 x2903
(616) 696-9884 x2909

BEACH ELEMENTARY MAIN OFFICE CONTACT INFORMATION

Main Office

Jennifer Cook, Principal
Nancy Pekarul, Building Secretary
Mollie Spencer, Building Secretary

Fax: (616) 696-3182
jennifer.cook@csredhawks.org
nancy.pekarul@csredhawks.org
mollie.spencer@csredhawks.org

(616) 696-0350
(616) 696-0350 x3900
(616) 696-0350 x3902
(616) 696-0350 x3901

CEDAR VIEW ELEMENTARY MAIN OFFICE CONTACT INFORMATION

Main Office

Christopher Ilieff, Interim Principal
April Stevens, Interim Principal
Lori Jones, Building Secretary
Kathy Hause, Building Secretary

Fax: (616) 696-3177
christopher.ilieff@csredhawks.org
april.stevens@csredhawks.org
lori.jones@csredhawks.org
kathy.hause@csredhawks.org

(616) 696-9102
(616) 696-9102 x4901
(616) 696-9102
(616) 696-9102 x4906
(616) 696-9102 x4000



DAILY SCHEDULE AND DISTRICT CALENDAR

ABOUT THE SCHOOL DAY

- Main office is open 8 a.m. – 4 p.m. daily
- School day is 8:50 a.m. – 3:35 p.m.
 - Students can enter the building starting at 8:45 a.m.
 - Students who walk or get dropped off should arrive after 8:45 a.m.
- Lunch break is 20 minutes, and a 15-minute supervised recess time
- Students are provided instruction in special areas such as physical education, music, media center and art by classroom and specialized instructors

DAILY SCHEDULE

- Start time is 8:50 a.m.
- Dismissal Time is 3:35 p.m.

HALF DAY SCHEDULE

- Start time is 8:50 a.m.
- Dismissal Time is 12:05 p.m.

2-HOUR DELAY (10:50 A.M. START TIME)

- Start time is 10:50 a.m.
- Dismissal Time is 3:35 p.m.

2025-2026 DISTRICT CALENDAR

Date	Event
Wednesday, August 20, 2025	First Day of School
August 29-September 1, 2025	Labor Day Recess
Friday, September 19, 2025	Half Day
October 30-31, 2025	Fall Break
Friday, November 14, 2025	Half Day
November 26-28, 2025	Thanksgiving Break
Friday, December 12, 2025	Half Day
December 19, 2025-January 2, 2026	Winter Break
Friday, January 16, 2026	Half Day
February 13-16, 2026	Mid-Winter Break
Friday, March 13, 2026	Half Day
April 2-10, 2026	Spring Break
Friday, April 24, 2026	Half Day
Friday, May 15, 2026	Half Day
May 22-25, 2026	Memorial Break
Thursday, June 4, 2026	Last Day of School/Half Day

For a full calendar of elementary events, visit elementary.csredhawks.org/news-and-calendars/calendars.



ATTENDANCE PROCEDURES

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 to the main office of the school your child attends, by 9 a.m. Please notify the office by 2 p.m. if your student's after school plans have changed for the end of the day. Students who get picked up prior to the end of the school day count towards overall absences.

REPORTING AN ABSENCE

Please call the main office of the school your child attends, by 9 a.m. to report your child's absence. Please see the district attendance and truancy policy for more information.

APPOINTMENT/MEDICAL ABSENCE

If possible, please schedule 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 your child, please report to the office, and the teacher will be contacted upon your arrival.

BEHAVIOR EXPECTATIONS

DRESS CODE

Cedar Springs Elementary Schools asks that students dress in clothing suitable for school. Parents are responsible for the clothing worn to school by students. We recommend marking outerwear and personal items with your child's name. Students go outdoors for recess when the temperature is above zero degrees Fahrenheit. Please consider that students may sit on the floors, and fall or slide on grass and dirt on the playground.

- Hats may be worn to school but must be removed inside the building
- Shoes must be worn at all times during the school day
 - Closed-toed shoes that are safe for walking and running are highly suggested
 - Winter boots (rain/snow)
- Students should wear a coat when the temperature is 50 degrees or colder
- No attire advertising drugs or alcohol, inappropriate behavior, weapons, or foul language

For more specific information regarding the district dress code, please refer to the Code of Conduct.

POSITIVE BEHAVIOR SUPPORT

Appropriate classroom behavior is expected at all times. This includes respecting others and their possessions, being responsible for their belongings, being courteous, being on time, and being prepared with the necessary materials.

Cedar Trails Elementary:

- Kind
- Safe
- Responsible
- Brave

Beach Elementary:

- Respectful
- Responsible
- Safe

Cedar View:

- Honest
- Accepting of Others
- Workers
- Kind, Polite and Respectful
- 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 K-12 students, we will also provide elementary 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 actions.

CEDAR SPRINGS ELEMENTARY DISCIPLINE GUIDE

BEHAVIOR	1ST INCIDENT OPTIONS	2ND INCIDENT OPTIONS	3RD INCIDENT OPTIONS
MINOR <ul style="list-style-type: none"> • Inappropriate language • Physical contact • Defiance/disrespect • Noncompliance • Exclusion • Teasing/put down • Spreading rumors • Disruption • Property misuse • Technology violation 	MINOR <ul style="list-style-type: none"> • Warning/conference • w/teacher or school staff • Verbal apology 	MINOR <ul style="list-style-type: none"> • Verbal apology • Student completes “think form” • Time out 	MINOR <ul style="list-style-type: none"> • Conference with principal • Student completes “think form” • Parent conduct report • Time out in office • Parent meeting and behavior
MAJOR Requires Office Discipline form <ul style="list-style-type: none"> • Abusive language, inappropriate language, profanity • Fighting, physical aggression • Defiance, disrespect • Insubordination, noncompliance • Harassment, bullying • Disruption • Lying, cheating • Forgery, theft • Vandalism, property damage • Bomb threat, false alarm • Use, possession of combustibles • Use, possession of weapons • Use/possession of alcohol, tobacco, vaping 	MAJOR Requires Office Discipline form <ul style="list-style-type: none"> • Conference with principal • Student letter to parent or “think form” • Parent conduct report • Time out of the school and/or district • Parent phone call and/or conference • Home suspension up to two days 	MAJOR Requires Office Discipline Form <ul style="list-style-type: none"> • Conference with principal • Phone call to parent or parent conferences • Student letter to parent or “think form” • Parent conduct report • Suspension out of classroom • Suspension from school up to three • Continual monitoring of behavior by teacher and principal • Behavior plan developed 	MAJOR Requires Office Discipline Form <ul style="list-style-type: none"> • Conference with principal • Parent conferences • Student letter to parent or “think form” • Parent conduct report • Suspension from school up to five days • Behavior plan with continual monitoring by teacher and principal

This document is meant to be used as a guide. Decisions regarding specific consequences may be tailored to individual circumstances and student needs.

More important than our response to misbehavior, is our proactive action to create an environment that encourages positive behavior. Through direct instruction, appropriate behavior expectations, and social-emotional learning will take place, along with positive assemblies throughout the year.



GENERAL PROCEDURAL INFORMATION

BIRTHDAY CELEBRATIONS

We try to keep birthday recognitions at school low-key. Birthday treats are not expected, and students will be unable to visit other classrooms to deliver treats to other teachers or students. However, we know some students may want to bring in an edible treat to pass out at breaktime. If your student would like to bring in a snack to celebrate with their class, please consider: A non-sweet treat, such as popcorn, cheese crackers

- A non-edible treat, such as pencils, stickers, or coloring books
- Please do not pass out birthday party invites at school unless the entire class is invited
- Treats must be store-purchased and sealed

CAMPUS KIDS CHILDCARE

Campus Kids is a state-licensed childcare service at Cedar Springs Public Schools (CSPS). It offers before- and after-school care for children preschool-aged through 5th grade from 6 a.m. – 6 p.m. It also provides full-day summer camps when school is not in session. For enrollment information, contact the Campus Kids Child Care director at campus.kids@csredhawks.org.

CELL PHONES AND OTHER ELECTRONIC DEVICES (POLICY 5136)

Students may bring personal communication devices to school but they must remain in their backpack/locker during the day. This includes but is not limited to cell phones, smart watches, and ipads. If a student is feeling sick, they must report to the office and use the office phone to call a parent, if necessary.

If an electronic device is confiscated, upon return of the device, the student will receive a warning for the first offense. Subsequent infractions will result in the guardian being called to come in and pick up the device. Students may also serve detention time for additional infractions.

COMMUNICATION

Communication between school and home is a vital link for student success and positive relationships, our elementary schools communicate using:

- **Teacher Newsletter**
 - A newsletter focused on your child's classroom learning
- **Elementary Monthly Newsletter** (emailed, can request a printed copy at our office)
 - A high-level overview of our elementary schools in the district, including calendar, events, and additional announcements
- **Red Hawk Monthly District Newsletter** (emailed)
 - A monthly newsletter with information regarding the district
- **Facebook** (Announcements, events, student life, and more)
 - Cedar Trails Elementary is [facebook.com/CedarTrailsElementary](https://www.facebook.com/CedarTrailsElementary)
 - Beach Elementary is [facebook.com/CSPSBeachElementary](https://www.facebook.com/CSPSBeachElementary)
 - Cedar View Elementary is [facebook.com/CedarViewElementary](https://www.facebook.com/CedarViewElementary)
 - Cedar Springs Public Schools is [facebook.com/csredhawks](https://www.facebook.com/csredhawks)



LIBRARY (CEDAR TRAILS ELEMENTARY ONLY)

The school library contains materials for student enjoyment and to enrich their educational experience. Students are responsible for checking 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 regard 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 HOUSES

Each elementary 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.

STUDENT SUPPORT SERVICE

Students, staff, and parents all receive various aspects of our mental health program. All students may work with the behavior interventionist through classroom guidance lessons as situations arise. Written parental permission is required for your child to participate in small educational support groups.

To see mental health support, students may make their request, or parents, staff, or other responsible adults may refer a child for services. The school 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 or guardian give permission to share information.

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

TELEPHONE USE

Students may use the office telephone for emergencies or with permission. Students must contact parents through the office for health-related needs, not personal cell phones. We ask that students make after-school plans before they come to school. It can be disruptive to the learning environment 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 assignments, lunch money, library books, etc. This helps to minimize classroom interruptions and helps students build responsibility for the items they need to bring to school.

VIDEO MONITORING SYSTEM (POLICY 7440.01)

For the safety and security of our students, Cedar Springs Public Schools is equipped with a video monitoring system. Students should be aware that their actions and communications could be recorded at any time by this recording system and used for disciplinary and protective action. Parents should be aware that the recorded video will not be made public and will only be viewed by authorized district personnel.

VOLUNTEERING AT SCHOOL

We are always happy to have extra support at school. If you would like to volunteer your time, please visit our website elementary.csredhawks.org/resources/volunteers to fill out the volunteer background check form. Once submitted, someone from your child's school will follow up. Each classroom may have up to five volunteers per party.



TRANSPORTATION

DROP-OFF AND PICK-UP PROCEDURES

Due to the amount of traffic and to provide safety to our students, please follow the following procedures:

- Use the parent loop for drop-off and pick-up
- Students traveling to a different building for pick-up must wait in the designated spot assigned by that building.
- Cars must pull ahead to the front of the “red zone” near the crosswalk when letting students out
- Students must exit cars on the building side along the “red zone” for safety
- Avoid dropping off or picking up students in the roadway or parking in an unauthorized area at all times
- If you use the loop and have to exit your vehicle to help your child, park in a designated parking spot and walk your child to the crosswalk

PARKING

Parking is available at each school in our main parking lot during all hours.

IN THE CLASSROOM

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. Developing a routine is important to help support your child’s study habits. Consider having a plan to do work immediately after school, or after supper.

If, at any time, you feel your child’s homework is overwhelming, please contact your child’s teacher.

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. We urge all parents to become official members of the PTO by joining. However, it is not necessary to join to participate in PTO activities.

REPORTING OF ACADEMIC PROGRESS

Student report cards and benchmark testing results will be sent home in Tuesday communication folders. The final report card is sent home with students in their Tuesday Folders.

SCHEDULING AND ASSIGNMENTS

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. Parents will have the opportunity to share their insights regarding their child’s educational needs through a Parent Input Form.



Cedar Springs Public Schools Elementary Schools 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 that provide the opportunity to communicate in a 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
- 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
- Only use software that is approved by Cedar Springs Public Schools.

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