



CEDAR SPRINGS PUBLIC SCHOOLS

CEDAR SPRINGS HIGH SCHOOL STUDENT HANDBOOK

EXCELLENCE & INNOVATION

Contact Information Ph. 616-696-1200

Ron Behrenwald, Principal

Jeremy Verwys, Assistant Principal

Mike Duffy, Dean of Students

Kamie Morrow, Administrative Assistant

Fax. 616-696-4016

Ron.Behrenwald@csredhawks.org

Jeremy.Verwys@csredhawks.org

Mike.Duffy@csredhawks.org

Kamie.Morrow@csredhawks.org

High School Staff Directory can be found on the High School's Website at <http://highschool.csredhawks.org/>

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 the 2018-19 edition of the Cedar Springs High School Student/Parent handbook. It is hoped that this handbook can provide students and parents with information that can help support and guide the partnership between parents, student, staff and all the members of the Cedar Springs High School community.

Please understand that the information in this handbook is intended to provide guidance and structure to the many facets of an effective high school. It can in no way address all potential situations that may occur with individual students, families, and the many interactions that occur every day between students, staff, parents, and other members of the Cedar Springs community.

My staff and I look forward to working with you, as together we can help realize the full potential of your child(ren). Over the course of their years here at CSHS, students have the opportunity to explore, plan, and develop their educational and career foundation. We have a variety of curricular offerings and programs, student clubs and organizations, an encore of fine and practical arts, and a complete offering of team and individual sports for our student athletes. It is our hope that each student sets high goals based on aspiring dreams and uses their own gifts, talents, and time to stretch themselves as they prepare for whatever post-secondary goal they choose.

Cedar Springs High School is a place immersed with individuals that truly believe in the value of a rigorous education, built upon a foundation of relevance, and surrounded by a relationship-oriented and caring body of educators and students. We are the Cedar Springs High School Red Hawks!

Sincerely,
Ronald Behrenwald, 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	

Table of Contents

Welcome	1
GENERAL SCHOOL INFORMATION AND PROCEDURES	5
Alternative Education/New Beginnings Program	5
Attendance (Policy 5200)	5
Absences.....	7
Tardy (Late Arrival).....	8
Armed Forces Recruiting.....	9
Automobile Use and Parking (Policy 5514.01).....	9
Behavior at Athletic Events	9
Cell Phones and Other Electronic Devices (Policy 5136).....	10
Closed Campus	11
Commencement Activities (Policy 5460).....	11
Dances, Athletic Events and School Functions	11
Dangerous Instruments	11
Dress	12
Eligibility Requirements for Extra-Curricular Theatrical Productions.....	12
Food and Drink	12
Guidance and Counseling	12
Homework (Policy 2330).....	12
Library/Media Center.....	12
Lockers.....	12
Lost and Found.....	13
Lunch.....	13
Michigan Health/Reproductive Health	13
National Honor Society	13
Online Learning	14
P.A. and Video Announcements.....	14
Posting of Information	14
Scheduling and Assignment	14

School Buildings	14
Senior Photos	14
Self-Transportation to School.....	14
Skateboards/Rollerblades.....	15
Student Support Services	15
Spectator Bus.....	15
Student Assessment	15
Telephones.....	15
Textbooks – Workbooks.....	16
Transcripts.....	16
Use of School Facilities.....	16
Dances	16
Video Monitoring System (Policy 7440.01)	16
Withdrawal from District	16
Work Permits and Cooperative Education	16
ACADEMIC STUDENT SERVICES INFORMATION.....	16
Scheduling	16
Schedule Change.....	17
Class Schedule.....	17
Advanced Placement Classes.....	17
Dual Enrollment	17
Early Middle College (EMC)	18
Early Graduation.....	18
Graduation Requirements (Policy 5460).....	18
Approved Extended Learning Credits.....	19
Grades.....	19
Credit Conversion for Transfer Students.....	19
Grade Changes	19
Retaking a Class	19
Progress Reports/Report Cards (Policy 5420)	19

CR/NC (Credit/No Credit) 20
Make-up Work..... 20
Incomplete..... 20
Independent Study..... 20
Mastery of Course’s Subject Matter..... 21
Personal Curriculum..... 21
Promotion, Placement and Retention 22
TECHNOLOGY CODE OF ETHICS & ACCEPTABLE USE POLICY.....23

GENERAL SCHOOL INFORMATION AND PROCEDURES

High School is part of the Cedar Springs Public School district. We are a ninth through twelfth grade school, serving approximately 1,000 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 7:37 a.m. and end at 2:32 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 west-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.

Alternative Education/New Beginnings Program

The district’s alternative education program is an opportunity for high school students to complete their education requirements in a non-traditional format. It is designed to help the struggling student meet with academic success and develop productive lifelong learning habits. Students are recommended for admission into this program (which follows the Michigan Merit Core curriculum) by high school administration and counseling. For more information, call 616-696-1203.

Attendance (Policy 5200)

To benefit from the primary purposes of the school experience, it is essential that each student maintain regular and punctual daily attendance in all classes. Class attendance is necessary for learning and academic achievement, as well as for developing the lifelong habits and responsibilities of punctuality, dependability, and self-discipline. The purpose of the attendance policy is to help students develop these responsibilities and to maintain academic standards for earning credit.

If a student is going to be absent, parents must contact the school by phone and provide an explanation by leaving a message on the school attendance line, 616-696-1200. If prior contact is not possible, a written excuse should be provided as soon as possible. When no excuse is provided, the absence will be unexcused and the student is considered

truant. If the absence of a student is questionable or excessive, school staff will try to help parents improve their child's attendance.

Departure During the Instructional day

- Prior to leaving during instructional hours, students must insure that proper parental/guardian communication excusing their absence has been communicated with the secretary. Also, students must sign out in the main office prior to departure. Failure to do so may result in an unexcused absence and discipline.

Student Responsibilities of Attendance Policy:

- To attend each class every day on time, attentive, and prepared
- To give prior notice to teacher of known absences
- To make sure their parent/guardian calls to report absences on the day of the absence (or within 24 hours)
- To sign in and out through the Attendance Office when arriving to school late or leaving school early
- To seek and make up schoolwork missed due to absence
- To know their current number of absences and tardies

Parent Responsibilities of Attendance Policy:

- To call to report out-of-school absences on the day of the absence (or no later than 24 hours)
- To discuss with student and follow-up with the school when necessary on unexcused absences to help students develop responsible attendance habits
- To plan appointments and family vacations around the school calendar whenever possible
- To communicate extenuating circumstances that may affect attendance
- To submit correct addresses; cell, home, and work telephone numbers; and any changes that may occur during the school year.

School Responsibilities of Attendance Policy:

- To create an essential and meaningful classroom environment where a student's learning is enhanced by attendance
- To start class on time
- To keep accurate attendance records
- To contact the parent, assistant principal, and counselor of student's continuing absences and/or tardies in a particular class
- To contact parents when a student accumulates 5 absences in class
- To work with students and parents when students' absences are impacting the students' work.

ATTENDANCE REQUIREMENTS FOR CLASS CREDIT

Each student is allowed 8 absences (excused or unexcused) per semester. Students who have over 8 absences in any given class may lose credit in the class (excluded are school related or out of school suspension, acute/chronic psychological or medical absences (must be documented by M.D. or D.O.), a bona fide religious holidays, required court appearance, or death of immediate family member).

0-8 Absences

- Student will receive the earned grade.

9-12 Absences

- If a student has between 9-12 absences in any class they may earn a letter grade for the semester if the following requirements are met:
 1. The student must have a passing grade in the class AND
 2. Receive a 78% (C+) or better on their final exam.
- If the student does not earn a 78% or better on the exam, but is passing the class, the student may receive credit for the class with a mark of CR resulting in a 1.00 GPA for the class.

13 or More Absences (academic probation)

- After 13 absences, receiving the letter grade is no longer a possibility.
- If a student has 13 or more absences, the student may still receive **credit** for the class if the following requirements are met:
 1. The student must have a passing grade in the class AND
 2. The student passes the final exam with a 78% or better.The student may receive credit for the class with a mark of CR (resulting in a 1.00 GPA) which will negatively impact a student's overall GPA.
- If the student fails to earn 78% or better on the final exam, then they will earn no credit (NC) for the semester.

Absences

Absences are excused only if the parent/guardian calls the school by the end of the following day to report and give a reason for the absence. The absence must be approved by the administration.

Excused absences include:

- Illness or hospitalization verified by parental contact. The school district reserves the right to require corroborative evidence when deemed necessary. Only one phone call is necessary in the case of a prolonged absence because of illness.
- Serious illness or emergency in the immediate family verified by parent/guardian contact.
- Attendance at a funeral verified by parent/guardian contact.
- Pre-arranged absences (including college visitations) if the high school office is contacted for prior approval, arrangements are made for necessary assignments and materials, and makeup work is completed as arranged between the student and teacher. Arrangements for college visitation must be made with student services.
- Religious instruction and/or obligations that are arranged in advance.
- Professional appointments that cannot be made after school, including dentist, doctor, court appointments, or others.
- In the case of school suspension, the absence will not be considered truancy, and the student will be given the opportunity to make up the schoolwork that is missed.

Un-excused absences include:

- Car troubles.
- Work-related absences.
- Personal business.
- Oversleeping.

For absence of longer than one day, the student must follow this procedure:

- a. Pick up a form in the office.
- b. Have the top part of the form filled out by parent/guardian.
- c. Have the form signed by the administration.
- d. Have the form signed by the teacher of each class that will be missed and acquire all homework and study assignments.
- e. Return completed form to office before leaving school.
- f. Pre-arranged absence forms may be completed in the office, if necessary, by having the parent/guardian verify the reason by phone.

Pre-arranged absence for post-secondary school visit, career fair or open house for an absence of one or more days or a part of a day, the student must inform the office concerning the time of the student's absence and an excused absence agreement must be completed and approved by the administration and the student's teachers. At least two (2) days prior to the absence, the student must follow this procedure:

- a. Pick up a form in Student Services.

- b. Fill out the first page of the form with the exception of student, parent, and administrative signatures.
- c. Acquire homework and study assignments for each class that will be missed and have the teacher sign the homework sheet.
- d. Retain a copy of the homework sheet.
- e. Sign your name and have your parent or guardian sign his/her name to the completed form.
- f. Return the completed form to the main office before leaving school and have administration sign the first page.

Additional Absence Information

- Absences are determined excused or unexcused only for the purpose of making up work. A student is not allowed to receive credit for classroom work missed while he/she was unexcused from school.
- Students missing course work due to disciplinary action are allowed to make up missing assignments.
- A student who is absent all or part of the school day is not eligible to participate in any extracurricular activities on that day. Exceptions to this rule, such as scheduled appointments, must be approved by the administration.
- If a student is to be dismissed prior to the end of the instructional day, the student's parent/guardian must provide written or verbal communication to the office excusing the child from that day's absence and authorizing the student to sign out. The student must sign out at the main office prior to exiting the building. Failure to do so will result in an unexcused absence.
- If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent of such notice, the school will presume that the student may be released into the care of either parent.
- Skipping all or part of a class period, skipping all day, or leaving school without permission will result in additional disciplinary action as determined by the administration (see truancy in district handbook).

Tardy (Late Arrival)

Late Arrival to School

Tardiness because of circumstances such as oversleeping, missing the school bus or car trouble is generally unexcused. If a student arrives to school late without an excuse, he/she is to proceed directly to class. If the late arrival is excused, the student should proceed to the main office to obtain a pass which will be given to the teacher.

Late Arrival to Class

Students are considered tardy if they are not inside the classroom when the bell rings. After the first ten (10) minutes of class, a tardy student who arrives to class will be marked absent. Such students are expected to remain and participate in class. Any tardiness to class is unexcused unless the student has a pass from a teacher or the office indicating the student has been detained. Any other tardy is unexcused except in extenuating circumstances as approved by the administration. Tardies are recorded in PowerSchool and are cumulative over the semester.

Tardies

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the main office before proceeding to class. Students who are more than ten (10) minutes late will be considered absent for that instructional period.

Penalty For Excessive Tardies

1st Tardy: warning issued and student notified

2nd Tardy: warning issued, student and parent notified

3rd Tardy: disciplinary referral, parent notification, detention scheduled by assistant principal or classroom teacher.

4th Tardy: disciplinary referral, parent notification.

5th Tardy: disciplinary referral, parent notification.

6th Tardy: disciplinary referral, parent meeting, possible suspension from school.

Armed Forces Recruiting

By law, the district must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to students.

This access includes the “Armed Forces;” meaning the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent /guardian of a student submits a signed, written request (form found on the district’s website) to the superintendent that indicates the student or the parent/guardian does not want the student’s directory information to be made accessible to official recruiting representatives, then school officials shall not allow access to the student’s directory information. Information regarding the opportunity to deny release of directory information is included in each student handbook.

Annually the board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Automobile Use and Parking (Policy 5514.01)

Reckless driving on school property, or parking violations, or any lack of compliance will result in forfeiture of parking privileges on school grounds for the remainder of the term and, possibly, the following term (or at for a time to be determined by the high school administration).

Parking and driving regulations are also controlled by city and township ordinance and are enforced by summons issued by the local police. Students should not park in areas designated physically handicapped, unless they possess the appropriate license plate, or “no parking” areas as indicated by painted lines. Students parking in illegal areas (for example yellow lines) are given one warning issued as a parking violation sticker. A second offense will result in the vehicle being towed at the owner’s expense.

Students are permitted to park on school premises as a matter of privilege, not of right. The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Students who leave campus during the day with their vehicle, or allow other students the use of their vehicle for this reason, may lose all driving privileges for up to nine weeks and/or be scheduled for detention.

The west parking lot is considered an event/after school parking lot only. To increase building security, this lot may not be utilized during the instructional day. Individuals parking in the west lot will be notified to move their vehicle and/or vehicles may be towed at owner’s expense at the discretion of high school administration.

Behavior at Athletic Events

Guiding Principles:

- Fans attend sporting events to support and cheer for their team and to enjoy the contest, not to intimidate or ridicule the other team, their fans, players, or officials.
- A ticket is a privilege to observe the contest, not a license to verbally assault others, single out individual players in a negative manner, heckle officials, or be generally obnoxious.
- Learn the rules of the game so that you understand and appreciate why certain situations take place and certain calls are made.

- Show respect for the opposing players, coaches, spectators, and officials. Treat them as you would treat a guest in your home.
- Respect the integrity and judgment of the officials. Understand that they are doing their best to help promote the student-athlete at the high school level.
- Recognize and show appreciation for outstanding play by either team. Do not ridicule mistakes made by players.
- Be a positive role model through your own actions and positively represent Cedar Springs High School and your community by ensuring proper behavior by those around you.

Unacceptable Behaviors:

- Disrespectful or rude behavior towards any visiting fan, player, coach, administrator, or team.
- Taunting of another team, player, or opposing fans.
- Singling out any individual player in a negative manner in any way.
- Profanity.
- Throwing items onto the playing area.
- Inappropriate signs, chants, or songs.
- Playing of music at any time during a game.
- Heckling, yelling at, or booing officials.
- Entering the playing surface by fans is not allowed (unless allowed by administration).

Consequences:

Failure to adhere to the above guidelines may result in immediate removal from a given contest/event as well as subsequent athletic events for a period of time to be determined by building administration. Further disciplinary interventions will be considered on a case by case basis.

Bicycle Safety at School (Policy 5514)

Students may ride bicycles to High School. 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.

Cafeteria/Lunch Time Behavior

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

Cell Phones and Other Electronic Devices (Policy 5136)

Students may have personal communication devices in their possession, but they must remain off and out of sight during instructional hours unless otherwise allowed by individual teachers within their classroom. The use of cell phones and other electronic devices in locker rooms is prohibited. Use of electronic devices of any kind during assessments (tests, quizzes, etc.) is NOT permitted. Use of electronic devices including the taking of videos outside of educational purposes is not permitted in the instructional area during school hours, and electronic items should be stored in student lockers. When played outside of school hours, headphones must be used. Use of any device to take photographs/videos on campus is prohibited unless directed by an adult staff member for purposes of instruction.

If an electronic device is confiscated, upon return of the phone, the student will receive a warning for the first offense. A letter informing the guardian will be mailed home. The parent/guardian may come in and claim the device on behalf of the student. It will be the student's responsibility to make arrangements to pick up the device. All infractions are cumulative throughout a student's high school career.

Closed Campus (except lunch)

A closed campus means that students are not permitted to leave the school building or grounds from the time they arrive in the morning to the time they are dismissed after school without first securing permission from the high school office. Failure to do so prior to leaving will result in disciplinary action. An exception to closed campus rule would be during lunch period for juniors and seniors who choose to each lunch off campus.

Students are not to be in the parking lot during school hours. This restriction is also in effect during lunch periods.

Students leaving campus in their vehicles or allowing other students to do so may lose all driving privileges for up to nine weeks and/or be scheduled for detention time.

Commencement Activities (Policy 5460)

Participation in high school graduation/commencement activities is a privilege and not a right. All students desiring to participate in commencement activities must have met all graduation requirements as certified by the high school principal and approved by the board of education. A student may be denied participation in the ceremony of graduation commencement when personal conduct so warrants. Commencement rehearsal/practice is announced by the principal. Practice typically occurs the day of graduation. Every student is required to attend and participate in commencement practice. Any student failing to attend commencement practice without making prior arrangements with the principal will not be allowed to participate in commencement activities.

Communication

Communication between school and home is a vital link for student success and positive relationships. Our school office distributes a newsletter regularly. The High School 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 616-696-9100 x1201.

Classroom 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 the High School, by visiting our website at csredhawks.org. Many teachers post their newsletters on the web page, and viewers can access. The High School Newsletter, calendar of events, and other stories and photos of interest are available at csredhawks.org.

Dances, Athletic Events and School Functions

A student attending a school function or athletic event is not permitted to return once he/she leaves the building in which the school function or athletic event is being held. Students who are absent from school should not expect to attend either a function or an athletic event on the day they are absent. Students who ride school buses to athletic events must return on the bus unless excused by the administration at the direct request of the parent/guardian on the day of the contest/event. High School dances of any kind will end no later than 11:00 p.m.

It is the responsibility of the group sponsoring the dance to work with the assistant principal to secure the services of a police officer to be present at the dance.

Dangerous Instruments

Knives of any sort and/or lighters do not typically have any educational value, and students are not to bring these items to school. These items will give the administration reasonable suspicion to conduct a search, may be confiscated, and are considered dangerous weapons or drug paraphernalia and result in disciplinary consequences.

Dress for School

The staff at High School 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.

Eligibility Requirements for Extra-Curricular Theatrical Productions

Students participating in the dramatic arts may not audition for a production if they are failing more than one class. Student grades are checked prior to the audition process and eligibility status will be determined. If a student becomes ineligible within the first two weeks of casting, the student may not participate until his/her grades improve and eligibility is restored. The play director will make all decisions pertaining to daily attendance as it relates to performance in a given theatrical production.

Food and Drink

Individual teachers may set expectations for food and drink in classrooms. Any food or drink that is brought into the building by students should comply with our district wellness policy. We encourage healthy eating habits and drinking water throughout the day (water fountains are available to all students).

Guidance and Counseling

Students and parents utilize the guidance and counseling center for a variety of reasons. Students searching for personal understanding of physical, social, and emotional issues can find the guidance and counseling center very helpful. The counseling staff can assist students in the areas of decision-making skills, schedule concerns, enrichment programs, camps, as well as numerous educational opportunities, careers, and career training programs.

The counseling staff is available for students needing time to discuss personal issues. Students with special needs may have opportunities to join support groups with other students. Parents may also refer their son/daughter for support services, and the counselor can provide referrals to services in and around the community.

Homework (Policy 2330)

The assignment of homework can be expected for students in our school, and student grades will reflect the completion of all work, including outside assignments. Homework is assigned to enhance the student's learning with real and purposeful activities to enhance classroom instruction.

Library/Media Center

A media center and computer lab are available for student use as a resource for studies. Students may utilize the media center by obtaining a pass at the beginning of each class period or with permission of their classroom teacher. While in the library, students are expected to use materials in a constructive manner.

Lockers

Student lockers and desks are school property and remain under the control of the district at all times; however, students are expected to assume full responsibility for the security of their lockers and are responsible for their contents at all times. School authorities may search a student's locker and will seize any illegal, unauthorized or contraband materials discovered in the search. Students may not use anything to jam the locking device, so it doesn't lock.

Lost and Found

Lost and found items should be turned in to the main office. Students who lose articles should check in the office and also report any items missing. Lost books are usually returned to teachers. A lost or stolen item report should be filed by

students in the office for future reference and identification. Any items not claimed by the end of the school year will be donated to a charitable organization.

Lunch (See Also Cafeteria/ Lunch Time Behavior, page 10)

During the lunch period, students should remain in the cafeteria or in the lobby of the cafeteria. Students are not permitted to go outside in the courtyard adjacent to the cafeteria. No students should be in the parking lot or in any vehicle during the lunch period. Violations of these guidelines could result in disciplinary action as defined by 'insubordination' in the discipline code. Failure to take care of or dispose personal items, such as lunch trays, trash, and other items, will result in that individual cleaning the lunchroom and/or other disciplinary action. For additional information, refer to the Lunch/Breakfast Program and Account in the district handbook.

Michigan Health/Reproductive Health

The district provides health instruction in a variety of courses, including seventh, eighth, tenth, and twelfth grade health, and physical education. The health program consists of objectives from the Michigan Health Model curriculum and a district approved reproductive health curriculum. All curriculum and course objectives are available for student and parent review by contacting the principal.

The district complies with state requirements for a local community committee and Cedar Springs Board of Education to review and approve reproductive health curriculum and materials. The reproductive health advisory committee meets annually. (If you are interested in participating in this group, please contact the district curriculum office.) School health courses include reproductive health instruction on topics such as growth, function, maturation, responsibilities, diseases, life-long health, relationships, and family planning. The Cedar Springs Board of Education, in compliance with state statutes, provides a complete description of the curriculum objectives for each course in the school and district curriculum office. Please contact the building principal to review curriculum. Your child is eligible to participate in these courses. By law, you have the right to excuse your child from participation in those portions of health classes containing reproductive health instruction by providing written notice to the building principal.

National Honor Society

National Honor Society (NHS) is an organization recognizing students who demonstrate excellence in scholarship, character, leadership, and service. Membership in NHS is both an honor and a responsibility. One of the primary functions of NHS is service to school and community by volunteering for at least 30 hours of service.

Each fall, all juniors with at least a 3.5 GPA are given the opportunity to apply to the NHS for membership. The students are asked to complete an application form listing all activities they participate in, both in school and out of school. At the same time, all teachers are given a list of all potential applicants. The teachers are asked to evaluate each student they know relative to the qualifications and characteristics of NHS.

When all the information is collected, an average is determined for each category and each student is compared to the average. A volunteer faculty committee is convened to select new members, based on their individual merits. However, students should expect that those who are selected would be above average in most categories. A similar process is conducted for senior students who were not selected during their junior year. Rules, regulations, and disciplinary procedures are dictated by the National Honor Society Constitution, as well as by the local by-laws. In the case of disciplinary action, a student can appeal the decision following the procedure that is established by the local by-laws, not the appeal process set forth by district policy governing student behavior.

Online Learning

Students participating in on-line learning opportunities are required to remain in the high school during their scheduled class time.

P.A. and Video Announcements

Students wishing announcements to be made over the public address system should have the announcement signed by a member of the faculty. Announcements need to be in the office at least one hour before the scheduled time for announcements. End of day announcements will normally occur within the last hour of the school day. During these announcements, it is expected that students will listen in a fashion respectable to others choosing to listen.

Posting of Information

School groups (athletics, clubs, etc.) are encouraged and welcome to place signs announcing their activities throughout the school. It is asked that groups displaying these communications remove them in a timely fashion. CSHS does provide a public information board in order for students to display personal items of information and advertisement of outside groups. This board is also used for posting job opportunities.

Scheduling and Assignment

Schedules are provided to each student at the beginning of the school year or upon enrollment. Students and parent/guardian should understand that classes are planned and teacher schedules developed on the basis of subjects selected by students and approved by parent/guardian during class registration as well as available class space. Parents also have the opportunity to provide input about their child's learning needs through the online parent input process, which occurs during a two-week period in the spring of the previous year or upon enrollment. Any changes in a student's schedule are handled through the principal or counselor and MUST occur no later than one full school day prior to the start of a new marking period. Students may be denied course enrollment due to lack of available space or the need to pass prerequisites.

School Buildings

Cedar Springs Middle School, Red Hawk Elementary School, Cedar View Elementary School, New Beginnings, Beach Elementary School, and Cedar Trails Elementary School are off limits to high school students during and after school hours unless in attendance for a school athletic, extra-curricular event, or academic event.

Senior Photos/Yearbook

Senior photos are collected by the yearbook staff to be included in the current yearbook. Information regarding deadlines and photograph requirements are provided by the yearbook staff and students need to respond in a timely manner to have their photo included. Students need to contact the main office for information regarding deadlines, fees, and size restrictions to have their photo included in the composite.

Self-Transportation to School

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

Students should note the posted speed limit when driving on district property and maintain a speed limit of 15 mph when driving in district parking lots. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by completing the necessary form prior to the event.

Skateboards/ Rollerblades

Students may use skateboards or roller blades to go to and from school; however, they must be able to be stored in the student's locker. The use of roller blades and skateboards is restricted to outdoor purposes only. It is expected students will wear all necessary safety gear and use extreme caution at all times.

Student Support Services

Your school counselor is here for everyone. Students, staff, and parents are all a part of our High 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 written 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 his/her academic, behavioral, social, and emotional abilities. You may schedule an appointment with the counselor by contacting the school office.

Spectator Bus

Bus transportation is sometimes provided to students to attend sporting and other school related events as spectators. Students must sign up to ride the bus at school prior to the event in order to ride and may be charged a fee. Sign ups will be held in main office or during lunch period. Failure to comply with the rules or displaying poor conduct may result in loss of privilege of riding to future events.

Student Assessment

To measure progress, students are tested in accordance with state standards and district policy. Unless otherwise exempt, students are expected to participate in state mandated tests annually in grades 3-12. Although make up days are scheduled, students are encouraged to be present for the test and unnecessary absences should be avoided. Additional group assessments may be given to monitor progress and determine achievement of curriculum objectives.

Students are expected to complete the required state assessment which includes the SAT, ACT Workkeys, and M-STEP tests. Any exception to this requirement must be approved by the superintendent/designee.

Sophomore students will have the opportunity to take the PSAT, a preparatory assessment primarily used to help students prepare for the SAT. The test is usually administered during the sophomore year and includes sections on English, math, reading; and scientific reasoning section.

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.

Textbooks – Workbooks

Students are provided with the required textbooks for their courses. It is the student's responsibility to maintain and protect school textbooks from damage, other than normal wear. At the end of the term students are assessed a fine if a book(s) is in need of repair because of excessive wear. Some courses offer students the option to purchase the book if they would like to keep it as a resource. Teachers who use workbooks will distribute them in their classes. There is no charge for workbooks unless the student loses one and needs another.

Transcripts

Graduates are charged \$5.00 per copy after September. A signed release form is required if records are to be sent to a prospective employer or scholarship agency.

Use of School Facilities

School facilities can be used for dances and other activities by following the district policy guidelines. Events must be scheduled by the faculty head sponsor and student leader through the building principal and facility coordinator. The faculty sponsor must complete a facility reservation form at least two weeks prior to the event and be present from the beginning of the event until the conclusion. He/she will be held responsible for the group and facilities. A complete listing of facility guidelines can be obtained from CSPS Facility Coordinator, 616-696-1204, or online at www.csredhawks.org.

Dances

All dances and events are primarily held for the students of Cedar Springs High School and their guests and must adhere to these guidelines:

- Dances and parties must conclude by 11:00 p.m.
- Students desiring to bring a guest must register the guest and have approval from the assistant principal prior to the dance or event.
- Any student or guest leaving the dance or event without permission of the sponsor will not be readmitted.
- Only high school aged students will be allowed to enter.
- A police presence must be at every dance in order for the dance to occur. The assistant principal may facilitate this process, and the sponsoring organization may be responsible for payment of the officer.

Video Monitoring System (Policy 7440.01)

For the safety and security of our students, Cedar Springs High School 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 action. Parents should be aware that the recorded video will not be made public and will only be viewed by authorized district personnel.

Withdrawal from School

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

Work Permits

Students under 18 years of age must first obtain a work permit before they are employed. Applications are obtained in the main office or at the District Office during the summer. Since school is a full-time endeavor, students are not encouraged to work more than a few hours per week outside school. A minor who is a student in school shall not be employed more than a combined school and workweek of 48 hours during the period when school is in session.

ACADEMIC SERVICES INFORMATION

Scheduling

Schedules are provided electronically to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule is handled through Student Services. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation is approved with a pass or schedule change. Students and parent/guardian should understand that classes are planned and teacher schedules developed on the basis of subjects selected by students and approved by parent/guardian during class registration.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Schedule Change

Once completed, changes to a student's schedule will require parent and administrative approval. Changes must be for academic/graduation requirements. The change MUST occur no later than three full school days prior to the start of a new semester. A student's schedule may not be changed unless the student fails a class and needs to repeat, the student lacks the proper prerequisite, or a computer scheduling error occurs.

Class Schedule

1st Hour: 7:37 am -8:37 am
2nd Hour: 8:42 am-9:42 am
3rd Hour: 9:47 am-10:47 am
A Lunch: 10:47 am-11:17 am
4th Hour: 11:22 am-12:22 pm
5th Hour: 12:27 pm -1:27 pm
6th Hour: 1:32 pm -2:32 pm

1st Hour: 7:37 am -8:37 am
2nd Hour: 8:42 am-9:42 am
3rd Hour: 9:47 am-10:47 am
4th Hour: 10:52 am-11:52 am
B Lunch: 11:52 am-12:22 pm
5th Hour: 12:27 pm -1:27 pm
6th Hour: 1:32 pm -2:32 pm

Advanced Placement Classes

Advanced Placement (AP) courses provide students with the opportunity to take college level courses at Cedar Springs High School taught by Cedar Springs High School teachers. Students benefit by taking advanced placement courses as they can earn college credit at a much lower cost while still in high school. Cedar Springs High School offers a variety of advanced placement courses; see curriculum guide. **Grades for AP courses are reported on the student's transcript** and are included in a student's GPA. AP grades are weighted as well (an extra point; i.e. A=5.0). Students may not add or drop AP classes once enrolled. AP courses should be indicated in the student's course request when planning for the upcoming school year. On occasion, students may be able to take AP courses as an independent study, and this option should be discussed with Student Services. Some courses require advanced preparation such as summer reading and/or other projects.

Dual Enrollment

Dual enrollment is offered by Cedar Springs High School in accordance with state legislation which states:

- The course must not currently be offered by Cedar Springs High School.
- The course cannot be a subject area of hobby/craft, recreation, physical education, theology, divinity, or religious education.
- The district offers Advanced Placement (AP) courses. Those courses have precedence over an entry-level post-secondary course and must be taken first.
- Weighted at 4.5 scale

When participating in dual enrollment, junior and senior-level students spend part of their day at Cedar Springs High School and part of their day attending class at Grand Rapids Community College or other area post-secondary schools. Dual enrollment allows students to attend college-level courses that are not otherwise offered at the high school level. The only stipulations are that the student be enrolled in both the district and post-secondary institution during the district regular academic year and enrolled in at least one high school course.

To qualify for dual enrollment, students must achieve a qualifying score on the required student assessment exam. See Michigan Department of Education quality of scores.

The student should complete the dual enrollment application form and get approval from the high school principal. Once the student has obtained a qualifying score and approval from the principal, these guidelines will be used to award credit:

- The student is responsible to locate an acceptable course.
- Application and admission to the post-secondary institution are the responsibility of the student.
- Upon validation from the issuing post-secondary institution, the student’s credit and grade will be recorded on the student’s high school transcript.
- The student is responsible to ensure the post-secondary institution reports the student’s grade and credit to the high school principal.
- Tuition for the course(s) will be paid by the school district upon receiving a bill from the postsecondary institution, itemizing the charges for the student’s participation in a particular course, up to a state allotment.

Early Middle College (EMC)

The Early Middle College Program is one in which students receive both high school and college credit in a structured cohort format. Students will receive both a high school diploma and an associate degree from Cedar Springs High School and Grand Rapids Community College in a five-year model.

Freshman students who have 2.5 cumulative GPA at the end of the first semester are invited to attend an informational meeting in February of each year. Interested, qualifying students will begin taking GRCC courses within their traditional high school schedule beginning their sophomore year.

Early Graduation

Students will normally attend high school eight (8) semesters. Those completing requirements at the end of their 7th semester have the option of graduating early if the requirements for graduation have been met and by following the procedure for early graduation:

1. The student and parent/guardian make written request to the counselor on or before November 1 of the year preceding graduation.
2. Counselor, principal, and superintendent review the request. After administrative approval, the request is forwarded to the Cedar Springs Board of Education for review and approval.
3. A student electing to graduate mid-term terminates his/her status as student and, therefore, should not be on school grounds during the normal school day without prior administrative approval.
4. The student is able to participate in graduation activities, prom, and other after school activities, but is not able to participate in school sports practices and competitions.

Graduation Requirements (Policy 5460)

Students may select from a variety of courses to meet the requirements for graduation. Students who do not satisfactorily complete the graduation requirements will not be allowed to participate in the graduation ceremony. Under State law, students in grade 11 will take the Michigan Merit Exam. Any exception to this requirement must be approved by the superintendent/designee.

Graduation credit requirements for the Class of 2015 and beyond:

Math	4 credits/1 credit in senior year
English	4 credits
Science	3.5 credits
(Earth, Physical, Physics, or Chemistry)	
Social Studies.....	3 credits
Fine/Practical Arts/Visual/Performing/Applied Arts	2 credits
Health/Physical Education.....	.0.5 each/1 credit total
An online experience (Career Cruising/Connect EDU).....	20 hours
World language (Class of 2016 and beyond).....	2 credits

In addition to the credits outlined above, credit hours in elective, or career and technology education programs 12.5 credits

Approved Extended Learning Credits

Students enrolling in extended learning opportunities such as ATYP or similar accelerated high school courses, as approved by building administration, may choose to not have the grades earned in ATYP used in determining their cumulative GPA. The student must sign a written agreement to abide by this grading system within the first two weeks of the course.

Grades

Cedar Springs High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should see the course syllabus.

The school uses the following grading scale:

- 90 to 100.....A = Excellent achievement
- 80 to 89.....B = Good achievement
- 70 to 79.....C = Satisfactory achievement
- 60 to 69.....D = Minimum-Acceptable achievement
- F = Fail
- I = Incomplete
- CR = Credit
- NC = No Credit

Credit Conversion for Transfer Students

When a student transfers to our district, Student Services staff will determine the credit conversion based on the type of school schedule the student is transferring from and the American School Counseling Association's Ethical Guidelines.

Grade Changes

Occasionally, a situation will arise where an error in grade reporting will necessitate a grade change. Any grade change must be submitted by the teacher of record to Student Services within three (3) weeks of the end of the semester. Any circumstances outside of this policy must have administrative approval.

Retaking a Class

If a student chooses to retake a failed class, the grades from both attempts at the course will remain on the transcript. The higher grade is given credit on the transcript and is computed in the GPA; the lower grade is not given credit nor computed in the GPA.

Credit Recovery is only available to students who have failed a course. This may occur via on-line learning/computer based programs such as APEX, repeating a course or summer school as approved by building administration.

Progress Reports/Report Cards (Policy 5420)

Refer to Progress Reporting/Report Cards in the district handbook. In addition to the obvious advantage of accessing progress reports regularly, benefits include the ability of all parents to be aware of their student's progress, not just those with students in danger of failing. It also empowers students, as each of them has an individual account that allows him/her to monitor his/her own progress, just as parents and teachers can.

CR/NC (Credit/No Credit)

The pass-fail program is designed to encourage juniors and/or seniors to enroll in elective classes for which they might not ordinarily enroll. With the approval of their parent/guardians and teachers, students may request placement on a CR/NC program for any combination of two (2) courses during the school year. The teacher and student must sign a

written agreement (available in the Student Services office) agreeing to the pass-fail grading system within the first two (2) weeks of the course.

Make-up Work

Students who are absent are required to make up work missed in each class. This work should be made up immediately, but in the case of a prolonged absence, the teacher may grant extra time.

Incomplete

An incomplete may be assigned on a report card indicating that the student has not completed the work required for class during the marking period. The student will have the opportunity to complete the work in the amount of time determined by the teacher who issued the incomplete. This time limit will generally not extend beyond nine weeks, but may be extended by the principal under special circumstances. If no prior arrangements have been made with the building principal, any Incomplete beyond a 9-week period will be changed to an "E." Assigned work not made up within the established time limit is recorded as "E."

Independent Study (Sophomore, Junior, Senior)

Independent study is designed for students who wish to go above and beyond and learn more about a subject matter that they have had. Primarily, an independent study is for a student to complete in-depth research in a particular topic or subject matter. On occasion, an exception may be made if a student has a scheduling conflict with a specific course that cannot be resolved; he/she may take the course as an independent study.

To apply, the student must complete the Independent Study Application form and confirm participation of a faculty member. Once the student has obtained approval from a faculty member, these guidelines should be followed:

1. The student selects a faculty sponsor in the field or area of research based on their EDP and future career or educational interests. It is the option of the teacher to accept an independent study program, and they may decline.
2. The faculty sponsor must be highly qualified in the area of instruction for the student to receive credit.
3. The form is completed by the student and the faculty sponsor. The description of the project must be very precise, stating exactly what is to be done in specific terms, the amount of credit must be included, and specific grading criteria described. Half credit should require a minimum of 90 hours of work/9-week period.
4. The student forwards the completed application to the principal for approval.

Other guidelines:

- The student will be assigned to a teacher for a class time block, and the teacher is responsible for the student's attendance and whereabouts. Students should be in the sponsoring teacher's room.
- Required classes cannot be taken as an independent study.
- Students are required to arrange a schedule of regular conferences with their sponsoring teacher for evaluation of work progress.

At the close of the project, the student will submit the results of his/her efforts to the sponsoring teacher for evaluation. He/she may be given a written and/or oral examination on the knowledge he/she gained from the project effort.

Mastery of Course's Subject Matter

High school credit may be granted in any course to a pupil enrolled in high school, but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined:

1. The student is granted high school credit by attaining a grade of not less than C+ in the final examination in the course. (78%)
 - a. A final examination is a comprehensive examination that addresses all components of the course curriculum.

- b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a “final examination” for purposes of obtaining credit through the testing process.
 - c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
 - d. All testing must be done 1 week before school starts.
2. If there is not a final examination in the course, the student is granted high school credit by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation.
 - a. The course teacher and building principal will determine the assessment criteria to evaluate if the student has exhibited a reasonable level of mastery of the course’s subject matter.
 - b. A student is eligible to demonstrate mastery of the course’s subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course’s subject matter.
3. Credit earned under this policy section is applied in the following manner:
 - a. Credit is earned on a pass basis and will not be included in the computation of the student’s grade point average for any purpose.
 - b. Credit shall apply equally to all students and may not be counted toward graduation.
 - c. Credit shall be counted toward fulfillment of a requirement for a subject area course.
 - d. Credit shall be counted toward fulfillment of a requirement as a course sequence.
 - e. Once credit is earned under this policy section, a student may not receive credit for a lower numbered course in the same subject area.
 - f. A student may not test out of a course he/she has already started.

Personal Curriculum

Under state law, parents may request a personal curriculum (PC) for their son or daughter.

The MMC requirements were developed to improve the quality of education for all Michigan public high school students. Some students have special talents and interests that warrant additions to the curriculum. Additionally, other students may have disabilities that require some accommodations to keep the MMC meaningful and fair. If you believe your son or daughter needs a Personal Curriculum, you must make a request for consideration and then a team is formed to determine what curriculum changes are appropriate.

The MMC law requires the following when considering a Personal Curriculum:

- The PC must be requested by the parent, student, teacher, counselor.
- The PC may not be needed if the MMC for a student can be addressed with other reasonable arrangements.
- When needed, a PC is written by a group of knowledgeable people that includes the parent and school staff.
- The PC must adhere to the MMC content standards as much as is possible for the student. In other words, the essential content expectations for graduation must still be met.
- The PC may exceed the requirements of the Michigan Merit Curriculum.
- The PC may contain some special provisions for students with documented disabilities.
- The PC may be developed for students who transfer from out-of-state or a non-public school.
- The PC must be approved by the superintendent.
- The PC may be adjusted during the course of the student's high school education using the same process, as appropriate.

Promotion, Placement and Retention

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being

met. Information about credit and course requirements is available in the Guidance Office, and a counselor will be pleased to answer any questions.

**Cedar Springs Public Schools
High 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, life-long learners.

References to the district network means all district-owned technology.

Privileges and Rights

- Students may access the district network to facilitate learning, diversity, personal growth in technology, information gathering and communication skills.
- Students are responsible for the integrity of their account. Students will only use the accounts assigned to them by the district. Misuse or sharing of their account with others may result in the loss of access privileges.
- Students will not use their network access to obtain, view, download, or otherwise gain access to offensive or objectionable materials.
- Students may use social networking sites only as assigned by a teacher for classwork.
- Each student is responsible for all material received and stored under his/her user account. The district reserves the right to access any materials stored in files.
- Students may not load, store, or use unapproved software on the district network.
- The district reserves the right to log computer use and to monitor file space used and to limit that space. The district reserves the right to remove a user account on the network to prevent unauthorized activity.
- The district reserves the right to log Internet use.
- The district intends to maintain reliable network services, however, in the event of lost files, information, data, or time, the district is not liable.
- Any transfer of files either electronically or otherwise must be virus free. Should a student transfer a file, shareware, or software which infects the district network with a virus which causes damage, the student will be liable for any and all repair costs to make the district network once again fully operational or virus free. The student may also be subject to other disciplinary measures as determined by the district.

Failure to abide by these guidelines may result in the suspension or elimination of access to the district’s network. Parents/guardians must sign a permission form for a student to have access to the district’s technology.

Signature

Date